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Amendments:

METROPOLITAN TOPEKA PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM

FY 2027

January 1, 2027 – December 31, 2027



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INTRODUCTION

What is the Unified Planning Work Program?

The purpose of the Unified Planning Work Program (UPWP) is to identify the transportation planning activities proposed by the cooperative partners involved in the metropolitan transportation planning process and the source of funds proposed to pay for these activities. It is a budget document.

The cooperative partners include the Kansas Department of Transportation (KDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Topeka Metropolitan Transit Authority (TMTA), the City of Topeka, and Shawnee County.

The transportation planning process provides a forum for deciding how to improve the regional transportation system and how to allocate federal transportation funds to pay for those improvements. Certain transportation planning products (Metropolitan Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, and the Public Participation Plan) need to be reviewed and adopted on a periodic basis. The UPWP provides the framework for ensuring that these required documents are produced on time to meet federal requirements.

What is the Metropolitan Topeka Planning Organization (MTPO)?

The Metropolitan Topeka Planning Organization (MTPO) was designated as the metropolitan planning organization (MPO) for the region on March 3, 2004. The MTPO receives federal Consolidated Planning Grant (CPG) funds each year to carry out metropolitan transportation activities for the region. The CPG is comprised of funds from both the FHWA and the FTA. CPG funds are administered by KDOT.

Our MPO Planning Area (see Page 6) includes the City of Topeka and approximately two thirds of unincorporated Shawnee County. Members of the City of Topeka Planning Division staff serve as the MTPO staff.

What is MTPO's Role in the Transportation Planning Process?

The MTPO is comprised of a Technical Advisory Committee (TAC) and a Policy Board. The TAC is a staff-level committee, which provides technical support and recommendations to the MTPO Policy Board. The Policy Board is the decision-making body made up mainly of local elected officials and a representative from KDOT. The City of Topeka Director of Planning and Development serves as the MTPO Policy Board Secretary.

Timeline for Updating Required Plans and Documents

	2027				2028				2029				2030				2031			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
UPWP <i>Annual</i>																				
TIP <i>Biannual</i>																				
MTP <i>By 2027</i>																				
PPP <i>By 2027</i>																				

Unified Planning Work Program (UPWP) – The UPWP specifies the planning priorities and work tasks that the MPO will address during the program period. This document is federally required to be updated every year.

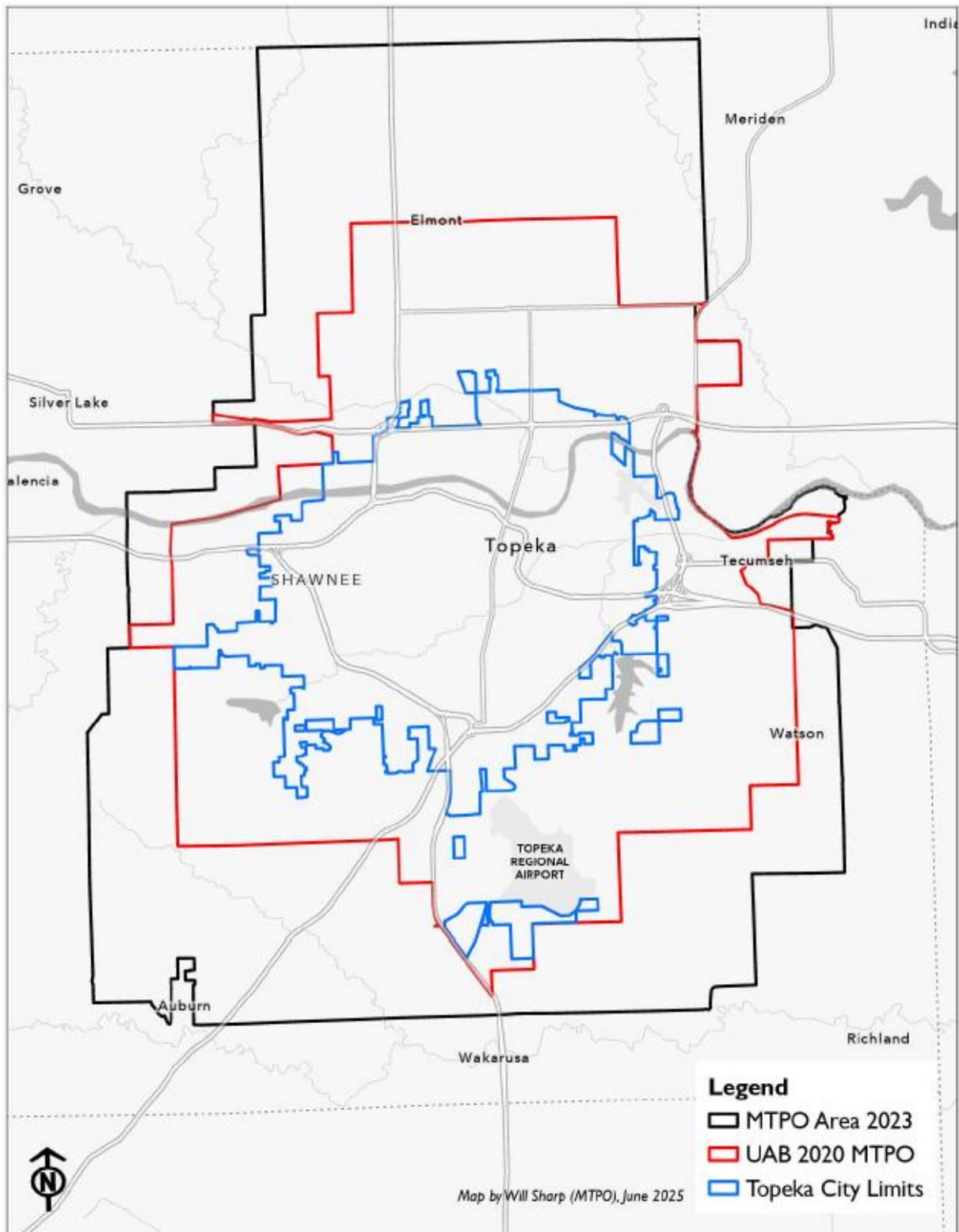
Transportation Improvement Program (TIP) – The TIP identifies and prioritizes projects over a four-year period. It is a short-range program of projects that are drawn from and are consistent with the metropolitan transportation plan. This document is federally required to be updated at least every four years. The MPO chooses to update the TIP every two years.

Metropolitan Transportation Plan (MTP) – The MTP is the long-range transportation plan that identifies the vision, strategies, and priorities for the metropolitan area’s transportation system. It is intended to provide a blueprint for the next twenty years. This document is federally required to be updated at least every five years.

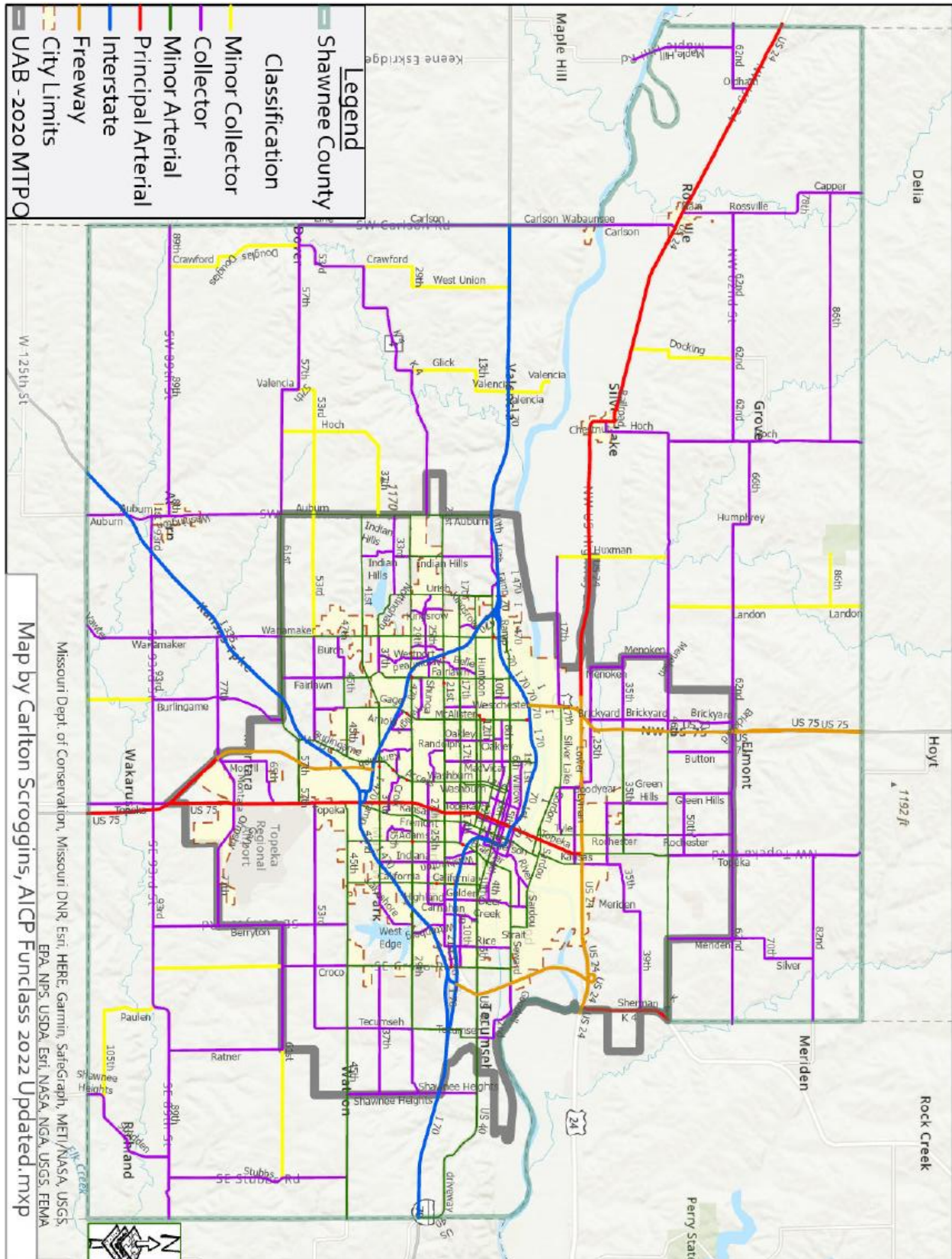
Public Participation Plan (PPP) – The PPP outlines the process for public involvement in the development of the MTP, TIP, UPWP, and other major transportation studies conducted by the MPO. There is no federally specified update frequency for the PPP. It is typical for MPOs to update the PPP every three or four years.

Maps

MTPO 2020 Planning and Urbanized Area Boundaries



Functional Classification of Topeka's Roads



2026 Planning Accomplishments

The list below summarizes MTPO accomplishments of the previous year. It does not include routine requirements and expectations of MPOs (e.g., document amendments, billing submissions, model updates, etc.).

- Kicked off planning effort for Destination2050, the update to the long-range Metropolitan Transportation Plan
- Annual bike/pedestrian counts
- Reviewed/updated performance measures
- **Grants:**
 - Began implementation of CRP grants projects awarded in 2025
 - Began implementation of RAISE grant projects awarded in 2025

Major Projects Carried Over from 2026 to 2027

The list below summarizes major activities carried over from the previous year.

- Long-range Metropolitan Transportation Update
- TMTA Transit Supportive Principles Mobility Design Manual

2027 Planning Priorities

- **Multimodal Planning and Implementation Activities:**
 - **Bikeways:** Staff will coordinate with project managers to implement Phase V of the Bikeways Master Plan according to the guidelines set forth in the Transportation Alternatives (TA) funding awarded to the City in 2024.
 - **Pedestrian:** Staff will work to secure funding, via grants and other sources, for the implementation of the projects recommended in the Pedestrian Plan Update, as well as oversee sidewalk projects funded by the 2024 RAISE grant.
 - **Transit:** Topeka Metro staff, with assistance from consultants and MTPO partners, will continue work on the Transit Supportive Principles Mobility Design Manual and begin work on the Fare Collection Technology study.
- **Transportation Grants Applications:** Staff will work with local grant writers to develop applications to submit local projects for potential grant awards.
- **Transportation Planning Assistance:** Staff will assist partners with planning-related studies that are determined to contribute to advancing the viability of the regional transportation network.

- **New TIP Software:** Staff will research and purchase new electronic Transportation Improvement Program (TIP) software to streamline internal processes and improve the amendment process.
- **Policy, Plan, and Program Updates:**
 - Intelligent Transportation Systems (ITS) Plan Update
 - Transportation Improvement Program (TIP) Update
 - Update brick sidewalk policy

TASKS, ACTIVITIES, AND PRODUCTS

Task 1 – Program Support and Administration

The purpose of this task is to provide overall management of the “3C” transportation planning process. The process must be continuing, comprehensive, and cooperative. Another purpose of this task is to provide staff support to the MTPO Policy Board and Technical Advisory Committee and to encourage communication within and between these groups. Finally, a third purpose is to provide for the administration of grants and contracts.

Activity 1.1 General Administration

Lead Agency: MTPO

- Conduct general day-to-day activities associated with program support, grant administration, and interagency coordination in relation to the CPG (timesheets, payroll processing, staff supervision, etc.)
- Maintain records and provide reports to funding agencies on the status of transportation planning activities and resources expended
- Coordinate with MTPO partners and City of Topeka on projects and plans pertaining to regional transportation issues
- Process financial documents for purchasing and paying for materials, goods, and services
- Monitor and process documentation for consultant reimbursements
- Paid vacation, sick, holiday, or other leave is billed to this task as well

Products and Timeline

1. Reimbursement packages for CPG related activities (Quarterly)
2. Required reporting for transportation planning activities (Ongoing)

Activity 1.2 Committee Support

Lead Agency: MTPO

- Provide staff support to the MTPO Policy Board, the MTPO Technical Advisory Committee, the Complete Streets Advisory Committee, and any other regional transportation-related committees that may be formed by the MTPO or its partners. This support includes preparing any supporting meeting-related documents and maps.

- Prepare agendas, minutes, announcements, and meeting rooms/online meeting setups to support MTPO meetings
- Post agendas and minutes on the website and in local news publications for public review
- Review City and County projects for consistency with MTPO documents and present the recommendations to MTPO committees

Products and Timeline

1. Maps and surveys (As needed)
2. Meeting minutes (All meetings)
3. Provide all meeting materials for each committee (As needed)

Activity 1.3 UPWP and Budget

Lead Agency: MTPO

- Monitor progress toward completing the tasks included in the approved 2027 UPWP
- Prepare and approve amendments to the 2027 UPWP
- Prepare and approve the 2028 UPWP
- Prepare quarterly progress reports and invoices
- Submit requests for reimbursements to KDOT

Products and Timeline

1. 2028 UPWP (4th Quarter)
2. Amendments to the 2027 UPWP (As needed)
3. Progress reports and requests for reimbursements to KDOT (Quarterly)

Activity 1.4 Training

Training opportunities that are proposed for 2027 include, but are not limited to:

- Kansas American Planning Association (APA) Conference
- Kansas Association of Metropolitan Planning Organization (KAMPO) meetings
- Transportation-related webinars
- National Transit Institute and National Highway Institute workshops and online webinars in the region that provide training for MPO-related topics
- Applicable GIS or other software training which supports MTPO activities
- Other relevant training that the MTPO Secretary directs the MTPO Staff to attend that is approved by KDOT

- Regional Economic Models, Inc. (REMI) quarterly meetings and webinars

Activity 1.5 Direct Non-Staff Charges

These charges include:

- Software licensing
- RFP for E-TIP Software
- Office supplies/printing
- Staff conference and travel costs
- Staff tech support

2027 Budget	1	Program Support and Administration	\$149,716.90
	1.1	General Administration	\$31,852.50
	1.2	Committee Support	\$11,991.00
	1.3	UPWP and Budget	\$18,857.00
	1.4	Training	\$7,972.40
	1.5	Direct Non-Staff Charges	\$79,044.00

Task 2 – Long-Range Planning

Development of the new Metropolitan Transportation Plan, *Destination2050 Topeka Metropolitan Transportation Plan*, is scheduled to be completed May-June 2027. Therefore, MTP activities in the second half of 2027 will involve preparing any amendments that may be necessary, or performing model runs to display possible impacts of proposed projects, in accordance with MTP recommendations.

Activity 2.1 Metropolitan Transportation Plan (Consultants)

Lead Agency: MTPO

- Prepare update to the Metropolitan Transportation Plan
- Public meetings and outreach

Products and Timeline

1. Final version of Metropolitan Transportation Plan update (2nd Quarter)

Activity 2.2 Metropolitan Transportation Plan (Staff)

Lead Agency: MTPO

- Refine the traffic model
- Update demographic data

- Run traffic scenarios that may arise from MTPO partners and public input
- Manage Metropolitan Transportation Plan (MTP) Update with consultants through regular meetings
- Review and provide input for all sections of the MTP Update
- Oversee and make presentations to the stakeholders (CSAC) on the progress and content of the MTP Update

Products and Timeline

1. Model runs and demographic updates (As needed)
2. Final version of Metropolitan Transportation Plan update (2nd Quarter)

2027 Budget	2	Long-Range Planning	\$162,552.00
	2.1	MTP (Consultants)	\$125,000.00
	2.2	MTP (Staff)	\$37,552.00

Task 3 – Short-Range Planning

The purpose of this task is to program, schedule, and prioritize all regionally significant and/or federally funded transportation improvement projects that are consistent with the Metropolitan Transportation Plan and that are currently within the financial budgets of the project sponsoring agency. An additional purpose of this task is to ensure public participation procedures are carried out in the Transportation Improvement Program (TIP) development and amendment processes.

Activity 3.1 Transportation Improvement Program

Lead Agency: MTPO

- Process TIP amendments
- Prepare Annual Listing of Obligated Projects (ALOP)
- Correspond with MTPO partners on updated or new project data for amendments or revisions
- Update budget and project tables
- Produce amendment packets for distribution to TAC/Policy Board and for posting on the MTPO website
- Begin migration of TIP data, tables, maps, etc., from the current layout to a new software format expected to be purchased in 2027

Products and Timeline

1. TIP amendments (Quarterly)

2. Annual Listing of Obligated Projects for 2027 (4th Quarter)

2027 Budget	3	Short-Range Planning	
	3.1	Transportation Improvement Program	\$14,907.00

Task 4 – Meaningful Public Involvement

The purpose of this task is to provide meaningful opportunities for residents of the MTPO Planning Area to participate in the transportation planning process. Additionally, this work done under this task encourages activities that allow the MTPO to meet its Title VI obligations and ensure continued compliance with ADA and Title VI.

Activity 4.1 Public Participation Plan and Title VI Compliance

Lead Agency: MTPO

- Maintain MTPO website
- Prepare public information ads for the Topeka Metro News
- Hold public participation meetings in association with all MTPO sponsored activities, documents, and project updates requiring public input
- Create online StoryMaps, surveys, and other interactive resources for public involvement
- Set up and manage Microsoft Teams or in-person meetings
- Review MTPO Title VI Plan with KDOT and update as appropriate
- Produce annual Title VI Compliance Report
- Review Limited English Proficiency Plan and update if necessary

Products and Timeline

1. Update MTPO website (Ongoing)
2. Review and update Title VI Plan (As needed)
3. Annual Title VI Compliance Report (September)

2027 Budget	4	Meaningful Public Involvement	
	4.1	Public Participation Plan & Title VI	\$6,055.80

Task 5 – Complete Streets

This task includes all Complete Streets activities which increase safe and accessible transportation options for all users of the MTPO Planning Area's regional transportation network, regardless of mode, age, or ability. Activities included in this task are exempt from

local match requirements as explained in accordance with the Infrastructure Investment and Jobs Act (IIJA).

This task's objectives include assisting Topeka Metro and consultants with the development of the Transit Supportive Development Plan, completing tasks associated with the implementation of the Bikeways Master Plan and the Pedestrian Master Plan.

Activity 5.1 Bikeways and Pedestrian Activities

Lead Agency: MTPO

- Prepare grant applications associated with the implementation of the current Pedestrian Plan Update
- Provide support and assistance to the Complete Streets Advisory Committee (CSAC)
- Assist with the implementation of bikeways, Safe Routes to School (SRTS), and pedestrian projects in the MTPO Planning Area
- Assist in gathering annual bike and pedestrian count data

Activity 5.2 TMTA Transit Supportive Development Plan

Lead Agency: TMTA

- Complete work on the Transit Supportive Development Plan

Products and Timeline

1. Draft of Transit Supportive Development Plan (4th Quarter)

2027 Budget	5	Complete Streets	\$257,528.00
	5.1	Bikeways and Pedestrian Activities	\$67,528.00
	5.2	TMTA Transit Supportive Dev. Plan	\$190,000.00

Task 6 – Corridor and Special Studies

This task includes all activities related to transportation projects within the MTPO Planning Area sponsored by the MTPO partners. This includes but is not limited to the development and maintenance of related data collection and analysis systems used for model forecasting (e.g., demographic, housing, human services, environmental/natural resources, recreation/open space, and public facilities).

Activity 6.1 General Studies and Plan Review

Lead Agency: MTPO

- Review, together with the Complete Streets Advisory Committee, new projects to ensure compliance with Complete Streets standards
- Provide guidance for transportation related issues on all neighborhood plans which are produced by the Planning Department

Products and Timeline

1. Provide comments during the development review process (Ongoing)

Activity 6.2 Performance Measure Target Setting

Lead Agency: MTPO

- Adopt Performance Measures (PM) identified by KDOT
- Support activities and projects in support of the statewide established performance targets
- Assemble a Transportation Safety team to meet and discuss ways to improve transportation safety in the MTPO Planning Area

Products and Timeline

1. Work with the CSAC subcommittee on identifying projects that improve multimodal safety (Ongoing)
2. Record safety targets as updated by KDOT (As needed)
3. Record local pavement conditions through the City/County Pavement Condition Index (PCI) assessment application (As needed)
4. Record progress on PM 3 targets (As needed)
5. Create maps and compile data in support of special studies being conducted by the MTPO and partner groups (As needed)

Activity 6.3 Comprehensive Safety Action Plan (Staff)

Lead Agency: MTPO

- Assist the City of Topeka Public Works Department in the development and implementation of the Comprehensive Safety Action Plan (funded by a 2024 SS4A grant award).
- Assist with model and data gathering
- Assist with document preparation

Products and Timeline

1. Draft of Comprehensive Safety Action Plan (4th Quarter)

Activity 6.4 Fare Collection Technology Study

Lead Agency: TMTA

- A comprehensive evaluation of Topeka Metro's current fare structure, pricing, policies, and fare collection technologies for fixed-route transit service
- Develops recommendations based on best practices and scenario evaluation including analysis of peer agency practices, emerging fare technologies, Title VI equity considerations, and stakeholder input

Products and Timeline

1. Draft of Fare Collection Technology Study (9-12 months)

2027 Budget	6	Corridor and Special Studies	\$137,193.00
	6.1	General Studies and Plan Review	\$6,332.40
	6.2	Performance Measure Target Setting	\$2,622.80
	6.3	Comp. Safety Action Plan (Staff)	\$3,237.80
	6.4	Fare Collection Technology Study	\$125,000.00

Task 7 – Regional ITS Architecture Planning

This task includes Regional ITS Architecture.

Activity 7.1 Regional ITS Architecture

Lead Agency: MTPO

- Review current ITS Architecture Plan with City/County/State stakeholders to determine what, if any, changes need to be made
- Review transportation projects and plans for ITS compliance
- Update previous ITS Architecture Plan

Products and Timeline

1. ITS Architecture Plan Update (2nd Quarter)

2027 Budget	7	Regional ITS Architecture Planning	
	7.1	Regional ITS Architecture	\$1,926.40

Task 8 – Public Transit Planning

The purpose of this task is to provide strategic planning for efficient and effective transit services within the MTPO area.

Activity 8.1 Public Transit Planning

Lead Agency: TMTA

This UPWP document includes Topeka Metropolitan Transit Authority (TMTA) planning activities that will be conducted in 2027. An annual agreement between the MTPO and TMTA describes all the stipulations and requirements that must be met for TMTA to receive CPG funds. This allocation is dependent on the annual availability of federal funds.

- Maintain ridership database to help analyze and plan service routes and schedules
- Develop service schedules for fixed routes and complimentary paratransit service based on passenger demand and direction of the TMTA Board of Directors
- Plan for long-term agency needs to support projected ridership
- Public outreach
- Planning for Bus Stop Enhancement Program
- Plan and access transit technology upgrades (e.g., fleet electrification, digital fare sales, automatic vehicle location with real-time customer-facing apps, autonomous vehicles, on-demand microtransit, wi-fi on buses, and others as appropriate)
- Interagency coordination and regional planning support
- MTPO Staff transit support
- Strategic planning process for routes and services

Products and Timeline

1. Provide reports and staff recommendations for service delivery (Quarterly)
2. Update National Transit Database (As needed)
3. Produce service runcuts (June, September, December)

2027 Budget	8	Public Transit Planning	
	8.1	Public Transit Planning	\$63,936.09

2027 UPWP Summary Budget Table

Task	Activities	Total	Source	
			Federal CPG	Local Share
1	Program Support and Administration			
1.1	General Administration	\$31,852.50	\$25,482.00	\$6,370.50
1.2	Committee Support	\$11,991.00	\$9,592.80	\$2,398.20
1.3	UPWP and Budget	\$18,857.00	\$15,085.60	\$3,771.40
1.4	Training	\$7,972.40	\$6,377.92	\$1,594.48
1.5	Direct Non-Staff Charges	\$79,044.00	\$63,235.20	\$15,808.80
2	Long-Range Planning			
2.1	MTP (Consultants)	\$125,000.00	\$100,000.00	\$25,000.00
2.2	MTP (Staff)	\$37,552.00	\$30,041.60	\$7,510.40
3	Short-Range Planning			
3.1	Transportation Improvement Program	\$14,907.00	\$11,925.60	\$2,981.40
4	Meaningful Public Involvement			
4.1	Public Participation Plan & Title VI	\$6,055.80	\$4,844.64	\$1,211.16
5	Complete Streets (* Eligible Complete Streets activities do not require a local match)			
5.1	Bikeways and Pedestrian Activities	\$67,528.00	\$67,528.00	*
5.2	TMTA Transit Supportive Dev. Plan	\$190,000.00	\$190,000.00	*
6	Corridor and Special Studies			
6.1	General Studies and Plan Review	\$6,332.40	\$5,065.92	\$1,266.48
6.2	Performance Measure Target Setting	\$2,622.80	\$2,098.24	\$524.56
6.3	Comp. Safety Action Plan (Staff)	\$3,237.80	\$2,590.24	\$647.56
6.4	Fare Collection Technology Study	\$125,000.00	\$100,000.00	\$25,000.00
7	Regional ITS Architecture Planning			
7.1	Regional ITS Architecture	\$1,926.40	\$1,541.12	\$385.28
8	Public Transit Planning			
8.1	Public Transit Planning	\$63,936.09	\$51,148.87	\$12,787.22
	Total	\$793,815.19	\$686,557.75	\$107,257.44

2027 UPWP Funding Breakdown and CPG Estimates

Total Cost of UPWP Program	\$793,815.19	Estimate of Available CPG Funds	
Federal Share (CPG)	\$686,557.75	Est. 2027 CPG Allocation	\$345,000.00
Eligible Costs at 80%	\$429,029.75	Est. 2026 CPG Carryover	\$547,000.00
Complete Streets at 100%	\$257,528.00	Est. Total 2027 CPG Available	\$892,000.00
Local Share	\$107,257.44	Programmed 2027 CPG Funds	\$686,557.75
City of Topeka	\$69,470.22	Remaining 2027 CPG Funds	\$205,442.25
TMTA	\$37,787.22		

APPENDIX A – ALIGNMENT TABLES

Alignment with MTP Goals

The matrix below aligns this UPWP’s Tasks with the planning goals from Futures2045, the current metropolitan transportation plan. The Tasks documented in this UPWP are:

1. Program Support and Administration
2. Long-Range Planning
3. Short-Range Planning
4. Meaningful Public Involvement
5. Complete Streets
6. Corridor and Special Studies
7. Regional ITS Architecture
8. Public Transit Planning

Futures2045 Planning Goals	MTPO 2027 UPWP Tasks							
	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8
Maintain Existing Infrastructure	X	X	X					
Improve Mobility and Access		X	X	X	X	X	X	X
Increase Safety for All Modes of Transportation		X	X	X	X	X		X
Enhance Quality of Life		X	X	X	X	X	X	X
Promote Economic Development		X	X		X			X

Alignment with Federal Planning Factors

These federal planning factors are drawn from 23 USC 134(h). The metropolitan planning process should:

1. Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the **safety** of the transportation system for motorized and non-motorized users;
3. Increase the **security** of the transportation system for motorized and non-motorized users;
4. Increase the **accessibility and mobility** of people and for freight;
5. Protect and enhance the **environment**, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns;
6. Enhance the integration and **connectivity** of the transportation system, across and between modes, for people and freight;
7. Promote **efficient** system management and operation;
8. Emphasize the **preservation** of the existing transportation system;
9. Improve the **resiliency** and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance **travel and tourism**

Federal Planning Factors	MTPO 2027 UPWP Tasks							
	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8
Economic Vitality	X	X	X					
Safety		X	X	X	X	X		X
Security					X			
Accessibility and Mobility		X	X	X	X	X	X	X
Environment					X		X	X
Connectivity					X	X		X
Efficiency						X	X	X
Preservation		X	X					
Resiliency				X	X	X	X	X
Travel and Tourism					X	X		X

APPENDIX B – BUDGET TABLES

2027 UPWP Itemized Budget

UPWP Task	Activities	Federal CPG (80%)	Complete Streets Federal CPG (100%)	City of Topeka Local Share (20%)	TMTA Local Share (20%)	Total
1 Program Support and Administration						
1.1	General Administration	\$ 25,482.00		\$ 6,370.50		\$ 31,852.50
1.2	Committee Support	\$ 9,592.80		\$ 2,398.20		\$ 11,991.00
1.3	UPWP and Budget	\$ 15,085.60		\$ 3,771.40		\$ 18,857.00
1.4	Training	\$ 6,377.92		\$ 1,594.48		\$ 7,972.40
1.5	Direct Non-Staff Charges					
	Software Licenses	\$ 9,351.20		\$ 2,337.80		\$ 11,689.00
	Office Supplies/Printing/Advertising	\$ 2,816.00		\$ 704.00		\$ 3,520.00
	Staff Conference Costs/Travel	\$ 3,600.00		\$ 900.00		\$ 4,500.00
	City IT Fees	\$ 8,253.60		\$ 2,063.40		\$ 10,317.00
	TopekaSpeaks Software	\$ 15,374.40		\$ 3,843.60		\$ 19,218.00
	E-TIP Software	\$ 23,840.00		\$ 5,960.00		\$ 29,800.00
2 Long-Range Planning						
2.1	Metropolitan Transportation Plan (Consultants)	\$ 100,000.00		\$ 25,000.00		\$ 125,000.00
2.2	Metropolitan Transportation Plan (Staff)	\$ 30,041.60		\$ 7,510.40		\$ 37,552.00
3 Short-Range Planning						
3.1	Transportation Improvement Program	\$ 11,925.60		\$ 2,981.40		\$ 14,907.00
4 Meaningful Public Involvement						
4.1	Public Participation Plan and Title VI Compliance	\$ 4,844.64		\$ 1,211.16		\$ 6,055.80
5 Complete Streets						
5.1	Bikeways and Pedestrian Activities		\$ 67,528.00			\$ 67,528.00
5.2	TMTA Transit Supportive Dev. Plan (Consultants)		\$ 190,000.00			\$ 190,000.00
6 Corridor and Special Studies						
6.1	General Studies and Plan Review	\$ 5,065.92		\$ 1,266.48		\$ 6,332.40
6.2	Target Setting for Performance Measures	\$ 2,098.24		\$ 524.56		\$ 2,622.80
6.3	Comprehensive Safety Action Plan (Staff)	\$ 2,590.24		\$ 647.56		\$ 3,237.80
6.4	Fare Collection Technology Study (Consultants)	\$ 100,000.00			\$ 25,000.00	\$ 125,000.00
7 Regional ITS Architecture Planning						
7.1	Regional ITS Architecture	\$ 1,541.12		\$ 385.28		\$ 1,926.40
8 Public Transit Planning						
8.1	Public Transit Planning	\$ 51,148.87			\$ 12,787.22	\$ 63,936.09
	TOTAL	\$ 429,029.75	\$ 257,528.00	\$ 69,470.22	\$ 37,787.22	\$ 793,815.19

Staff Hours

UPWP Task	Activities	Planning Director	Office Specialist	Multimodal Planner	Transportation Manager	Transit Planner	Total Labor Hours
1	Program Support and Administration						
1.1	General Administration		350	150	275		775
1.2	Committee Support			225	50		275
1.3	UPWP and Budget			325	100		425
1.4	Training			100	70		170
1.5	Direct Non-Staff Charges						
2	Long-Range Planning						
2.1	Metropolitan Transportation Plan (Consultants)						
2.2	Metropolitan Transportation Plan (Staff)			275	475		750
3	Short-Range Planning						
3.1	Transportation Improvement Program			60	225		285
4	Meaningful Public Involvement						
4.1	Public Participation Plan and Title VI Compliance			60	65		125
5	Complete Streets						
5.1	Bikeways and Pedestrian Activities			770	650		1420
5.2	Transit Supportive Dev. Plan (Consultants)						
6	Corridor and Special Studies						
6.1	General Studies and Plan Review			60	70		130
6.2	Target Setting for Performance Measures			10	40		50
6.3	Comprehensive Safety Action Plan (Staff)			25	40		65
6.4	Fare Collection Technology Study (Consultants)						
7	Regional ITS Architecture Planning						
7.1	Regional ITS Architecture			20	20		40
8	Public Transit Planning						
8.1	Public Transit Planning					1383	1383
	TOTALS	0	350	2080	2080	1383	5893
	Percent of Time Spent on MPO-funded Activities	0.00%	16.83%	100.00%	100.00%	66.49%	

Fully Loaded Labor and Non-Direct Charges

UPWP Task	Activities	Consultant & Supply Costs	Planning Director	Office Specialist	Multimodal Planner	Transportation Manager	Transit Planner	Total Labor & Non-Direct Charges	% of Total UPWP Cost
1	Program Support and Administration								19%
1.1	General Administration	\$ -	\$ -	\$ 10,489.50	\$ 6,150.00	\$ 15,213.00	\$ -	\$ 31,852.50	
1.2	Committee Support	\$ -	\$ -	\$ -	\$ 9,225.00	\$ 2,766.00	\$ -	\$ 11,991.00	
1.3	UPWP and Budget	\$ -	\$ -	\$ -	\$ 13,325.00	\$ 5,532.00	\$ -	\$ 18,857.00	
1.4	Training	\$ -	\$ -	\$ -	\$ 4,100.00	\$ 3,872.40	\$ -	\$ 7,972.40	
1.5	Direct Non-Staff Charges	\$ 79,044.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,044.00	
2	Long-Range Planning								20%
2.1	Metropolitan Transportation Plan (Consultants)	\$ 125,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00	
2.2	Metropolitan Transportation Plan (Staff)	\$ -	\$ -	\$ -	\$ 11,275.00	\$ 26,277.00	\$ -	\$ 37,552.00	
3	Short-Range Planning								2%
3.1	Transportation Improvement Program	\$ -	\$ -	\$ -	\$ 2,460.00	\$ 12,447.00	\$ -	\$ 14,907.00	
4	Meaningful Public Involvement								1%
4.1	Public Participation Plan and Title VI Compliance	\$ -	\$ -	\$ -	\$ 2,460.00	\$ 3,595.80	\$ -	\$ 6,055.80	
5	Complete Streets (IIJA Section 11206 requires a minimum of 2.5% of the UPWP budget for increasing safe and accessible transportation options.)								32%
5.1	Bikeways and Pedestrian Activities	\$ -	\$ -	\$ -	\$ 31,570.00	\$ 35,958.00	\$ -	\$ 67,528.00	
5.2	TMTA Transit Supportive Dev. Plan (Consultants)	\$ 190,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190,000.00	
6	Corridor and Special Studies								17%
6.1	General Studies and Plan Review	\$ -	\$ -	\$ -	\$ 2,460.00	\$ 3,872.40	\$ -	\$ 6,332.40	
6.2	Target Setting for Performance Measures	\$ -	\$ -	\$ -	\$ 410.00	\$ 2,212.80	\$ -	\$ 2,622.80	
6.3	Comprehensive Safety Action Plan (Staff)	\$ -	\$ -	\$ -	\$ 1,025.00	\$ 2,212.80	\$ -	\$ 3,237.80	
6.4	Fare Collection Technology Study (Consultants)	\$ 125,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00	
7	Regional ITS Architecture Planning								0%
7.1	Regional ITS Architecture	\$ -	\$ -	\$ -	\$ 820.00	\$ 1,106.40	\$ -	\$ 1,926.40	
8	Public Transit Planning								8%
8.1	Public Transit Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,936.09	\$ 63,936.09	
	TOTAL	\$ 519,044.00	\$ -	\$ 10,489.50	\$ 85,280.00	\$ 115,065.60	\$ 63,936.09	\$ 793,815.19	100%
	Direct Labor (Hourly Rates as of 6-18-2025)	\$ 46.18	\$ 18.96	\$ 18.96	\$ 30.08	\$ 42.82	\$ 35.38		
	Fully Loaded Labor (Hourly)	\$ 71.63	\$ 29.97	\$ 29.97	\$ 41.00	\$ 55.32	\$ 46.23		

APPENDIX C – MTPO POLICY ON UPWP REVISIONS and AMENDMENTS

Modifications to the UPWP are classified either as administrative revisions or formal amendments.

- **Administrative revisions:** These modifications include minor corrections, minor textual changes, routine data updates, graphics updates, and minor budget changes. These budget changes are not to exceed one percent of the current total approved CPG portion of the budget, or \$5,000, whichever is greater.
 - MTPO staff will notify stakeholders (KDOT, FTA, FHWA, CSAC) of administrative revisions as they occur.
 - Administrative revisions will be noted when the next formal amendment to the UPWP is brought before the TAC and Policy Board.
 - Administrative revisions do not have to be released for public review.
- **Formal amendments:** These modifications include all major changes that do not qualify as administrative revisions. Additionally, formal amendments are required when funding other than CPG or CPG supplement funds is included in the UPWP and when projects or activities are added to or removed from the UPWP.
 - TAC will release formal amendments for a public comment period of at least 14 days.
 - Policy Board will approve formal amendments following the public comment period.

UPWP Amendments To Date

There have been no UPWP Amendments to date.

Summary of Changes

Cost and Shares								
		Total Cost of Program	Total Federal Share (CPG)	Eligible Costs (Covered at 80%)	Complete Streets (Covered at 100%)	Total Local Share	City of Topeka	TMTA
Original		\$ 793,815.19	\$ 686,557.75	\$ 429,029.75	\$ 257,528.00	\$ 107,257.44	\$ 69,470.22	\$ 37,787.22
Estimates of Available CPG Funds								
		Est. 2027 CPG Allocation	Est. 2026 CPG Carryover	Est. Total CPG Available	Programmed 2027 CPG	Remaining 2027 CPG		
Original		\$ 345,000.00	\$ 547,000.00	\$ 892,000.00	\$ 686,557.75	\$ 205,442.25		