

WAMPO TPB Executive Committee Meeting Notice

Thursday, February 2, 2023, @ 11:00 am

In-Person
 271 W. 3rd St
 MAPD Office Room 237
 Wichita, KS 67202

Virtual
 After registering you will receive an email with how to access the Zoom Meeting.
 Click [HERE](#) to Register <https://bit.ly/3yDsy9l>

Tentative Meeting Agenda	Page #
I. Welcome	
II. November 3, 2022, Meeting Summary	2
III. New Business	
<u>OPERATIONS & MANAGEMENT</u>	
A. <u>Elections – TPB (TAC Chair, PSC)</u> TPB Chair (Commissioner David Dennis, and TAC Chair (Mayor Burt Ussey))	
B. <u>Employee and Operations Manual – edits</u> – Staff report and materials 2/1/23 Kelly Rundell	3 to 13
C. <u>Procurement Policy Document</u> – Staff report and materials 2/1/23 Kelly Rundell	14 to 23
D. <u>Emergency Operations Plan</u> – Staff report and materials 2/1/23 Kelly Rundell	24 to 37
<u>BUDGET & FINANCE</u>	
A. <u>Monthly Financial Reports</u> Chad Parasa	38 to 41
<u>STAFF TASKS, PROJECTS & ACTIVITIES</u>	
A. <u>CRP (Carbon Reduction Program) funding update</u>	42 to 59
B. <u>2023 UPWP Tasks Review</u>	60
C. <u>MTP 2050 Development Key Milestones</u>	61 to 62
IV. Other Business	
V. Adjournment Next Meeting – May 4, 2023 at 11 am	

Chad Parasa, TPB Secretary

January 26, 2023



WAMPO TPB Executive Committee meeting

Thursday, November 3, 2022 at 3:00 pm

WAMPO office Floor: MAPD Office Room 237, 271 W. 3rd Street, Wichita, KS 67202

Meeting Notes & Summary

11/03/2022	
Type of Meeting	Regular
Members Present:	David Dennis, Sedgwick County (Chair) Becky Tuttle, City of Wichita (Vice Chair) Dan Woydziak, Butler County (Ex-Officio) Jack Hezlep, City of Derby Burt Ussery, City of Clearwater Tom Hein, KDOT
Members Absent:	Troy Tabor, City of Andover
WAMPO Staff:	Chad Parasa Ashley Bryers
WAMPO Attorney:	Kelly Rundell
Sedgwick County:	KaLyn Nethercot (Neighborhood Inspection Administrator, Metropolitan Area Building and Construction Department (MABCD))
Discussion	
	<ul style="list-style-type: none"> • Chairman Commissioner Dennis opened the meeting by discussing TPB and TAC leadership for the year 2023. Vice Chair as the TPB Chair as part of succession planning. Start training for a future potential TAC Chair was discussed. • Kelly Rundell presented list of changes to edit TPB and TAC bylaws. • Chad Parasa, Ashley Bryers and KaLyn Nethercot presented safety issues and potential measures at the entrances to the offices on various floors in the Ronald Reagan Building, at 271 W. 3rd Street. Executive committee agreed and approved staff's set of solutions towards added safety and security measures for the WAMPO office entrance door. • Chad Parasa presented financial reports. • Chad Parasa presented current tasks and future tasks at WAMPO. Mayor Burt Ussery inquired staff needs for the future due to increase in tasks and activities, Chad replied that ideally in addition to the two currently advertised positions, two additional future positions in engineering and data will help WAMPO staff maintain & update the work that the consultants would complete in the years of 2023 and 2024. • Executive Committee approved 8% increase in staff salaries during the end of the year annual staff evaluations. Executive Committee will schedule an executive session in January for Chad's evaluation. • Next regular Executive Meeting will be held at 11:00 am, on Thursday February 2nd.



Employee and Operations Manual Revision: Travel Procedures and Technology Replacement Policy

Agenda Item 3B

Chad Parasa, Executive Director

Kelly Rundell, Hite, Fanning & Honeyman L.L.P.

Executive Summary

This amendment to Chapter XI of the WAMPO Employee and Operations Manual removes Section G, “Training and Professional Conferences,” and modifies Section H, “Mileage Reimbursement and Travel Procedures,” to rename it Section G, “Travel Procedures,” make the travel process clearer, and change meal expenses during travel from direct payment via WAMPO credit card to a per diem arrangement, as well as adds a Section J, “Technology Replacement Policy”.

Background

The WAMPO Employee and Operations Manual was substantially revised by the TPB on October 11, 2022, then amended again, in more limited ways, on December 13, 2022.

This amendment makes changes to Chapter XI of the Manual,

- » Removing the current Section G, “Training and Professional Conferences,” which was added as part of the December 13, 2022, amendment.
- » Modifying the current Section H, “Mileage Reimbursement and Travel Procedures,” to make it clearer, rename it Section G, “Travel Procedures,” and change the method of paying for meals during travel from direct payment via a WAMPO credit card to granting employees a per diem.
 - New subsections of Chapter XI, Section G (previously H) include:
 - » Prior to Travel
 - » Non-Exempt Employees Traveling [includes clarification of how to charge time spent traveling between time zones]
 - » Mileage, Tolls, Parking Reimbursement
 - » Per Diem for Meals
 - » Post Travel Report
 - » Submitting Reimbursements to KDOT
- » Adding Section J, “Technology Replacement Policy”.
 - Details when equipment will be replaced (laptops after the 4th calendar year of use and monitors once they no longer function or are not able to be used due to connectivity incompatibilities).



Agenda Item 3B
Employee and Operations Manual Revision: Travel Procedures and Technology Replacement Policy

Chad Parasa, Executive Director
 Kelly Rundell, Hite, Fanning & Honeyman L.L.P.

These changes alter the Table of Contents for Chapter XI from:

Current Table of Contents	Revised Table of Contents
<p>XI. GENERAL ADMINISTRATION AND OPERATIONS</p> <ul style="list-style-type: none"> A. Business Hours B. Alternative Work Schedule C. Parking D. Severe Weather and Emergency Closings E. Financial Management F. Mail and Postage G. Training and Professional Conferences [will be removed] H. Mileage Reimbursement and Travel Procedures [will be modified] I. Email and Computer Use Policy J. Social Media Policy K. Equipment and Information Resources Use L. Telephone Use M. Smoke-Free Workplace N. Attire and Grooming O. Personnel Files 	<p>XI. GENERAL ADMINISTRATION AND OPERATIONS</p> <ul style="list-style-type: none"> A. Business Hours B. Alternative Work Schedule C. Parking D. Severe Weather and Emergency Closings E. Financial Management F. Mail and Postage G. Travel Procedures [formerly Section H, “Mileage Reimbursement and Travel Procedures,” with modifications] H. Email and Computer Use Policy I. Social Media Policy J. Technology Replacement Policy [New] K. Equipment and Information Resources Use L. Telephone Use M. Smoke-Free Workplace N. Attire and Grooming O. Personnel Files

Staff Recommendation

- » Approve the Employee and Operations Manual Amendment, as presented.

Action Options

- » Approve the Employee and Operations Manual Amendment, as presented.
- » Not approve the Employee and Operations Manual Amendment.
- » Approve the Employee and Operations Manual Amendment, with specific changes.

Attachments

- » Amended WAMPO Employee and Operations Manual Chapter XI, Section G (previously H), “Travel Procedures”
- » New WAMPO Employee and Operations Manual Chapter XI, Section J, “Technology Replacement Policy”

G. Travel Procedures

Note: The procedures outlined below are to provide general guidance to employees regarding mileage reimbursement and travel procedures; however, the WAMPO Director, KDOT, and the U.S. Department of Transportation have the authority to review and determine the eligibility of all costs incurred. This authority controls and supersedes any of the following procedures.

1. Prior to Travel

Prior to travel, the traveler, along with the Accountant, will prepare the estimate using the “Travel Request Form”. The basis of the estimate will be included when necessary. The meeting/conference schedule or agenda will be included. Once the “Travel Request Form” is approved, the estimate becomes the expense report called the “Post Travel Report”. This Report should be printed and saved as the “Post Travel Report” to use after the travel is completed.

Depending on the nature of the travel “Travel Request Forms” will either be submitted to the Director, the employee’s direct supervisor, or KDOT for approval. Out-of-Region Travel not listed in the UPWP needs to be approved by KDOT. The reason for the travel, meeting/conference schedule or agenda, and available budget needs to be included in the information submitted to KDOT for approval. Typically, vehicle-related (mileage, tolls, parking) requests are the only types of travel requests that can be approved by the employee’s direct supervisor.

The “Travel Request Form” is located at: <T:\Administration\Travel> → Travel Request Form (becomes the Post Travel Report).

Save the completed “Travel Request Form” in the employee-specific folder at: <T:\Administration\Travel>.

2. Non-Exempt Employees Traveling

Non-Exempt employees are constrained by a 40-hour workweek. The travel that occurs during normal work hours, regardless of the day (including Saturday and Sunday), are compensable. If travel occurs before 8 am, between Noon and 1 pm, or after 5 pm and the employee does not do work while traveling then the travel, as a passenger, is not compensable.

Example 1: If a flight leaves on Sunday at 3:05 pm and arrives at its destination at 4:41 pm. The employee would need to be compensated for the travel time between home and the airport, time at the airport, flight time, and the travel time to/from the hotel/conference/meeting venue – as it occurs during normal work hours.

Example 2: If a return flight leaves for Wichita on Tuesday at 8:55 pm and arrives at the destination airport at 12:30 am the next day and the employee didn’t do work on the plane or at the airport, then this would not be compensated because they left for the airport after normal work hours had ended and arrived home before the next day’s normal work hours started.

Example 3: Employee leaves work at 11 am to drive to the airport for a 1 pm flight that arrives at its destination at 3 pm, the employee will be regarded as having worked from 11 am – Noon and 1 pm – 3 pm (plus travel time to the hotel/conference/meeting venue) as well as whatever time they worked at the office prior to 11 am.

If there is a holiday when the employee is traveling or at a conference/meeting (for example, Labor Day), the employee would get their usual amount of holiday pay, regardless of whether they work that day. Thus, if the travel or conference/meeting occurs during a paid employee holiday, then the time spent in the conference/meeting (or travel, if during the regular work hours) on that day is compensable.

On a non-holiday weekday, the time spent in conference sessions, conference meals with speakers, or breaks between sessions of no more than 30 minutes get counted toward one's usual work time for that day, as does travel during the usual work hours, and if this time adds up to more than the duration of the usual workday (e.g., 8 hours), then the balance is compensable time. If it adds up to less than that, either the employee must work additional time before the end of the current workweek either during the travel period or after it to make it up or use leave for the balance.

On a Saturday, Sunday, or Holiday, all time spent in conference sessions, conference meals with speakers, or breaks between sessions of no more than 30 minutes is compensable. As is travel during normal work hours.

Happy hours and meals/receptions with no speakers are not compensable time. But if a conference session includes a meal with a speaker, then it counts as work and is compensable. If a conference session extends outside of usual work hours, for example until 5:15 pm, then the employee needs to be compensated for the 15 minutes past 5 pm (assuming the employee stays until the end of the conference session).

Employees should review their expected travel time prior to traveling for the conference /meeting with their direct supervisor using the "Travel Hours Compensation Form" and plan for how they will utilize their anticipated compensated time. For example, coming in late their first day of work after they return from travel or taking time off on a different day within the same week (WAMPO's week is Saturday – Friday). After the employee returns to the office, they will review the actual time they should be compensated with their direct supervisor and will adjust their time off to accommodate it.

The "Travel Hour Compensation Form" is located at:

[\\\\EXTFS\\wampo\\$\\Administration\\Travel\\Travel Hours Compensation Form.xlsx](\\\\EXTFS\\wampo$\\Administration\\Travel\\Travel Hours Compensation Form.xlsx)

A. Time Zone Changes

If the start and end points of a one-way travel itinerary are in different time zones, both the duration of the travel and whether and how much of it is during normal work hours will be determined based on the origin-point time zone.

Example 1: An employee starts driving to the airport at 1 pm Central Time in Wichita and arrives at their hotel/conference venue in the Eastern Time Zone at 4 pm local time (3 pm Central Time). They will be regarded as having worked two hours.

Example 2: An employee departs from their hotel/conference venue in the Eastern Time Zone at 5 pm local time and arrives in Wichita at 6 pm Central Time. Although the employee traveled for 2 hours, because it was entirely outside of the normal work hours, according to the origin-point time zone (even though not according to the destination-point time zone), it is not compensable.

3. Mileage, Tolls, Parking Reimbursement

WAMPO will reimburse employees at the federal rate (www.gsa.gov) for privately-owned vehicle mileage incurred for allowable work-related purposes; if more than one employee of WAMPO is traveling to the same location; mileage is only paid to the driver if employees share a vehicle.

This includes mileage to and from meetings, conferences, and training and for data collection efforts. Mileage is not paid for traveling between home and the office. Any mileage incurred for activities not directly specified in this section requires prior approval from the Director.

Employees may also be reimbursed for tolls or parking expenses. Receipts for tolls/parking expenses or mileage must be submitted with the “Post Travel Report”. The “Post Travel Report” should be submitted to the Accountant by the 15th of the month. The “Post Travel Report” and receipts will be kept with the payroll file.

4. Out-of-Region Travel (Day Trips)

Employees traveling out of the region for work-related purposes should fill out the “Travel Request Form” and have it approved by the Director prior to travel and incurring any expenses. Failure to do so may result in the employee not being reimbursed for incurred costs. Allowable expenses for out-of-region travel may include mileage, tolls, and parking expenses.

5. Out-of-Region Travel (Overnight)

Employees traveling overnight to attend conferences or training must receive prior approval from the Director by filling out the “Travel Request Form”. The Director will evaluate the budget to determine if there is adequate funding. Any conference or training should be listed in the Unified Planning Work Program. If not, WAMPO must receive approval from KDOT prior to attending the event. Employees will use their WAMPO credit card for conference registration, hotel room expenses, and transportation and transportation-related fees (tolls, parking, shuttles, etc).

6. Per Diem for Meals

WAMPO will provide a per diem for meals to staff after travel based on the “Travel Request Form”. The form will be updated after travel to account for any conference/meeting provided meals. The form calculates the per diem for meals based on the Meals and Incidental Expense Rate found at www.gsa.gov.

When a meeting or conference has a meal with paid registration then that meal would not be included with the per diem. Additionally, if a hotel provides “free” breakfast it should not be

included in the per diem unless it is truly only a small pastry and not a hot breakfast.

The employee can use the per diem for meals in any way they choose. Meal receipts do not need to be turned into WAMPO.

7. Unapproved Expenses

Any expenses charged to a WAMPO credit card, that are not reimbursable must be repaid to WAMPO by the employee.

8. Post Travel Report

Once an employee returns from travel, they are to write the final expenses on the printed copy of the “Travel Request Form”, which becomes the “Post Travel Report” (saved in the employee-specific folder at: <T:\Administration\Travel>). The employee needs to put all receipts (excluding meal receipts due to the per diem) in an envelope with the completed “Post Travel Report”. Also include, the reason for the travel and meeting/conference schedule or agenda. Provide all of this to the Accountant. (There is no need to scan and save receipts as the Accountant will do that after the report is complete.)

9. Submitting Reimbursements to KDOT

The Accountant will code every travel receipt as a debit to account 12500, Prepaid Travel, rather than an expense when reviewing the credit card statement. This will enable the Accountant to easily create a travel expense report for a single reimbursement period and create an easy way to communicate these charges to KDOT. Prior to submission the Accountant will credit 12500 and move the charges to the reporting period.

The WAMPO Accountant will include the “Post Travel Report”, a copy of the per diem check/pay register provided to the employee, receipts for air travel, transportation, parking, etc., and the reason for the travel and meeting/conference schedule or agenda to obtain reimbursement from KDOT **after** the travel occurred.

J. Technology Replacement Policy

1. Purpose

Adequate computer and network hardware and software are essential to the work performed by the Wichita Area Metropolitan Planning Organization (WAMPO). Rapid changes in technology require that WAMPO have a systematic plan for upgrading and replacing technology to ensure that it offers access to the most basic services.

This section defines WAMPO's policy regarding the replacement of all WAMPO-owned technology equipment at the end of its life cycle.

2. Policy Statement

WAMPO will maintain modern computer and network hardware capable of supporting its organizational activities. To accomplish this, hardware will be budgeted for replacement through WAMPO's UPWP/budget and replaced and upgraded according to the schedule below.

Category	Description	Replacement Timeframe
Laptops	Includes all laptop systems and the associated docking stations.	Calendar year after the 4 th year of use.
Monitors	Includes monitors used with laptops (and associated cables).	A monitor will be deemed usable until it has either ceased to function properly or is incapable of being connected to an existing computer due to connectivity incompatibilities.

Computer replacements will fall as close to the 4-year anniversary of their initial installation as possible. Meaning, if a computer was initially installed on September 1st of a given year, 4 years later on or around September 1st, that computer will be slated for replacement.

If a hardware item is determined to be irreparable by Sedgwick County IT or if the cost to repair exceeds the current market value of the item, the item may be replaced earlier than indicated in the table above.

WAMPO supplies a keyboard, mouse, and headphones for each staff member. Staff members are given these items when they start with WAMPO. However, they are allowed to select the keyboard, mouse, and headphones they would like to use if something different would be more comfortable for them (if the price is within reason). Unfortunately, these items sometimes break. When this is the case, WAMPO will replace them. The items will be retired on the inventory spreadsheet.

3. Job Function

If a new hire is filling a pre-existing position, WAMPO assumes the computer used by the former occupant of that position will be used by the new staff member. However, the computer will be evaluated to ensure it meets the requirements of the position, especially having the correct hardware to support GIS use. If the computer is still functioning but doesn't meet the requirements for the position (usually GIS), it will be re-purposed.

4. Re-Purposed Computers/Monitors

At times it may be determined specific staff members require newer computers prior to the end of the 4th year of use, but if the computers are still in working order, then the computers will be re-purposed for a different staff member. The same is true for monitors. There may be reasons for staff to receive new monitors, but their existing monitors are still in working order. These monitors will be re-purposed for a different staff member.

5. Recycling

Once computers reach the end of their useful life Sedgwick County IT will recycle them.

Postage is purchased via the departmental credit card or petty cash and outgoing mail is dropped off at the local post office.

G. Training and Professional Conferences

- Conferences and training advance the professionalization of staff, by providing valuable opportunities to keep current on various tools necessary to perform day-to-day job responsibilities, to be knowledgeable of industry standards, to learn new tips and techniques, and to build an informed network of colleagues. WAMPO will provide staff members with the opportunity to attend training or professional development conferences. There are two types of training or conferences: those requiring an overnight stay and those that do not require an overnight stay.
- Staff will be provided the opportunity to attend **overnight** training or professional development conferences after they have completed their probationary period and have shown a track record of meeting deadlines.
- Staff will have the opportunity to attend training sessions or professional development conferences that **do not require an overnight** stay prior to completing their probationary period and have shown a track record of meeting deadlines.
- Staff is encouraged to take advantage of the many free and low-cost workshops and conferences available in Wichita.
- Staff members can request to attend a training or conference, but generally, the Executive Director will identify training or conferences for a staff member to attend based on the work they are doing.
- A rotation will be developed for staff member conference attendance. Generally, a staff member will be allowed to attend one conference every other year pertaining to their work.
- Staff should limit attendance to the same conference or training by individuals in the same department to two people or fewer unless waived by the Executive Director.

1. Types of Training.

Training and conferences will pertain to the staff member's job duties.

- If a staff member is certified in something specific, such as AICP, training or conferences that help staff achieve their continuing education credits will be prioritized.
- Staff members will typically attend either the APA, APBP, and the ESRI User Conference.
- Staff members can only attend the TRB, AMPO, or NARC conferences if they are presenting. It is possible, that the staff member will help the Executive Director prepare a presentation, but the Executive Director may decide whether the staff member is needed or not to help present it at the conference. There may be exceptions such as, e.g., when the contributions of staff are well recognized that the Executive Director may identify specific benefits in a certain conference.

2. Approval Required

- The Executive Director must approve all training and conference attendance. Training and conference attendance are subject to budget and workload.

Currently Approved Section G and H

- There is a line item in the Unified Planning Work Program for staff training and travel. The Executive Director, Supervisor, or Accountant needs to determine if there is adequate funding for the travel before it is approved.
- After this is determined, the Accountant will fill out a Travel Request Form detailing the expected travel costs and submit it to our KDOT Liaison. Once approval is granted by KDOT, the staff member can use a WAMPO credit card to make the necessary travel arrangements. Credit card policies are in the Employee and Operations Manual.

H. Mileage Reimbursement and Travel Procedures

Note: The procedures outlined below are to provide general guidance to employees regarding mileage reimbursement and travel procedures; however, the WAMPO Director, KDOT, and the U.S. Department of Transportation have the authority to review and determine eligibility of all costs incurred. This authority controls and supersedes any of the following procedures.

WAMPO will reimburse employees at the federal rate (www.gsa.gov) for privately-owned vehicle mileage incurred for allowable work-related purposes; if more than one employee of WAMPO is travelling to the same location; mileage is only paid to the driver when employees share a vehicle. This includes mileage to and from meetings, conferences, and trainings and for data collection efforts. Mileage is not paid for travelling between home and the office, and it is not paid for routine errands. Any mileage incurred for activities not directly specified in this paragraph requires prior approval from the Director. Employees may also be reimbursed for tolls or parking expenses. Receipts for these expenses must be submitted with the reimbursement request. Employees seeking mileage reimbursement should use the provided Employee Travel Reimbursement Form and submit their mileage bi-weekly in accordance with the payroll schedule. This written document will be kept with the payroll file.

- **Out-of-Region Travel (Day Trips)**

Employees traveling out of the region for work-related purposes should inform their direct supervisor prior to travel and incurring any expenses. Failure to do so may result in the employee not being reimbursed for incurred costs. Allowable expenses for out-of-region travel may include mileage, meals, tolls, and parking expenses. If the employee seeks reimbursement for meals, the total reimbursement for actual costs should not exceed the Meals and Incidental Expense Rate, as defined at www.gsa.gov. Employees have the option to use their WAMPO credit card to pay for the meal using the Meals and Incidental Expense Rate, as defined at www.gsa.gov, and then provide an itemized/detailed receipt to WAMPO with the expense documented on the Employee Reimbursement Form. If proper documentation is not provided, the expense will not be reimbursed. WAMPO will not reimburse any alcohol-related expenses.

- **Out-of-Region Travel (Overnight)**

Employees traveling overnight to attend conferences or trainings must receive prior approval from the Director for budgeting purposes. Any conference or training should be listed in the Unified

Currently Approved Section G and H

Planning Work Program. If not, WAMPO must receive approval from KDOT prior to attending the event. Employees will use their WAMPO credit card for conference registration, hotel room expenses, and transportation and transportation-related fees (tolls, parking, shuttles, etc).

- **Meal Reimbursement**

Employees should follow the policies set forth in the above paragraphs regarding meal reimbursement. Employees incurring meal-related expenses for events in the WAMPO region may be eligible for reimbursement of meals if the following criteria are met:

- The work-related event (training or meeting) has a meal being served at the expense of the attendee, or the meeting is held at a food-establishment. Examples may include Military Affairs Council Breakfasts, Intergovernmental Luncheons, Housing Roundtable Discussions, etc. This would not include a meeting scheduled by the employee at an eating-establishment.
- A detailed receipt is obtained for the expense.
- The cost of the meal is not included in the registration costs for the event.

Employees seeking reimbursement for meal-related expenses should receive prior approval from the WAMPO Director. All meals should be paid for by the employee with the WAMPO credit card. Any meals reimbursed will be for the actual costs but should not exceed the Meals and Incidental Expense Rate, as defined at www.gsa.gov.

All meal reimbursements should be included on the Employee Reimbursement Form. The amount and meeting name should be included and documentation for the expense attached.

- **Unapproved Expenses**

Any expenses charged to a WAMPO credit card, that are not reimbursable must be repaid to WAMPO by the employee.

I. Email and Computer Use Policy

Unless exempt from disclosure by applicable law, information generated in WAMPO's electronic systems is available for public access. Employees shall have no expectations of privacy when using WAMPO's email system or internet.

WAMPO reserves the right to monitor WAMPO-provided electronic services. Electronic media and services provided by WAMPO are the property of WAMPO and are intended for business use only. Monitoring may occur during system maintenance, periodic random checks, to further a legitimate business need, or if WAMPO has reason to believe that an employee is using electronic media in a way that is inconsistent with employee policies. E-mail and internet access are provided to WAMPO employees for appropriate use. WAMPO employees have no personal privacy rights, or any expectation of privacy, in e-mail messages or



Agenda Item 3C Purchasing Procedures

Chad Parasa, Executive Director
Ashley Bryers, Transportation Planning Manager
Kelly Rundell, Hite, Fanning & Honeyman L.L.P.

Executive Summary

The Purchasing Procedures document provides guidance to WAMPO employees in selecting vendors and contracting for goods and services. There are specific procedures for procurements that are less than \$5,000, \$5,000 to \$25,000 and greater than \$25,000.

Background

The Purchasing Procedures document provides guidance to WAMPO employees in selecting vendors and contracting for goods and services. There are specific procedures for procurements that are less than \$5,000, \$5,000 to \$25,000 and greater than \$25,000.

WAMPO will complete all applicable forms for KDOT approval prior to the advertisement, selection, or contract execution. WAMPO's on-call attorney will review RFPs and develop contracts once a selection has been made.

WAMPO will take steps to solicit the participation of locally owned, minority-owned, female-owned and small businesses when goods or services are being sought. WAMPO will discuss setting a DBE goal for a project during the KDOT review process.

RFPs will be posted on the WAMPO website at www.wampo.org/wampo-is-hiring for a minimum of 14 days. In addition to posting the RFP on the website, it will be posted to DemandStar, and applicable professional organizations, and emailed to potential vendors. Routine office supplies may be purchased locally or online. When WAMPO is purchasing computers, telephones, software, and related IT hardware, they will be purchased from Sedgwick County's procured vendors.

WAMPO staff shall track the progress of all types of procurements (services and goods) using the excel version of the cover sheet and save electronic copies of all documents for review during the annual Single Audit.

WAMPO will use the same policies and procedures to procure property and services regardless of the fund source – federal grant, other grants, or non-federal funds.

Staff Recommendation

Approve the Purchasing Procedures, as presented.

Action Options

- » Approve the Purchasing Procedures, as presented.
- » Not approve Purchasing Procedures.
- » Approve Purchasing Procedures, with specific changes.

Attachment

- » Purchasing Procedures



PURCHASING PROCEDURES

Approved by the TPB on:

Insert date

Table of Contents

Policy Objectives	3
Process	3
KDOT Review	3
Advertising / Public Posting.....	3
Attorney Review	3
Cover Sheet	4
Procurement Cover Sheet.....	4
Purchase of Goods Cover Sheet	4
Documentation	4
Locally Owned, Minority-Owned, Female-Owned and Small Businesses.....	4
Procurement Cost Thresholds – Consultant Services.....	4
Less than \$5,000	5
\$5,000 to \$25,000.....	5
Greater than \$25,000.....	5
Procurement Cost Thresholds – Purchase of Goods.....	5
Less than \$5,000	5
\$5,000 to \$25,000.....	5
Greater than \$25,000.....	5
Office Supplies.....	6
Computer Equipment & Other Large Ticket Items.....	6
KDOT Procurement Guidelines	6
Appendix A: Sample Procurement Cover Sheet.....	7
Appendix B: Sample Purchase of Goods Cover Sheet	9

Policy Objectives

This policy provides guidance to WAMPO employees in selecting vendors and contracting for goods and services. The objectives of WAMPO's purchasing policy are:

- Use efficient and effective procurement processes.
- Obtain the lowest prices/fees by encouraging competition in all procurements.
- Utilize a fair and open bidding processes.
- Encourage minority and women-owned business enterprises to have the opportunity to compete for WAMPO business
- Maintain compliance with federal, state, and local laws and grant requirements.

This manual should be referenced for all purchases. Under all circumstances, WAMPO should maintain a copy of the procurement process on file for 7 years.

Process

KDOT Review

WAMPO should complete all applicable forms for KDOT approval prior to the advertisement, selection, or contract execution.

Advertising / Public Posting

The procurement process should be as open as possible to encourage competition (to the extent that time and practicality allow given the dollar value of the purchase to be made).

RFPs will be posted on the WAMPO website at www.wampo.org/wampo-is-hiring for a minimum of 14 days. In addition to posting the RFP on the website, it needs to be posted to DemandStar, posted to applicable professional organizations, and emailed to potential vendors.

The project manager should prepare a list of potential bidders/vendors before soliciting bids. Sources of potential vendors include the DemandStar Web site, the Wichita Business Journal's Top 100 Lists, the Kansas Web sites for cooperative purchases and minority- and female-owned disadvantaged business enterprises (DBE), past bidders, professional organizations, grantor agencies, state licensing agencies, etc.

Attorney Review

WAMPO's on-call attorney will review RFPs and develop contracts once a selection has been made.

The contract will contain language which allows the WAMPO the opportunity to cancel any contract for cause. Said cause shall include (but not be limited to) demonstrated lack of ability to perform the work specified, unwillingness to complete the work in a timely fashion, cancellation of liability insurance or worker's compensation, failure to pay suppliers or workers, unsafe working conditions caused by the contractor, failure to comply with Davis-Bacon wage laws (where applicable), failure to keep accurate and timely records of the job, or failure to make those records available to WAMPO (on request) or any other documented matter which could cause a hardship for WAMPO if a claim should arise or the work not be completed on schedule at the specified cost.

Cover Sheet

WAMPO staff shall track the progress of the all types of procurements (services and goods) using the excel version of the cover sheet (found at <T:\Administration\Procurement\Policy>) and save electronic copies of all documents for review during the annual Single Audit.

WAMPO will use the same policies and procedures to procure property and services regardless of the fund source – federal grant, other grant, or non-federal funds.

Procurement Cover Sheet

The [Code of Federal Regulations \(CFR\) Title 49 for Transportation §18.36](#) provides information regarding procurement. A sample cover sheet that was developed using the CFR is shown in Appendix A.

Purchase of Goods Cover Sheet

A sample cover sheet tracking the purchase of goods is shown in Appendix B.

Documentation

All source documents supporting any given transaction (receipts, purchase orders, invoices, RFP/RFQ data and bid materials) will be retained and filed in an appropriate manner. Where feasible, source documents pertinent to each individual procurement shall be separately filed and maintained. Where it is not feasible to maintain individual procurement files, source documents will be filed and maintained in a reasonable manner (examples include chronologically, by vendor, by type of procurement, etc.). Whatever form of documentation and filing is employed, it is important to ensure that there is a clear and consistent audit trail. At a minimum, source document data must be sufficient to establish the basis for selection, basis for cost, (including the issue of reasonableness of cost), rationale for method of procurement and selection of contract type, and basis for payment.

Locally Owned, Minority-Owned, Female-Owned and Small Businesses

WAMPO will take steps to solicit the participation of locally owned, minority-owned, female-owned and small businesses when goods or services are being sought. WAMPO will discuss setting a DBE goal for a project during the KDOT review process. The KDOT Disadvantaged Business Enterprise (DBE) Directory will be used to help develop a list of Kansas-based, minority-owned, female-owned and small businesses and also minority businesses located within the WAMPO region shall be maintained and used when issuing IFBs, RFPs, RFQs, and making small purchases. WAMPO will use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce. The successful bidder will be required to use this same criterion in the selection of suppliers and subcontractors whenever possible.

This list is located at: <T:\Administration\Procurement\Policy>.

Procurement Cost Thresholds – Consultant Services

There are three thresholds for procuring consultant services. All three require documenting the solicitation process.

Less than \$5,000

- It is suggested that comparative pricing via telephone, fax, letter, or email bids be obtained.
- Advertising is not required.
- Documentation of this process should be kept on file.

\$5,000 to \$25,000

- Discuss this project with KDOT to determine if it requires (the nature of the project or the need to have a DBE goal) a formal procurement process through KDOT.
- Solicitation of consultant services with estimated costs within this range shall be made by obtaining project proposals.
- The scope of work must be advertised for a minimum of 14 days, along with a copy of the selection criteria.

Greater than \$25,000

- KDOT's Procurement Process manual should be followed which includes a formal competitive solicitation of bids. See the [KDOT Procurement Guidance for Consolidated Planning Grant \(CPG\) Funded Consultant Services and Goods](#) located at [T:\Administration\KDOT](#).

Procurement Cost Thresholds – Purchase of Goods

There are three thresholds for procuring goods. All three require documenting the solicitation process.

Less than \$5,000

- It is suggested that comparative pricing via telephone, fax, letter, or email bids be obtained.
- Advertising is not required.
- Documentation of this process should be kept on file.

\$5,000 to \$25,000

- WAMPO should obtain comparative pricing via sealed bid, fax, email.
- A minimum of three written bids are required to be obtained.
- A minimum 3-day public posting is required.
- The lowest bid meeting the MPO's specifications should be selected.
- For computer and other large ticket items, see the section called Computer Equipment & Other Large Ticket Items, below.

Greater than \$25,000

- KDOT's Procurement Process manual should be followed which includes a formal competitive solicitation of bids. See the [KDOT Procurement Guidance for Consolidated Planning Grant \(CPG\) Funded Consultant Services and Goods](#) located at [T:\Administration\KDOT](#).

Office Supplies

Routine office supplies may be purchased locally or online. All such purchases should be made according to the thresholds above. The purchases need to be necessary and made at a reasonable price. These purchases should have documentation saved approving the purchase.

Computer Equipment & Other Large Ticket Items

WAMPO and Sedgwick County signed an agreement on February 1, 2023, clarifying the scope of services provided by the County to WAMPO. It includes: “to ensure compatibility with the County’s Information Technology systems, it will provide access to its procurement process for WAMPO to purchase computers, telephones, software, and related IT hardware.”

Therefore, when WAMPO is purchasing technology, that will need to be incorporated into the County’s network, they will be purchased from the County’s procured vendors.

Sedgwick County utilizes the cooperative purchasing process for most of its computer purchases as well as for the purchase of other large ticket items. For computers Sedgwick County uses the NASPO (National Association of State Procurement Officials) Value Point Cooperative Purchasing Program (led by the State of Minnesota) and their Master Agreement with EMC Corporation [#MNWNC-109](#). Cooperative Purchasing is purchasing that has been done by, or on the behalf of, one or more public procurement agencies for State or Local Governments for commodities such as IT, Security, and Office Furniture. There are several agencies out there that offer these services. These agencies manage the entire competitive bid process, which not only saves time but offers significant cost savings as well.

KDOT Procurement Guidelines

For additional information view the KDOT MPO Program Guidance for CPG Funded Planning Projects 2022 Update and Final KDOT Program Guidance for CMAQ, STP, TA Funded Planning, Education, and Outreach 2022 Update, which are located at: [T:\Administration\KDOT](#).

Appendix A: Sample Procurement Cover Sheet

This form can be found at: <T:\Administration\Procurement\Policy> → _Procurement Cover Sheet.

PROCUREMENT COVER SHEET									
RFP TITLE: Travel Demand Model									
Start Date: 1/10/2022									
Item #	Days Allowed	Start Day	End Day	Scheduled Begin	Scheduled Complete (not counting weekends)	Actual Begin	Actual Complete	Status	Description
Prepare RFP									
1	3	1	3	01/10/22	01/12/22				RFP to legal
2	2	3	4	01/12/22	01/13/22				RFP updated for comments from legal
Step 1: Notice to Proceed with RFP/RFQ									
3	1	4	4	01/13/22	01/13/22				Submit a Notice to Proceed with a draft of the RFP/RFQ and all appropriate attachments to KDOT.
4	10	5	14	01/14/22	01/27/22				KDOT will return the Notice to Proceed with RFP approving or requesting changes be made, if necessary. The Notice to Proceed with RFP will indicate the percentage of the total project cost to be placed as the DBE goal.
5	1	15	15	01/28/22	01/28/22				Upon receipt of the approved Notice, issue the RFP
Advertising									
6	10	15	24	01/28/22	02/10/22				The RFP/RFQ must be advertised for a minimum of 14 days. Once proposals are received, the MPO Staff may conduct any short-listing that needs to occur and then proceed to Step 2 of this process.
6a		15	24	01/28/22	02/10/22				Source 1 - Direct Mail:
6b		15	24	01/28/22	02/10/22				Source 2 - Advertise (source)
6c		15	24	01/28/22	02/10/22				Source 3 - WAMPO web-site
6d		15	24	01/28/22	02/10/22				Source 4 - Optional
Receipt of Proposals									
7a	1	24	24	02/10/22	02/10/22				Proposal from Hite Fanning & Honeyman
7b		24	24	02/10/22	02/10/22				Proposal from _____
7c		24	24	02/10/22	02/10/22				Proposal from _____
Verifications Prior to Interview									
SAM:									
8	1	25	25	02/11/22	02/11/22				Verify that the Prime Consultant proposed to be awarded the contract holds an active System for Award Management (SAM) registration status. The website is: https://sam.gov/portal/SAM/#1 .
8a		25	25	02/11/22	02/11/22				Firm: Hite, Fanning & Honeyman L.L.P. Cage: 7SAP3 DUNS: 162593904
8b		25	25	02/11/22	02/11/22				Firm _____ Cage: _____ DUNS: _____
8c		25	25	02/11/22	02/11/22				Firm _____ Cage: _____ DUNS: _____
8d		25	25	02/11/22	02/11/22				Firm _____ Cage: _____ DUNS: _____
9		25	25	02/11/22	02/11/22				Documentation of your independent cost estimate. A table of previous contract amounts for similar work (for WAMPO or a similar organization) and a range of reasonable bids would be sufficient.
10		25	25	02/11/22	02/11/22				Review of the bid to make sure it does not have unreasonable qualifications, unnecessary bonds and experience, use of brand names or organizational conflict of interest.
11		25	25	02/11/22	02/11/22				Bids meet the RFP requirements.
12		25	25	02/11/22	02/11/22				Comparison of proposal cost to your independent cost estimate to documents it falls within the expected range.

Continues on the next page

Item #	Days Allowed	Start Day	End Day	Scheduled Begin	Scheduled Complete (not counting weekends)	Actual Begin	Actual Complete	Status	Description
Interview									
Step 2: Notice to Proceed with Interviews									
13	1	32	32	02/22/22	02/22/22				Submit the Notice to Proceed with Interviews form. If the DBE goal is not proposed to be met by a bidding consultant firm, good faith effort documentation must be provided and will be reviewed and approved as appropriate by KDOT. If interviews are not deemed necessary, for example, because of a single bid received or a result of the evaluation process. Indicate that on the form. Upon return receipt of an approved Notice to Proceed with Interviews the MPO Staff will be able to proceed with the selection process with the selected firms.
14	10	33	42	02/23/22	03/08/22				Approval to proceed from KDOT
15	1	42	42	03/08/22	03/08/22				Rating Sheets Prepared
16	10	42	51	03/08/22	03/21/22				Selection Committee completes rating sheets
17	1	51	51	03/21/22	03/21/22				Executive Committee Approval
18	1	51	51	03/21/22	03/21/22				Selection made <i>(Note: WAMPO only received one proposal to provide on-call legal services for WAMPO for 2022-2024. This is the same firm that provided service to WAMPO from 2019 - 2021. We are satisfied with the services we received and feel that moving forward with one proposal is acceptable.)</i>
Award									
Step 3: Notice to Award									
19	5	51	55	03/21/22	03/25/22				Submit the Notice to Award, a draft scope of work and draft contract, along with all other required attachments.
20	1	55	55	03/25/22	03/25/22				KDOT will return the Notice to Award either approving the award or recommending further changes to the draft scope of work and contract.
21	1	55	55	03/25/22	03/25/22				Notify selected party
22	3	55	57	03/25/22	03/29/22				Signed Contract
23	3	57	59	03/29/22	03/31/22				Signed Letter of Engagement
24	10	59	68	03/31/22	04/13/22				Provide KDOT a copy of the finalized scope of work and contract, along with all required attachments within 10 business days after the contract is signed.

1/11/2023

Appendix B: Sample Purchase of Goods Cover Sheet

This form can be found at: <T:\Administration\Procurement\Policy> → _Purchase of Goods Cover Sheet.

PURCHASE OF GOODS COVER SHEET			
Item Procured			
Type of Procurement (drop down choices)	Less than \$5,000		
Date contacted			
Who contacted for bids? (Reason for only 1, if applicable)			
	Company	Person	Email Address
Contact 1			
Contact 2			
Contact 3			
	Company	Bid	
Bid 1 cost			
Bid 2 cost			
Bid 3 cost			
Who selected for bid?			
Reason selected?			
Date selected			
Date let non-selected know			
	Date	Person's KDOR Account	
Obtained Project Exemption Certificate			
Obtained Project Completion Certificate			
Project Completion Certificate Returned			
Project Completion updated at KDOR			

Other Project Components			
Date contacted			
Who contacted for bids? (Reason for only 1, if applicable)			
	Company	Person	Email Address
Contact 1			
Contact 2			
Contact 3			
	Company	Bid	
Bid 1 cost			
Bid 2 cost			
Bid 3 cost			
Who selected for bid?			
Reason selected?			
Date selected			
Date let non-selected know			
	Date	Person's KDOR Account	
Obtained Project Exemption Certificate			
Obtained Project Completion Certificate			
Project Completion Certificate Returned			
Project Completion updated at KDOR			

Copy and paste "Other Project Components" as necessary below

1/11/2023



Agenda Item 3D **WAMPO Emergency Operations Plan**

Chad Parasa, Executive Director
Ashley Bryers, Transportation Planning Manager

Executive Summary

WAMPO's draft Emergency Operations Plan provides information to staff on what to do in a fire emergency, medical emergency, severe weather, tornado, bomb threat, or armed engagement.

Background

WAMPO's draft Emergency Operations Plan provides information to staff on what to do in a fire emergency, medical emergency, severe weather, tornado, bomb threat, or armed engagement. The plan is based on the April 2018 version of the MAPD 2nd Floor Emergency Operations Plan.

Staff Recommendation

Approve the Emergency Operations Plan, as presented.

Action Options

- » Approve the Emergency Operations Plan, as presented.
- » Not approve the Emergency Operations Plan.
- » Approve the Emergency Operations Plan, with specific changes.

Attachment

- » WAMPO's Emergency Operations Plan



Emergency Operations Plan

RONALD REAGAN BUILDING
2ND FLOOR
271 W 3RD STREET

PLAN UPDATED: XXXXXXXX

TABLE OF CONTENTS

EMERGENCY PERSONNEL NAMES & PHONE NUMBERS	3
Designated Responsible Officials	3
Emergency Phone Numbers.....	3
GENERAL POLICIES.....	4
Employee Responsibility	4
Staff Relocation	4
ASSIST OTHERS	4
Wheelchair User/Walker User.....	4
Visually Impaired	5
Hearing Impaired	5
Psychologically Impaired	5
People with Other Impairments	5
FIRE EMERGENCY	6
MEDICAL EMERGENCY.....	8
Life-Threatening Emergency.....	8
Non-Life-Threatening Need for Medical Assistance.....	8
SEVERE WEATHER	8
TORNADO	9
ARMED ENGAGEMENT (e.g., active shooter).....	9
Run.....	9
Hide.....	9
Fight	9
Barricade Room Locations.....	10
Barricade Room/Secure Location Instructions.....	10
BOMB THREAT	10
CONTACTS.....	11
EVACUATION ROUTES.....	11
Evacuation Map.....	12
Assembly Area.....	13

WAMPO's Emergency Operations Plan is based on the April 2018 version of the MAPD 2nd Floor Emergency Operations Plan.

EMERGENCY PERSONNEL NAMES & PHONE NUMBERS

Designated Responsible Officials

Title	Name	Office Number	Cell Number	Email
Executive Director	Chad Parasa	316-779-1320	614-570-8716	Chad.Parasa@wampo.org
Emergency Coordinator	Ashley Bryers	316-779-1319	785-431-9857	Ashley.Bryers@wampo.org

As of 12.22.22

If an emergency occurs, the Executive Director or Emergency Coordinator will contact staff. This will either occur via text message or email (WAMPO or personal depending on the situation). The staff contact information is found in the “Contacts” section later in this document.

Emergency Phone Numbers

- » General Emergency (ambulance, fire, police) 911
 - Be prepared to say our address
 - 271 W. 3rd Street, on the second floor on the north side of the building. Ronald Reagan Building.
- » Courthouse Police and After-Hours Emergency 316-660-7777
- » Facilities Management 316-660-9075
 - Contact Facilities Management for any issues with gas (which is located in the penthouse for the water heater and the boilers), electrical, water, and sewer.
 - After hours call Courthouse Police 660-7777 and they will get ahold of the on-call maintenance.

Local Hospitals

- » Wesley Hospital ER 316-962-2222 550 N Hillside St, Wichita, KS
- » Via Christi St. Francis Hospital ER 316-268-8050 929 N St Francis St, Wichita, KS
- » Via Christi St. Joseph Hospital ER 316-268-5000 3600 E Harry St, Wichita, KS

GENERAL POLICIES

Employee Responsibility

WAMPO employees have the responsibility to:

- » Understand and know what actions to take during an emergency. At any time if employees have questions concerning safety procedures, they are to contact their supervisor.
- » Take appropriate steps to know the location of the nearest fire extinguisher, first aid kit/heart defibrillator, secure rooms, fire alarm, and emergency exit.
- » Supervisors should take a head count of their staff after the evacuation. Identify the names and last known locations of anyone not accounted for and attempt to contact them by other means if possible. Supervisors will report up their chain of command.
- » Additionally, if you frequently have non-employees, such as suppliers and customers, emergency personnel (designated responsible officials, emergency coordinators and area/floor monitors) have the responsibility to ensure non-employees are appropriately assisted through an emergency.
- » All WAMPO employees and non-employees are expected to cooperate fully with the instructions of WAMPO/County Officials during an emergency.
- » A WAMPO employee or non-employee shall never be required to place themselves at risk, nor conduct any activity that they feel is unsafe.
- » Know the location of WAMPO's Emergency Evacuation and Assembly area. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building or unnecessary and dangerous search-and-rescue operations.
 - The assembly area is on the southeast corner of main (east side) parking lot. A large picture showing the location is at the end of this document.

Staff Relocation

- » In the event of inclement weather or anticipated long-term evacuation, management will direct staff to:
 - Short-term, work from home
 - Long-term, employees will be informed by email if they may continue to work from home or if they need to report to a designated relocation space

ASSIST OTHERS

The following assistances are specific to the case of an evacuation.

Wheelchair User/Walker User

- » Assist the person in exiting the building.
- » If located on an upper floor and the elevator is not safe for use (tornado or fire), assist the person to the assembly point by way of the building exit stairwell.
- » You may request another individual "escort" the person to the assembly area while you continue to assist with the evacuation.
- » The escort should remain with the wheelchair user to provide additional assistance.

Visually Impaired

- » Explain the nature of the emergency to the visually impaired person.
- » Offer to guide the person to the designated assembly points.
- » Offer your elbow to the individual.
- » As you walk, describe where you are and advise the person about any obstacles in a calm controlled voice.
- » When you reach the assembly point advise the person where they are and ask if further assistance is needed.
- » You may assign a staff member to remain with the person in the assembly area.

Hearing Impaired

- » Alert a hearing-impaired person by stepping in front of them and making eye contact.
- » Write a brief note instructing the person to evacuate the building and where the assembly point is located only in case of not being able to communicate with sign language.
- » You may assign a staff member to act as escort for the person to the assembly area.
- » When you reach the assembly point, ask by way of a written note, if further assistance is needed.
- » You may assign a staff member to remain with the person in the assembly area.

Psychologically Impaired

- » Explain the nature of the emergency to the person, again in a calm and controlled voice.
- » Be patient
- » Offer to guide the person to the designated assembly point.
- » Offer your arm to the individual.
- » As you walk, describe what has occurred and why you are evacuating the building.
- » When you reach the assembly point advise the person where they are and ask if further assistance is needed.
- » You may assign a staff member to remain with the person in the assembly area.
- » Ask them questions in relation to the situation and how they are feeling

People with Other Impairments

- » Assist the person in exiting the building.
- » If located on an upper floor and the elevator is not safe for use (tornado or fire), assist the person to the assembly point by way of the building exit stairwell.
- » Provide instructions in other languages if available
- » You may request another individual “escort” the person to the assembly area while you continue to assist with the evacuation.
- » The escort should remain with the person to provide additional assistance.
- » If there is a problem evacuating a person from a building, assign a staff member to notify your emergency coordinator that a person with an impairment is waiting for rescue on the specified floor at the exit stairwell.
- » Describe the impairment so that the rescuers may bring the proper equipment.

FIRE EMERGENCY

Fire Alarms are located:

- » Next to the East stairway (Near 206)
- » Next to the West stairway (both sides)



When fire is discovered:

- » Activate the nearest fire alarm & notify the local Fire Department by calling 9-1-1 (6-9-1-1 from a county phone).
- » Alert others in the area and instruct them to leave the area.
- » Leave the building using the designated escape routes.
- » If smoke and heat are present, stay low.
- » Close, but do not lock doors, as you exit the building.
- » Do not use elevators. Take the stairs.
- » Report to your designated assembly area (see evacuation route map).
 - Assembly Area – located on the southeast corner of main (east side) parking lot.
- » Remain outside until the Designated Official announces that it is safe to reenter.

Fight the fire ONLY if:

- » The Fire Department has been notified.
- » The fire is small and is not spreading to other areas.
- » Escaping the area is possible by backing up to the nearest exit.
- » The fire extinguisher is in working condition and personnel are trained to use it.
 - Use the PASS Method

- **P:** Pull the pin so that you're able to discharge the extinguisher.
- **A:** Aim the extinguisher nozzle at the base of the fire.
- **S:** Squeeze the lever to discharge the extinguishing agent.
- **S:** Sweep. Pointing the extinguisher at the base of the fire, move the extinguisher from left to right, or back and forth, in a sweeping motion until the fire it out.



- This YouTube video shows how to use the PASS method – <https://youtu.be/PQV71INDaqY>. Inform your supervisor if you need additional training.
- » Fire extinguishers can be found in the following locations (see map below)
 - In the East hallway to the North of the stairway door and next to Room 203 (large conference room)
 - Across from Room 235 (MAPD office along south wall)
 - Across from Room 227 (MAPD office at southwest corner of the building)
 - Inside room 233 (breakroom), near the south door
 - Outside the West stairway, on the east side in the alcove
 - Across from Room 218/Next to Rom 217 (next to the MAPD storage area in the WAMPO area)

If Trapped

- » Alert emergency responders of your location by whistling, shouting, or using an object to beat on walls, floor in a rhythmic manner.
- » If a telephone is available, call 9-1-1 and inform emergency personnel of your location; you may also place an article of clothing or another device to use as a signal in a window if a window is available.
- » Stuff material in door cracks to minimize smoke and try to stay low, near the floor, where heat, smoke, and contaminants may be less.
- » If there are injured, tend to your injuries, and then assist others with theirs.

Designated Official, and/or Area Floor Monitors must

- » Coordinate an orderly evacuation of personnel.
- » Perform an accurate head count of personnel reported to the designated area.
- » Determine a rescue method to locate missing personnel.
- » Provide the Fire Department personnel with the necessary information about the facility.
- » Perform assessment and coordinate office emergency closing procedures.
- » Report any problems to the Emergency Coordinator at the assembly area(s).
 - Assembly Area – WAMPO assembles in southeast corner of main (east side) parking lot.

MEDICAL EMERGENCY

Life-Threatening Emergency

- » If you are able call to notify your supervisor and inform them of your medical emergency. If the individual is unable, notify their supervisor on their behalf.
- » Call 9-1-1. Advise the emergency operator of the circumstances and follow the instructions given.
- » Provide the location of the emergency.
- » State the medical aid needed.
- » Describe the type of injury or illness.
- » Provide a brief description of how the injury or illness occurred.
- » Do not move the injured or ill person unless it is necessary to avoid further injury.
- » Have someone meet the responding paramedics and direct them to the emergency location.
- » After treatment, if injury/illness was the result of doing your job in the workplace, speak with your supervisor and the HR Assistant about eligibility for Worker's Compensation.

Non-Life-Threatening Need for Medical Assistance

- » Notify your supervisor.
- » State the medical aid needed (minor care, emergency room, personal physician, etc).
- » Provide a description of the injury/illness and how/where it occurred.
- » If there is risk of additional injury, do not move, wait for assistance from supervisor/designee.
- » After treatment, if injury/illness was the result of doing your job in the workplace, speak with your supervisor and the HR Assistant about eligibility for Worker's Compensation.

First Aid kits are available to provide minor aid to an injury. Basic supplies should include sterile gloves, tweezers, gauze, bandages, sticky tape, cleansing wipes, and antiseptic cream. Please report low supplies to your supervisor.

First Aid kits are located:

- » On the east wall in Room 232 (MAPD copy room)
- » In the WAMPO work room, left large cabinet door on the first shelf

AED (Automated External Defibrillators) are portable systems which allow send an electric shock to the heart to try and restore normal rhythm after sudden cardiac arrest. Once turned on, the AED will direct you in proper use.

- » 5th floor, Appraiser's Office, Room 501

SEVERE WEATHER

- » General business operations will continue unless otherwise notified.
- » If it becomes necessary to close the building during pre-scheduled operating hours, the Designated Official or designee will initiate a notification to staff through the phone tree and e-mail.
- » If severe weather creates undesirable driving conditions, the Executive Director may give employees the option to work from home. When the Executive Director is not available, the Transportation Planning

Manager/Emergency Coordinator or a representative designated by the Executive Director may give this option to employees when necessary.

- » If you are outside and threatened by severe weather or observe lightning, move inside a building or your vehicle, if available.
- » During a power outage, if you are in a darkened area, remain calm and move cautiously to a lighted area.
- » If general business of WAMPO is suspended during normal operating hours, staff will be notified through email or a phone tree.
- » Severe weather may reduce the ability of staff to leave the building they are in. Staff will be notified by their Designated Official whether to release staff or to shelter-in-place. (No one will be held against their will in a building.)

TORNADO

- » When a warning is issued by sirens or other means (such as phone alerts), seek inside shelter.
- » The stairwells are to be used as the tornado shelter.
- » Consider the following:
 - Rooms constructed with reinforced concrete, brick, or block with no windows
 - Small interior rooms on the lowest floor and without windows
 - Hallways on the lowest floor away from doors and windows
 - Restrooms
- » Stay away from outside walls and windows.
- » Use arms to protect head and neck.
- » Remain sheltered until the tornado threat is announced to be over.

ARMED ENGAGEMENT (E.G., ACTIVE SHOOTER)

Run – IF IT IS SAFE to leave the building, do so.

Hide – If you can make it SAFELY to a barricaded room or another secure location. You only hide if you cannot run.

Fight – ONLY if your life is in imminent danger. You only fight if you cannot run or hide.



Source: <https://www.cisa.gov/active-shooter-preparedness>

Barricade Room Locations

Below are department-identified options, but you may also hide in a self-identified secure location.

- » Room 217 (MAPD storage in the WAMPO area)
- » Room 232 (MAPD copy room)
- » Room 233 (Breakroom)

Barricade Room/Secure Location Instructions

- » Remain calm.
- » Lock door.
- » Close blinds.
- » Turn off lights.
- » Silence cell phones.
- » Use barricade device, if available.
- » Call 911 (see “calling 911” below).
- » Stay low on the floor away from windows and doors.
- » Floor/office supervisor should take a headcount and make note of those not accounted for.
- » Listen to public address announcements.
- » Prepare to defend yourself should assailant enter your area.
- » Remain in secured area until ‘all clear’ has been given by law enforcement.
- » Law Enforcement will escort you from the building.

Calling 911 (dial 6-911 from a WAMPO phone) – At a minimum, provide a description of the intruder, any specific characteristics (height, weight, hair color, race, and type and color of clothing), and type of weapon(s).

When law enforcement officers arrive, hold your **EMPTY HANDS UP BY YOUR FACE WITH YOUR PALMS OPEN** so they can see that you are unarmed and not a threat.

BOMB THREAT

Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means. Every bomb threat is unique and should be handled in the context of the facility or environment in which it occurs. Facility supervisors and law enforcement will be in the best position to determine the credibility of the threat. Follow these procedures:

- » Remain calm.
- » Notify authorities immediately:
 - Notify your facility supervisor, such as a manager, operator, or administrator, or follow your facility's standard operating procedure. (See below for assistance with developing a plan for your facility or location.)
 - Call 9-1-1 or your local law enforcement if no facility supervisor is available.
- » For threats made via phone:
 - Keep the caller on the line as long as possible. Be polite and show interest to keep them talking.
 - DO NOT HANG UP, even if the caller does.
 - If possible, signal or pass a note to other staff to listen and help notify authorities.
 - Write down as much information as possible—caller ID number, exact wording of threat, type of voice or behavior, etc.—that will aid investigators.

- Record the call, if possible.
- » For threats made in person, via email, or via written note, refer to resources below for more information.
 - DHS Bomb Threat Checklist
 - https://www.cisa.gov/sites/default/files/publications/Bomb-Threat-Procedure-Checklist_508c.pdf
 - DHS-DOJ Bomb Threat Guidance
 - https://www.cisa.gov/sites/default/files/publications/Bomb-Threat-Guidance-Quad-Fold_508c.pdf
- » Be available for interviews with facility supervisors and/or law enforcement.
- » Follow authorities' instructions. Facility supervisors and/or law enforcement will assess the situation and provide guidance regarding facility lock-down, search, and/or evacuation.

CONTACTS

<T:\Administration\WAMPO Staff Emergency List\WAMPO Employee Emergency Contacts.docx>



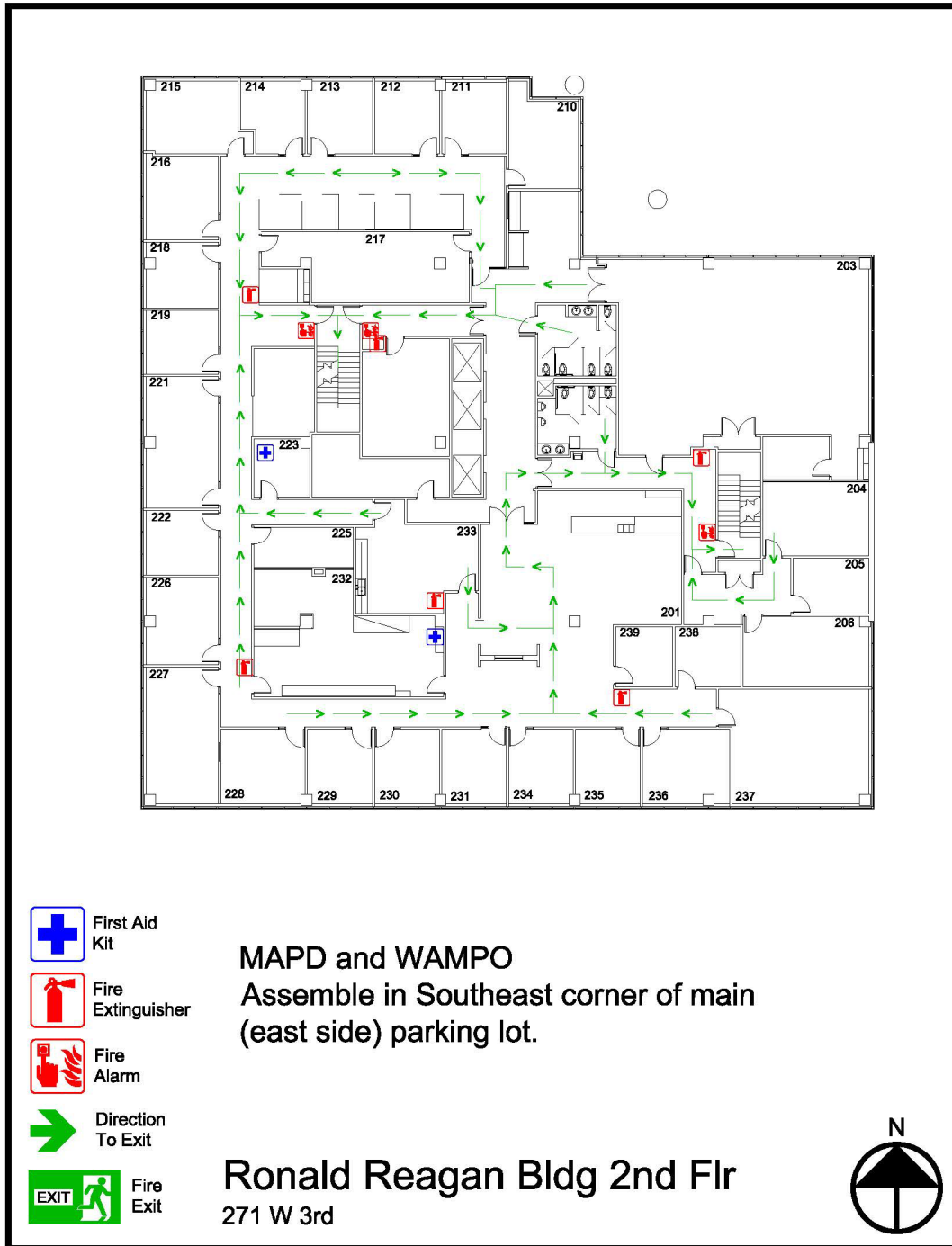
Updated: 1.30.23

EVACUATION ROUTES

The evacuation routes are the two stairwells. Take the stairs to the first floor and then go to our designated **Assembly Area**, which is on the southeast corner of main (east side) parking lot.

Evacuation Map

On the next page.

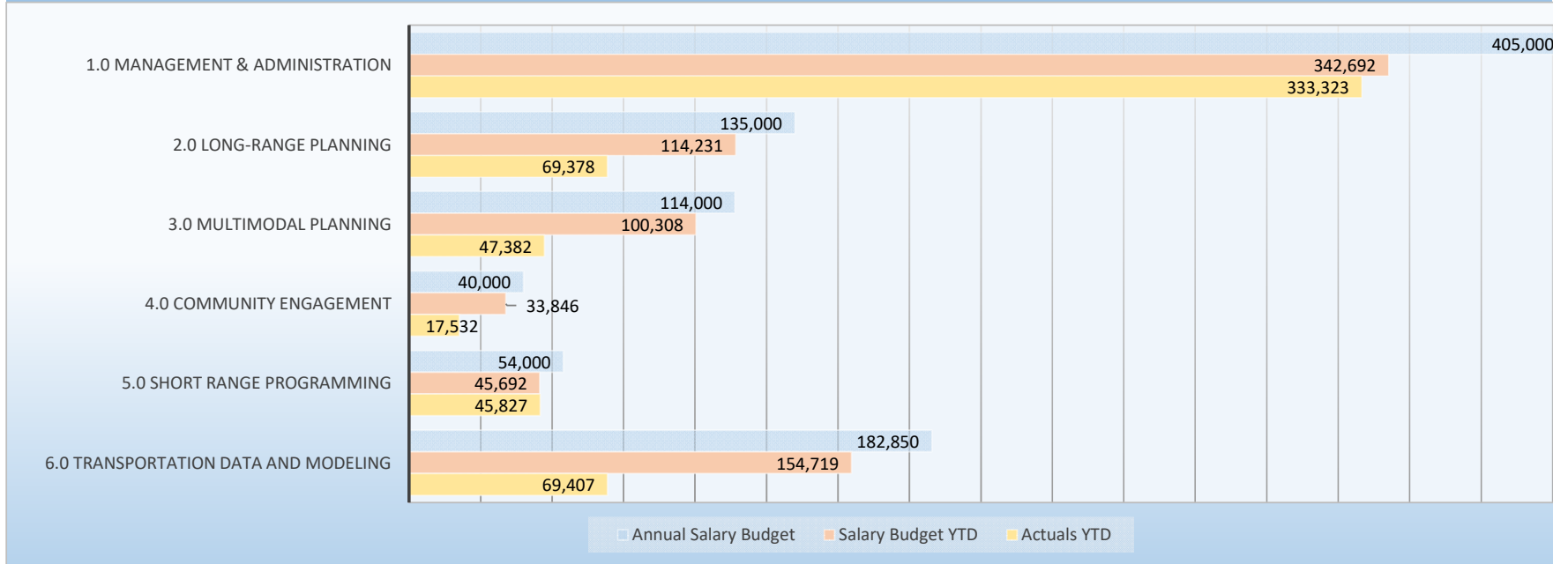


Assembly Area

WAMPO assembles in southeast corner of main (east side) parking lot.



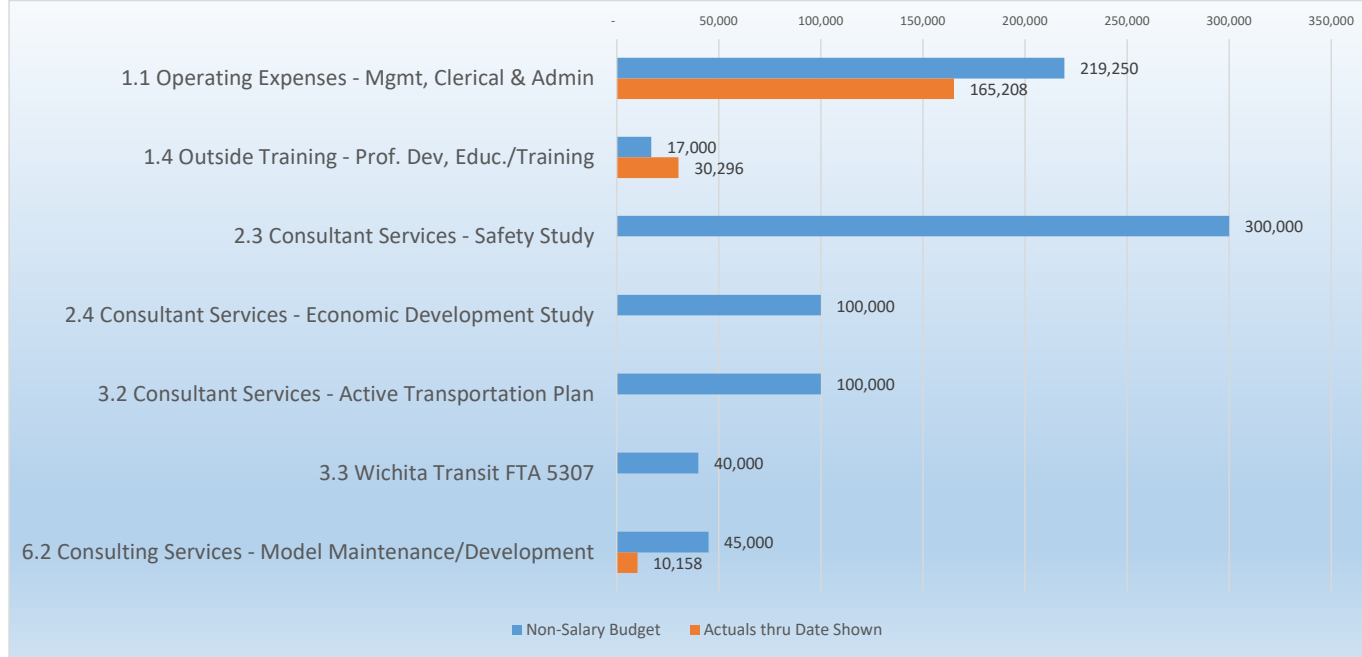
WAMPO Payroll Budget/Actuals - November 2022



WAMPO Payroll Budget/Actuals - November 2022

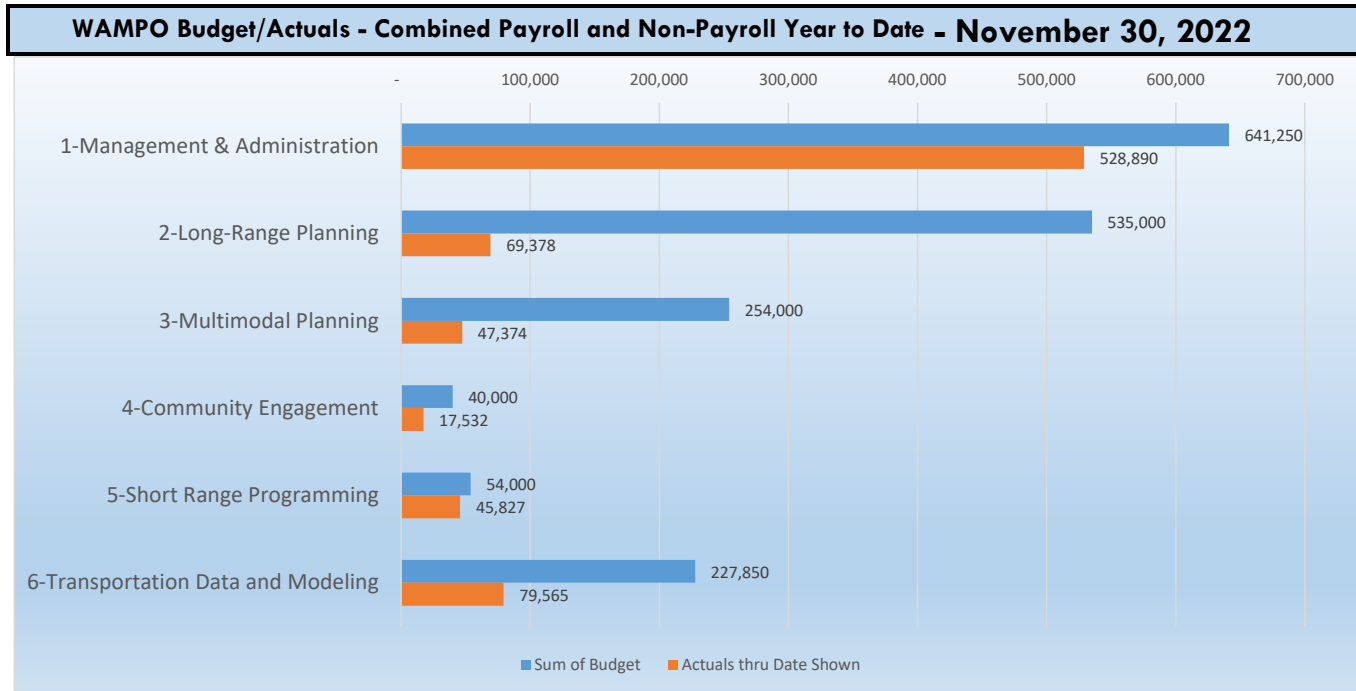
Budget Task	Annual Salary Budget	Salary Budget YTD	Actuals YTD
1.0 Management & Administration	405,000	342,692	333,323
2.0 Long-Range Planning	135,000	114,231	69,378
3.0 Multimodal Planning	114,000	100,308	47,382
4.0 Community Engagement	40,000	33,846	17,532
5.0 Short Range Programming	54,000	45,692	45,827
6.0 Transportation Data and Modeling	182,850	154,719	69,407
	930,850	791,488	582,848

WAMPO Non-Payroll Budget/Actuals Year to Date - November 30, 2022



WAMPO Non-Payroll Budget/Actuals Year to Date - November 30, 2022

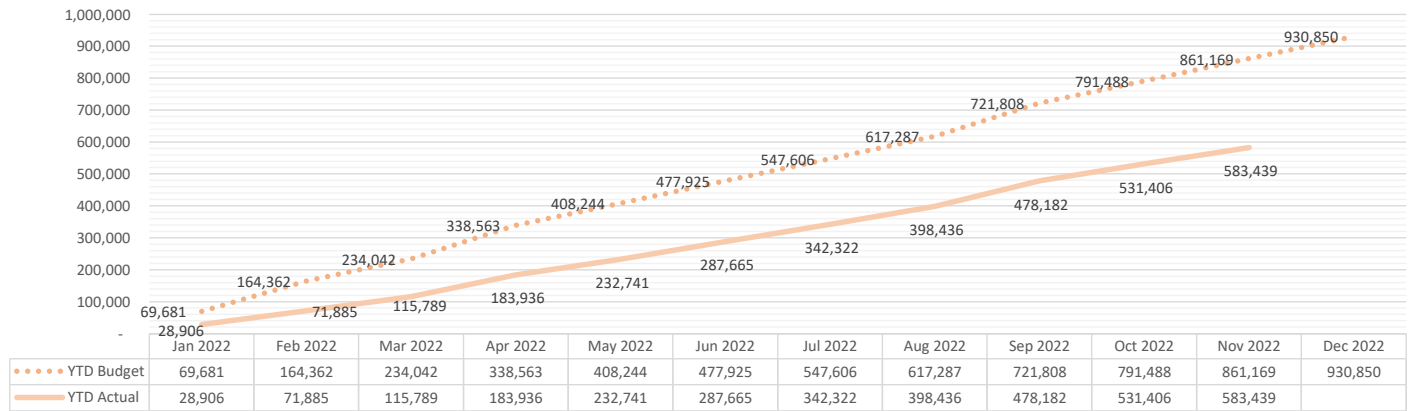
Budget Task	Non-Salary Budget	Actuals thru Date Shown
1.1 Operating Expenses - Mgmt, Clerical & Admin	219,250	165,208
1.4 Outside Training - Prof. Dev, Educ./Training	17,000	30,296
2.3 Consultant Services - Safety Study	300,000	
2.4 Consultant Services - Economic Development Study	100,000	
3.2 Consultant Services - Active Transportation Plan	100,000	
3.3 Wichita Transit FTA 5307	40,000	
6.2 Consulting Services - Model Maintenance/Development	45,000	10,158
TDM-Travel Demand Model		23,281
Grand Total	821,250	228,942



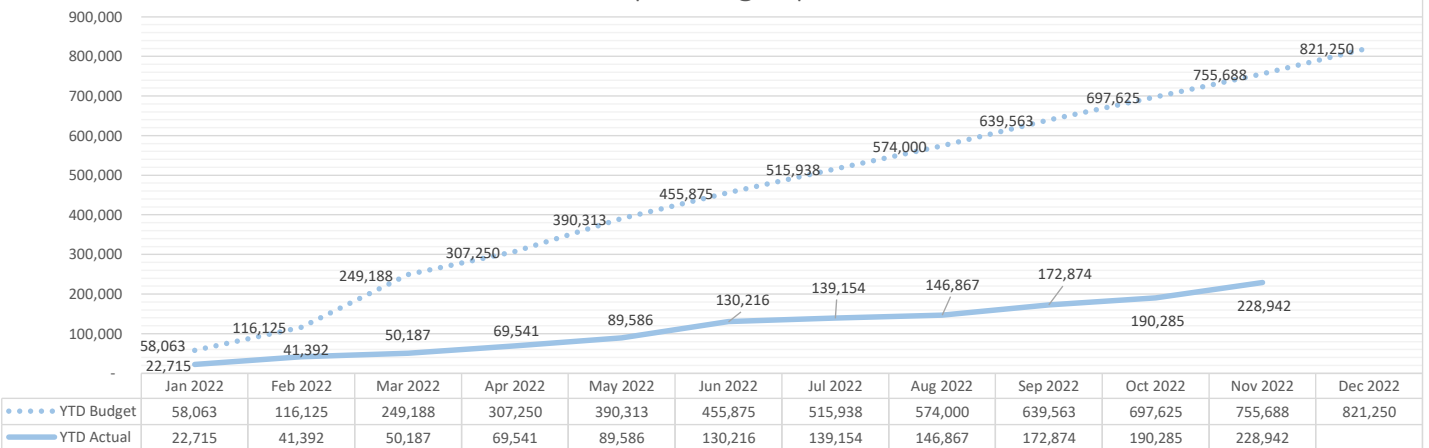
WAMPO Budget/Actuals - Combined Payroll and Non-Payroll Year to Date - November 30, 2022

Budget Task	Sum of Budget	Actuals thru Date Shown
1-Management & Administration	641,250	528,890
2-Long-Range Planning	535,000	69,378
3-Multimodal Planning	254,000	47,374
4-Community Engagement	40,000	17,532
5-Short Range Programming	54,000	45,827
6-Transportation Data and Modeling	227,850	79,565
5310		23,281
TDM-Travel Demand Model		534
Grand Total	1,752,100	812,381

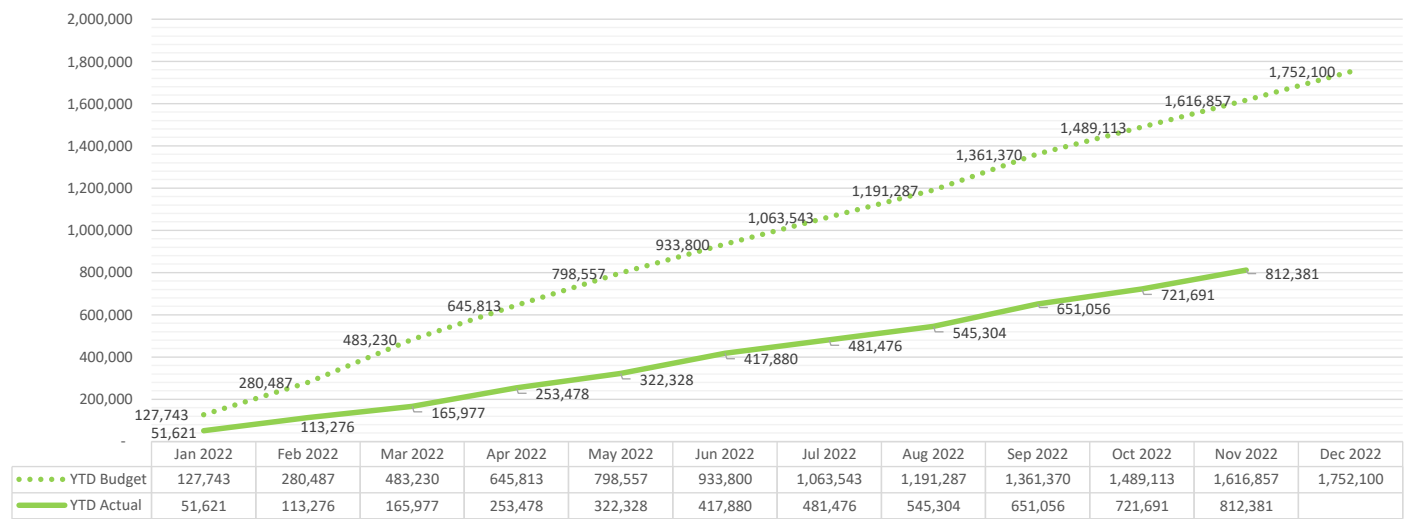
WAMPO CPG Salaries & Benefits 2022



WAMPO CPG Operating Expenses 2022



WAMPO CPG Operating Expenses & Payroll 2022



Total CPG Budget 1,752,100
Funds needed from KDOT 1,401,680
Funds needed from Local Match 350,420



Executive Summary

WAMPO staff are preparing supplemental project-selection criteria for the suballocation of funding under the new Carbon Reduction Program (CRP), to be considered and voted on by the TAC and TPB in February and March 2023. Once supplemental criteria have been approved, a Call for Projects will be opened. It is anticipated that the first batch of selected projects (for FFY2022-FFY2024 CRP funds, estimated at about \$3.6 million) will be incorporated into the Kansas State Transportation Improvement Program (STIP) in November 2023, after which they may begin obligating and letting.

Background

On November 15, 2021, the Bipartisan Infrastructure Law (BIL) was enacted for Federal Fiscal Years (FFYs) 2022-2026. Among other things, it created the Carbon Reduction Program (CRP), under which Metropolitan Planning Organizations (MPOs) for urbanized areas with populations greater than 200,000 (such as WAMPO) are tasked with suballocating funding for transportation-related projects that reduce carbon dioxide emissions. This will be the fourth WAMPO-suballocated funding program after the Surface Transportation Block Grant (STBG) program, the Congestion Management and Air Quality (CMAQ) program, and the Transportation Alternatives (TA) program.

It is estimated that WAMPO will have about \$1.2 million of CRP funds per year to suballocate during FFY2022-FFY2026 (the period of the BIL). Considering the BIL not having been enacted until FFY2022 had already started and the time following enactment that was required for federal agencies to prepare and disseminate guidance for the new programs it created, Kansas Department of Transportation (KDOT) staff have indicated that WAMPO may suballocate CRP funds from FFY2022-FFY2024 to projects that will obligate as late as FFY2025. Also, in anticipation of KDOT's expected November 2023 completion of a state Carbon Reduction Strategy (a requirement of the Carbon Reduction Program), KDOT has requested that projects that will use FFY2022-FFY2024 CRP funds be incorporated into the State Transportation Improvement Program (STIP) in November 2023 or earlier. To comply with this request, WAMPO staff have prepared the schedule under "Next Steps," below, for the selection of projects to receive CRP funds and the amendment process to reflect that funding in the WAMPO Transportation Improvement Program (TIP) and the Kansas STIP.

Project-Selection Criteria

When the WAMPO Project Selection Committee (PSC) meets to recommend projects to the TAC and TPB for CRP funding, WAMPO staff will provide them with nonbinding scores for each project, based on approved selection criteria. Although WAMPO already has approved project-selection criteria for suballocated funding (see Appendix H of the FFY2023-FFY2026 TIP: <https://www.wampo.org/transportation-improvement-program>), those criteria were written before the creation of the Carbon Reduction Program, which has different federal guidance on what qualifies a project for funding under it than the STBG, CMAQ, and TA programs (<https://www.fhwa.dot.gov/bipartisan-infrastructure-law/crp.cfm>). Therefore, WAMPO staff are preparing a supplement to the current project-selection criteria, approved by the TPB on October 12, 2021, considering the stated carbon-dioxide-reduction mission of the CRP and omitting ineligible project types.



Agenda Item 3A: New Business **Carbon Reduction Program Process**

Once the final supplemental criteria have been approved, a Call for Projects will be opened.

Fiscal Considerations

The CRP adds about \$1.2 million of additional WAMPO-suballocated funding available per year during FFY2022-FFY2026 for transportation-related projects that reduce carbon dioxide emissions, for a total of about \$6 million over five years. For the initial CRP Call for Projects, which will allocate FFY2022-FFY2024 funds, the amount to be distributed is anticipated to be approximately \$3.6 million.

Next Steps

- » February 27, 2023: TAC recommendation on CRP supplemental scoring criteria.
- » March 14, 2023: TPB vote on CRP supplemental scoring criteria.
- » March 16, 2023: Open Call for Projects.
- » May 1, 2023: Close Call for Projects and score submitted projects.
- » June 2023: Project Selection Committee meeting(s).
- » July 24, 2023: TAC recommendation on suballocations of CRP funds.
- » August 8, 2023: TPB vote on suballocations of CRP funds.
- » September 2023: 15-day Public Comment period for FFY2023-FFY2026 TIP Amendment #5, which will apply approved CRP suballocations to projects.
- » September 25, 2023: TAC recommendation on FFY2023-FFY2026 TIP Amendment #5.
- » October 10, 2023: TPB vote on FFY2023-FFY2026 TIP Amendment #5.
- » November 2023: FFY2023-FFY2026 TIP Amendment #5 incorporated into KDOT STIP, after which projects selected for CRP funding may begin obligating funds. Also, during this month, KDOT is expected to complete the state Carbon Reduction Strategy.
- » 2023-2024: The project-selection process for FFY2025-FFY2026 CRP funds will be included in the development of the 2050 MTP and the FFY2025-FFY2028 TIP.



U.S. Department
of Transportation
**Federal Highway
Administration**

Memorandum

Subject: **INFORMATION**: Carbon Reduction Program
(CRP) Implementation Guidance

Date: April 21, 2022

From: Gloria M. Shepherd *Gloria M. Shepherd*
Associate Administrator, Office of Planning,
Environment, and Realty

In Reply Refer To:
HEP-1

To: Division Administrators
Directors of Field Services

On November 15, 2021, the President signed the Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58, also known as the “Bipartisan Infrastructure Law”) (BIL) into law. The BIL authorizes a new Carbon Reduction Program codified at 23 United States Code (U.S.C.) 175 to reduce transportation emissions. The attached Carbon Reduction Program (CRP) Implementation Guidance provides information on funding, eligible activities, and requirements of the CRP.

Except for the statutes and regulations cited, the contents of this document do not have the force and effect of law and are not meant to bind the States or the public in any way. This document is intended only to provide information regarding existing requirements under the law or agency policies.

This document will be accessible on the Sustainability Website ([FHWA Sustainability Website](#)), the BIL Website ([FHWA Bipartisan Infrastructure Law Website](#)), and through the Policy and Guidance Center ([FHWA Policy and Guidance Center](#)).

If you have questions, please contact: Becky Lupes (202-366-7808 or Rebecca.Lupes@dot.gov) or John Davies (202-366-6039 or JohnG.Davies@dot.gov) of the Office of Natural Environment.

Attachment

Carbon Reduction Program Implementation Guidance
(April 21, 2022)

TABLE OF CONTENTS

- A. **DEFINITIONS**
- B. **PROGRAM PURPOSE**
- C. **GUIDANCE ON ADMINISTRATION PRIORITIES AND USE OF THE FEDERAL-AID HIGHWAY FORMULA FUNDING**
- D. **GOVERNING AUTHORITIES**
- E. **FUNDING**
- F. **CARBON REDUCTION STRATEGIES**
- G. **ELIGIBILITIES AND COORDINATION REQUIREMENTS**
- H. **DAVIS-BACON ACT REQUIREMENTS**

A. Definitions

In this guidance, the following definitions apply:

Consultation means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken (*See* 23 CFR 450.104).

Coordination means the cooperative development of plans, programs, and schedules among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve general consistency, as appropriate (23 CFR 450.104).

Metropolitan Planning Organization means the policy board of an organization established as a result of the designation process under 23 U.S.C. 134(d) (23 U.S.C. 134(b)(2); 23 U.S.C. 175(a)(1)).

Transportation Emissions means carbon dioxide emissions from on-road highway sources of those emissions within a State (23 U.S.C. 175(a)(2)).

Transportation Management Area means a transportation management area identified or designated by the Secretary under 23 U.S.C. 134(k)(1) (*See* 23 U.S.C. 175(a)(3)).

Urbanized Area means a geographic area with a population of 50,000 or more, as determined by the Bureau of the Census (23 U.S.C. 134(b)(7); 23 U.S.C. 175(a)(1)).

B. PROGRAM PURPOSE

The purpose of the Carbon Reduction Program (CRP) is to reduce transportation emissions through the development of State carbon reduction strategies and by funding projects designed to reduce transportation emissions (*See* 23 U.S.C. 175 as established by the Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58, also known as the “[Bipartisan Infrastructure Law](#)” (BIL)) (BIL § 11403).

C. GUIDANCE ON ADMINISTRATION PRIORITIES AND USE OF THE FEDERAL-AID HIGHWAY FORMULA FUNDING

- 1. Overview:** This document provides background and guidance to clarify eligibility requirements for the CRP. On December 16, 2021, FHWA issued guidance, [Policy on Using Bipartisan Infrastructure Law Resources to Build a Better America](#), that serves as an overarching framework to prioritize the use of BIL resources on projects that will Build a Better America. That policy is available on FHWA’s BIL resources implementation website at the following URL: https://www.fhwa.dot.gov/bipartisan-infrastructure-law/building_a_better_america-policy_framework.cfm.

2. Safety:

Prioritizing Safety in All Investments and Projects

The National Roadway Safety Strategy (NRSS) (issued January 27, 2022) commits the United States Department of Transportation (USDOT) and FHWA to respond to the current crisis in traffic fatalities by “taking substantial, comprehensive action to significantly reduce serious and fatal injuries on the Nation’s roadways,” in pursuit of the goal of achieving zero highway deaths. FHWA recognizes that zero is the only acceptable number of deaths on our roads and achieving that is our safety goal. FHWA therefore encourages States and other funding recipients to prioritize safety in all Federal highway investments and in all appropriate projects, using relevant Federal-aid funding, including funds from CRP.

The Safe System approach addresses the safety of all road users, including those who walk, bike, drive, ride transit, and travel by other modes. It involves a paradigm shift to improve safety culture, increase collaboration across all safety stakeholders, and refocus transportation system design and operation on anticipating human mistakes and lessening impact forces to reduce crash severity and save lives. To achieve the vision of zero fatalities, safety should be fully reflected in a State’s transportation investment decisions, from planning and programming, environmental analysis, project design, and construction, to maintenance and operations. States should use data-driven safety analyses to ensure that safety is a key input in any decision made in the project development process and fully consider the safety of all road users in project development.

FHWA encourages State and local agencies to consider the use of funds from CRP to address roadway safety and implement the Safe System approach wherever possible. Improvements to safety features, including traffic signs, pavement markings, and multimodal accommodations that are routinely provided as part of a broader Federal-aid highway project can and should be funded from the same source as the broader project as long as the use is eligible under that funding source.

Because of the role of speed in fatal crashes, FHWA is also providing new resources on the setting of speed limits and on re-engineering roadways to help “self-enforce” speed limits. To achieve the vision of zero fatalities on the Nation’s roads, FHWA encourages States to assess safety outcomes for all project types and promote and improve safety for all road users, particularly vulnerable users. FHWA recommends that streets be designed and operated to maximize the existing right-of-way for accommodation of nonmotorized modes and transit options that increase safety and connectivity. Pedestrian facilities in the public right-of-way must comply with the Americans with Disabilities Act.

Complete Streets

As one approach to ensuring the safety of all roadway users, FHWA encourages States and communities to adopt and implement Complete Streets policies that prioritize the safety of all users in transportation network planning, design, construction and operations. Section 11206 of the BIL defines Complete Streets standards or policies as

those which “ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.” A complete street includes, but is not limited to, sidewalks, bike lanes (or wide paved shoulders), special bus lanes, accessible public transportation stops, safe and accommodating crossing options, median islands, pedestrian signals, curb extensions, narrower travel lanes, and roundabouts. A Complete Street is safe, and feels safe, for everyone using the street.

- 3. Transit Flex:** FHWA, working with FTA, seeks to help Federal-aid recipients plan, develop, and implement infrastructure investments that prioritize safety, mobility, and accessibility for all transportation network users, including pedestrians, bicyclists, transit riders, micromobility users, freight and delivery services providers, and motorists. This includes the incorporation of data sharing principles and data management.

Funds from CRP can be “flexed” to FTA to fund transit projects. For title 23 funds that are flexed to FTA, section 104(f) of title 23, U.S.C., allows funds made available for transit projects or transportation planning to be transferred to FTA and administered in accordance with chapter 53 of title 49, U.S.C., except that the Federal share requirements of the original fund category continue to apply (See 23 U.S.C. 104(f)(1)).

The use of Federal-aid funding on transit and transit-related projects can provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. FHWA encourages recipients to consider using funding flexibility for transit or multimodal-related projects and to consider strategies that: (1) improve infrastructure for nonmotorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) use equitable and sustainable practices while developing transit-oriented development.

- 4. Transferability Between FHWA Programs:** Section 126 of title 23, U.S.C., provides that a State may transfer up to 50 percent of the amount apportioned for the fiscal year for certain highway programs, including CRP, to other eligible apportioned highway programs.¹ See also FHWA Order 4551.1, “Fund Transfers to Other Agencies and Among Title 23 Programs”, ([Fund Transfers to Other Agencies and Among Title 23 Programs](#)). Historically States have used this flexibility to address unmet needs in areas where apportioned funding was insufficient.

The BIL made historic investments in highway programs including more than \$300 billion in Contract Authority from the Highway Trust Fund. This represents an average

¹ States may only transfer CRP funds that are allocated for use anywhere in the State.

annual increase of 29 percent in Federal-aid funding over the amount of Contract Authority for FHWA programs compared to fiscal year 2021. Congress also established more than a dozen new highway programs to help address urgent surface transportation needs.

States have the flexibility to transfer funds out of CRP to other apportioned programs, but we encourage States to first consider the need to transfer in light of the significant increase in apportioned funding and the considerable funding for new programs. States, working with FHWA, should determine the need for CRP funds – including the ability to apply CRP funds to eligible assets owned by local governments, counties, and Tribes – and identify and prioritize projects that maximize the CRP funding before deciding to transfer funds out of the CRP.

- 5. ADA:** The Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination against people with disabilities and ensure equal opportunity and access for persons with disabilities. The Department of Transportation’s Section 504 regulations apply to recipients of the Department’s financial assistance (*See* 49 CFR 27.3(a)). Title II of the ADA applies to public entities regardless of whether they receive Federal financial assistance (*See* 28 CFR 35.102(a)). The ADA requires that no qualified individual with a disability shall, because a public entity’s facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity (*See* 28 CFR 35.149). A public entity’s pedestrian facilities are considered a “service, program, or activity” of the public entity. As a result, public entities and recipients of Federal financial assistance are required to ensure the accessibility of pedestrian facilities in the public right-of-way, such as curb ramps, sidewalks, crosswalks, pedestrian signals, and transit stops in accordance with applicable regulations.

If the project reduces transportation emissions, funds from CRP are available to improve accessibility and to implement recipients’ ADA transition plans and upgrade their facilities to eliminate physical obstacles and provide for accessibility for individuals with disabilities. FHWA will provide oversight to recipients of CRP funds to ensure that each public agency's project planning, design, and construction programs comply with ADA and Section 504 accessibility requirements.

- 6. Equity:** The BIL provides considerable resources to help States and other funding recipients advance projects that consider the unique circumstances affecting community members’ mobility needs and allocate resources consistently with those needs, enabling the transportation network to effectively serve all community members. FHWA will work with States to ensure consideration of using CRP funds for projects and inclusion of project elements that proactively address racial equity, workforce development, economic development, and remove barriers to opportunity, including automobile dependence in both rural and urban communities as a barrier to opportunity or to redress prior inequities and barriers to opportunity.

Federal-aid recipients, including recipients of CRP funds, are responsible for involving the public, including traditionally underserved and underrepresented populations in transportation planning and complying with participation and consultation requirements in 23 CFR 450.210 and 23 CFR 450.316, as applicable. “Underserved populations” include minority and low-income populations but may also include many other demographic categories that face challenges engaging with the transportation process and receiving equitable benefits (See [FHWA's Environmental Justice Reference Guide](#) for additional information). In addition, CRP projects can support the Justice40 Initiative, which establishes a goal that at least 40 percent of the benefits of federal investments in climate and clean energy infrastructure are distributed to disadvantaged communities. (See [OMB's Interim Implementation Guidance for the Justice40 Initiative](#) or its successor for additional information).

To assist with these public engagement efforts, FHWA expects recipients of CRP funds to engage with all impacted communities and community leaders to determine which forms of communication are most effective. Recipients should gain insight on the unique circumstances impacting various disadvantaged and underrepresented groups so that new channels for communication may be developed. And, the recipients should use this information to inform decisions across all aspects of project delivery including planning, project selection, and the design process.

Among other things, recipients of CRP funds are also required to assure equitable treatment of workers and trainees on highway projects through compliance with Equal Employment Opportunity requirements under 23 CFR Part 230, Subpart A, as well as ensuring nondiscrimination in all of their operations on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964. Recipients of CRP funds should ensure that they have the capacity and expertise to address Federal civil rights protections that accompany grant awards.

- 7. Climate Change and Sustainability:** The United States is committed to a whole-of-government approach to reducing economy-wide net greenhouse gas pollution by 2030. The BIL provides considerable resources—including new programs and funding—to help States and other funding recipients advance this goal in the transportation sector. In addition, the BIL makes historic investments to improve the resilience of transportation infrastructure, helping States and communities prepare for hazards such as wildfires, floods, storms, and droughts exacerbated by climate change.

FHWA encourages the advancement of projects that address climate change and sustainability. To enable this, FHWA encourages recipients to consider climate change and sustainability throughout the planning and project development process, including the extent to which projects under CRP align with the President’s greenhouse gas reduction, climate resilience, and environmental justice commitments. In particular, consistent with the statute and guidance below, recipients should fund projects that reduce carbon dioxide emissions. FHWA encourages recipients to fund projects that support fiscally responsible land use and transportation efficient design, or incorporate electrification or zero emission vehicle infrastructure. In addition, FHWA encourages

recipients to consider projects under CRP that support climate change resilience, including consideration of the risks associated with wildfires, drought, extreme heat, and flooding, in line with guidance for projects in floodplains. FHWA also encourages recipients to consider projects under CRP that address environmental justice concerns.

- 8. Labor and Workforce:** Highway programs, including CRP, may provide opportunities to support the creation of good-paying jobs, including jobs with the free and fair choice to join a union, and the incorporation of strong labor standards, such as the use of project labor agreements; employer neutrality with respect to union organizing; the use of an appropriately trained workforce (in particular registered apprenticeships and other joint labor-management training programs); and the use of an appropriately credentialed workforce in project planning stages and program delivery.

Recipients should work with FHWA, to the extent possible, to identify opportunities for Federal-aid highway investments to advance high-quality job creation through the use of local or other geographic or economic hire provisions authorized under section 25019 in the BIL, and Indian employment preference for projects that are located on or near Tribal reservations authorized under 23 U.S.C. 140(d), or other workforce strategies targeted at expanding workforce training opportunities for people to get the skills they need to compete for these jobs, especially underrepresented populations: women, people of color, and groups with other systemic barriers to employment (people with disabilities, formerly incarcerated, etc.).

- 9. Truck Parking:** Truck parking shortages are a national concern affecting the efficiency of U.S. supply chains and safety for truck drivers and other roadway users. Jason's Law, which was passed in 2012, established a national priority on addressing the shortage of long-term parking for commercial motor vehicles on the National Highway System (NHS).

Many Federal-aid highway funding programs have eligibility for truck parking projects, including the CRP. CRP funds may be obligated for a project on an eligible facility that reduces transportation emissions. FHWA anticipates that such projects may support progress toward the achievement of national performance goals for improving infrastructure condition, safety, congestion reduction, system reliability, or freight movement on the NHS. Advanced truck stop electrification systems are eligible under 23 U.S.C. 175(c)(1)(A) and projects that reduce transportation emissions at port facilities are eligible under 23 U.S.C. 175(c)(1)(M).

States should consider working with private sector truck stop operators and the trucking community in the siting and development of specific truck parking projects. States also are encouraged to offer opportunities for input from commercial motor vehicle drivers and truck stop operators through their State Freight Advisory Committees established under 49 U.S.C. 70201.

D. GOVERNING AUTHORITIES

- 1.** Section 11101 of the BIL authorizes contract authority for the CRP.

2. Section 11104 of the BIL updates apportionment instructions in 23 U.S.C. 104.
3. Section 11403 of the BIL establishes the CRP in 23 U.S.C. 175.

E. FUNDING

1. **Authorization Levels:** Estimated annual CRP funding under the BIL is:

Estimated Annual CRP Funding	
Fiscal Year (FY) 2022	\$1.234 B
FY 2023	\$1.258 B
FY 2024	\$1.283 B
FY 2025	\$1.309 B
FY 2026	\$1.335 B

The BIL sets each State’s initial share of Federal-aid highway program apportioned (formula) funds annually based on the share of formula funds each State received in fiscal year 2021. The methodology for calculating the apportionments for FY 2022 under 23 U.S.C. 175 is discussed in FHWA Notice [N4510.858](#). For FY 2023 through 2026 funds, please revisit [FHWA’s Notice website](#) at the appropriate future time.

The Fiscal Management Information System Program Codes for these CRP funds are as follows:

Program Code	Program Description	Title 23 Reference
Y600	Carbon Reduction Program (CRP) Flexible	Section 175(e)(1)(B); Section 104(b)(7)
Y601	CRP – Urbanized Areas with Population Over 200K	Section 175(e)(1)(A)(i)
Y606	CRP – Urbanized Areas with Population 50K to 200K	Section 175(e)(1)(A)(ii)
Y607	CRP – Urban Areas with Population 5K to 49,999	Section 175(e)(1)(A)(iii)
Y608	CRP – Areas with Population less than 5K	Section 175(e)(1)(A)(iv)

For urbanized areas with population over 200K and urbanized areas with population 50K to 200K, the CRP funding in FMIS will be provided at the individual urbanized area level.²

² For example see [FHWA Notice N 4510.864 Fiscal Year \(FY\) 2022 Supplementary Tables – Table 18 - Apportionments Pursuant to the Infrastructure Investment and Jobs Act](#) and [FHWA Notice N 4510.864 Fiscal Year \(FY\) 2022 Supplementary Tables – Table 19 - Apportionments Pursuant to the Infrastructure Investment and Jobs Act](#).

2. **Period of Availability:** CRP funds are contract authority. CRP obligations are reimbursed from the Highway Account of the Highway Trust Fund. CRP funds are available for obligation for a period of 3 years after the last day of the fiscal year for which the funds are authorized (*See* 23 U.S.C. 118(b)). Thus, CRP funds are available for obligation for up to 4 years.
3. **Obligation Limitation:** CRP funds are subject to the annual obligation limitation imposed on the Federal-aid highway program.

In general, a State that is required under 23 U.S.C. 175(e) to obligate CRP funds in an urbanized area with an urbanized area population of 50,000 or more shall make available during the period of fiscal years 2022 through 2026 an amount of obligation authority distributed to the State for Federal-aid highways and highway safety construction programs for use in the area that is equal to the amount obtained by multiplying:

- a. the aggregate amount of funds that the State is required to obligate in the area under this subsection during the period; and
- b. the ratio that—
 - i. the aggregate amount of obligation authority distributed to the State for Federal-aid highways and highway safety construction programs during the period; bears to
 - ii. the total of the sums apportioned to the State for Federal-aid highways and highway safety construction programs (excluding sums not subject to an obligation limitation) during the period. (*See* 23 U.S.C. 175(e)(6)(A))

Each State, each affected Metropolitan Transportation Planning Organization (MPO), and the Secretary shall jointly ensure compliance with 23 U.S.C. 175(e)(6)(A). (*See* 23 U.S.C. 175(e)(6)(B))

4. **Federal share:** The Federal share for CRP-funded projects is governed by 23 U.S.C. 120, as amended by the BIL. It is generally 80 percent (*See* 23 U.S.C. 120(b)).
5. **Combining CRP Funds with Other Eligible USDOT funding:** CRP funds can be spread further by combining them with other eligible USDOT funding for projects that support the reduction of transportation emissions, if the eligibility requirements and applicable Federal share are met for each program.
6. **Deobligations of Other Title 23 Obligated Funds:** Project Agreements should not be modified to replace one Federal fund category with another unless specifically authorized by statute (*See* 23 CFR 630.110(a)).
7. **Suballocation Within a State** (*See* 23 U.S.C. 175(e))
Specified Areas
For each fiscal year, 65 percent of funds apportioned to the State for the CRP shall be obligated, in proportion to their relative shares of the population in the State:

- In urbanized areas of the State with an urbanized area population of more than 200,000 (these funds may be obligated in the metropolitan area established under 23 U.S.C.134 that encompasses the urbanized area.);
- In urbanized areas of the State with an urbanized population of not less than 50,000 and not more than 200,000;
- In urban areas of the State with a population of not less than 5,000 and not more than 49,999; and
- In other areas of the State with a population of less than 5,000.

The State may obligate these funds suballocated for specified areas based on other factors if the State and relevant MPOs jointly apply to the Secretary for permission to base the obligation on other factors, and the request is approved by the Secretary.

Any Area of State

The remaining 35 percent of funds apportioned to a State for the CRP each fiscal year may be obligated in any area of the State.

F. CARBON REDUCTION STRATEGIES

1. **General:** By November 15, 2023, States are required to develop a Carbon Reduction Strategy in consultation with any MPO designated within the State (23 U.S.C. 175(d)(1)). The State Carbon Reduction Strategy shall support efforts to reduce transportation emissions and identify projects and strategies to reduce these emissions. The Carbon Reduction Strategy must be updated at least once every four years (23 U.S.C. 175(d)(3) and (4)). States and MPOs are encouraged to obligate CRP funding for projects that support implementation of the State’s Carbon Reduction Strategy.
2. **Development:** States, in coordination with MPOs, are encouraged to develop their Carbon Reduction Strategies as an integral part of their transportation planning processes, such as by integrating them into the State’s Long-Range Statewide Transportation Plan (LRSTP), the MPO’s Metropolitan Transportation Plan (MTP), or by developing a separate document which is incorporated by reference into the LRSTP and MTP.

States may request technical assistance from FHWA for the development of their Carbon Reduction Strategy (*See* 23 U.S.C. 175(d)(5)).

Development of a Carbon Reduction Strategy is an allowable use of CRP funds (see Eligibilities below).

3. **Contents:** Each Carbon Reduction Strategy shall (*See* 23 U.S.C. 175(d)(2)):
 - A. support efforts to reduce transportation emissions;
 - B. identify projects and strategies to reduce transportation emissions, which may include projects and strategies for safe, reliable, and cost-effective options—
 - i. to reduce traffic congestion by facilitating the use of alternatives to single-occupant vehicle trips, including public transportation facilities, pedestrian facilities, bicycle facilities, and shared or pooled vehicle trips within the State

- or an area served by the applicable MPO, if any;
 - ii. to facilitate the use of vehicles or modes of travel that result in lower transportation emissions per person-mile traveled as compared to existing vehicles and modes; and
 - iii. to facilitate approaches to the construction of transportation assets that result in lower transportation emissions as compared to existing approaches;
 - C. support the reduction of transportation emissions of the State;
 - D. at the discretion of the State, quantify the total carbon emissions from the production, transport, and use of materials used in the construction of transportation facilities within the State; and
 - E. be appropriate to the population density and context of the State, including any metropolitan planning organization designated within the State.
- 4. Review:** Not later than 90 days after the State submits a request for the approval of a Carbon Reduction Strategy, the Secretary will review the process used to develop the Carbon Reduction Strategy and either certify that the Carbon Reduction Strategy meets the requirements of 23 U.S.C. 175(d)(2) or deny certification and specify the actions necessary for the State to take to correct the deficiencies in the State’s process for developing the Carbon Reduction Strategy (23 U.S.C. 175(d)(4)).

G. ELIGIBILITIES AND COORDINATION REQUIREMENTS

- 1. General:** CRP funding may be used on a wide range of projects that support the reduction of transportation emissions. Projects must be identified in the Statewide Transportation Improvement Program (STIP)/Transportation Improvement Program (TIP) and be consistent with the Long-Range Statewide Transportation Plan and the Metropolitan Transportation Plan(s). (23 U.S.C. 134 and 23 U.S.C. 135)

Projects are subject to requirements under the National Environmental Policy Act (42 U.S.C. 4321 *et seq.*), the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (42 U.S.C. 4601 *et seq.*), and other applicable Federal laws. Projects funded with CRP funds are required to be treated as projects on Federal-aid highways (23 U.S.C. 175(g)).

2. Program Evaluation

States are encouraged to incorporate program evaluation including associated data collection activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) urges federal awarding agencies to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” Evidence Act § 101 (codified at 5 U.S.C. § 311). Credible program evaluation activities are implemented with relevance and utility, rigor,

independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

Evaluation costs are allowable costs unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. (2 CFR Part 200).

- 3. Eligible Activities:** Subject to the general eligibility requirements described in Section E.1 of this memorandum, the following activities are listed as eligible under 23 U.S.C. 175(c):
- A. a project described in 23 U.S.C. 149(b)(4) to establish or operate a traffic monitoring, management, and control facility or program, including advanced truck stop electrification systems;
 - B. a public transportation project eligible for assistance under 23 U.S.C. 142 (this includes eligible capital projects for the construction of a bus rapid transit corridor or dedicated bus lanes as provided for in BIL Section 11130 (23 U.S.C. 142(a)(3));
 - C. a [transportation alternatives project](#) as described in 23 U.S.C. 101(a)(29) as in effect prior to the enactment of the FAST Act,³ including the construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation;
 - D. a project described in section 23 U.S.C. 503(c)(4)(E) for advanced transportation and congestion management technologies;
 - E. a project for the deployment of infrastructure-based intelligent transportation systems capital improvements and the installation of vehicle-to-infrastructure communications equipment, including retrofitting dedicated short-range communications (DSRC) technology deployed as part of an existing pilot program to cellular vehicle-to-everything (C-V2X) technology;
 - F. a project to replace street lighting and traffic control devices with energy-efficient alternatives;
 - G. development of a carbon reduction strategy (as described in the Carbon Reduction Strategies section above);
 - H. a project or strategy designed to support congestion pricing, shifting transportation demand to nonpeak hours or other transportation modes, increasing vehicle occupancy rates, or otherwise reducing demand for roads, including electronic toll collection, and travel demand management strategies and programs;
 - I. efforts to reduce the environmental and community impacts of freight movement;
 - J. a project to support deployment of alternative fuel vehicles, including—
 - (i.) the acquisition, installation, or operation of publicly accessible electric vehicle charging infrastructure or hydrogen, natural gas, or propane vehicle fueling infrastructure; and
 - (ii.) the purchase or lease of zero-emission construction equipment and vehicles, including the acquisition, construction, or leasing of required supporting facilities;
 - K. a project described under 23 U.S.C. 149(b)(8) for a diesel engine retrofit;
 - L. certain types of projects to improve traffic flow that are eligible under the CMAQ

³ See [Transportation Alternatives Set-Aside Implementation Guidance as Revised by the Infrastructure Investment and Jobs Act](#)

- program, and that do not involve construction of new capacity; (23 U.S.C. 149(b)(5) and 175(c)(1)(L)); and
- M. a project that reduces transportation emissions at port facilities, including through the advancement of port electrification.

Other projects that are not listed above may be eligible for CRP funds if they can demonstrate reductions in transportation emissions over the project's lifecycle. Consistent with the CRP's goal of reducing transportation emissions, projects to add general-purpose lane capacity for single occupant vehicle use will not be eligible absent analyses demonstrating emissions reductions over the project's lifecycle. For example, the following project types may be eligible for CRP funding:

Sustainable pavements and construction materials

Sustainable pavements technologies that reduce embodied carbon during the manufacture and/or construction of highway projects could be eligible for CRP if a lifecycle assessment (LCA) demonstrates substantial reductions in CO₂ compared to the implementing Agency's typical pavement-related practices. The [LCA Pavement Tool](#) can be used to assess the CO₂ impacts of pavement material and design decisions.

Climate Uses of Highway Right-of-Way

Projects including alternative uses of highway right-of-way (ROW) that reduce transportation emissions are also eligible. For example, renewable energy generation facilities, such as solar arrays and wind turbines, can reduce transportation emissions. And, biologic carbon sequestration practices along highway ROW to capture and store CO₂ may demonstrate potential for substantial long-term transportation emissions reductions. [State DOTs Leveraging Alternative Uses of the Highway Right-of-Way Guidance](#) provides information on these practices.

Mode Shift

Projects that maximize the existing right-of-way for accommodation of nonmotorized modes and transit options that increase safety, equity, accessibility, and connectivity may be eligible. Projects that separate motor vehicles from pedestrians and bicyclists, match vehicle speeds to the built environment, increase visibility (e.g., lighting), and advance implementation of a Safe System approach and improve safety for vulnerable road users may also be eligible. Micromobility and electric bike projects, including charging infrastructure, may also be eligible.

States should work with the FHWA on eligibility questions for specific projects. The [CMAQ Emissions Calculator Toolkit](#) is an available resource for estimating the CO₂ emissions benefits of certain projects.

4. Flexibility on Use of Funds and Certification of Emissions Reduction

In addition to the above eligibilities, a State may use funds apportioned under CRP for any project eligible under the Surface Transportation Block Grant program (23 U.S.C 133(b)) if the Secretary certifies that the State has demonstrated a reduction in

transportation emissions (1) as estimated on a per capita basis, and (2) as estimated on a per unit of economic output basis. In the first year of this program, States should initially focus on developing their Carbon Reduction Strategies and using CRP funding to begin implementing their Carbon Reduction Strategies once adopted to establish a baseline; for this reason, the Secretary will not certify flexibility for the CRP until at least FY 2023. FHWA will publish additional guidance on the process under which the Secretary will certify state transportation emissions reductions. Section C.4 of this memo discusses the separate flexibility on transferability between FHWA programs.

5. Consultation and Coordination

Coordination in Urbanized Areas

Before obligating funds for eligible projects in an urbanized area that is not a transportation management area, a State must coordinate with any MPO that represents the urbanized area prior to determining which activities should be carried out under the project (23 U.S.C. 175(e)(4)). The State and MPO must also use their documented public involvement processes, including their process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services (23 U.S.C. 450.210(a)(1)(viii) and 450.316(a)(1)(vii)).

Consultation in Rural Areas

Before obligating funds for an eligible project in a rural area, a State must consult with any regional transportation planning organization or MPO that represents the rural area prior to determining which activities should be carried out under the project (23 U.S.C. 175(e)(5)). The State and MPO must also use their documented public involvement processes, including their process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services (23 U.S.C. 450.210(a)(1)(viii) and 450.316(a)(1)(vii)).

H. DAVIS-BACON ACT REQUIREMENTS

As provided at 23 U.S.C 175(g), all projects funded with CRP funding shall be treated as located on a Federal-aid highway. Accordingly, 23 U.S.C 113 applies, and Davis-Bacon wage rates must be paid. In general, Davis-Bacon requires that all laborers and mechanics employed by the applicant, subrecipients, contractors or subcontractors in the performance of construction, alteration, or repair work on an award or project in excess of \$2000 funded directly by or assisted in whole or in part by funds made available under CRP shall be paid wages at rates not less than those prevailing on similar projects in the locality, as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code commonly referred to as the “Davis-Bacon Act” (DBA).

For additional guidance on how to comply with DBA provisions and clauses, see <https://www.dol.gov/agencies/whd/government-contracts/construction> and

<https://www.dol.gov/agencies/whd/government-contracts/protections-for-workers-in-construction>. See also <https://www.fhwa.dot.gov/construction/cqit/dbacon.cfm>.



Executive Summary

The 2023 UPWP budgets for the planning activities WAMPO plans to undertake in 2023. It includes priorities and activities for the year. This staff report provides updates for the planned work tasks. It will be updated quarterly.

Background

The 2023 UPWP was approved at the December 13 Transportation Policy Body (TPB) meeting. The UPWP is the primary budgeting document for planning activities WAMPO will undertake in the upcoming fiscal year.

The table below shows the projects and the quarters in which each project will be completed. This table will be updated and presented to the TPB quarterly.

Fiscal Considerations

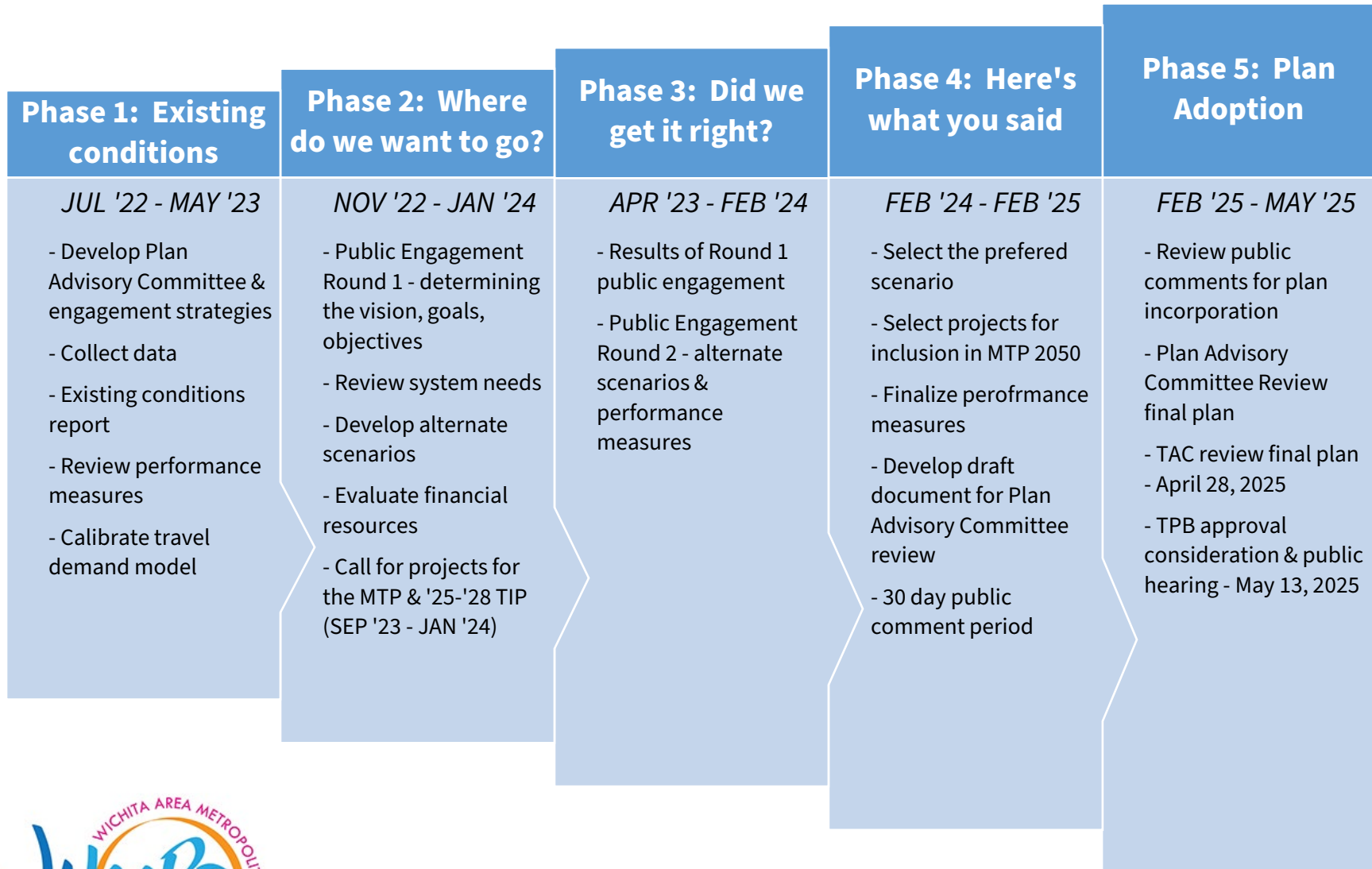
Funding for the UPWP comes from various sources, including federal Comprehensive Planning Grant (CPG) funds, which require a 20% local match (i.e., 80% federal funding, 20% local funding). The 2023 UPWP total expenditures are \$2,115,250.

2023 Priority Projects

Project	Quarters*	Status
MTP 2050 Development	1, 2, 3, 4, 2024-25	
FFY2023-FFY2026 TIP Administration	1, 2, 3, 4	
Travel Demand Model Update	1, 2, 3, 4, 2024	
Coordinated Transit Plan Update	1, 2	
Regional Transit Feasibility Study	2, 3, 4, 2024	
Comprehensive Safety Action Plan	1, 2, 3	
Economic Development Report	1, 2, 3, 4, 2024-25	
Regional Active Transportation Plan	1, 2, 3, 4, 2024	
Greater Wichita Bike Map Update	1, 2, 3, 4	
Intelligent Transportation System Update	3, 4, 2024	
Electric Vehicle Network Plan	1, 2, 3, 4	
Safe Routes to School Planning	2, 3, 4, 2024	
Federal Certification Review	1, 2, 3	
2022 Single Audit	1	

*Quarter 1: January - March, Quarter 2: April - June, Quarter 3: July - September, Quarter 4: October - December

MTP 2050: 5 Phase Development Process



MTP 2050: Key Milestones

**Form Plan
Advisory
Committee**

- SEP '22 - DEC '22

**Call for Projects
for the MTP &
'25 TIP**

- SEP '23 - JAN '24

**Project
Selection**

- FEB '24 - JUN '24

**TPB Plan
Approval
Consideration**

- MAY 13, 2025

