



2015 Unified Planning Work Program (UPWP)

First Quarter (January – March 2015)

Activity Report

Current with 2015 UPWP (Adopted by WAMPO TPB on 11/10/2014)

Abbreviations & Acronyms

“3C” – Continuing, Comprehensive, and Cooperative
AADT – Annual Average Daily Traffic
ADA – Americans with Disabilities Act
AMPO – Association of Metropolitan Planning Organizations
APA – American Planning Association
AQITF – Air Quality Improvement Task Force
ATMS – Advanced Transportation Management System
AVL – Automatic Vehicle Location
CIP – Capital Improvement Program
CMAQ – Congestion Mitigation and Air Quality
CMP – Congestion Management Process
CMS – Congestion Management System
CPG – Consolidated Planning Grant
CTD – Coordinated Transit District
DAB – District Advisory Board
DOT – Department of Transportation
EJ – Environmental Justice
FHWA – Federal Highway Administration
FTA – Federal Transit Administration
FY – Fiscal Year
FFY – Federal Fiscal Year
GIS – Geographic Information System
GPS – Global Positioning System
ITS – Intelligent Transportation System
JARC – Job Access and Reverse Commute
KAMPO – Kansas Association of Metropolitan Planning Organizations
KDOT – Kansas Department of Transportation
LRTP – Long Range Transportation Plan
MAPD – Metropolitan Area Planning Department
MDT – Mobile Data Terminal
MIS – Major Investment Study
MOA – Memorandum of Agreement
MOU – Memorandum of Understanding
MPO – Metropolitan Planning Organization
NAAQS – National Ambient Air Quality Standards
NCPD – National Corridor Planning and Development
NHI – National Highway Institute
NHS – National Highway System
NITU – Notice of Interim Trail Use
PEA – Planning Emphasis Area
PL – Planning Funds
PPP – Public Participation Plan
PSC – Project Selection Criteria
RPSP – Regional Pathway System Plan
RRCP – Railroad Crossing Plan
SAFETEA-LU – Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users
SATS – South Area Transportation Study
Section 5307 – FTA’s Urbanized Area Formula Program (Planning)
Section 5309 – FTA’s Major Capital Investments (New Starts and Small Starts) Program
Section 5310 – FTA’s Transportation for Elderly Persons and Persons with Disabilities Program
Section 5316 – FTA’s Job Access and Reverse Commute Program

Section 5317 – FTA’s New Freedom Program
SCAC – Sedgwick County Association of Cities
SIP – State Implementation Plan (for air quality)
SOP – Strategic Operating Plan
SOV – Single Occupant Vehicle
SPR – State Planning and Research Funds
SRTS – Safe Routes to School
STIP – Statewide Transportation Improvement Program
STP – Surface Transportation Program
TAC – Technical Advisory Committee
TAZ – Transportation Analysis Zone
TPB – Transportation Policy Body
TCSP – Transportation, Community, and System Preservation
TDFM – Travel Demand Forecast Model
TDM – Transportation Demand Management
TDP – Transit Development Plan
TE – Transportation Enhancement
TEA-21 – Transportation Equity Act for the 21st Century
TIP – Transportation Improvement Program
Title VI – Title VI of the U.S. Civil Rights Act of 1964, as amended
TMA – Transportation Management Area
TOC – Transit Operations Center
UPWP – Unified Planning Work Program
UZA – Urbanized Area
VMT – Vehicle Miles Traveled
WAMPO – Wichita Area Metropolitan Planning Organization
WT – Wichita Transit

Task 1.0—Management and Administration

Sub-task 1.1—General Program Administration

Activity 1.1.1 – General Management, Secretarial, and Administration

Lead Organization: WAMPO

Timeframe: On-going

- Answering phones, staffing front desk when needed, processing mail, and ordering supplies
- Ordered new computers for staff computers with expired warranties, coordinated with IT to set up email, voice mail, and computer access for the new associate planner. Coordinated with building maintenance staff to move furniture for the new associate planner office.
- Completed the annual review process for all exempt employees.
- Completed the hiring process for the Associate Planner position. Tasks included: reviewing job, writing a new job posting, coordinating with HR to post the job, holding in-person interviews, making an offer, and coordinating with the HR personnel to finalize the offer.
- Closed out any 2014 travel that was done at the end of the year.
- Arranged travel for the guest speaker at the air quality symposium.
- Processed travel vouchers, made travel arrangements, maintained travel records, processed advanced payments, and coordinated with the City's Finance Department on travel related issues for staff. Sent a request to KDOT to change the per diem for travel that was currently being used.
- After receiving approval to change to the United States General Services Administration per diem rates, amended travel papers that had been created in January for employee's upcoming travel to reflect the increase in their per diem rates.
- Periodic check of efforts associated with the GROW - 21 in the US Congress.

Activity 1.1.2 – WAMPO Reorganization

Lead Organization: WAMPO

Timeframe: 2011 - 2015

- Started the procurement process to hire an independent contractor to design and implement a new administrative services framework for WAMPO. Tasks included developing an RFP and coordinating with KDOT and the Purchasing Office to advertise the position.
- Staffed Executive Committee meetings to review the Organizational Development Plan progress and other business matters.
- Consultant started meeting with the Executive Committee to review the result from the focus group meetings and develop draft mission statement, vision statement, and priorities.
- Carried out a contract amendment for the existing legal services contract.
- Executive Committee developed a draft job description for the director position.
- Started the procurement process to hire a professional recruiting firm to recruit and hire a new WAMPO Director. Tasks included developing an RFP and coordinating with KDOT and the Purchasing Office to advertise for a firm.

Activity 1.1.3 – Office Move (with MAPD) Preparation

Lead Organization: WAMPO

Timeframe: Spring 2013 – 2015 (tentative schedule)

- Participated in planning meetings organized by Sedgwick County.

Activity 1.1.4 – Certification Review

Lead Organization: WAMPO

Timeframe: Spring 2015 – Fall 2015

- Initiative underway in March, 2015.
- Coordinated with federal partners to develop the schedule and focus areas for the 2015 certification review.

- Began coordinating with KDOT and WT to develop responses.
- Began drafting responses to written questionnaire.

Sub-task 1.2—UPWP and Budget

Activity 1.2.1 – UPWP and Budget

Lead Organization: WAMPO

Timeframe: On-going

- Submitted the 2014 4th Quarter Activity Report and Billing Statement and requested reimbursement from KDOT.
- Developed the 2014 Annual Report and Financial Report Executive summary and submitted it to KDOT.
- Completed the financial paperwork for the 2014 4th Quarter and Annual report to KDOT.
- Made sure that all the paperwork such as a new budget sheet for each had been submitted to Finance that they were set up in Performance correctly for the new OCA's under the 2015 grant and that other departments/agencies had the new correct OCA's to charge against starting the beginning of the year.
- Started the process of developing spreadsheets to track all expenditures for each OCA in the UPWP grant.
- Worked with the Planning Manager regarding the 1st Amendment to the budget to determine how much additional funding would be needed for some of the purchase orders that were created/set up at the end of 2014 and the beginning of 2015.
- Processed paperwork to renew our SAM's account for our grant. The grant has been approved and accepted.
- Prepared and distributed timesheets to staff every two weeks.
- Processed change orders for current Purchase Orders. Processed payments against purchase orders and payments for grant recipient invoices.
- Developed a spreadsheet to track payments cash payments received for TIP payments as well as jurisdiction assessment fees.

Sub-task 1.3—TPB and TAC Meeting Support

Activity 1.3.1 – TPB and TAC Meeting Support

Lead Organization: WAMPO

Timeframe: On-going

- Provided administrative support for all TAC meetings, including compiling and distributing meeting packets, setting-up and tearing down meeting room, recording the minutes during meetings, drafting meeting minutes, uploading all pertinent documents to the website, and providing meeting briefings to committee Chairperson and members. Internal review and editing of TAC packet.
- Provided administrative support for all TPB meetings, including internal review and editing of meeting packet, transmitting packets to tablet readers, setting-up and tearing down meeting room, recording the minutes during meetings, drafting meeting minutes, providing meeting briefings to committee Chairperson and members, updating the website with all pertinent information, and video-recording the TPB meetings.
- Identified potential speakers for CY 15 with John Schlegel and Kristen Zimmerman.
 - The first speaker - Tonya Bronlewe Topic "Proposed Ozone Standards" in February, 2015
 - The next speaker is scheduled for the April TPB meeting
- Began the initial planning of the TPB retreat by contacting various venues to check on availability, cost and catering.

Sub-task 1.4—Professional Development, Education, and Training

Activity 1.4.1 – Professional Development

Lead Organization: WAMPO

Timeframe: On-going

- Webinar on data tools to use for Bicycle and Pedestrian Count (ZE, 1/8/15)
- Attended the KAMPO Spring 2015 meeting (KZ, GJ, CU, 3/30/15)

Task 2.0—Public and Stakeholder Involvement

Sub-task 2.1—Public and Stakeholder Involvement

Activity 2.1.1 – Public Participation Plan (PPP) Maintenance

Lead Organization: WAMPO

Timeframe: On-going

- Reviewed current PPP document and incorporated into the Title VI program update.
- Posted public comment period and associated documentation for the TIP Amendment on the WAMPO TIP and News pages.
- Posted MOVE 2040 Citizens' Guide for review on the WAMPO website.
- Ongoing review of the Public Outreach Tracker to ensure all activity from the previous year has been captured.
- Pulled data from tracker dated July 2012 to current to use in the Title VI program update.

Activity 2.1.2 – Public Participation Plan (PPP) Update

Lead Organization: WAMPO

Timeframe: Mid-2015 to Mid-2016

- Reviewed current PPP document and began identifying update areas.

Activity 2.1.3 – General Outreach

Lead Organization: WAMPO

Timeframe: On-going

- Began discussion to develop an initial plan to streamline all WAMPO distribution and mailing lists.
- Exported master distribution list from Constant Contact, merged with internal list, cleaned and reloaded into Constant Contact.
- Uploaded a WAMPO Media Contacts distribution list in Constant Contact.
- Began research and development of content for the WAMPO Spring Newsletter.
- Updated the WAMPO Facebook page, Twitter and/or website to reflect current events and news (MOVE 2040, public comment periods, press releases, Title VI, calendar events).
- Retweeted a photograph and article link of staff presenting at the Butler County Commission meeting.
- Gathered internal and external information on KOMA and KORA guidelines, practices and templates for easy to use tools for public education.

Sub-task 2.2—Title VI Program

Activity 2.2.1 – Title VI Compliance

Lead Organization: WAMPO

Timeframe: On-going

- Reviewed sub-recipient contract end dates for JARC and New Freedom.
- Created PDF forms for electronic entry of the pre and post contract questionnaire forms.
- Contacted the Mental Health Association requesting a copy of their pre-contract form associated with their 2013 JARC award.
- Requested post-contract questionnaire forms from the Mental Health Association and Wichita Transit.
- Requested vital documents (Title VI notice, Title VI brochure, Title VI rights brochure and WAMPO Citizens' Guide) be translated into Vietnamese.
- Contacted the City of Wichita Human Resource Department, Propio Language Services and Interlingual Services for information related to pricing and/or availability of on-call interpretation and translation services.

Activity 2.2.2 – Title VI Program/Policy Update

Lead Organization: WAMPO

Timeframe: Mid-2014 to Mid-2015

- Researched Title VI and LEP program/plans from across the US to gather information on how other entities were managing the new FTA requirements.
- Created an initial draft of the WAMPO Title VI program update.
- Worked with Chris to gather data on the demographic profile of the WAMPO region specific to the LEP population.
- Worked with Carol to gather and develop maps of the WAMPO region that reference EJ areas.
- Reached out the FTA representatives for clarification of specific Title VI changes.
- Edited and updated the WAMPO LEP plan for inclusion as an appendix of the Title VI program update.
- Updated the WAMPO Facebook to include the Title VI Public Notice.

Task 3.0—Data and Modeling

- Developed a work order for TranSystems and Cambridge Systematics to come up with a scope of work for future emissions modeling and a white paper on methods for modeling the "donut area".

Sub-task 3.1—Travel Demand Model

Activity 3.1.1 – Travel Demand Model Maintenance

Lead Organization: WAMPO

Timeframe: On-going

- Start-up meeting with TranSystems and Cambridge Systematics for new support contract. Fulfilled multiple model data requests. Worked with Slade on compiling the lists of WAMPO and non-WAMPO projects for inclusion in the model.

Sub-task 3.2—Travel and Transportation System Data

Activity 3.2.1 – Functional Classification Update

Lead Organization: WAMPO

Timeframe: September 2012-December 2015

- Received approval from the FHWA confirming the functional classification changes that were submitted in December 2014.
- The NHS changes were approved and jurisdictions were notified of the approval.
- Project completed.

Activity 3.2.2 – Functional Classification Annual Review

Lead Organization: WAMPO

Timeframe: July 2015 – December 2015

- Developed timeline for an annual review of functional classification
- Finished the draft for 2015 Annual Functional Road Reclassification Manual, and began working on final draft of the manual.

Activity 3.2.3 – Organize GIS Folder Structure and Develop Base GIS Data

Lead Organization: WAMPO

Timeframe: July 2013 – December 2015 (tentative, depending on number of base layers)

- Worked with Carol on refining our GIS layer requirements.
- Investigated data sources.
- Worked on processing the NPMRDS data into useful forms for performance measures, and worked to redefine some of our existing performance measures to better match the available data.

Activity 3.2.4 – Data Framework

Lead Organization: WAMPO

Timeframe: January 2015 – and on-going thereafter

- Fulfilled data requests from Tricia related to our Title VI plan.
- Monitored new MAP-21 Performance Measures NPRMs.
- Held regular conference calls with KDOT and MARC on performance measure data.
- Investigated data sources for performance measures.

Task 4.0—Transportation System Project Programming

Sub-task 4.1—Transportation Improvement Program (TIP)

Activity 4.1.1 – Transportation Improvement Program (TIP)

Lead Organization: WAMPO

Timeframe: On-going

- Began to draft ideas for a different process to develop the 2016 TIP.
- Began and completed the process for Amendment 2 by pulling data from database, creating the staff report for meeting packet, and posting the details of Amendment 2 on the website.
- Pulled data from the database on requests for letters to project leads.
- Begin database preparation for Amendment 3.
- Edited the ALOP.
- Began preliminary preparation for the 2015 ALOP.
- Confirmed information in database that was submitted by KDOT.

Activity 4.1.2 – Project Tracker Software

Lead Organization: WAMPO

Timeframe: 2015

- Drafted the request for purchase (RFP).
- Discussed the software with staff and planning partners.
- Begin final draft.

Sub-task 4.2—Federal Highway Administration Programs Programming

Activity 4.2.1 – Federal Highway Administration (FHWA) Programs Programming

Lead Organization: WAMPO

Timeline: On-going

- Balanced the budget for each funding program during 2015 TIP Amendment #2.

Sub-task 4.3—Federal Transit Administration Programs Programming and Grant Administration

Activity 4.3.1 – JARC/NF Designated Recipient Grant Application

Lead Organization: WAMPO

Timeline: On-going

- Began working with Kevin Osborne, Regional Civil Rights Analyst for Region VII to determine if WAMPO is required to report on DBE. He is checking and will get back with us over the next two weeks to let me know his findings. I have also placed another call to him as a reminder so that we don't miss our deadline of submitting our paperwork.
- Worked with Finance to put in our ECHO draw and determine the balance of funds left in the grant. Processed payments against the grant and recorded them in the spreadsheet.

Activity 4.3.2 – Transportation for Elderly Persons and Persons with Disabilities Program

Lead Organization: WAMPO

Timeline: 2013 - 2015

- Currently working with WAMPO and Transit staff on the development of a consensus letter to send to KDOT. A conference call between all involved parties is scheduled for the month of April regarding the letter and the direction of the plans for this project.

Sub-task 4.4—Other Programming

- No activity this quarter.

Task 5.0—Transportation System Planning

Sub-task 5.1—Metropolitan Transportation Plan

Activity 5.1.1 – MOVE 2040

Lead Organization: WAMPO

Timeline: Fall 2012 – August 2015

- Participated in the Public Outreach campaign by making presentations at area City Councils, KDOT and regulators, and staffing information centers.
- Scheduled presentations and maintained the presentation calendar for Phase 3 public outreach, contacted jurisdictions to coordinate presentations, and researched and scheduled Pop up Events and Information Centers.
- Developed individual staff assignments for MTP team during Phase 3 outreach and engagement elements.
- Ordered supplies for the presentation kits and compiled the kits for each speaker by making copies, putting together all needed materials, and printing off maps for each event.
- Researched options for web-based town hall meetings. Identified internet and cloud-based products offering video conferencing.
- Met with the City of Wichita IT and Finance Department representatives to determine what technology resources could be explored for a web-based town hall meeting.
- Drafted a news release for local media and the WAMPO website announcing activities associated with the Citizens' Guide and feedback opportunities.
- Updated the WAMPO website to reference the new phase, activities developed resources (guide, video, survey, and updated the calendar to reflect all of the scheduled MOVE 2040 presentations, pop up events and information centers.
- Updated WAMPO Facebook events to reflect all scheduled presentations, pop ups and information centers.
- Developed a spreadsheet for the project manager so that she could tell at any given time the balance of the budget and how the funds are being spent.
- Created and edited a video for the MOVE 2040 public outreach campaign.
- Created, reviewed and provided feedback on video, posters, presentation and survey instrument, and tri-fold brochure to be used at the public outreach events.
- Created electronic survey in Survey Monkey, embedded links to the Citizens' Report and video resources, as well as, a short and long version of the paper survey.
- Continued to work with Chapter and Appendix authors to reviewed Editor Changes and provide comments to the Project Manager.
- Reviewed the technical chapter rewrites and final edits with Editor.
- Discussed Financial Plan, Travel Demand Model Documentation, Air Quality element of technical plan and remaining portions of Chapter 5 with authors.
- Developed, edited and finalized materials for the Citizens' Report.
- Met with Quik Print for an estimate of the printing costs for the Citizens' Report.
- Continued meeting with Project Selection Committee (PSC) to identify WAMPO funded projects.
- Provided support for the PSC and consulted with PAC chair and identified agenda items for a meeting.
- Evaluated selection process used to identify initial proposal for WAMPO funded projects, completed project selection activities with PSC, and conducted post critique of the PSC selection activities.
- Conducted a conference call with PB Project Manager regarding current project status, remaining contract work (EJ Analysis, Project Solicitation and technical ranking documentation (Appendix and portions for Chapter 5, on - going hosting of project submittal portal).
- Met with staff, one on one, regarding products needed for MOVE 2040, prepared and conducted MTP Team meetings, and initiated discussion with Zach on TIP data and the MOVE 2040 data.
- Provided a briefing for Commissioner Howell on MOVE 2040 project selection process and overall initiative.

- Developed, prepared, and conducted MOVE 2040 briefing for FHWA, FTA and KDOT in lieu of chapter by chapter review.
- Corresponded with a representative from the Derby Informer who requested additional information on MOVE 2040, and scheduled a meeting for him with Gloria.
- Compiled project lists for WAMPO and non-WAMPO projects.
- Briefed the Planning Manager and Executive Director on project activities (PSC activity, Phase 3 outreach, next steps, ideas for amendment and monitoring processes, potential briefings with FHWA and KDOT).
- Received, reviewed progress report and approved consultant invoice.
- Support to the MOVE2040 portal.

Sub-task 5.2—Asset Management Planning

Activity 5.2.1 – Regional Asset Management Evaluation

Lead Organization: WAMPO

Timeframe: January 2013 – December 2014

- Collaborated with Kristen Zimmerman on the types of responsibilities to assign to a seasonal intern.
- Professional staff has begun discussion with subject matter expert on the types of actions needed to develop a successful asset management program.

Sub-task 5.3—Transportation System Management and Operations

Activity 5.3.1 – SHRP2 Organizing for Reliability Project in Wichita

Lead Organization: KDOT

Timeline: August 2013 – August 2015

- Developed founding documents for the TSMOTF, including an agreement with KDOT and a list of proposed activities.
- Met with Kristen, Gloria, and John as part of the development process.
- Met with KDOT (Glen and Tom) to secure their agreement with our approach.
- Presented to the plan for the TSMOTF to the TAC and asked for volunteers.

Sub-task 5.4—Safety Planning

- No activity this quarter.

Sub-task 5.5—Special Planning Studies

Activity 5.5.1 – Community Investments Plan (CIP)

Lead Organization: Wichita – Sedgwick County Metropolitan Area Planning Department (MAPD)

Timeline: Fall 2012 – Fall 2015

- Continued to monitor activities.

Sub-task 5.6—Air Quality Planning

Activity 5.6.2 – Preparation for Ozone Non-attainment Designation

Lead Organization: WAMPO

Timeframe: On-going

- Attended monthly Air Quality Task Force meetings.
- Presented to the TAC and PAC on conformity.
- Attended the Air Quality Leadership Summit.
- Prepared for TPB action letter to EPA on proposed ozone standards
- Held internal meetings to prepare for nonattainment designation

- Participated in meetings with other regional partners to discuss options for regional collaboration on nonattainment

Sub-task 5.7—Freight Planning

- No activity this quarter.

Task 6.0—Multimodal Planning

Sub-task 6.1—Transit and Paratransit Planning Activities

Activity 6.1.1 –Transit and Paratransit Planning Activities

Lead Organization: WAMPO

Timeline: on-going

- Attended the Transit Advisory Board, Paratransit and CTD 12 meetings.
- Participated in RFP Consultant selection processes for two efforts by Wichita Transit for a fare study and an operations evaluation.

Activity 6.1.2 – Transit and Paratransit Planning Activities

Lead Organization: Wichita Transit (WT)

Timeline: On-going

- Monitored the Westside Service Improvement performance.
- Monitored the Wichita State University bus route.
- Participation in WAMPO planning activities (MOVE2040 Project Advisory Committee Meetings).
- Travel Trainings
- Continued initial phase of bus stop installation project.
- Wichita Transit Performance Analysis Project Management

Activity 6.1.3 – Regional Vanpool Plan

Lead Organization: WAMPO

Timeline: January 2014 – December 2015

- Conducted conference call with consultant and oversight committee to receive report on progress to date. Identification of employers and next steps in developing vanpool proposals for selected and interested employers.
- Received, reviewed invoice and progress report. Discussed invoice with consultant project manager and elevated the matter to Procurement and the Law Department.
- Conduct meeting with consultant and oversight committee to discuss the outcomes of employer meetings, proposed vanpool programs at employers and next steps.
- Resolved the invoice matter.
- Receive, review progress report and approve invoice.
- Attended the oversight committee who met with consultant to review employee survey, list of perspective employers.
- Met with Wichita Transit regarding exclusive use of Wichita Transit for delivery of regional vanpool services
- Reviewed technical memorandum for the tasks completed to date.

Sub-task 6.3—Bicycle –Pedestrian Planning

Activity 6.3.1 – Regional Bicycle – Pedestrian Count

Lead Organization: WAMPO

Timeline: February 2015– December 2015

- Began building inventory of supplies.