

TRANSPORTATION
IN MOTION

UPWP AMENDMENT 2025

Amendment #2 2025

Policy Board Date: 12/4/25

Changes Included:

1. This Amendment includes adjustments in the 2025 staff hour tasks allocations
2. An extraction of the Transit Oriented Development Study.
3. An increase of \$75,000 in the budget for the Pedestrian Plan update.

(Budget tables and updated document attached)



**METROPOLITAN TOPEKA
PLANNING ORGANIZATION**
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2025 Itemized Budget

2025 Itemized UPWP Budget	UPWP#	(Total CPG Eligible) Activities	*Comp. Streets (100%)	(MPO CPG 80% (Non C.S. Eligible))
Program Support & Administration	1			
1.1 General Admin.		\$29,588		\$29,588
1.2 Committee Support		\$18,434		\$18,434
1.3 UPWP & Budget		\$15,554		\$15,554
1.4 Training		\$6,969		\$6,969
MTP	2	\$3,176		\$3,176
TIP	3	\$18,379		\$18,379
Public Participation Plan/TitleVI	4	\$1,721		\$1,721
Complete Streets Activities	5			\$-
5.1-2 Bikeways/Pedestrian/Transit Study		\$88,022	\$88,022	\$-
Corridor and Special Studies	6			
6.1 General Studies (GSPR)		\$7,029		\$7,029
6.2 Performance Measures (PERFMEAS)		\$6,219		\$6,219
Regional ITS Architecture	7	\$-		\$-
Transit Planning Activities (TMTA)	8	\$63,936		\$63,936
Consultant Contracts				\$-
BCBS Coordinator		\$4,182		\$4,182
Ped. Plan Consultants		\$298,138	\$-	\$298,138
Direct Non-staff Charges				
Software License		\$11,689		\$11,689
Office Supplies/Printing/Advertising		\$3,520		\$3,520
Staff Conference Costs /Travel		\$4,500		\$4,500
City IT Fees		\$10,317		\$10,317
Topeka Speaks Software		\$19,218		\$19,218
TOTAL:		\$610,591	\$88,022	\$522,569

*Complete Streets related projects/activities are reimbursed at 100% as opposed to 80%

CPG & Matching Share	Total
Federal Funds (80%)	\$418,055
Federal Funds (C.S. 100%)	\$88,022
Topeka Cash (Local Match)	\$91,727
TMTA Cash (Local Match)	\$12,787
Total Expenditures	\$610,591

Estimate of 2025 Available CPG funds	Total
Estimated 2025 CPG	\$899,569
Programmed 2025 CPG	\$506,077
Remaining 2025 CPG	\$393,492

STAFF HOURS							
TASKS (Regular Hours)	UPWP #	Planning Director	Office Specialist	Transportation (Bike/Transit)	Transportation	Transit Planner	TOTAL Labor Hrs
MTPO Program Support & Administration	1						
1-1 General Admin.			350	115	260		715
1-2 Committee Support				200	185		385
1-3 UPWP & Budget				150	170		320
1-4 Training				116	40		156
Metropolitan Transportation Plan	2			10	50		60
Transportation Improvement Program	3			30	310		340
Public Involvement Plan	4			15	20		35
Complete Streets Activities	5						
5-1 Bikeways/Pedestrian				1,000	850		1,850
Corridor and Special Studies	6						
6-1 General Studies/Plan Reviews				50	90		140
6-2 T-Setting for Performance Measures				10	105		115
Regional ITS Architecture	7			0	0		10
Transit Planning Activities	8			0	0	1,383	1,383
			350	1,696	2,080	1,383	5,509
TOTAL REGULAR HOURS							
% of Time Spent on MTPO Activities		0.00%	16.83%	81.54%	100.00%	66.49%	

Fully Loaded Labor & Non-Direct Charges

TASKS (Fully Loaded Labor) & Non-Direct Charges	#	Consultant & Supply Costs	Planning Director	Office Specialist	Multi-Modal Trans. Planner	Trans. Manager	Topeka Metro Transit Planner	TOTAL Fully Loaded Labor	% of Total
MTPO Program Support & Administration	1								
1-1 General Admin.			\$-	\$10,490	\$4,715	\$13,830	\$-	\$29,588	4.8%
1-2 Committee Support			\$-	\$-	\$8,200	\$10,234	\$-	\$18,434	3.0%
1-3 UPWP & Budget			\$-	\$-	\$6,150	\$9,404	\$-	\$15,554	2.5%
1-4 Training			\$-	\$-	\$4,756	\$2,213	\$-	\$6,969	1.1%
Metropolitan Transportation Plan	2		\$-	\$-	\$410	\$2,766	\$-	\$3,176	0.5%
Transportation Improvement Program	3		\$-	\$-	\$1,230	\$17,149	\$-	\$18,379	3.0%
Public Involvement/Title VI Plan	4		\$-	\$-	\$615	\$1,106	\$-	\$1,721	0.3%
Complete Streets Activities	5								
5-1 Bikeways Activities			\$-	\$-	\$41,000	\$47,022	\$-	\$88,022	14.4%
5-2 TMTA TOD Plan		\$-						\$	0.0%
Corridor and Special Studies	6								
6-1 General Studies/Plan Reviews			\$-	\$-	\$2,050	\$4,979	\$-	\$7,029	1.2%
6-2 Performance Measures Tracking			\$-	\$-	\$410	\$5,809	\$-	\$6,219	1.0%
Regional ITS Architecture	7		\$-	\$-	\$-	\$000	\$-	\$000	0.0%
Transit Planning Activities	8		\$-	\$-	\$-	\$-	\$63,936	\$63,936	10.5%
BCBS Grant Planner		\$4,182						\$4,182	0.7%
Pedestrian Plan Update Consultants		\$298,138						\$298,138	48.8%
Direct Non-Staff Charges		\$49,244						\$49,244	8.1%
TOTAL:		\$541,564		\$10,490	\$69,536	\$115,066	\$63,936	\$610,591	100.0%

In accordance with the BIL section 11206 requiring at least 2.5% of the MPO planning budget be dedicated to increasing safe and accessible transportation options.