



2015 Unified Planning Work Program (UPWP)

Third Quarter (July – September 2015)

Activity Report

Current with 2015 UPWP Amendment #1 (Adopted by WAMPO TPB on 4/4/15)

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 Modeling

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 office supplies.
- Continued the hiring process for the Associate Planner position. Tasks included holding phone interviews, setting up and coordinating the in-person interviews, and visting with applicants regarding the procedures for reimbursement of their travel expenditures to interview.
- Completed the transition out process for the Summer Intern.
- Arranged travel for WAMPO, which included closing out and reconciling travel that took place during the 2nd quarter of 2015, and processing travel paperwork for guest speakers and job applicants.
- Prepared and distributed timesheets to staff every two weeks.

Activity 1.1.2 – WAMPO Reorganization

Lead Organization: WAMPO

Timeframe: 2011 - 2015

- Staffed Executive Committee meetings.
- Provided contracts for the on-call attorney to review and to approve as to form.
- Worked with the Wichita State University (WSU) Hugo Wall staff on the development of administrative support services for WAMPO. WSU completed the first phase of work by identifying current cost and soliciting potential cost from alternative vendors, and briefed the WAMPO committees on the status of the work.
- Marla Flentji, of the Austin Peters Group, designed the hiring process and completed the associated hiring materials for the Executive Director position.
- Coordinated logistics and held the panel interviews for the Executive Director position, and began the negotiating process with the preferred candidate.

Activity 1.1.3 – Office Move (with MAPD) Preparation

Lead Organization: WAMPO

Timeframe: Spring 2013 – 2015 (tentative schedule)

- Sedgwick County-led project that is currently on hold.

Activity 1.1.4 – Certification Review

Lead Organization: WAMPO

Timeframe: Spring 2015 – Fall 2015

- Reviewed the draft of the Certification Review report and wrote a responses to the draft.
- Wrote a letter on behalf of the Executive Committee responding to the draft Certification Review.
- Participated in the review of Certification Review final findings and recommendations, and participated in WAMPO and FHWA lead discussion session in responses to Certification Review.
- Began to coordinate the implementation plan for the Certification Review recommendations and action items.

Sub-task 1.2—UPWP and Budget

Activity 1.2.1 – UPWP and Budget

Lead Organization: WAMPO

Timeframe: On-going

- Compiled and submitted the 2015 2nd Quarter Activity Report and Billing Statement, and requested reimbursement from KDOT.
- Worked to complete the development of the 2016 budget and work program.
- Completed project tracking spreadsheets, entered updated purchase order information into the spreadsheets, processed payments against purchase orders, and updated cash tracking spreadsheet.

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 the TPB and TAC meetings, including compiling and distributing meeting packets, setting-up and tearing down meeting rooms, audio recording the minutes during meetings, drafting meeting minutes, uploading all pertinent documents to the website, providing meeting briefings to committee Chairpersons and members, and video-recording the TPB meetings.
- Coordinated with special speakers and staff to finalize meeting materials.
- Met with two new board members for initial orientation.
- Developed and coordinated Air Quality Conformity speaker from FHWA for October 2015 TPB meeting.

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

Activity 1.4.1 – Professional Development

Lead Organization: WAMPO

Timeframe: On-going

- Highway Program Funding training in Washington, D.C. (VF)
- Health and Wellness Class “Navigating - Change in your career” (VF)
- Four Types of Cyclists: A National Look webinar (TT, 8/11/15)
- Everyone Walks. Understanding & Addressing Pedestrian Safety webinar (TT, 8/12/15)
- Storytelling Workshop (TT, 8/24/15)
- Pedestrians Count! – How to Measure Foot Traffic webinar (TT, 8/27/15)
- KOMA/Kora Training in Topeka (TT, 9/1/15)
- EJSCREEN Enhancements webinar (TT, 9/15/15)
- AICP Webinar on Planning Law (GJ, 7/1/15)
- KLC Leadership Webinar (GJ, 8/3/15)
- Facilitation Skills for Team Leaders (GJ, KZ, TT, 8/4/15)
- KLC Leadership Webinar (GJ, 8/11/15)
- AQ Conformity Webinar – FHWA (GJ, 8/25/15)
- Methods to Identify and Map State Freight Economic Corridors webinar – FHWA (GJ, 9/2/15)
- Bridging the Gap- Pillars to build a new future webinar – FHWA (GJ, 9/8/15)
- Creating Enthusiastic Support - Innovative Techniques to Expand Public Input webinar - Transportation for America (GJ, 9/30/15)
- ITE Midwestern District Meeting (Branson, MO) (CU, 5/29-6/1)
- Facilitation Skills for Team Leaders (WSU) (CU, 8/4/15)
- NPMRDS quarterly webinar (CU, 8/5/15)
- Vehicle Inventory Use Survey (CU, 8/6/15)
- Data Availability, Integration and Warehousing for TSM&O Performance Measures webinar (CU, 8/14/15)
- Regional Models of Cooperation in Air Quality Planning webinar (CU, 8/25/15)
- CMM Collaboration webinar (CU, 9/8/15)
- EPA Moves Training (Atlanta) (CU, 9/22-23/15)
- EJSCREEN Enhancements webinar (TT, 9/15/15)
- Scheduled and coordinated special staff session on Asset Management and general MPO operations with Carmine Palombo, Deputy Executive Director Southeast Michigan Council of Governments (Metro Detroit MPO).

Task 2.0—Public and Stakeholder Involvement

- Reviewed the new EJSCREEN tool and shared tool access with staff for feedback.
- Developed a short and long version scope with timeline for the WAMPO planning team highlighting the EJ Analysis improvement project connected to the MOVE 2040 implementation.
- Conducted an environmental scan for EJ analysis that included requirements/guidance, best practices and methods from across the United States. Drafted and presented the initial draft of this scan to the WAMPO planning team.

Sub-task 2.1—Public and Stakeholder Involvement

Activity 2.1.1 – Public Participation Plan (PPP) Maintenance

Lead Organization: WAMPO

Timeframe: On-going

- Ensured that WAMPO was in compliance with the PPP through the use of developed WAMPO distribution lists, print materials and electronic resources to share public meeting/hearing opportunities (TPB/TAC and special guest speakers).
- Provided support to local planning partners in communicating public feedback opportunities within the WAMPO region (ex. North Junction proposal, VT route/fare changes).

Activity 2.1.2 – Public Participation Plan (PPP) Update

Lead Organization: WAMPO

Timeframe: Mid-2015 to Mid-2016

- Reached out to KDOT, FTA and FHWA for feedback on PPP update.
- Incorporated components of the WAMPO organization development plan into the PPP outline.
- Interviewed staff regarding suggestions and feedback for improvements to the PPP.

Activity 2.1.3 – General Outreach

Lead Organization: WAMPO

Timeframe: On-going

- Worked with the WAMPO planning team to identify priority areas for tool development.
- Developed a customizable WAMPO graphic to aid in the consistent branding of informative communication tools (reports, brochures etc.).
- Developed a standard report template incorporating branding elements to be used by staff both internally and externally.
- Developed a general list of potential communication tools for the WAMPO planning team to use in support of projects and plans, etc.
- Drafted initial key messages for review with the WAMPO planning team (priority and sub-topic areas).
- Maintained weekly Facebook page posts and Twitter site messages.
- Drafted and disseminated the Summer Newsletter.
- Developed and posted content and updates for the WAMPO website.

Sub-task 2.2—Title VI Program

Activity 2.2.1 – Title VI Compliance

Lead Organization: WAMPO

Timeframe: On-going

- Submitted the Title VI Annual Report to KDOT
- Updated the WAMPO website to reflect new and updated Title VI information.
- Added translated content on the front page of the Title VI website section.

Activity 2.2.2 – Title VI Program/Policy Update

Lead Organization: WAMPO

Timeframe: Mid-2014 to Mid-2015

- No activity this quarter.

Task 3.0—Data and Modeling

- Held the interagency consultation meeting.
- Attended the EPA training on the MOVES model in Atlanta.
- Prepared a work order for TranSystems and Cambridge Systematics to more clearly define the timeline for performing the emissions model work.

Sub-task 3.1—Travel Demand Model

Activity 3.1.1 – Travel Demand Model Maintenance

Lead Organization: WAMPO

Timeframe: On-going

- Fulfilled multiple model data requests, and continued work to implement a new model data request process.

Sub-task 3.2—Travel and Transportation System Data

Activity 3.2.1 – Functional Classification Update

Lead Organization: WAMPO

Timeframe: September 2012-December 2015

- No activity this quarter.

Activity 3.2.2 – Functional Classification Annual Review

Lead Organization: WAMPO

Timeframe: July 2015 – December 2015

- Project completed.

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 on the metadata for data to be uploaded to the GIS server.
- Base data development is ongoing and near completion.
- Completed sorting shape files for dataset, and replaced some shape files with better data.
- Updated shape files with new planning boundary, and edited shape file layers to fit new boundary layers.
- Monitored new MAP-21 Performance Measures NPRMs.
- Held regular conference calls with KDOT and MARC on performance measure data.
- Collated and organized performance measure data, and enveloped a scope of work for the CMP.

Activity 3.2.4 – Data Framework

Lead Organization: WAMPO

Timeframe: January 2015 – and on-going thereafter

- Worked on metadata for data to be uploaded to the GIS server.
- Fulfilled data requests from Kristen for the 2016 UPWP.

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

- Completed Amendment #3 and presented the amendment to the TAC and TPB for review, followed-up with KDOT, held a public comment period, and updated the WAMPO website.
- Carried out 2015 TIP Amendment #4. Tasks included holding a request for amendments, processing project revisions and additions, making 22 map changes, coordinating with KDOT and project sponsors, staffing the TAC meeting, holding the public comment period, staffing the TPB meeting, and sending it to KDOT for inclusion into the STIP.
- Continued to make changes to the GIS TIP maps for quarterly amendments, and revised all of the TIP maps with the new planning boundary.
- Reconciled 883s and monthly MPO-STP, MPO-TA, and MPO-CMAQ funding reports from KDOT.
- Maintained the TIP listserv and reconfigured TIP site to effectively display current and proposed TIP along with general TIP information and schedules.
- Completed best practices research and started compiling other needed information.

Activity 4.1.2 – Project Tracker Software

Lead Organization: WAMPO

Timeframe: 2015

- Researched COTS alternatives for project tracking software, and set up demos with various companies selling project tracking software.

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 the 2015 TIP Amendment #4.

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

- Reported DBE contract compliance with KDOT.
- Worked in TEAM on the JARC balances and New Freedom grant balances for preparation to reallocate remaining funds to sub-recipients, prepared the contract amendments for the October TPB meeting. Completed the final ECHO draws for reimbursements. WAMPO is currently up-to date on reimbursements to the City of Wichita.
- Completed an audit on the JARC grant, and submitted that information to the requesting agency's auditor.

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

Lead Organization: WAMPO

Timeline: 2013 – 2015

- Met with WT and WAMPO staff, and it was decided that WT would handle the 5310 Program 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

- Completed the public participation for MOVE 2040
- The MOVE 2040 Long Range Transportation Plan was adopted by TPB on July 14, 2015.
- Developed and prepared the close out report for the MOVE 2040 development, preparation and adoption activities.
- Created two PowerPoint slides to celebrate the completion of MOVE 2040, and created the layout of the close out report template.
- Identified the initial priorities for implementation of MOVE 2040 which include Asset Management and improving planning processes for linking the MTP and TIP.
- Developed recommendations for the Implementation Oversight Committee, Asset Management Steering Group membership and leadership, and received approval from TPB and TPB Chair.

Sub-task 5.2—Asset Management Planning

Activity 5.2.1 – Regional Asset Management Evaluation

Lead Organization: WAMPO

Timeframe: January 2013 – December 2014

- Developed and prepared asset management materials for the August TAC meeting.
- The summer intern completed research on asset management which included roads, bridges, and transit.
- Arranged the logistics of a special speaker to present at the August TAC meeting on Asset Management.
- Developed an asset management communication plan to support MOVE 2040 implementation activities. This included updating the WAMPO website newsfeed, public meeting, and calendar sections. Social Media posts and events were also created and dispersed via Facebook and Twitter. Constant Contact was used to develop and disperse invitations and guest speaker information to both the TAC and TPB.
- Drafted a layout for an asset management booklet using WAMPO branding and provided support for printing and assembly.

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

- Conducted the Traffic Incident Management Meeting task force meeting.

Activity 5.3.2 – TSM&O Task Force

Lead Organization: KDOT

Timeline: August 2013 – August 2015

- Conducted a TSM&O task force meeting.

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

- No activity this quarter.

Sub-task 5.6—Air Quality Planning

Activity 5.6.2 – Preparation for Ozone Non-attainment Designation

Lead Organization: WAMPO

Timeframe: On-going

- Attended Air Quality Task Force meeting.
- Conducted the interagency consultation kickoff meeting, set the date and time for the second interagency consultation meeting.
- Held internal staff meetings to prepare for nonattainment designation.
- Presented Air Quality Conformity at the TPB and TAC meetings.
- Coordinated with the FHWA speaker on Air Quality Conformity for the TPB Speaker Series in October.

Sub-task 5.7—Freight Planning

- Reviewed literature and participated in webinars on the subject matter.

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 DA4A (advocates with physical disabilities) and the CTD 9 (formerly CTD 12) meetings.
- Attended the August and September WSCAAB meetings.
- Corresponded with Bob Hamilton (VA) regarding the potential to develop a transportation themed educational website.
- Attended the Transit Advisory Board meetings.

Activity 6.1.2 – Transit and Paratransit Planning Activities

Lead Organization: Wichita Transit (WT)

Timeline: On-going

- Oversaw completion of Transit Operations Analysis conducted by Nelson Nygaard.
- Began Proposed Route and Fare Policy Change project to implement recommendations outlined in Transit Operations Analysis.
- Initiated and managed Public outreach for Proposed Route and Fare Policy Change Project.
- Attended Kansas Public Transportation Association annual conference.
- Attended Transit Marketing Workshop.
- Researched mobile options for Transit.
- Participated in committee and policy body meetings.
- Travel Trainings

Activity 6.1.3 – Regional Vanpool Plan

Lead Organization: WAMPO

Timeline: January 2014 – December 2015

- Initiative completed second quarter of 2015

Sub-task 6.2—Bicycle –Pedestrian Planning

Activity 6.2.1 – Regional Bicycle – Pedestrian Count

- Developed and disseminated recruitment and training messages via Constant Contact to former and potential and new volunteers, and created an account with VolunteerKansas.org and posted volunteer event notice.
- Reserved space, scheduled and planned logistical needs of volunteer training, and assembled volunteer materials in preparation for disbursement at the training.
- Administered new volunteer and returning volunteer trainings in the community, and at the WAMPO office.
- Interviewed new student volunteer to assist with bike count support duties.
- Provided a WAMPO overview and bike count orientation to student volunteer, and developed an outline of duties for the event support volunteer.
- Followed up with legal counsel regarding potential volunteer release revisions.
- Engaged community stakeholders in the event planning process and incorporated their ideas and suggestions into the recruitment strategy (Department on Aging, Bike Walk Wichita, Wellness Coalition, and Wichita Planning).
- Corresponded with a variety of community based organizations and governmental agencies to share recruitment message (Agencies on Aging, Disability Groups, Local Universities, Regional Senior centers and libraries, regional affinity groups including boy scouts, girl scouts and rotary clubs to name a few).
- Developed and implemented a web-based training option for volunteers.
- Worked with the WAMPO Intern to investigate the possibility of construction related barriers that would impact counting during the event.
- Researched, with the assistance of the bike count support volunteer, the needs and requirements for submitting data to the national documentation project.

- Updated counting site photographs and created a comprehensive online site location map for staff use.
- Assisted with site needs on the event dates, gathered photos of users of the bike/ped facilities and provided gap support for counting at unassigned sites.
- Developed a report layout and a communication plan to share the 2015 count data and report.

Third Quarter (July - September) Update

UPWP Sub-task	Product	Anticipated Completion	Percent Complete (as of 3/31/15)	Percent Complete (as of 6/30/15)	Percent Complete (as of 9/30/15)	Percent Complete (as of 12/31/15)	Comments
1.1	Organizational Development Plan	Summer	N/A	100	100		
1.2	4 th Quarter 2014 Activity Report and Billing Statement	February	100	0	0		
1.2	2014 Annual Report	February	100	100	100		
1.2	1 st Quarter 2015 Activity Report and Billing Statement	May	0	100	100		
1.2	2nd Quarter 2015 Activity Report and Billing Statement	August	0	0	100		
1.2	3rd Quarter 2015 Activity Report and Billing Statement	November	0	0	0		
1.2	2015 UPWP Amendment #1	May	85	100	100		
1.2	2014 UPWP Amendment #2	September	0	0	N/A		WAMPO and KDOT staff decided that a 2nd Amendment to the 2016 UPWP Amendment was not necessary.
1.2	2016 UPWP and Annual Budget	November	0	15	85		
2.1	Spring WAMPO On-the-Go Newsletter	March	90	100	100		
2.1	Summer On the Go with WAMPO Newsletter	June	0	100	100		
2.1	Fall On the Go with WAMPO Newsletter	September	0	0	0		
2.1	Winter On the Go with WAMPO Newsletter	December	0	0	0		
2.2	Title VI Annual Report	September	0	100	100		
4.1	Annual List of Federally Obligated Projects	December	0	0	0		
4.1	FFY 2015 TIP Amendment #2	March	100	100	100		
4.1	FFY 2015 TIP Amendment #3	June	0	100	100		
4.1	FFY 2015 TIP Amendment #4	August	0	0	100		
4.1	FFY 2015 TIP Amendment #5	September	0	0	0		The TP&R recently approved a change in process for how the 2016 TIP will be developed. The 2015 TIP Amendment #4 will serve as the 2016 TIP.
4.1	FFY 2015 TIP Amendment #6	December	0	0	0		As per the above comment, the 2016TIP Amendment #1 will be re-named the 2015 TIP Amendment #5.
4.1	Project Progress Reports	Monthly, April - Sept	0	0	0		
5.1	IMTP 2040	July 2015	75	100	100		