



TRANSPORTATION
IN MOTION

UPWP AMENDMENT 2026

Amendment #1 2026

Policy Board Date: 1/22/26

Changes Included:

1. This Amendment includes adjustments in the 2025 staff hour tasks allocations to accommodate the addition of tasks related to the update of the Metropolitan Transportation Plan (MTP) and the Intelligent Transportation System (ITS) plan
2. The addition of consultants for the MTP and ITS plan updates. A total estimated increase of \$250k, to the 2026 budget.

(Budget tables and updated document attached)



**METROPOLITAN TOPEKA
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MTPO 2026 UPWP Amdt 1 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	200	250		800
	1.2 Committee Support			250	165		415
	1.3 UPWP and Budget			250	140		390
	1.4 Training			100	40		140
	1.5 Direct Non-Staff Charges						
	2 Long-Range Planning						
	2.1 Metropolitan Transportation Plan (Consultants)						
	2.2 Metropolitan Transportation Plan (Staff)			140	250		390
	3 Short-Range Planning						
	3.1 Transportation Improvement Program			30	210		240
	4 Meaningful Public Involvement						
	4.1 Public Participation Plan and Title VI Compliance			90	65		155
	5 Complete Streets						
	5.1 Bikeways and Pedestrian Activities			710	500		1210
	5.2 Transit Supportive Dev. Plan (Consultants)						
	6 Corridor and Special Studies						
	6.1 General Studies and Plan Review			75	90		165
	6.2 Target Setting for Performance Measures			10	75		85
	6.3 Transportation Safety Plan (Consultants)						
	6.4 Transportation Safety Plan (Staff)			100	180		280
	7 Regional ITS Architecture Planning						
	7.1 Regional ITS Architecture Plan (Consultants)						
	7.2 Regional ITS Architecture Plan (Staff)			125	115		240
	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%

MTPO 2026 UPWP Amdt 1 Fully-Loaded Labor Costs & 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									15%
1.1	General Administration		\$ -	\$ 10,489.50	\$ 8,200.00	\$ 13,830.00	\$ -	\$ 32,519.50	
1.2	Committee Support		\$ -	\$ -	\$ 10,250.00	\$ 9,127.80	\$ -	\$ 19,377.80	
1.3	UPWP and Budget		\$ -	\$ -	\$ 10,250.00	\$ 7,744.80	\$ -	\$ 17,994.80	
1.4	Training		\$ -	\$ -	\$ 4,100.00	\$ 2,212.80	\$ -	\$ 6,312.80	
1.5	Direct Non-Staff Charges	\$ 49,244.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,244.00	
2 Long-Range Planning									17%
2.1	Metropolitan Transportation Plan (Consultants)	\$ 125,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00	
2.2	Metropolitan Transportation Plan (Staff)		\$ -	\$ -	\$ 5,740.00	\$ 13,830.00	\$ -	\$ 19,570.00	
3 Short-Range Planning									1%
3.1	Transportation Improvement Program		\$ -	\$ -	\$ 1,230.00	\$ 11,617.20	\$ -	\$ 12,847.20	
4 Meaningful Public Involvement									1%
4.1	Public Participation Plan and Title VI Compliance		\$ -	\$ -	\$ 3,690.00	\$ 3,595.80	\$ -	\$ 7,285.80	
5 Complete Streets (<i>IJA Section 11206 requires a minimum of 2.5% of the UPWP budget for increasing safe and accesible transportation options.</i>)									29%
5.1	Bikeways and Pedestrian Activities		\$ -	\$ -	\$ 29,110.00	\$ 27,660.00	\$ -	\$ 56,770.00	
5.2	TMTA Transit Supportive Dev. Plan (Consultants)	\$ 190,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190,000.00	
6 Corridor and Special Studies									15%
6.1	General Studies and Plan Review		\$ -	\$ -	\$ 3,075.00	\$ 4,978.80	\$ -	\$ 8,053.80	
6.2	Target Setting for Performance Measures		\$ -	\$ -	\$ 410.00	\$ 4,149.00	\$ -	\$ 4,559.00	
6.3	Transportation Safety Plan Update (Consultants)	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	
6.4	Transportation Safety Plan Update (Staff)		\$ -	\$ -	\$ 4,100.00	\$ 9,957.60	\$ -	\$ 14,057.60	
7 Regional ITS Architecture Planning									16%
7.1	Regional ITS Architecture Plan (Consultants)	\$ 125,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00	
7.2	Regional ITS Architecture Plan (Staff)		\$ -	\$ -	\$ 5,125.00	\$ 6,361.80	\$ -	\$ 11,486.80	
8 Public Transit Planning									7%
8.1	Public Transit Planning		\$ -	\$ -	\$ -	\$ -	\$ 63,936.09	\$ 63,936.09	
TOTAL		\$ 589,244.00	\$ -	\$ 10,489.50	\$ 85,280.00	\$ 115,065.60	\$ 63,936.09	\$ 864,015.19	100%
Direct Labor (Hourly Rates as of 6-18-2025)			\$ 46.18	\$ 18.96	\$ 30.08	\$ 42.82	\$ 35.38		
Fully Loaded Labor (Hourly)			\$ 71.63	\$ 29.97	\$ 41.00	\$ 55.32	\$ 46.23		

MTPO 2026 UPWP Amdt 1 Itemized Budget

UPWP Task	Activities	Complete Streets			Total
		Federal CPG (80%)	Federal CPG (100%)	Local Share (20%)	
1 Program Support and Administration					
1.1	General Administration	\$ 26,015.60		\$ 6,503.90	\$ 32,519.50
1.2	Committee Support	\$ 15,502.24		\$ 3,875.56	\$ 19,377.80
1.3	UPWP and Budget	\$ 14,395.84		\$ 3,598.96	\$ 17,994.80
1.4	Training	\$ 5,050.24		\$ 1,262.56	\$ 6,312.80
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
	Topeka Speaks Software	\$ 15,374.40		\$ 3,843.60	\$ 19,218.00
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)	\$ 15,656.00		\$ 3,914.00	\$ 19,570.00
3 Short-Range Planning					
3.1	Transportation Improvement Program	\$ 10,277.76		\$ 2,569.44	\$ 12,847.20
4 Meaningful Public Involvement					
4.1	Public Participation Plan and Title VI Compliance	\$ 5,828.64		\$ 1,457.16	\$ 7,285.80
5 Complete Streets					
5.1	Bikeways and Pedestrian Activities		\$ 56,770.00		\$ 56,770.00
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	\$ 6,443.04		\$ 1,610.76	\$ 8,053.80
6.2	Target Setting for Performance Measures	\$ 3,647.20		\$ 911.80	\$ 4,559.00
6.3	Transportation Safety Plan Update (Consultants)	\$ 80,000.00		\$ 20,000.00	\$ 100,000.00
6.4	Transportation Safety Plan Update (Staff)	\$ 11,246.08		\$ 2,811.52	\$ 14,057.60
7 Regional ITS Architecture Planning					
7.1	Regional ITS Architecture Plan (Consultants)	\$ 100,000.00		\$ 25,000.00	\$ 125,000.00
7.2	Regional ITS Architecture Plan (Staff)	\$ 9,189.44		\$ 2,297.36	\$ 11,486.80
8 Public Transit Planning					
8.1	Public Transit Planning	\$ 51,148.87		\$ 12,787.22	\$ 63,936.09
TOTAL		\$ 493,796.15	\$ 246,770.00	\$ 123,449.04	\$ 864,015.19

Summary of Changes

Total Cost of the 2026 UPWP Program	\$ 864,015.19
Federal Share (CPG)	\$ 740,566.15
Eligible Costs Covered at 80%	\$ 493,796.15
Complete Streets Costs Covered at 100%	\$ 246,770.00
Local Share (Topeka)	\$ 110,661.82
Local Share (TMTA)	\$ 12,787.22

Estimates of Available CPG Funds	
Est. 2026 CPG Allocation	\$ 345,000.00
Est. 2025 CPG Carryover	\$ 547,000.00
Est. Total 2026 CPG Available	\$ 892,000.00
Programmed 2026 CPG Funds	\$ 740,566.15
Remaining 2026 CPG Funds	\$ 151,433.85