



Call to Order/Opening Business

1. Roll Call
2. Approval of Minutes for September 14, 2023
3. Public Comment

Action Items

1. 2021-2022 Transportation Improvement Plan (TIP) Amendment 14 (Attached) **Carlton Scroggins**
 - a. **C-5033-01:** (Amended project) Upgrade traffic signals with protected lefts for RR Crossing and at intersections with left turn bays. Increase in cost greater than 25%, initiating an amendment.
 - b. **C-5251-01:** (New Project) Shawnee County Auburn Road Roundabout, 0.5-mile segment of Auburn Rd. between SW 29th St. and K-4. Roundabout approximately 0.3 miles east of Auburn Rd. on SW 29th St.
 - c. **KA-6232-02:** (Revision) Culvert Repair #512 on I-70 in Shawnee County, I-70: Culvert #512 (Kansas River Drainage) located 0.58 Miles East of US-75. Revised letting date from April 2024 to May 2024.
 - d. **KA-6740-01:** (Amended Project) Repair bridge #154 on US-75 in Shawnee county, US-75: Bridge #154 (Kansas River, Union Pacific Railroad) located 0.5 Miles north of east junction US-75/I-70. Revised letting date from September 2023 to January 2024. Removed bridge #162 from project. State tied project KA-6930-01 and revised cost estimate.
 - e. **KA-7198-01:** (New Project) Resurfacing on I-70 in Shawnee county. I-70: from 0.41 mile west of Urish Road, east to west edge wearing surface of MacVicar Avenue and from southeast 6th Street, east to 0.47 mile east of Croco Road.
 - f. **KA-7199-01:** (New Project) Resurfacing on I-470 in Shawnee county. I-470: from west I-70/I-470 junction, east to west edge wearing surface of 37th Street bridge and 0.1 mile west of Martin Drive, east to KTA.
 - g. **KA-7039-01:** (New Project) Replace multiple Bridges on I-470 in Shawnee County.
 - h. **TE-0505-02:** (Revision) Topeka: Bikeways Trail Connections, 10 locations connecting to Landon, Shunga and North Levee Trails.
 - i. **KA-7143-01:** (Project Canceled) Pavement markings on I-70. I-70: from 1.6 miles east of junction I-70/K-4, east to MacVicar. 0.11 miles east of Adams, east to 0.12 miles east of junction I-470/I-70/K-4.

(Request approval to release for public comment)

2. Updated MTPO/KDOT/TMTA Cooperative Agreement (Attached) **Carlton Scroggins**

Discussion/Non-Action Items

1. Bikeways Circulation Study & Safe-Routes-to School Study (**Taylor Ricketts**)
2. New 2020 MTPO Urban Area Boundary (UAB) (**Carlton Scroggins**)

Adjourn



ADA Notice: For special accommodations for this event, please contact the Planning Department at 785-368-3728 at least three working days in advance.

CITY OF TOPEKA
METROPOLITAN TOPEKA PLANNING ORGANIZATION
Technical Advisory Committee (TAC)

M I N U T E S

September 14, 2023

Voting Members present: Steve Baalman (KDOT); Braxton Copley (COT PWks); Ryne Dowling (KDOT); Rhiannon Friedman (COT Planning & Development); Andy Fry (TMTA); Curt Niehaus (SNCO PWks); Carlton Scroggins (COT/MTPO); Joni Thadani (SNCO Planning) (via Zoom) (8)

Voting Members absent:

City Staff/ Non- Voting Members present: Taylor Ricketts (MTPO/Planning); Amanda Tituana-Feijoo (COT Planning and Development) Daniel Nguyen (Federal Transit); Myron Leinwetter (City of Rossville)

Opening Business

Welcome – Mr. Niehaus called the meeting to order with 8 for a quorum.

Approval of Minutes for July 13, 2023 - Motion by Mr. Copley, second by Mr. Baalman.
APPROVED 8-0-0

Public Comment – Myron Leinwetter, City of Rossville Representative, inquired about the “service area” for MTPO and the red line that goes around the City of Topeka. Mr. Scroggins informed the group that in 2004 the planning area was re-designated. Mr. Copley provided further information on the backstory, and how it was handled between the county and the city. There was continued conversation about the advantages and disadvantages for the unincorporated towns outside of the designated lines.

Action Items

1. 2024-2027 Transportation Improvement Plan (TIP) Final Draft
 - a. The Draft TIP has had a few project updates submitted by MTPO partners since the July TAC and Policy Board meetings.
2. Public Participation Plan (PPP) Draft revision:
 - a. As is suggested, periodically the PPP should be reviewed and revised as needed to keep abreast of Transportation Bill changes, and modifications or advancements in Public participation techniques. A few changes were made to reflect the new Transportation Bill. The changes are highlighted in the attached draft document.

Ms. Ricketts noted the public meetings and/or hybrid meetings were added to the plan. Mr. Copley inquired if anyone else other than TAC members provide any input on the Public Participation Plan. Mr. Scroggins confirmed it was just the MTPO partners that contributed comments for the PPP, however, Amendments to the PPP will go out for public comment/review.

DRAFT

3. 2024 Unified Planning Work Program (UPWP) Final Draft:
 - a. There were no substantive changes or project additions to the UPWP since the July TAC meeting presentation. Only notable change was the inclusion of the 2.5% Complete Streets/Multi-Modal Safety funding provision outlined on p. 4, and demonstrated in the Itemized Budget listing on page 25.

Mr. Scroggins requested authorization to submit the TIP and UPWP Updates for public comment. **Motion** by Braxton Copley; **second** by Steve Baalman **APPROVED** 8-0-0.

Discussion/Non-action Items - NA

Quick Updates

1. Bikeways Circulation Study - Phase V of Bikeways Master Plan
Mr. Copley stated that one of his engineers was approached by the Toole Group regarding the River Road project, and moving the trail along the road. Mr. Copley understands that there needs to be a “defensive-able” project cost number so that there is something to apply for grants with.
2. Safe - Routes – To – School Phase 1 Study
Mr. Copley inquired about the cost estimates for the next phase of the project. Ms. Ricketts stated that there would-be high-level drawing concepts and cost estimates, so when they are ready to apply for grants they would have everything that K-DOT would want to see.
3. September Annual Bike Counts

Meeting adjourned at 3:15PM.

Amendment #14 2021-2024**Policy Board Date: 10/26/23****Projects Included:**

- 1) **C-5033-01: (Amended project)** Upgrade traffic signals with protected lefts for RR Crossing and at intersections with left turn bays. Increase in cost greater than 25%, initiating an amendment.
- 2) **C-5251-01: (New Project)** Shawnee County Auburn Road Roundabout, 0.5-mile segment of Auburn Rd. between SW 29th St. and K-4. Roundabout approximately 0.3 miles east of Auburn Rd. on SW 29th St.
- 3) **KA-6232-02: (Revision)** Culvert Repair #512 on I-70 in Shawnee County, I-70: Culvert #512 (Kansas River Drainage) located 0.58 Miles East of US-75. Revised letting date from April 2024 to May 2024.
- 4) **KA-6740-01: (Amended Project)** Repair bridge #154 on US-75 in Shawnee county, US-75: Bridge #154 (Kansas River, Union Pacific Railroad) located 0.5 Miles north of east junction US-75/I-70. Revised letting date from September 2023 to January 2024. Removed bridge #162 from project. State tied project KA-6930-01 and revised cost estimate.
- 5) **KA-7198-01: (New Project)** Resurfacing on I-70 in Shawnee county. I-70: from 0.41 mile west of Urish Road, east to west edge wearing surface of MacVicar Avenue and from southeast 6th Street, east to 0.47 mile east of Croco Road.
- 6) **KA-7199-01: (New Project)** Resurfacing on I-470 in Shawnee county. I-470: from west I-70/I-470 junction, east to west edge wearing surface of 37th Street Bridge and 0.1 mile west of Martin Drive, east to KTA.
- 7) **KA-7039-01: (New Project)** Replace multiple Bridges on I-470 in Shawnee County.
- 8) **TE-0505-02: (Revision)** Topeka: Bikeways Trail Connections, 10 locations connecting to Landon, Shunga and North Levee Trails.
- 9) **KA-7143-01: (Project Canceled)** Pavement markings on I-70. I-70: from 1.6 miles east of junction I-70/K-4, east to MacVicar. 0.11 miles east of Adams, east to 0.12 miles east of junction I-470/I-70/K-4.



PROJECT DATA SHEET

Amendment	2024-2027 TIP	
	TIP #: 2-19-02-2	KDOT#: C-5033-01
Project Type:	Roadways & Bridges	
Jurisdiction:	KDOT	
Project:	Shawnee Co. Interconnected Signalized Intersections	
Fiscal Year(s):	2023	
Location:	Shawnee County: Topeka Blvd at 57th, University & Gary Ormsby	
Total Project Cost:	\$2,028,400	

**PROJECT
TYPES:**

Transportation
Alternative;
Roadways & Bridges;
Transit/Paratransit

PROJECT Description and Justification: Upgrade traffic signals with protected lefts for RR Crossing and at intersections with left turn bays.

REASON FOR CHANGE: Increase in cost greater than 25% initiating an amendment.

Please attach a map showing the location of the project

EXPENSE SUMMARY (x1000)

*Phase	Year of Obligation	Federal (\$)	State (\$)	AC(?)	Local (\$)	TOTAL COST (\$)	Federal Source	AC Conv. Yr.
PE	2020		92.8	No				
CE	2023		176	No				
CONS	2023		1,759.6	No				
PE			(9.3)		9.3			
CONS			(140.7)		140.7			
TOTAL			1,878.4		150	2,028.4		

***PE** (Preliminary Engineering & Design); **ROW** (Right-of-Way Acquisition); **UTIL** (Utility Work); **Const** (Construction); **or CE** (Construction Engineering) **Other**



PROJECT DATA SHEET

New Project

2024-2027 TIP

TIP #: 1-24-01-1

KDOT#: C-5251-01

Project Type: Roadways & Bridges

Jurisdiction: KDOT

Project: Shawnee County Auburn Road Roundabout

Fiscal Year(s): 2024

Location: 0.5-mile segment of Auburn Rd. between SW 29th St. and K-4. Roundabout approximately 0.3 miles east of Auburn Rd. on SW 29th St.

Total Project Cost: \$5,250,000.00

**PROJECT
TYPES:**

Transportation
Alternative;
Roadways & Bridges;
Transit/Paratransit

PROJECT Description and Justification: Reconstruction Auburn Rd., construction right-turn lane and roundabout.

REASON FOR CHANGE: Program Addition

Please attach a map showing the location of the project

EXPENSE SUMMARY (x1000)

*Phase	Year of Obligation	Federal (\$)	State (\$)	AC(?)	Local (\$)	TOTAL COST (\$)	Federal Source	AC Conv. Yr.
CONS	2024		997.5	No	4,252.5	5,250		

***PE** (Preliminary Engineering & Design); **ROW** (Right-of-Way Acquisition); **UTIL** (Utility Work); **Const** (Construction); **or CE** (Construction Engineering) **Other**



PROJECT DATA SHEET

Revision	2024-2027 TIP	
	TIP #: 1-23-01-7	KDOT#: KA-6232-02
Project Type:	Roadways & Bridges	
Jurisdiction:	KDOT	
Project:	Culvert Repair #512 on I-70 in Shawnee County	
Fiscal Year(s):	2024	
Location:	I-70: Culvert #512 (Kansas River Drainage) located 0.58 Miles East of US-75	
Total Project Cost:	\$455,000.00	

**PROJECT
TYPES:**

Transportation
Alternative;
Roadways & Bridges;
Transit/Paratransit

PROJECT Description and Justification: Culvert Concrete Repair and Scour Repair

REASON FOR CHANGE: Revised letting date from April 2024 to May 2024.

Please attach a map showing the location of the project

EXPENSE SUMMARY (x1000)

*Phase	Year of Obligation	Federal (\$)	State (\$)	AC(?)	Local (\$)	TOTAL COST (\$)	Federal Source	AC Conv. Yr.
PE	2023		70					
ROW	2024		5					
CE	2024		35	Y				
CONS	2024		345	Y				
CE		31.5	(31.5)				NHPP	2027
CONS		310.5	(310.5)				NHPP	2027
TOTAL		342	113			455		

***PE** (Preliminary Engineering & Design); **ROW** (Right-of-Way Acquisition); **UTIL** (Utility Work); **Const** (Construction); **or CE** (Construction Engineering) **Other**



PROJECT DATA SHEET

Amendment	2024-2027 TIP
	TIP #: 1-22-06-3 KDOT#: KA-6740-01

Project Type: Roadways & Bridges
Jurisdiction: KDOT
Project: Repair bridge #154 on US-75 in Shawnee county
Fiscal Year(s): 2023 – 2024
Location: US-75: Bridge #154 (Kansas River, Union Pacific Railroad)
located 0.5 Miles north of east junction US-75/I-70

Total Project Cost: \$1,420,000.00

**PROJECT
TYPES:**
Transportation
Alternative;
Roadways & Bridges;
Transit/Paratransit

PROJECT Description and Justification: Concrete patch open deck spalls and replace south approach slab

REASON FOR CHANGE: Revised letting date from September 2023 to January 2024. Removed bridge #162 from project. State tied project KA-6930-01 and revised cost estimate.

Please attach a map showing the location of the project

EXPENSE SUMMARY (x1000)

*Phase	Year of Obligation	Federal (\$)	State (\$)	AC(?)	Local (\$)	TOTAL COST (\$)	Federal Source	AC Conv. Yr.
PE	2023		100					
CE	2024		100	Y				
CONS	2024		1,220	Y				
CE		80	(80)				NHPP	2027
CONS		976	(976)				NHPP	2027
TOTAL		1,056	364			1,420		

***PE** (Preliminary Engineering & Design); **ROW** (Right-of-Way Acquisition); **UTIL** (Utility Work); **Const** (Construction); **or CE** (Construction Engineering) **Other**



PROJECT DATA SHEET

New Project

2024-2027 TIP

TIP #: 1-23-09-1

KDOT#: KA-7198-01

Project Type: Roadways & Bridges

Jurisdiction: KDOT

Project: Resurfacing on I-70 in Shawnee county

Fiscal Year(s): 2023 – 2024

Location: I-70: from 0.41 mile west of Urish Road, east to west edge wearing surface of MacVicar Avenue and from southeast 6th Street, east to 0.47 mile east of Croco Road

Total Project Cost: \$5,859,000.00

**PROJECT
TYPES:**

Transportation
Alternative;
Roadways & Bridges;
Transit/Paratransit

PROJECT Description and Justification: 1.5-inch milling and overlay

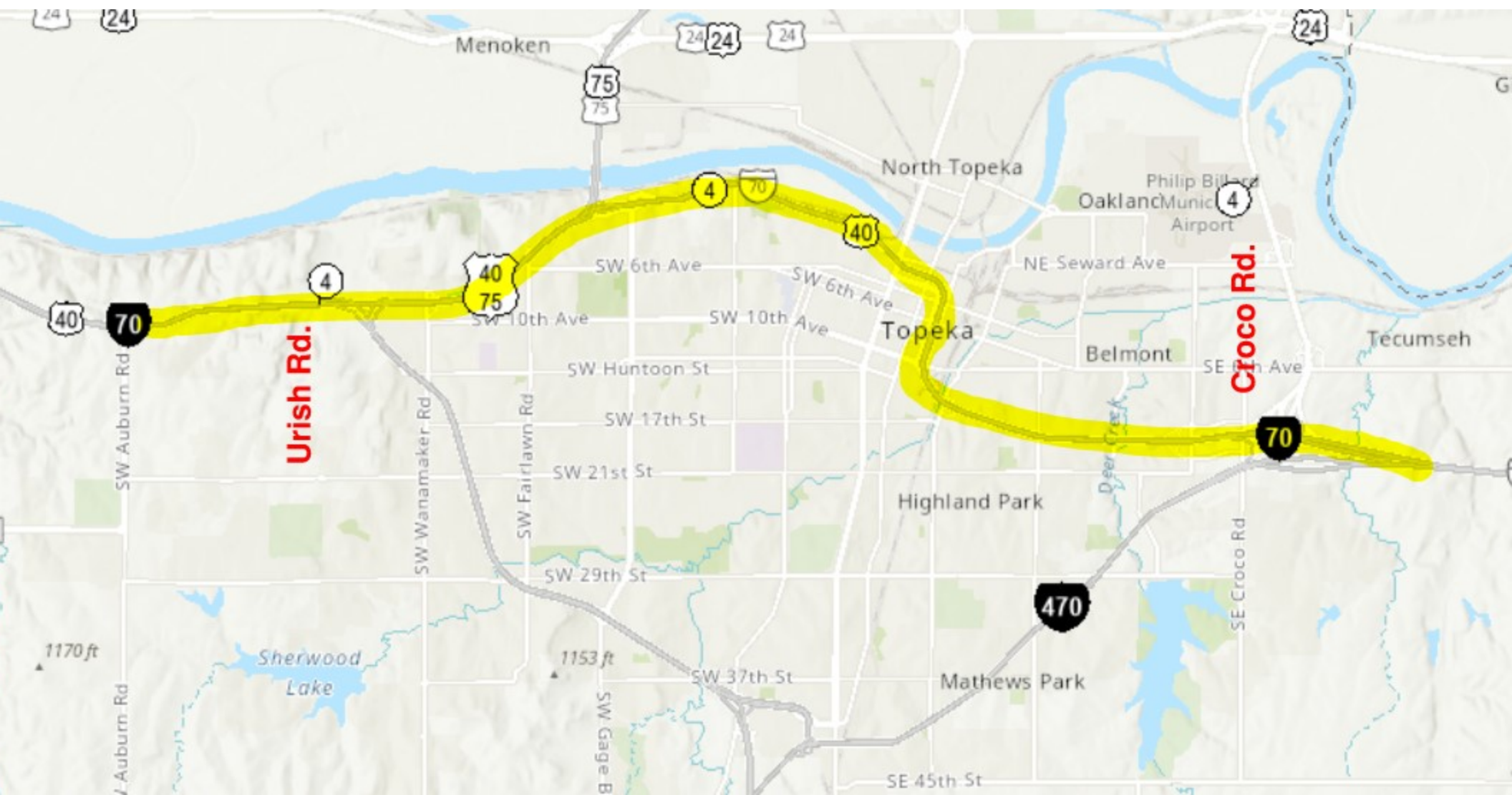
REASON FOR CHANGE: Program Addition

Please attach a map showing the location of the project

EXPENSE SUMMARY (x1000)

*Phase	Year of Obligation	Federal (\$)	State (\$)	AC(?)	Local (\$)	TOTAL COST (\$)	Federal Source	AC Conv. Yr.
PE	2023		54					
CE	2024		405	Y				
CONS	2024		5,400	Y				
CE		364.5	(364.5)				NHPP	2028
CONS		4,860	(4,860)				NHPP	2028
TOTAL		5,224.5	634.5			5,859		

***PE** (Preliminary Engineering & Design); **ROW** (Right-of-Way Acquisition); **UTIL** (Utility Work); **Const** (Construction); **or CE** (Construction Engineering) **Other**





PROJECT DATA SHEET

New Project **2024-2027 TIP**
TIP #: 1-23-10-1 KDOT#: KA-7199-01

Project Type: Roadways & Bridges
Jurisdiction: KDOT
Project: Resurfacing on I-470 in Shawnee county
Fiscal Year(s): 2023 – 2024
Location: I-470: from west I-70/I-470 junction, east to west edge wearing surface of 37th Street bridge and 0.1 mile west of Martin Drive, east to KTA

**PROJECT
TYPES:**
Transportation
Alternative;
Roadways & Bridges;
Transit/Paratransit

Total Project Cost: \$4,502,700.00

PROJECT Description and Justification: West I-70/I-470 junction, east to west edge wearing surface of 37th Street bridge: 1.5-inch milling and overlay. 0.1 mile west of Martin Drive, east to KTA: 3-inch overlay, patching and add ramp to Topeka Boulevard.

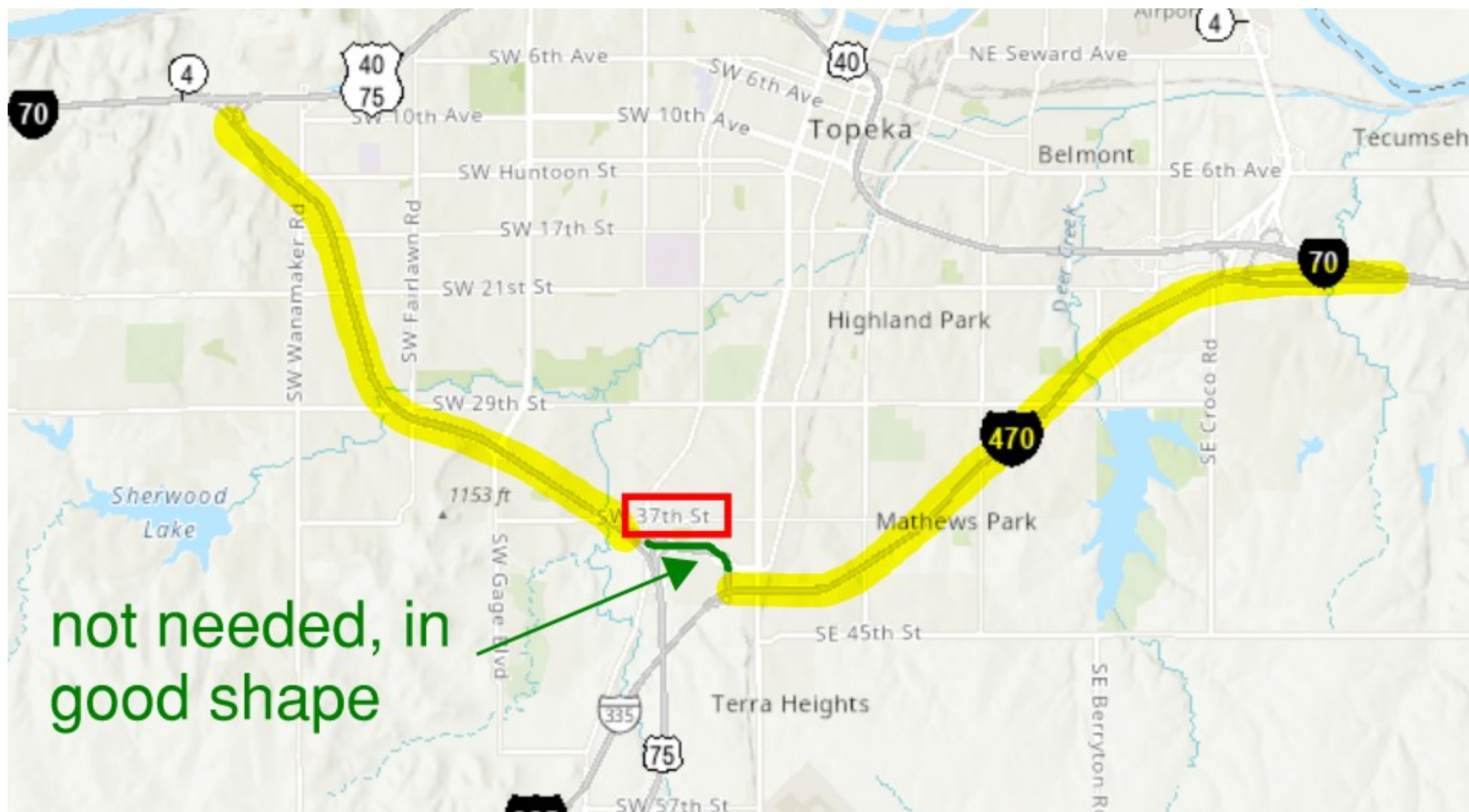
REASON FOR CHANGE: Program Addition

Please attach a map showing the location of the project

EXPENSE SUMMARY (x1000)

*Phase	Year of Obligation	Federal (\$)	State (\$)	AC(?)	Local (\$)	TOTAL COST (\$)	Federal Source	AC Conv. Yr.
PE	2023		41.5					
CE	2024		311.2	Y				
CONS	2024		4,150	Y				
CE		280.1	(280.1)				NHPP	2028
CONS		3,735	(3,735)				NHPP	2028
TOTAL		4,015.1	487.6			4,502.7		

*PE (Preliminary Engineering & Design); ROW (Right-of-Way Acquisition); UTIL (Utility Work); Const (Construction); or CE (Construction Engineering) Other





PROJECT DATA SHEET

New Project

2021-2024 TIP

TIP #: 1-24-02-1

KDOT#: KA-7039-01

Project Type: Roadways & Bridges

Jurisdiction: KDOT

Project: Multiple Bridges on I-470 in Shawnee County

Fiscal Year(s): 2024

Location: I-470: bridges #056, #057, #184, #185, #186, #187, #062,
and #063 located from south of SW 25th Street to Gage
Boulevard in Topeka

Total Project Cost: \$409,700.00

**PROJECT
TYPES:**

Transportation
Alternative;
Roadways & Bridges;
Transit/Paratransit

PROJECT Description and Justification: Bridge Replacement (#056, #057, #062, and #63) and
Rehabilitation (#184, #185, #186, and #187)

REASON FOR CHANGE: PROJECT IS AUTHORIZED FOR PE PHASE ONLY

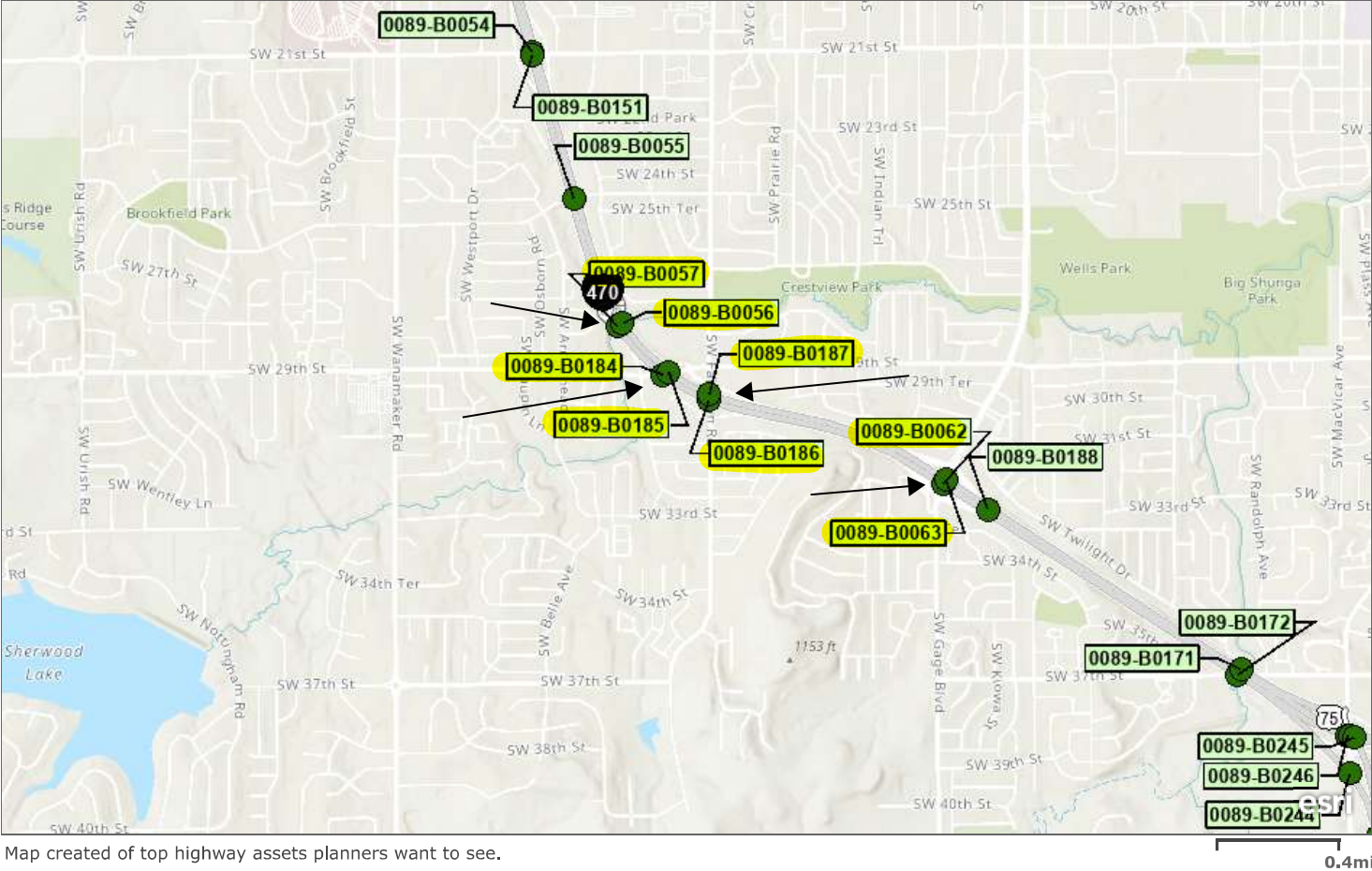
Please attach a map showing the location of the project

EXPENSE SUMMARY (x1000)

*Phase	Year of Obligation	Federal (\$)	State (\$)	AC(?)	Local (\$)	TOTAL COST (\$)	Federal Source	AC Conv. Yr.
CE	2024		4,894	No			BRF	
		4,404.6	(4,404.6)					
TOTAL		4,404.6	489.4			4,894		

***PE** (Preliminary Engineering & Design); **ROW** (Right-of-Way Acquisition); **UTIL** (Utility Work); **Const**
(Construction); **or CE** (Construction Engineering) **Other**

Transportation Planning - State System Map



Esri, NASA, NGA, USGS, FEMA | Esri Community Maps Contributors, Missouri Dept. of Conservation, Missouri DNR, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA | Bureau of Transportation Planning, Kansas Department of Transportation and Metropolitan Planning Organizations | Bureau of Transportation Planning, Kansas Department of Transportation | KDOT | Bureau of Transportation Planning, Kansas Department of Transportation | Bureau of Design Bridge Management and Bureau of Transportation Planning, Kansas Department of Transportation | Bureau of Transportation Planning, and Bridge Management, Bureau of Design, Kansas Department of Transportation | Bureau of Transportation Planning and Bureau of Design, Kansas Department of Transportation | Kansas Department of Transportation (KDOT) | Kansas Department of Transportation



PROJECT DATA SHEET

Revision	2021-2024 TIP
	TIP #: 3-21-11-6 KDOT#: TE-0505-02

Project Type: Transportation Alternative

Jurisdiction: KDOT

Project: Topeka: Bikeways Trail Connections

Fiscal Year(s): 2024

Location: Topeka: 10 locations connecting to Landon, Shunga and North Levee Trails

Total Project Cost: \$409,700.00

**PROJECT
TYPES:**

Transportation
Alternative;
Roadways & Bridges;
Transit/Paratransit

PROJECT Description and Justification: Construct 10' paths and separated bike lanes; install signage and sharrows.

REASON FOR CHANGE: Revised the let date from 12/23 to 1/24 and slight cost adjustment(s) – REVISION ONLY.

Please attach a map showing the location of the project

EXPENSE SUMMARY (x1000)

*Phase	Year of Obligation	Federal (\$)	State (\$)	AC(?)	Local (\$)	TOTAL COST (\$)	Federal Source	AC Conv. Yr.
CE	2024	12.7		No	3.2	15.9	TA	
CONS	2024	315		No	78.8	393.8	TA	
TOTAL		327.7			82	409.7		

*PE (Preliminary Engineering & Design); ROW (Right-of-Way Acquisition); UTIL (Utility Work); Const (Construction); or CE (Construction Engineering) Other

COOPERATIVE AGREEMENT

Conducting the Continuing, Cooperative and Comprehensive Transportation Planning Process For the Metropolitan Topeka Planning Organization

**Metropolitan Topeka Planning Organization
Kansas Department of Transportation
Topeka Metropolitan Transit Authority**

This Cooperative Agreement, entered into and effective this _____ day of _____, _____ by and between the Metropolitan Topeka Planning Organization (MTPO), the Kansas Department of Transportation (KDOT), and the Topeka Metropolitan Transit Authority (TMTA), establishes a metropolitan planning and programming process, and documents the roles and responsibilities of each party in the process. The partners agree to conduct a planning and programming process that complies with all federal planning requirements as specified in federal law. The Agreement is not intended to create any substantive rights or responsibilities for anyone, whether a party to this agreement or not, over the above those created and conferred by federal and state law.

SECTION 1. BASIC PARAMETERS OF THE COOPERATIVE AGREEMENT

STATEMENT OF PURPOSE

The MTPO, KDOT, and TMTA shall undertake a continuing, comprehensive, and cooperative transportation planning and programming process for the metropolitan planning area in accordance with state and local goals for transportation planning, the provisions of 23 USC 134, 49 USC 5303, and 23 CFR Parts 450 plus 500, and 49 CFR Part 613 as amended, and in accordance with the provisions of this Agreement.

Each party wishes to help the others achieve goals of each individual agency without harming their own agency. Further, it is the intent of the agreement to act as a basis for understanding the political and administrative constraints of each agency. These aspirations can be best achieved by engaging in regular communications with each other, approaching issues collaboratively, and by striving to improve professional relationships.

PARTNERS

The parties agree that the MTPO, KDOT, and TMTA are planning partners, as defined in federal legislation, in providing regional transportation planning functions. Each partner is assigned responsibility under federal regulations and is required to execute that responsibility judiciously, fairly, and with consideration of the responsibilities of each of the other planning partners.

The parties to this agreement will establish and maintain consistent lines of communication to discuss issues of mutual concern as it pertains to regional transportation planning. All agree to involve the others at the initiation of decision-making processes that may affect any of the other planning partners within the scope defined by federal statutes and regulations or by this agreement. The planning partners will make reasonable efforts to include the other planning partners in the process of identifying and diagnosing problems before solutions and new policy are proposed that would affect one or more of the other partners.

The cooperative transportation planning process to be conducted under this Agreement and governed by the provisions of 23 CFR Parts 450 plus 500 shall encompass the metropolitan planning area, as determined by agreement between the Governor (or designee) and the MTPO.

Planning partners will be cognizant and respectful of the internal organization, structure, and administration of each of the other planning partners.

Metropolitan Topeka Planning Organization

The MTPO is the lead organization among the partners in this agreement. The MTPO is the congressionally designated Metropolitan Planning Organization (MPO) for the urbanized area of Topeka Kansas. The MTPO is responsible for regional coordination of federal transportation funds and regional transportation planning within the MTPO Transportation Study area, as defined by the Metropolitan Planning Area Boundary approved in existing agreement between the MTPO and KDOT. The MTPO is governed by the Policy Body (PB). The MTPO shall be the lead agency for developing short and longer-term regional plans for all modes of surface transportation for the MTPO designated metropolitan planning area. All transportation related plans shall be presented to the MTPO Technical Advisory Committee (TAC) and the MTPO Policy Board for comment and consideration.

Kansas Department of Transportation (KDOT)

The KDOT is a state agency established pursuant to Kansas statute responsible for building, maintaining and operating a variety of transportation facilities across the state of Kansas, including, but not limited to, the federal and state highway systems. The KDOT is a key partner in the overall local planning process and offers advice and expertise in developing planning processes as well as implementing and constructing transportation projects throughout the region and state. The KDOT representatives are key members of the TAC, and also serve on the MTPO Transportation Policy Board. The KDOT also provides valuable input on planning, financial matters and how projects in the MTPO region fit into state systems. The KDOT is also charged with administering federal transportation funds apportioned to the State, Metropolitan Planning Organizations, and transit agencies.

Topeka Metropolitan Transit Authority (TMTA)

The TMTA is a political subdivision created by charter ordinance of the City of Topeka adopting Kansas statute, and is also a key partner in the overall transportation planning and provision of transportation services for the metropolitan planning area. The TMTA is responsible for providing general public transportation service and public paratransit service. The TMTA is a member of the TAC. The TMTA also provides valuable transit input on planning, financial matters and how projects in the MTPO region fit into regional and state transit systems. The TMTA is the designated recipient in the urbanized area for 5307 and 5310 funding and other apportioned funds, as determined by the Federal Transit Administration (FTA) – US DOT, and is responsible for administering those FTA funds.

DEFINITION OF PRODUCTS, DOCUMENTS, PLANS, PROCESSES, ACTIVITIES

This section identifies those products, plans, processes, activities, and miscellaneous actions required by federal legislation or federal regulations for the affected Metropolitan Planning Organization (MPO) - Transportation Management Area (TMA), the State transportation agency, and transit providers in the urbanized area.

Unified Planning Work Program Development and Consolidated Planning Grant Management –

The planning partners will jointly prepare a Unified Planning Work Program (UPWP) annually that describes the planning activities to be conducted in the metropolitan planning area. The UPWP serves three distinct functions: (1) it describes the transportation planning activities of regional scope that the planning partners will undertake during the year; (2) it serves as the scope of work for planning activities proposed for funding under the Consolidated Planning Grant (CPG); and (3) it provides a management tool for the planning partners in scheduling major transportation planning activities, milestones and products. Much of the work in the UPWP that is conducted by MTPO, as the transportation planning organization, is funded by Consolidated Planning Grants which are comprised of FHWA Metropolitan Planning Funds (PL Funds), and FTA Section 5303 funds provided by KDOT. In addition, some MTPO tasks are funded through other federal transportation funds provided through separate local public agency (LPA) agreements with KDOT. The manner of financing activities authorized under the CPG and LPA agreements is through reimbursement by KDOT of federal funds for up to a maximum of eighty percent (80%) of authorized expenditures (with exceptions for some uses of funds), with the balance (the non-federal share) to be provided for by separate fiscal agreement between the MTPO and its local government members.

- a) **MTPO Responsibility**—The MTPO will cooperate with the other planning partners in the development of the UPWP. The MTPO will develop and maintain a UPWP development schedule each year that will include a meeting of the planning partners to discuss development and establish planning priorities of the UPWP, this process will begin in June/August and will culminate with a new plan for the upcoming year, being approved in November. The MTPO will compile the draft UPWP for review by the planning partners and the public, and will prepare and publish the final UPWP as approved by the MTPO Policy Board. The MTPO will use the UPWP as the scope of services for the consolidated planning grants with KDOT and will enter into annual agreements with KDOT to receive Consolidated Planning Grant funds to support its work in the UPWP. The MTPO will enter into periodic LPA agreements with KDOT to support projects funded through other sources. MTPO will prepare and submit to KDOT progress reports detailing activities conducted each quarter for the various UPWP work tasks. Progress reports containing a narrative and financial account of the work accomplished to date shall be furnished to the KDOT by the MTPO at quarterly intervals. These reports shall be due no later than 45 days after the end of the first, second and third quarters, and no later than 60 days after the final quarter of each calendar year.
- b) **KDOT Responsibility**—The KDOT will cooperate with the other planning partners in the development of the UPWP. The KDOT will provide the MTPO with Consolidated Planning Grant balances for budgeting purposes during the development of the UPWP. The KDOT will also provide the MTPO with transportation task/projects, budget and scheduling information for KDOT led planning and construction activities in the MTPO region. Once all state and federal requirements are met, the KDOT will approve the UPWP and use it as the scope of services for the Consolidated Planning Grant agreements with the MTPO. KDOT will submit the UPWP to the USDOT in a timely manner for USDOT approval. KDOT will track and monitor the progress of UPWP activities through involvement in the MPO process and quarterly/annual progress reports submitted to KDOT. KDOT will enter into periodic LPA agreements with the MTPO to support projects funded through other sources. The KDOT will provide tasks/budget/schedule information for KDOT activities to be included in the UPWP, and will provide quarterly updates of task progress to be included in the quarterly progress reports. KDOT will make payments of federal funds according to the terms of the CPG and LPA agreements.
- c) **TMTA Responsibility**—TMTA will cooperate with the other planning partners in the development of the UPWP, including the provision of task/budget/schedule information to be included in the document. TMTA will provide quarterly updates of tasks progress to the MTPO to be included in the MTPO's quarterly progress reports to KDOT.

Metropolitan Transportation Plan (MTP) Development and Maintenance —

One of the primary products of the metropolitan planning process as defined in the UPWP is the MTP. The MTP establishes the broad policy framework for transportation investments in the region, and identifies specific investments to be implemented during the planning period. As described in federal rules, the MTP will provide for the development and integrated management and operation of transportation systems and facilities (including major roadways, transit, multimodal and intermodal facilities, pedestrian walkways and bicycle facilities, and intermodal connectors) that will function as an intermodal transportation system for the metropolitan planning area and as an integral part of an intermodal transportation system for the States and United States. The MTP is updated according to intervals set in federal regulations, and may be amended more frequently, as appropriate.

- a) **MTPO's Responsibility** – The MTPO will lead the development of the MTP in cooperation with the other planning partners. MTPO will establish a multi-year plan development schedule to complete the update of the plan by the established federal deadline. The MTPO will coordinate with and reflect the KDOT Statewide Long-Range Transportation Plans in the region's MTP. The MTPO will continuously monitor plans, studies, and other activities in the region to identify potential amendments to the MTP. The MTPO will review plan components and amendments to assess the need for conducting air quality/conformity analyses. The MTPO will produce such analyses when appropriate. The MTPO will take the lead on updating the MTP, and will rely on The KDOT to identify needs and priorities from the State System. During the planning development period leading up to the preparation of the MTP update, The MTPO and TMTA will build the framework for expanding regional transit throughout the MTPO region. During the planning development period leading up to the preparation of the MTP update, the MTPO will build the framework for expanding regional transit and other people and goods movements throughout the MTPO region and how the movement of people and goods, including rail passenger service, can be expanded in the south-central region of the state.
- b) **KDOT Responsibility** – The KDOT will cooperate with the other planning partners in the development of the MTP. The KDOT will coordinate with, and reflect, the region's plans in statewide long-range transportation plans. The KDOT will coordinate the region's long-range planning efforts with its Local Consultation Process. The KDOT will monitor internal plans, studies and other activities to identify potential MTP amendments and inform the other partners accordingly. The KDOT will also work with the partners to ensure that updates, program development and project selection meet the general philosophy and definition of being regionally significant. The KDOT will also provide input as to how program development and project selection fit into the MTPO region. KDOT will also make available regional and statewide plans to ensure that the MTP and other local planning documents reflect the most effective way(s) to move people and goods.
- c) **TMTA Responsibility** – The TMTA will cooperate with the other planning partners in the development of the MTP. TMTA will coordinate the region's long-range planning efforts with its agency's planning efforts for future transit operations and capital investments. The TMTA will provide current transit plans for insertion into the MTP. The TMTA will participate in the call for projects by submitting project needs for programming consideration. The TMTA will monitor internal plans, studies, and other activities to identify potential MTP amendments and inform the other partners accordingly. The TMTA will also provide experience and expertise in developing a blueprint for how transit services might be expanded to the MTPO region.

Transportation Improvement Program (TIP) Development and Maintenance –

Another of the primary products of the metropolitan planning process identified in the UPWP is the TIP. The TIP identifies specific investments to be implemented during the next 4-5 year period, and serves to commit funds to specific projects. The TIP is updated according to intervals set in federal regulations, and may be amended more frequently, as appropriate.

- a) **MTPO's Responsibility** – The MTPO will lead the development of the TIP in cooperation with the other planning partners. The MTPO will establish policies, procedures and practices for the development and maintenance of the TIP. The MTPO will initiate and conduct project selection processes for federal funds sub-allocated to the region. The MTPO will participate in KDOT project selection processes. The MTPO will maintain the TIP as a web/database product that reflects project level details consistent with MTPO policies and federal regulations. The MTPO will review TIP projects and amendments to assess the need for conducting air quality/conformity analyses. The MTPO will produce such analyses when appropriate.
- b) **KDOT Responsibility** – The KDOT will cooperate with the other planning partners in the development of the TIP. The KDOT will conduct project selection activities in consultation with the other planning process partners. The KDOT will be an active participant in ensuring TIP project and/or program selection meets the definition of regionally significant. The KDOT will also lend experience and expertise in ensuring that the TIP program and project selection fits into regional and statewide planning and construction efforts. The KDOT will submit/update project level data such that the TIP can reflect project details consistent with MTPO policies and federal regulations. The KDOT will consider for approval all TIP and TIP amendment actions approved and submitted by the MTPO and, if approved, incorporate them into the State Transportation Improvement Program (STIP) such that the STIP reflects and is consistent with the metropolitan TIP. KDOT will process new TIP approvals and TIP amendments and submit to the USDOT in a timely manner for USDOT approval.
- c) **TMTA Responsibility** – The TMTA will cooperate with the other planning partners in the development of the TIP. The TMTA will conduct project selection activities in consultation with other planning process partners. TMTA will submit/update project level data such that the TIP can reflect project details consistent with MTPO policies and federal regulations. The TMTA will also provide experience and expertise in working to ensure that future transit services can be more easily adaptable to the MTPO region. The TMTA will also be involved in 5310 project/program selection inclusion in the TIP and will lead the development of the transit section of the TIP.

Annual Listing of Obligated Projects –

One of the aspects of public accountability assigned to the metropolitan transportation planning process is an annual reporting of the federal funds obligated to projects in the preceding year. The listing is included in the Transportation Improvement Program (TIP) to confirm the obligation of federal funds to projects currently and previously listed in the TIP.

- a) **MTPO's Responsibility** – The MTPO will lead the development of the Annual Listing of Obligated Projects in cooperation with the other planning partners. The MTPO will compile information from the other planning partners, federal agencies, and others as appropriate, in order to complete the initial listing of projects. Once completed, the MTPO will publish the listing electronically as part of the region's TIP.
- b) **KDOT Responsibility** – The KDOT will cooperate with the other planning partners in the development of the Annual Listing of Obligated Projects. The KDOT will provide information regarding any federally funded projects it administered within the MTPO planning area, which have received fund obligations during the previous year. The KDOT follows internal procedures to routinely provide the information each year.

- c) TMTA Responsibility – The TMTA will cooperate with the other planning partners in the development of the Annual Listing of Obligated Projects. The TMTA will provide information regarding any federally funded projects which have received fund obligations during the previous year. The TMTA will establish internal procedures to routinely provide the information each year.

Financial Plans for the Metropolitan Transportation Plan and Transportation Improvement Program –

The MTP and the TIP will include financial plans based on estimates of revenue that can reasonably be expected to be available during the time period covered by each document. Financial plans and estimates of revenue are to be prepared cooperatively between the planning partners.

- a) MTPO's Responsibility – The MTPO will lead the development of the MTP and TIP financial plans in cooperation with the other planning partners. The MTPO will develop and maintain procedures and methodologies for generating revenue forecasts in cooperation with The KDOT, and the TMTA. The MTPO will generate estimates of local funds to be available to support transportation investments in the region. The MTPO will convene the partners as necessary to review methodologies, assumptions (such as inflation factors), and estimates to be used in the MTP and TIP documents and amendments.
- b) KDOT Responsibility – The KDOT will cooperate with the other planning partners in the development of the MTP and TIP financial plans. KDOT will provide historical information regarding funding levels/expenditures within the MTPO boundary and any estimates it has prepared for future state and federal revenues.
- c) TMTA Responsibility – The TMTA will cooperate with the other planning partners in the development of the MTP and TIP financial plans. The TMTA will provide historical information regarding funding levels/expenditures for transit services within the MTPO boundary and any estimates it has prepared for future local, state, and federal revenues.

Studies –

Studies are regularly conducted in the region to analyze particular transportation issues, transportation functions, geographic subareas, or transportation corridors and bring further definition to proposed transportation investments in the region. Studies may be categorized as Major Investment Studies, or meet other criteria/scope based on agreement between the planning partners. Studies should result in changes to, or further definition of, the MTP, and/or project level details that should be reflected in the TIP. Studies that could lend support to the development of the MTP update as well as TIP updates and amendments could include:

- Trends Analysis—In Terms of Impacts on Transportation Infrastructure and Modes
- Goods Movement Analysis
- Impacts of Transportation on Healthy Lifestyles
- Developing New Communications Methodologies
- Continued Environmental Monitoring
- Impact of Five Different Generations on Transportation Infrastructure and Modes
- Data Development/Warehousing/Access
- MTPO Member Community Participation Possibilities
- Land Use/Transportation Goal Correlation
- Scenario Planning Possibilities
- Continued Program/Project Implementation or Rethink of How and Why Planning is focused.
- TMTA Transportation Development Program (Short-range plan)

- a) **MTPO's Responsibility** – The MTPO, in cooperation with the planning partners, will develop various studies based on the goals and objectives of the MTP. The MTPO will reflect the broad policy framework articulated in the region's MTP in studies it leads. The MTPO will include all planning partners in studies it leads, and will actively participate in studies conducted by other planning partners. The MTPO will engage a broad cross-section of community interests and the general public in studies that it leads. The MTPO will assist with bringing conclusions of studies through the MTPO committee process to reflect conclusions in the MTP and/or the TIP, as appropriate.
- b) **KDOT Responsibility** – The KDOT will cooperate with the other planning partners in the development and maintenance of the MTP. The KDOT will reflect the broad policy framework articulated in the region's MTP in studies that it leads and those studies in which it participates. The KDOT will include all planning partners in studies it leads, and will actively participate in studies conducted by other planning partners. The KDOT will engage a broad cross-section of community interests and the general public in studies that it leads. The KDOT will bring to the MPO committee process any conclusions of studies for incorporation into the MTP and/or the TIP, as appropriate. Changes in demographic, land use, availability of natural resources, and financial aspects could have significant impacts on transportation planning and project development. The KDOT will supply expertise and experience in working with the other planning partners to ensure that potential changes in the way people live and move in the region are reflected in the planning and programming process.
- c) **TMTA Responsibilities.** The TMTA will cooperate with the other planning partners in the development and maintenance of the MTP. The TMTA will reflect the broad policy framework articulated in the region's MTP in studies that it leads. The TMTA will include partners of the planning process in studies they lead, and will actively participate in studies conducted by other partners of the planning process. The TMTA will engage a broad cross-section of community interests and the general public in studies that it leads. The TMTA will bring to the MTPO committee process any conclusions of studies for incorporation into the MTP and/or the TIP, as appropriate. Changes in demographic, land use, availability of natural resources, and financial aspects could have significant impacts on transportation planning and project development. The TMTA will provide expertise and experience in working with the other planning partners to ensure that potential changes in the way people live and move in the region are reflected in the planning and programming process.

Continued Travel Demand Modeling –

Travel demand models are developed and maintained to simulate and forecast travel conditions on the region's transportation system. The models are used to predict and identify future problem areas in the transportation system, and to evaluate strategies, investments, and projects which may alleviate those future problems. Models may also be used to understand current and future operating conditions on elements of the transportation network. Models also provide information to assess impacts of transportation investments for environmental justice purposes and to assess mobile source contributions to the region's air quality.

- a) **MTPO's Responsibility** – The MTPO will cooperate with the other planning partners to establish and maintain a state-of-the-practice regional travel demand model. The MTPO will work with the other planning partners to collect input data for the model so that it accurately reflects local conditions. The MTPO will utilize the existing travel demand model for evaluating the performance of the region's transportation system and to assess proposed strategies for the MTP and TIP. The MTPO will also utilize the regional travel demand model for environmental justice and air quality analyses. The MTPO will provide information from the regional travel demand model to support studies and other analyses by the other planning partners. The MTPO will assist the planning partners in reviewing modeling approaches for consistency with the regional travel demand model. The MTPO will support a regional model users group to provide ongoing coordination with modelers in the planning partner agencies, the MTPO member local governments, and their consultants.

- b) **KDOT Responsibility** – The KDOT will cooperate with the other planning partners to establish and maintain a state-of-the-practice regional travel demand model. The KDOT will work with the other planning partners to collect input data for the model, and review model output so that it accurately reflects local conditions. The KDOT and/or its consultants will conduct any traffic forecasting in the region consistent with the regional travel demand model. In order to get the most complete information possible, The KDOT will supply traffic counts and vehicle classification data, trip distribution estimates, accident data, and information concerning detected bottlenecks or delays on the MTPO region state system, and will supply the information on an as needed basis.
- c) **TMTA's Responsibility** – The TMTA will cooperate with the other planning partners to establish and maintain a state-of-the-practice regional travel demand model. The TMTA will work with the other planning partners to collect input data for the model so that it accurately reflects local conditions. The TMTA and/or its consultants will conduct any travel demand modeling in the region consistent with the regional travel demand model. The TMTA will supply ridership totals for all routes and will work with the other planning partners to determine possible routing amendments and how the transit routes fit into the definition of regional significance in overall MTP and TIP planning process.

Performance Measures –

MAP-21 Provisions: Requires states to assess performance of the Interstate Highway System and non-Interstate segments of the National Highway System. It also requires the setting of performance targets, coordination with MPOs; and establishing a performance-based process. Issues:

- The need for national consistency in setting performance measure thresholds such as travel time meeting generally acceptable operating conditions, delay, and travel time reliability
- Changing to the use of actual vehicle probe data instead of calculation models for some measures
- Setting relevant and realistic targets
- Target Setting

Performance management is a policy-directed, data-driven, performance-based business practice that links organizational goals and objectives to resources and results. The outcomes of performance-based management include more efficient distribution of limited resources and a focus on accountability of decision-making.

Safety

- a. KDOT will provide the MTPO with accident data, including latitude and longitude information, for all accidents in Shawnee County no later than July 31 of the year after the year the accident occurred. To support setting the initial targets the KDOT will provide such data back to 2011.
- b. KDOT will provide the MTPO with the state targets for these performance measures along with an explanation of the basis for these targets and any past performance data used in the target setting decision process, no later than when the KDOT submits the targets, or any change to the targets, to the FHWA.
- c. MTPO will provide the KDOT with draft MPO targets for these performance measures along with an explanation of the basis for these targets and any past performance data used in the target setting decision process when draft targets are submitted to the Transportation Advisory Committee.
- d. MTPO will provide the KDOT with the final MPO targets for these performance measures upon adoption by the MTPO Transportation Policy Body.

System Performance and Freight Data

- a. KDOT will provide the MTPO with its HMPS submission for the MTPO region at the same time that data is submitted to FHWA

- b. MTPO will provide the KDOT recommendations for updates to the functional classification of non-state system roadways (which may change the extent of the NHS) on an as needed basis..
- c. MTPO will provide the KDOT recommendations for updates to the urbanized area boundary following the release of data from the decennial census.
- d. KDOT will provide the MTPO with the state targets for these performance measures along with an explanation of the basis for these targets and any past performance data used in the target setting decision process, within two weeks of the KDOT's selection of new targets or any change to the targets.
- e. MTPO will provide the KDOT with draft MTPO targets for these performance measures along with an explanation of the basis for these targets and any past performance data used in the target setting decision process when draft targets are submitted to the Transportation Advisory Committee.
- f. MTPO will provide the KDOT with the final MTPO targets for these performance measures upon adoption by the MTPO Transportation Policy Body.
- g. TMTA will provide the MTPO with the TMTA performance measures and targets.

Pavement and Bridge

- a. KDOT will compile pavement metrics (IRI, cracking%, rutting, and faulting) for all NHS road segments in the MTPO region and provide this data to the MTPO at the same time the data is submitted to the FHWA as part of the HPMS submission.
- b. KDOT will compile bridge metrics (NBI items for Deck, Superstructure, and Substructure for bridges, Culverts for culverts, and Structure Length and Deck Width or Approach Roadway Width) for all bridges carrying the NHS in the MTPO region and provide this data to the MTPO at the same time the data is submitted to FHWA.
- c. KDOT will provide the MTPO with the state targets for these performance measures along with an explanation of the basis for these targets and performance data used in the target setting decision process, within two weeks of the KDOT's selection of new targets, or any change to the targets, to the FHWA.
- d. MTPO will provide the KDOT with draft MTPO targets for these performance measures along with an explanation of the basis for these targets and any past performance data used in the target setting decision process when draft targets are submitted to the Transportation Advisory Committee.
- e. MTPO will provide the KDOT with the final MTPO targets for these performance measures upon adoption by the MTPO Transportation Policy Body.

Transit Asset Management/Transportation Choices

- a. KDOT will provide the MTPO with data for the Transit Asset Management Performance Measures (the percentage of non-revenue vehicles that have either met or exceeded their ULB, the percentage of revenue vehicles within each asset class that have either met or exceeded their ULB. And the percentage of facilities within each asset class, rated below condition 3 on the TERM scale) for all providers in the MTPO region, except the TMTA, no later than when the KDOT submits its targets to the FTA.
- b. KDOT will provide the MTPO a copy of the state's Transit Asset Management group plan upon its initial publication and every time it is updated.
- c. KDOT will provide the MTPO with the state targets for these performance measures along with an explanation of the basis for these targets and any past performance data used in the target setting decision process, no later than when the KDOT submits the targets, or any change to the targets, to the FTA.
- d. MTPO will provide the KDOT with draft MTPO targets for these performance measures along with an explanation of the basis for these targets and any past performance data used in the target setting decision process when draft targets are submitted to the Transportation Advisory Committee.
- e. MTPO will provide the KDOT with the final MTPO targets for these performance measures upon adoption by the MTPO Transportation Policy Body.
- f. TMTA will provide the MTPO with data for the Transit Asset Management Performance Measures (the percentage of non-revenue vehicles that have either met or exceeded their ULB, the percentage of

revenue vehicles within each asset class that have either met or exceeded their ULB. And the percentage of facilities within each asset class, rated below condition 3 on the TERM scale) for the TMTA assets upon submission of its targets to the FTA.

- g. TMTA will provide the MTPO a copy of their Transit Asset Management plan upon its initial publication and every time it is updated.
- h. TMTA will provide the MTPO with the TMTA targets for these performance measures along with an explanation of the basis for these targets and any past performance data used in the target setting decision process, no later than when the TMTA submits the targets, or any change to the targets, to the FTA.
- i. MTPO will provide the KDOT information on Bicycle and Pedestrian Accessibility in the form of annual additions to sidewalks, roadways, and trails within the MTPO Planning Area.

Travel Time Reliability/Program Delivery

- h. KDOT will provide the MTPO with Interstate Travel Time Reliability Measures (ITTRM) and segment Level of Travel Time Reliability (LOTTR) values for the MTPO region.
- i. KDOT will provide the MTPO with Non-Interstate Travel Time Reliability Measures (NITTRM) and segment Level of Travel Time Reliability (LOTTR) values for the MTPO region. And Ratios of person-miles of travel that are reliable to total person-miles of travel.
- j. KDOT will provide the MTPO with Interstate Truck Travel Time Reliability Index, in order to determine Freight Reliability.
- k. KDOT will provide the MTPO with Roadway and bridge project (within the MTPO Planning Area) timetables and completion times, as a means of determining measures of program delivery.
- l. MTPO will provide the KDOT with non-interstate roadway and bridge project (within the MTPO Planning Area) timetables and completion times, as a means of determining measures of program delivery.
- m. KDOT will provide the MTPO with the state targets for these performance measures along with an explanation of the basis for these targets and any past performance data used in the target setting decision process, within two weeks of the KDOT's selection of new targets or any change to the targets.
- n. MTPO will provide the KDOT with draft MTPO targets for these performance measures along with an explanation of the basis for these targets and any past performance data used in the target setting decision process when draft targets are submitted to the Transportation Advisory Committee.

Participation Plan Enhancement –

Part of the metropolitan transportation planning process, requires that the MTPO develop and implement a Participation Plan. The purpose of the Participation Plan is to define a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. The Participation Plan shall include procedures for employing visualization techniques and making public information available in electronically accessible formats and means.

- a) MTPO's Responsibility – The MTPO will cooperate with the other planning partners to develop and maintain the Participation Plan for use in the metropolitan planning process. The MTPO will initiate periodic reviews of the effectiveness of the Participation Plan strategies and may suggest updates to the Plan in cooperation with the other planning partners. The MTPO will follow the Participation Plan in its planning and programming work so that the public is adequately and appropriately engaged in planning and project development activities in the region. The TMTA relies on the MTPO's public participation process to satisfy its public participation requirements for their Program of Projects.

- b) **KDOT's Responsibility** – The KDOT will cooperate with the other planning partners to develop and maintain the Participation Plan for use in the metropolitan planning process. The KDOT will use strategies from the Participation Plan as part of its planning studies and project development activities so that the public is adequately and appropriately engaged in planning and project development activities in the region.
- c) **TMTA's Responsibility** – The TMTA will cooperate with the other planning partners to develop and maintain the Participation Plan for use in the metropolitan planning process. The TMTA will use strategies from the Participation Plan as part of planning studies and project development activities so that the public is adequately and appropriately engaged in planning and project development activities in the region.

Periodic Review of this Agreement

This Agreement will be reviewed periodically so that it remains current in articulating roles and responsibilities of the planning partners. The Agreement will be assessed following each new federal authorization and each federal certification review of the region's planning process to capture any changes in federal law, federal regulations and guidance, comments that were part of the certification review, and changes within the planning partners. Current information on the region's planning process will be available each year as part of the UPWP.

Expected Roles and Responsibilities of USDOT

While not direct parties to this agreement, the USDOT offices, particularly the Kansas Division Offices of the Federal Highway Administration and the Regional Office of the Federal Transit Administration, will also participate as partners in the MTPO region's transportation planning process. The USDOT offices will participate as ex officio members of the MTPO transportation committees, and provide a federal perspective to the work of the MTPO. The USDOT offices have offered experience and expertise in providing information on best practices and developments in the field of transportation planning that could support and be useful to the region's planning efforts. The USDOT offices have previously taken actions on plans, environmental studies, and investment projects within the region that are consistent with decisions that have come out of the MTPO planning process. The USDOT offices have and will continue to advise the MTPO regarding any issues of compliance with federal regulations as work products are being developed and produced so that final products will meet existing requirements.

FUNDING AND PAYMENT

- a) MTPO and the KDOT will annually develop and execute a Consolidated Planning Grant (CPG) agreement identifying federal transportation funds attributable to the MTPO and identifying the conditions of acceptance for these funds. The CPG agreement for the next fiscal year shall be executed as quickly as the CPG development and review process will allow. All work performed by the MTPO in the interim between the expiration of the most current and newly executed CPG agreements will be covered under pre-award authority arranged by the KDOT.
- b) KDOT will provide annually to the MTPO federal funding targets for planning purposes and development of the draft UPWP for the following year. Such funding targets will be provided to the MTPO as they are developed and finalized by the KDOT.
- c) Funding levels and financial responsibilities for the continuing transportation planning process shall be conveyed annually in conjunction with the preparation, review and approval of the UPWP. Upon adoption

of the UPWP by the MTPO PB, the UPWP shall be deemed to constitute a part of this agreement with respect to the scope of work and funding arrangements, to the extent the UPWP complies with the separate fiscal agreement for annual funding between the MTPO and the City of Topeka (FISCAL AGENT). Specific terms or conditions governing the financial aspects of the UPWP will be set forth in the KDOT's UPWP approval letter.

- d) All costs incurred during the progress of the transportation planning work activities under this agreement shall be shared by the MTPO and the other participating agencies on the basis of the cost allocation schedule set forth in the approved UPWP. Payments charged to the TMTA are valid only when expressly approved by the Fiscal Agent. The KDOT's share of program costs, together with any USDOT share, which is administered by the KDOT, will be made available to the MTPO following the receipt of a properly executed invoice and a detailed status of expenditures report in a format compatible with the approved UPWP.

PROPERTY UTILIZATION AND MANAGEMENT

The MTPO shall comply with the property management standards as set forth in 49 CFR 18.31, 18.32 and 18.33, as amended, and, if applicable, OMB Circular A-102, Attachment M, as amended.

RECORDS AND AUDITS

- a) The MTPO shall, for the program of continuing, comprehensive transportation planning and programming activities, maintain an accounting system that adequately accounts for all funds provided for, accruing to, or otherwise received from the federal, state and local units of government, or any other quasi-public or private source under this agreement.
- b) All eligible costs, including paid services and expenses contributed by the MTPO, shall be charged to the approved UPWP by the MTPO and shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All accounting records and other evidence pertaining to the costs incurred by the MTPO under this agreement shall be maintained by the MTPO and or by the designated MTPO Fiscal Agent and shall be clearly identified and readily accessible. The KDOT and the USDOT shall have authority to audit, review, examine copy and transcribe any pertinent data, information, records or documents relating to this agreement at any reasonable time. The MTPO shall retain all records and documents applicable to this agreement for a period of not less than seven (7) years after final payment is made by KDOT.
- c) The MTPO shall have, through its designated Fiscal Agent, a single, organization-wide financial and compliance audit performed by a qualified, independent auditor if required to do so under federal laws and regulations. This audit shall be performed in accordance with OMB Circular A-133. A copy of the audit shall be furnished to the KDOT. The cost of the audit is to be paid by the MTPO Fiscal Agent and will be reimbursed by the MTPO with funds from the KDOT Consolidated Planning Grant.

CERTIFICATION REGARDING LOBBYING

- a) The MTPO, KDOT and TMTA certify, by signing this Agreement, to the best of each one's knowledge and belief, that:
 - 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in the making of any Federal loan, the entering into of any cooperative agreement, and the extension,

continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- 2) If any funds other than Federal appropriated funds have been paid or will be paid to a Federal agency, a Member of Congress, an officer or employee of Congress, or loan, or cooperative agreement, the undersigned shall, pursuant to 31 U.S.C. 1352, complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- b) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC 1352.
- c) The MTPO also agrees by signing this Agreement that it shall require that the language of this certification be included in all lower tier subcontracts which exceed \$100,000 and that all such sub-recipients shall certify and disclose accordingly.

ALLOCATION OF RISK

Each party to this Agreement shall assume the risk of any liability arising from its own conduct. None of the parties agree to insure, defend, or indemnify the other.

DISPUTE RESOLUTION

If a dispute arises from or relates to this agreement or the breach thereof, and if the dispute cannot be settled through direct discussions among the responsible staff, any party to the dispute can request escalation of the dispute to the level of Agency Director for discussion and resolution. If such discussions fail to produce resolution within 45 days of transmission to the Agency Director level, the parties agree to present their dispute to mediation, each bearing its own costs in that process. Disputes unresolved after mediation may proceed to litigation.

MISCELLANEOUS PROVISIONS

It is hereby expressly agreed that no third party beneficiaries are intended to be created by this agreement, nor do the parties herein authorize anyone not a party to this agreement to maintain a suit for damages pursuant to the terms or provisions of this agreement.

TERMINATION OF AGREEMENT

The MTPO, KDOT, or TMTA may terminate this agreement with cause by giving sixty (60) days written notice of such termination to the other parties. In the event of termination, the MTPO will be entitled to receive just and equitable compensation under the terms of the CPG for any satisfactory work accomplished under this agreement to the effective date of such termination.

SEVERABILITY

Should any section, paragraph, sentence, or clause of this agreement be deemed unlawful by a Court of competent jurisdiction, no other provision hereof shall be affected and all other provisions of this agreement shall continue in full force and effect.

The parties hereto execute this Agreement through their authorized representatives:

State of Kansas

Kansas Department of Transportation

By _____
Secretary of Transportation

Date

Metropolitan Planning Organization

Topeka Area Metropolitan Planning Organization

By _____
MTPO Policy Body Chair

Date

Topeka Metropolitan Transit Authority

By _____
Dr. Alan Bearman, Chair, Board of Directors

Date

TMTA Attestation

The above and foregoing signature was signed or attested before me on the date appearing below and was authorized by a vote of a majority of the quorum of the Board taken at a lawfully convened meeting on March 19, 2018.

By _____
Keri Renner, Board Secretary

Date