

Mankato/North Mankato Area Planning Organization (MAPO)

2024 (& 2025 Draft) Unified Planning Work Program



**Recommended for Adoption by the MAPO Technical Advisory Committee
August 17, 2023**

**Adopted by the MAPO Policy Board
September 7, 2023**

Copies available at MAPO offices:
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2024 Unified Planning Work Program (UPWP)

for the

Mankato/North Mankato Area Planning Organization (MAPO) the Metropolitan
Planning Organization for the Mankato/North Mankato, MN area

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This work program and other MAPO documents, meeting minutes and agendas, and other
information may also be obtained online at www.mnmapo.org.

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MAPO Organization Background

The Mankato/North Mankato Area Planning Organization (MAPO) was established in 2012 in response to the 2010 U.S. Census which designated the Mankato/North Mankato region as an urbanized area requiring the formation of a Metropolitan Planning Organization (MPO). The purpose of MAPO is to meet and maintain a continuing, cooperative, and comprehensive (3C) metropolitan transportation planning process.

MAPO Representation

MAPO is represented by the following units of government:

Counties

Blue Earth
Nicollet

Cities

Eagle Lake
Mankato
North Mankato
Skyline

Townships

Belgrade
Le Ray
Lime
Mankato
South Bend

MAPO is directed by a six (6) member Policy Board comprised of elected officials representing MAPO partner agencies. MAPO is advised by a Technical Advisory Committee (TAC) which reviews and formulates recommendations to the Policy Board regarding the Unified Program Work Plan (UPWP), Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), and other plans and studies prepared by MAPO.

Policy Board, Technical Advisory Committee, and Staff

Policy Board

City of Eagle Lake – Lisa Norton

City of Mankato – Mike Laven

City of North Mankato – James Whitlock

Blue Earth County – Mark Piepho

Nicollet County – Jack Kolars

MAPO Townships – Dan Rotchadl

Technical Advisory Committee

Blue Earth County Engineer – Ryan Thilges

Blue Earth County Planning Staff – John Considine III

Nicollet County Engineer – Seth Greenwood

Nicollet County Planning Staff – Loria Rebuffoni

Mankato Director of Public Works/Engineering – Jeff Johnson

Mankato Associate Director of Community Development – Mark Konz

North Mankato Community Development Director – Michael Fischer

North Mankato City Engineer – Dan Sarff

Eagle Lake City Administrator – Jennifer Bromeland

Skyline Council Member – Paige Attarian

Belgrade Township – Shane Nelson

LeRay Township – Kurt Anderson

Lime Township – Karl Friedrichs

Mankato Township – Scott Morgan

South Bend Township – June Lonnquist

Mankato Transit System – Shawn Schloesser

Mankato Area Public Schools (District 77) – Scott Hogen

MnDOT District 7 – Sam Parker

Minnesota State University, Mankato – Paul Corcoran

Region Nine Development Commission – Joel Hanif

Staff

Paul Vogel, Executive Director

Shawn Schloesser, Associate Director – Transportation Planning Services

Chris Talamantez, Transportation Planner

Adopting Resolution

Resolution Adopting 2024-2025 Unified Planning Work Program for the Mankato/North Mankato Area Planning Organization

WHEREAS, the Mankato/North Mankato Area Planning Organization (MAPO) was created as the MPO for the Mankato/North Mankato urbanized area through a Joint Powers Agreement between all local units of government located within the urbanized area; and

WHEREAS, MAPO is the metropolitan planning body responsible for performing transportation planning in conformance with State and Federal regulation for Metropolitan Planning Organizations; and

WHEREAS, MAPO is recognized by the Governor of Minnesota as the transportation planning policy body for the Mankato/North Mankato urbanized area; and

WHEREAS, MAPO commits to providing the twenty (20) percent local match for the federal and state funds.

NOW, THEREFORE, BE IT RESOLVED: that the Policy Board of the MAPO adopts the 2024 Unified Planning Work Program with potential minor amendments or amendments pending MnDOT and FHWA comments; and

NOW, THEREFORE, BE IT FURTHER RESOLVED: that the Chair of the Policy Board and Executive Director are authorized to execute all State and Federal Grant agreements, contracts and any associated amendments relating to the funding and implementation of the Unified Planning Work Program.

CERTIFICATION

State of Minnesota

I hereby certify that the foregoing Resolution is a true and correct copy of the resolution presented to and adopted by the Mankato/North Mankato Area Planning Organization at a duly authorized meeting thereof, held on the 7th day of September, 2023, as shown by the minutes of said meeting in my possession.

Chair

Date

Executive Director

Date

Introduction

The Unified Planning Work Program (UPWP) for MAPO outlines work activities that MAPO will undertake as the designated Metropolitan Planning Organization (MPO) for the Mankato/North Mankato Metropolitan Planning Area. Projects programmed in the UPWP must be informed by and in congruence with MAPO's adopted Metropolitan Transportation Plan (MTP).

This document represents the UPWP for MAPO and was developed with input and cooperation of the local governments, agencies, and the public through the MAPO Technical Advisory Committee and MAPO Policy Board.

MAPO Vision Statement

Through continuing, cooperative, and comprehensive planning, the Mankato/North Mankato Area Planning Organization will promote a regional transportation system that is safe, increasingly efficient, integrated, and multimodal. This system will support economic development, be designed in a manner that promotes and markets the community, encourages sustainable growth, and improves mobility and access for both area and non-area residents and businesses.

Purpose of the Unified Planning Work Program Document

The purpose of this work program is to:

- 1) Provide a description of all transportation-related planning activities anticipated to be conducted by MAPO within the metropolitan planning area during 2024 and illustrative activities for 2025.
- 2) Provide detailed work activities and budget information, including local, state and federal funding shares, to allow the state to document the requirements for planning grants distributed through the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA).

Scope of Work Program Planning Process

The work activities described within are supported by funding from the FHWA, FTA, Minnesota Department of Transportation (MnDOT) and MAPO member organizations. Work activities are informed by the MAPO MTP.

Metropolitan Planning Factors

Federal planning statutes identify planning factors that specify the scope of the planning process to be followed by MAPO (23 CFR 450.306). According to statute, the planning process shall provide for consideration and implementation of projects and strategies and services that will address ten (10) identified planning factors. Each factor is listed below. After each factor is

a brief description of how the work activities contained in this UPWP support the metropolitan planning factors:

- 1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.**
 - Promote and use the adopted MTP to ensure that transportation projects and work products are planned in a continuing, cooperative, and comprehensive manner.
 - Continue to monitor travel forecasting with development to reliably and accurately predict future traffic on the major street and highway system.
- 2. Increase the safety of the transportation system for motorized and non-motorized users.**
 - Continue to program transportation projects in coordination with the adopted MTP and State and Federal safety requirements.
- 3. Increase the security of the transportation system for motorized and non-motorized users.**
 - MAPO staff will continue to serve as a resource to promote programs and opportunities that encourage non-motorized use and users such as the Transportation Alternatives (TA) program, Minnesota Statewide Health Improvement Partnership (SHIP) and Safe Routes to School (SRTS).
 - Staff will continue to work with local bike and walk advocate groups in advancement of safe non-motorized transportation options.
 - MAPO will provide technical assistance to member communities applying for Transportation Alternative (TA) program grant funding. Depending on type of funding requested, MAPO may assist member communities in improving safety for non-motorized users, such as planning studies to complete trail system links, critical sidewalk networks around schools, and pedestrian crossing upgrades.
- 4. Increase the accessibility and mobility of people and for freight.**
 - Work with partners to implement the recommendations of local ADA transition plans.
 - Continue development and identification of needs through the Metropolitan Transportation Plan Update and ADA Transition Plan.
 - Assist local Transit providers in the review of their development plans and transportation improvement plans.
 - Assist MnDOT District 7 and MnDOT Central Office in statewide and regional planning efforts.
- 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.**

- MAPO staff will assist in conducting planning studies to inform the implementation of Mankato's and North Mankato's Complete Streets Plans to promote non-motorized usage and promotes the health initiatives of the Minnesota Statewide Health Improvement Program (SHIP).
- 6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.**
 - Assist local Transit provider in the creation of the Transit Development Plan.
 - Include multimodal components as appropriate during transportation studies.
 - 7. Promote efficient system management and operation.**
 - Coordination with MnDOT Area Transportation Partners (ATP) and MnDOT District 7 in administering the Transportation Alternatives (TA) program in the MAPO area, as well as in the development of the annual Transportation Improvement Program (TIP).
 - Develop the MAPO's area TIP for submission to federal and state entities. MAPO is charged with developing and promoting programs and projects that best meet the needs of the regional transportation network.
 - 8. Emphasize the preservation of the existing transportation system.**
 - MAPO will use the MTP and its performance measures when examining the conditions of the existing transportation system for consideration in the development of the Transportation Improvement Plan.
 - MAPO will be an active participant in the Area Transportation Partnership of MnDOT District 7 to consider projects that will preserve and enhance the existing transportation system in the urbanized area.
 - 9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.**
 - Continue to program transportation projects in coordination with the adopted MTP and local, State, and Federal stormwater requirements.
 - 10. Enhance travel and tourism.**
 - MAPO staff will assist in conducting planning studies to inform the implementation of Mankato's and North Mankato's Complete Streets Plans to enhance commuter and recreational opportunities.
 - Continue to consider livability, user comfort, and person-centered design when developing work products.

Resolution & Agreements

The signed resolution adopting the annual work program is included at the beginning of this document.

The following agreements governing the operation of MAPO are available on the MAPO website.

- Joint Powers Agreement between Governmental Units in the Mankato/North Mankato Urbanizing Area
 - <https://mnmapo.files.wordpress.com/2018/06/executed-copy-of-joint-powers-agreement.pdf>
- Host Agency Operating Agreement
 - <https://mnmapo.files.wordpress.com/2020/10/hostagencyagreement.pdf>
- Memorandum of Understanding between the Minnesota Department of Transportation, MAPO, and the Public Transit Operator
 - <https://mnmapo.files.wordpress.com/2018/06/mapo-transit-mndot-performance-planning-mou.pdf>

Document Organization

The Unified Planning Work Program is organized into three chapters:

Chapter 1 provides a summary of 2024 and illustrative 2025 activities.

Chapter 2 details the work activities that will be undertaken in 2024 with program hours and budget information. These activities are:

- 100 Program Support and Administration
- 200 Long-Range Transportation Planning
- 300 Short-Range Transportation Planning
- 400 Program Development
- 500 Other Services & Commodities

Chapter 3 provides the MAPO Strategic Plan.

Appendices A, B, and C provide supporting documentation of activities, details of the budgets and work activities, meeting times, and contact information.

Chapter 1: Executive Summary of Activities

During the 2023 calendar year MAPO provided regional transportation planning coordination for partner agencies, including studies of the CSAH 5 (3rd Avenue) corridor, Riverfront Drive Intersection Improvements, Balcerzak Drive pedestrian Crossing, and the Americans with Disabilities Act Transition Plan update

2024 Activities

The primary work activities are:

- Development of Transportation Improvement Program (TIP)
- Coordination of the Carbon Reduction Program in the MAPO adjusted urbanized area.
- Riverfront Drive and Stoltzman Road Intersection Control Evaluation
- Highway 14 corridor study from CSAH 12 to the eastern planning boundary
- Staff work on the Safe Streets and Routes for All program
- Provide staff administration to the MAPO TAC and Policy Board
- Continued coordination with Mankato GIS regarding base data and map requests
- Facilitate StreetLight data requests for MAPO partner jurisdictions
- Upkeep and maintenance of MAPO website
- Assist MnDOT District 7 and MnDOT Central Office in statewide and regional planning efforts
- Complete 2025 & 2026 Unified Planning Work Program.
 - o Note: the 2025 UPWP requires approval. The 2026 UPWP is conceptual.
- Continued involvement in the Transportation Alternatives (TA) program, Surface Transportation Program (STP), and Safe Routes to School (SRTS) programs by providing assistance to MAPO member jurisdictions, as well as review and ranking as needed
- Provide technical assistance and resources to Mankato Transit System (MTS) on as-needed basis
- Provide staff technical assistance and coordination with member agencies regarding the Safe Streets and Roads for All program
- Work with the Region Nine Development Commission and serve on R9 Transportation Advisory Committee
- Coordination with Area Transportation Partnership (ATP-7) and MnDOT in reviewing and recommending projects
- Review and update MAPO administrative documents as needed
- Project management and coordination with consultants on various studies

MAPO staff will coordinate with area partners and the MAPO TAC and Policy Board to prioritize future studies, including staffing adjustments and projects for the 2025 program year.

Chapter 2: Program Areas and Subtasks

MAPO breaks the UPWP into five Program Areas to be completed in each of the calendar years covered by this UPWP.

- 100 Program Support & Administration
- 200 Long-Range Transportation Planning
- 300 Short-Range Transportation Planning
- 400 Program Development & TIP Development
- 500 Other Services & Commodities

Each Program Area has identified an objective, a budget, and sub-task(s).

100 Program Support and Administration

Activity Budget and Funding Source Split for Program Area 100 - Program Support & Administration	
Funding Source	2024
Consolidated Planning Grant (CPG)	\$62,575.30
State and Local Funds	\$17,010.30
Total	\$79,585.60

2024 Staff Hours: 1,055 2024 Budget: \$79,585.60
2025 Staff Hours: 1,571 2025: Budget: \$115,728

Objective

Program Support and Administration activities include the coordination of Technical Advisory Committee (TAC) and Policy Board meetings, staff training and travel, preparing the work program and quarterly accounting, vacation and holiday time, etc. and maintenance of the MAPO website and social media outlets.

Program Support (575 staff hours) 51001

Program support activities keep the Policy Board, TAC, and subcommittees informed and meeting on a regular basis. Actions include administering meetings, maintaining committee membership lists and bylaws, writing agendas and minutes, and special assignments:

- Prepare agendas, minutes and notices for MAPO meetings.
- Review and update administrative Plans as needed.
- Invoice local share dues.
- Attend and present information on the current projects and other MAPO updates to partner agency City Council and County Board meetings as requested.
- Attend and present information on the current projects and other MAPO updates to the City Councils of Eagle Lake, Mankato, North Mankato, and Skyline as requested.

Unified Planning Work Program (UPWP) (105 staff hours) 51002

The UPWP is updated annually in consultation with the MnDOT, FTA, FHWA, Mankato Transit System (MTS), the MAPO TAC, and MAPO Policy Board. Quarterly reports and reimbursement forms are prepared and office accounting is maintained. Annual dues are calculated and billed, and the budget is coordinated with the City of Mankato:

- Prepare draft 2025-2026 UPWP.
- Midyear and other UPWP related reviews with MnDOT, FHWA and FTA.
- Prepare budgets and quarterly progress reports.
- Coordinate with area partners on work items to include in the next UPWP.
- Prepare independent cost estimates and draft request for proposals for budgeting purposes as part of the UPWP development.

Training and Travel (45 staff hours) 51003

Travel to MPO Directors meetings, training, workshops and other professional development activities:

- Staff time to MPO Director Meetings.
- Staff time to attend conferences, trainings, or other professional development activities.
- Staff time to attend statewide and district functions or workshops relevant to MAPO.

Information Technology (City of Mankato) (90 staff hours) 51004

MAPO maintains a website that hosts current administrative documentation, Technical Advisory Committee and Policy Board packets, and provides opportunity for public involvement. The MAPO website also archives previous planning documents and meeting packets. Activities in this section maintain and build the MAPO website:

- Post meeting packets, minutes, and other materials to MAPO website.
- Continued work with the City of Mankato's Information Technology and Public Information Departments to build and expand the MAPO website.
- Continued development of GIS database and services for MAPO area.
- Explore and implement new technologies and methods to enhance public participation and engagement with MAPO.
- Geographic Information System (GIS) support services

Program Expenses (240 staff hours) 51005

Program expenses are the costs associated with organizational upkeep and administration, including staff vacation, sick and holiday time.

Process and Timeline to Completion:

- *The 2025-2026 Unified Planning Work Program will be drafted during 2024 and adopted by September of 2024.*
- *The activities in this section will generally be completed in the 2024 calendar year.*

200 Long-Range Transportation Planning

Activity Budget and Funding Source Split for Program Area 200 - Long Range Planning	
Funding Source	2024
Consolidated Planning Grant (CPG)	\$155,354.40
State and Local Funds	\$42,230.60
Total	\$197,585.00

2024 Staff Hours: 750 2024 Budget: \$197,585 (staff hours and consultant costs)
2025 Staff Hours: 592 2025 Budget: \$190,283 (staff hours and consultant costs)

Objective

Long-Range Transportation Planning includes activities related to development and maintenance of intermodal transportation plans which serve the long-range transportation needs of the metropolitan planning area and in compliance with federal and state requirements. MAPO also ensures fiscal constraint and conformity for all Long-Range Transportation Planning activities.

Long Range Transportation Planning Expenses (750 staff hours) 52001

Includes MTP development and updating, analysis, inquiry response, and presentations as needed.

MAPO staff will work with a consultant to update the existing MTP over the 2024 and 2025 calendar years. Total estimated consultant cost of the MTP update is \$300,000. The consultant cost is spread over the two years that the update is planned for, half in 2024 and half in 2025. The 2024 budget (\$150,000 consultant cost) includes \$75,000 for Complete Streets related planning activities associated with the MTP update. Complete Streets activities for 2024 will fall into qualifying activities in BIL §11206(c) 2 and 3, including but not limited to, development of a Complete Streets prioritization plan that identifies a specific list of Complete Streets projects to improve the safety, mobility, or accessibility of streets, and through the development of transportation plans that integrate active transportation facilities including sidewalks, bikeways, or trails to connect neighborhoods with destinations and improve access to public transportation. Additional Complete Streets related activities for the 2025 portion of the study will be identified in received proposals. Adoption of the updated MTP by the Policy Board is required on or before November 2025.

Process and Timeline to Completion:

- *Ongoing efforts to maintain, analyze, report on, and update the Metropolitan Transportation Plan.*
- *MTP update adoption by the Policy Board November 2025*

300 Short-Range Transportation Planning

Activity Budget and Funding Source Split for Program Area 300 - Short Range Planning	
Funding Source	2024
Consolidated Planning Grant (CPG)	\$177,082.20
State and Local Funds	\$47,940.00
Total	\$225,022.20

2024 Staff Hours: 820 2024 Budget: \$225,022 (staff hours & consultant costs)
2025 Staff Hours: 1,774 2025 Budget: \$315,537 (staff hours & consultant costs)

Objective

Short-Range Transportation Planning includes activities that provide necessary planning support for and implementation of transportation planning in the MAPO planning area. Short-range transportation planning activities typically include planning for the next five years.

Short-Range Local Planning Assistance (700 staff hours) 53001

Local Planning Assistance includes initiation and development of plans and studies associated with the local transportation system. Activities include but are not limited to collecting data, coordinating and attending meetings, reviewing documents, processing consultant payments, and public engagement. Local planning assistance activities advance the goals of the Metropolitan Transportation Plan.

Activities

- Manage consultant studies.
- Assist local partners with localized transportation planning efforts as needed
- Work with partners on future local planning studies as identified by the MAPO TAC and Policy Board
- Notify MAPO partner agencies of funding program and solicitation opportunities including but not limited to, Transportation Alternatives Program (TA), Surface Transportation Program (STP), Safe Routes to School (SRTS), Carbon Reduction Program (CRP).
- Assist Mankato Transit System with relevant projects, plans, and initiatives.
- Serve on Region Nine Development Commission's Transportation Advisory Committee; provide technical assistance, present information on MAPO projects, and serve as liaison between agencies.
- Assist with relevant general transportation topics
- Collaborate with the Blue Earth County and Nicollet County. Includes technical assistance/support, presentations and outreach for MAPO projects and programming.

Consultant Studies

Intersection Control Evaluation at Riverfront Drive and CSAH 16 (Stoltzman Rd)

This study will evaluate the intersection of Riverfront Drive and CSAH 16 (Stoltzman Rd) and guide future reconstruction by identifying a range of alternatives to complement the vision for the corridor established by the Riverfront Drive Corridor Study completed in 2017.

- Total project cost: \$20,000.
- Local match: \$2,800
- Anticipated completion: December 2024

Highway 14 corridor study (CSAH 12 to MN 60)

In partnership with the City of Eagle Lake, MnDOT, and Blue Earth County this study will evaluate the Highway 14 corridor from CSAH 12 through the City of Eagle lake to MN 60 assessing the existing conditions, safety considerations, existing and future traffic volumes, and multimodal and complete streets considerations. Study will prepare the segment for scheduled pavement project in 2028. Of the \$150,000 planned for 2024, \$20,000 is planned for Complete Streets activities that fall under qualifying activities listed in BIL §11206(c) 3, including but not limited to, evaluation of the existing trail along the corridor between CSAH 86 and CSAH 56, crossings at the CSAH 12 interchange and through the development of transportation plans that integrate active transportation facilities to improve the safety for all users, mapping existing and planned trails, trail connections and crossing locations, and review of existing and future transit needs. A portion of the project is located outside of the MAPO planning area. MAPO is not able to fund projects outside of the planning area. MnDOT has agreed to cover the costs outside of the planning area.

- Total project cost: \$300,000
- MAPO area project cost: \$240,000 (\$150,000 in 2024 and \$90,000 in 2025)
- Local match: \$44,000 (\$26,000 in 2024 and \$18,000 in 2025)
- Anticipated completion: September 2025

State Planning Assistance (120 staff hours) 53002

- State planning assistance includes coordination with agencies whose jurisdiction is outside of the MAPO planning boundary. Activities includes meetings, document review, and shared plan and study development with MnDOT or other agencies whose activities impact MAPO's transportation system.

Activities

- Assist MnDOT District 7 and MnDOT Central Office in statewide and regional planning efforts; reviewing statewide and district plans and projects, attending open houses, supporting outreach and other communication efforts.
- Present functional classifications changes to MAPO TAC and Policy Board.
- Coordinate updates to MAPO's functional classification.

- Attend meetings related to MPO functions for local advocacy groups and transportation partnerships.

Process and Timeline to Completion:

- The above referenced planning activities are anticipated to occur within the 2024 calendar year.

400 Program Development

Activity Budget and Funding Source Split for Program Area 400 - Program Development	
Funding Source	2024
Consolidated Planning Grant (CPG)	\$12,174.98
State and Local Funds	\$3,309.62
Total	\$15,484.60

2024 Staff Hours: 230 2024 Budget: \$15,485
 2025 Staff Hours: 458 2025 Budget: \$27,141

Objective

Program Development includes activities related to the MAPO Transportation Improvement Program (TIP), Area Transportation Partnership (ATP), Area Transportation Improvement Program (ATIP), and State Transportation Improvement Program (STIP).

Inter-Agency State 54002 (75 hours)

Inter-Agency State activities include partnership and collaboration with MnDOT to jointly develop the TIP and ATIP and district-wide funding solicitation efforts.

Activities

- Review of Letters of Intent for Transportation Alternative Program (TA).
- Interview TA program applicants.
- Assist with Highway Safety Improvement Program (HSIP) solicitation.
- Provide staff recommendation and input for submitted projects.
- Review and rank District 7 Surface Transportation Program (STP) project proposals.
- Review and recommend projects for inclusion in the ATIP and STIP.
- Attend ATP meetings.
- Provide updates to the MAPO TAC and Policy Board on STIP projects that fall within the MPO planning boundary.

Inter-Agency Local 54003 (155 hours)

Inter-Agency Local includes activities that develop the MAPO Transportation Improvement Program (TIP). The TIP is a federally-mandated, annually-prepared document containing transportation projects that are scheduled for federal funding over the next four years in the metropolitan planning area. MAPO promotes programs and projects to meet the needs of the regional transportation network.

Activities

- Provide public notice of TIP public comment period.
- Solicit and prioritize candidate projects and assist MnDOT Central Office and MnDOT District 7 as a member of ATP subcommittees
- Ensure that federal investments are tied to planning, priorities, and policies as defined in the MAPO's MTP
- Conduct an Environmental Justice analysis for TIP projects
- Ensure the TIP document is fiscally constrained
- Develop the TIP document:
 - o Complete all federal requirements pertaining to TIP development, including relating TIP projects to the federal planning process
 - o Perform TIP public engagement activities per the MAPO Public Participation Plan
 - o Send approved TIP to federal and state oversight agencies
 - o Amend and/or modify the TIP as necessary per the Public Participation Plan
- Coordinate with the Mankato Transit System on transit projects, complete streets activities, and performance measures
- Collaborate with MnDOT for consistency between the TIP and the STIP
- Coordinate with District 7 ATP

Process and Timeline to Completion:

- The above referenced items are yearly planning activities that coincide with District 7 ATP's dates and timelines within the calendar year.

500 Other Services and Commodities

Activity Budget and Funding Source Split for Other Services & Commodities	
Funding Source	2024
Consolidated Planning Grant (CPG)	\$14,860.39
State and Local Funds	\$4,039.61
Total	\$18,900.00

2024 Staff Hours: 0 2024 Budget: \$18,900

2025 Staff Hours: 0 2025 Budget: \$22,500

Objective

Other Services and Commodities includes activities related to administration, overhead, and communications. This includes costs related to:

- Legal, Publication, & Advertising
- Telephone & Postage
- Direct expenses for Training, Travel & Conferences
- Printing & Publishing
- Office Supplies (including software)
- Subscriptions & Memberships

Process and Timeline to Completion:

- The above referenced items are costs paid on an as-needed basis over a given year.

Chapter 3: Strategic Plan

What follows is a summary of MAPO overall Strategic Planning as it relates to advancing and maintaining the MTP for the years 2024-2025. Prospective future studies will be solicited from partner members and approved by the Policy Board and are included below for illustrative purposes.

Major Program Activities	2024	2025
ICE at Stoltzman Rd and Riverfront Drive	X	
Highway 14 corridor study – CSAH 12 to MN 60	X	X
Update Metropolitan Transportation Plan	X	X
Update Complete Streets Plan – Mankato/North Mankato	X	
Expand Complete Street Plan to remainder of Urbanized Area	X	
Transportation Demand Model – Consultant and Staff		X

MAPO staff, TAC, and Policy Board will periodically review the MAPO Strategic Plan and reevaluate planning studies for inclusion in future work programs.

Appendix A: 2024 Program Activity Details & Budget Tables

Note: totals in appendices may be off by \$1.00 due to rounding

	100 Program Support and Administration	Budget	Staff Hours
Program Support 51001	1. Prepare agendas and minutes for MAPO Meetings		
	2. Attending MnDOT and local agency meetings, including MAPO TAC and Policy Boards.		
	3. Prepare and distribute agendas and minutes for TAC and Policy Board meetings		
	4. Attend training, meetings, and conferences		
	5. Review and update MAPO administrative documents as needed		
	6. Prepare billing for local jurisdiction assessment		
	Total Expense - Program Support	\$40,352	575
Planning Work Program 51002	1. Prepare next UPWP and budget, including Independent Cost Estimates and Draft RFP's		
	2. Review with MnDOT, FHWA, local partners, and other agencies		
	3. Reporting to MnDOT & FHWA		
	Total Expense - Planning Work Program	\$6,729	105
Training and Travel 51003	1. Travel to meetings including MPO Directors meetings MN MPO workshop		
	2. Travel to workshops		
	3. Attend other meeting related to transportation		
	Total Expense - Training & Travel	\$7,805	45
Information Tech, GIS, & Website 51004	1. Maintenance of Website - Post minutes, agendas, meeting materials, information, create revolving content		
	2. Geographic Information System Support (7208)	\$2,500	
	Total Staff Expenses	\$6,266	90
	Total Expense - Information Tech & Website	\$8,766	
Program Expenses 51005	1. Vacation, Sick and Holidays		
	Total Expense - Program Expenses	\$15,934	240
Total Expenses - Program Support and Administration		\$79,586	1,055
	200 Long-Range Planning*	Budget	Staff Hours
Long Range Planning 52001	Consultant Costs - Update MTP (2 year project 2024 and 2025) Total MAPO Cost \$300,000	\$75,000	
	MTP update complete streets activities (claiming local waiver)	\$75,000	
	Total Staff costs - Long Range Planning - MTP Update, maintenance, analysis, inquiry response	\$47,585	750
	Total Expenses - Long Range Planning	\$47,585	
Total Expenses - Long Range Planning		\$197,585	750
	300 Short-Range Planning*	Budget	Staff Hours
	Consultant cost - Riverfront Drive and Stoltzman Road Intersection	\$20,000	
	Consultant cost - Highway 14 Corridor - CSAH 12 to eastern Planning Boundary (2 year project 2024 and 2025) Total MAPO Cost \$240,000	\$130,000	
	Highway 14 Corridor complete streets activities (claiming local match waiver)	\$20,000	
	Assist MAPO partners with local transportation planning efforts as needed		
	Distribute and share relevant transportation materials & information/outreach		
	Staff Expenses	\$47,442	700
	Total Expenses - Short Range Planning - Local	\$217,442	
State Planning Efforts 53002	1. Participation in Statewide and District Planning Efforts (various planning & work groups e.g. MnSHIP, District 7 Freight Plan, State Rail Plan, State Pedestrian Plan, etc.)		
	2. Coordination with MnDOT and local partners for transportation related activities		
	Total Staffing Costs - Short Term Planning - Interagency	\$7,580	120
	Total Expenses - Short Range Planning - Interagency	\$7,580	
	Staff Expenses - Short Range Planning	\$55,022	
Total Expenses - Short-Range Planning		\$225,022	820

2024 Program Activity Details & Budget Continued

	400 Program Development	Budget	Staff Hours
Inter Agency - State 54002	1. TAP LOI Review		
	2. Coordination and review with MnDOT and Transit for STIP		
	Total Staffing Costs - Program Development		
	Total Expenses - Program Development - Interagency	\$5,532	75
Inter Agency Local 54003	1. Public notice of Transportation Improvement Plan (TIP) preparation		
	2. Solicit projects from local partners		
	3. TIP environmental justice analysis		
	4. Consultation with Mankato Transit System, including assistance with Transit Development Plan (TDP)		
	5. TIP development		
	6. Coordination with District 7 ATP		
	7. Work with Region Nine RDC & serve on R9 Transportation Advisory Committee		
	8. Coordinate to make MAPO operations accessible e.g. language translation, hearing-impaired, etc.		
	9. Staff work on Safe Streets and Routes for All activities		
	Total Staffing Costs - Inter Agency Local	\$9,952	155
	Total Expenses - Program Development - Interagency	\$9,952	
	Total Expenses - Program Development	\$15,485	230
	Other Services & Commodities	Budget	Staff Hours
	3040 Legal, Publication, & Advertising	\$1,200	
	3210 Telephone & Postage	\$500	
	3300 Training, Travel & Conferences (costs associated with travel expenses less staff time)	\$5,500	
	3410 Printing & Publishing	\$3,000	
	2010 Office Supplies	\$1,200	
	4330 Subscriptions & Memberships (including \$750 AMPO membership and \$6,180 StreetLight license fee paid Oct. 2024)	\$7,500	
	Total Other Services & Commodities	\$18,900	
	Total Expenses and Staffing Hours for 2024	\$536,577	2,855

*As noted within the 200 and 300 categories, Complete Streets activities are in support of Infrastructure Investment and Jobs Act (IIJA) Metropolitan Planning (PL) 2.5% Increasing Safe and Accessible Transportation Operations expenditure requirements. The amount based on the 2024 budget is \$95,000.

2024 Program Budget and Detail

2024 UPWP Program Budget and Detail						
Funding Source	Funds*	Allocation of Funds				Other Services & Commodities
		100	200	300	400	
		Program Support	Long Range Planning	Short Range Planning	Program Development	
MAPO Revenue						
Minnesota Federal Funds*	\$ 345,892	\$ 62,575.44	\$ 95,354.62	\$ 160,927.24	\$ 12,175.01	\$ 14,860.42
	80.00%					
Minnesota Federal Funds Claiming Local Match Waiver***	\$ 95,000.00	\$ -	\$ 75,000.00	\$ 20,000.00	\$ -	\$ -
Local Match - Minnesota Federal Funds (local partner dues)*	\$ 49,623	\$ 8,977.33	\$ 13,679.97	\$ 23,087.30	\$ 1,746.68	\$ 2,131.94
	11.48%					
Minnesota State Funds*	\$ 36,850	\$ 6,666.56	\$ 10,158.74	\$ 17,144.61	\$ 1,297.08	\$ 1,583.18
	8.52%					
Local Match - Minnesota State Funds (local partner dues)**	\$ 9,213	\$ 1,366.48	\$ 3,392.00	\$ 3,863.62	\$ 265.87	\$ 324.51
	1.72%					
Federal, State,& Local Match w/o Local Match - MN State funds and Federal Waiver	\$ 432,364	\$ 78,219	\$ 119,193	\$201,159	\$15,219	\$ 18,575
Total Revenue	\$ 536,577	\$79,586	\$197,585	\$225,022	\$15,485	\$18,900
MAPO Staff Expenses						
Program Support & Administration	\$ 79,586	\$ 79,586				
Long Range Planning	\$ 197,585		\$ 197,585			
Short Range Planning	\$ 55,022			\$ 55,022		
Program Development	\$ 15,485				\$ 15,485	
Total Staff Salaries & Benefits	\$ 347,677					
Commodities & Other Services						
Legal, Publication, & Advertising	\$ 1,200					\$ 1,200
Telephone & Postage	\$ 500					\$ 500
Training, Travel & Conferences	\$ 5,500					\$ 5,500
Printing & Publishing	\$ 3,000					\$ 3,000
Office Supplies (including software)	\$ 1,200					\$ 1,200
Subscriptions & Memberships	\$ 7,500					\$ 7,500
Consultant Services	\$170,000			\$170,000		
Total Expenses	\$536,577	\$ 79,586	\$197,585	\$ 225,022	\$ 15,485	\$ 18,900
% of Total Program	100%	14.8%	36.8%	41.9%	2.9%	3.5%
* Percentages are of the Total Federal, State & Local match without local match for Minnesota State Planning Funds.						
** Local match to Minnesota State Planning Funds. These are not part of the Federal Planning Fund match and do not contribute to the percentage match.						
*** Eligible complete streets activities applying for a waiver from the 20% local match.						

Federal Funds and Local Match

MAPO FY 2024 Unified Planning Work Program Budget - Federal Funds and Local Match				
UPWP Category	Project Title	Federal Funding Amount	Local Funding Amount (State and Local)	Total Funding Amount
100	Program Support	\$ 62,575	\$ 17,010	\$79,586
200	Long Range Planning	\$ 95,354	\$ 27,231	\$122,585
300	Short Range Planning	\$ 160,927	\$ 44,095	\$205,022
400	Program Development	\$ 12,175	\$ 3,310	\$15,485
	Other Service & Commodities	\$ 14,860	\$ 4,040	\$18,900
	Funding Totals	\$ 345,892	\$ 95,685	\$ 441,577
Source of Local Funds:				
	Minnesota State Funds		\$ 36,850	
	Local Funds partner dues		\$ 58,836	
	Funding Totals		\$ 95,686	

2024 Local Share Amount (may vary by \$1.00 due to rounding)

2024 LOCAL SHARE AMOUNT	
TOTAL 2024 Local Share	\$ 58,836
UNIT OF GOVERNMENT	LOCAL SHARE
Blue Earth County	\$ 16,658
City of Mankato	\$ 16,219
Nicollet County	\$ 5,260
City of North Mankato	\$ 5,699
District 7 MnDOT	\$ 15,000
TOTAL 2024 Local Payments	\$ 58,836

Local Share Amount by Year (may vary by \$1.00 due to rounding)

Local Share Amount by Year	2018	2019	2020	2021	2022	2023	2024
Blue Earth County	\$ 15,436	\$ 16,021	\$ 16,455	\$ 15,886	\$ 24,371	\$ 22,014	\$ 16,658
City of Mankato	\$ 15,030	\$ 15,599	\$ 16,022	\$ 15,468	\$ 23,730	\$ 21,435	\$ 16,219
Nicollet County	\$ 4,875	\$ 5,059	\$ 5,196	\$ 5,017	\$ 7,696	\$ 6,952	\$ 5,260
City of North Mankato	\$ 5,281	\$ 5,481	\$ 5,629	\$ 5,435	\$ 8,337	\$ 7,531	\$ 5,699
MnDOT D7 contribution (169 and 14 studies)	-	-	\$ 15,000	\$ 57,580	\$ -	\$ -	\$15,000
Total	\$ 40,622	\$ 42,160	\$ 63,302	\$ 99,386	\$ 64,134	\$ 57,932	\$ 58,836

Complete Streets Budget Table

Budget Table - Complete Streets				CPG funds		Non-federal match		
Category	CS 80%	CS 100%	Total Budget	Federal 80%	Federal 100%	State funds	Local match for State \$	Local Match for Federal \$
100 Program Support			\$79,586.00	\$62,340.50	\$0.00	\$6,641.52	\$1,660.38	\$8,943.60
101			\$79,586.00	\$62,340.50		\$6,641.52	\$1,660.38	\$8,943.60
102			\$0.00		\$0.00			
200 Long-Range PL			\$197,585.00	\$96,022.03	\$75,000.00	\$10,229.83	\$2,557.46	\$13,775.68
Staff hours			\$47,585.00	\$37,273.80		\$3,971.01	\$992.75	\$5,347.44
MTP non-complete streets			\$75,000.00	\$58,748.24		\$6,258.82	\$1,564.70	\$8,428.24
MTP complete streets		x	\$75,000.00		\$75,000.00			
300 Short-Range PL			\$225,022.00	\$160,595.75	\$20,000.00	\$17,109.27	\$4,277.32	\$23,039.67
Consultant Cost - Riverfront Drive and Stolzman Rd Intersection			\$20,000.00	\$15,666.20		\$1,669.02	\$417.25	\$2,247.53
Hwy 14 non-complete streets			\$130,000.00	\$101,830.28		\$10,848.62	\$2,712.15	\$14,608.95
Hwy 14 complete streets		x	\$20,000.00		\$20,000.00			
Staff hours - local			\$47,442.00	\$37,161.78		\$3,959.08	\$989.77	\$5,331.37
Staff hours - interagency			\$7,580.00	\$5,937.49		\$632.56	\$158.14	\$851.81
400 Program Development			\$15,485.00	\$12,129.55	\$0.00	\$1,292.24	\$323.06	\$1,740.15
401			\$15,485.00	\$12,129.55		\$1,292.24	\$323.06	\$1,740.15
402			\$0.00		\$0.00			
500 Other Services & Commodities			\$18,900.00	\$14,804.56	\$0.00	\$1,577.22	\$394.31	\$2,123.92
501			\$18,900.00	\$14,804.56		\$1,577.22	\$394.31	\$2,123.92
502			\$0.00		\$0.00			
Grand Total			\$536,578.00	\$345,892.38	\$95,000.00	\$36,850.08	\$9,212.52	\$49,623.01

Draft 2025 Program Activity Details & Budget (illustrative)

	100 Program Support and Administration	Budget	Staff Hours
Program Support 51001	1. Prepare agendas and minutes for MAPO Meetings 2. Attending MnDOT and local agency meetings 3. Prepare and distribute agendas and minutes for TAC meetings 4. Attend training, meetings, and conferences 5. Review and update MAPO administrative documents as needed 6. Prepare billing for local jurisdiction assessment Total Expense - Program Support	\$47,910	646
Planning Work Program 51002	1. Prepare next UPWP and budget 2. Review with MnDOT, FHWA, local partners, and other agencies 3. Reporting to MnDOT & FHWA Total Expense - Planning Work Program	\$7,350	96
Training and Travel 51003	1. Travel to meetings including MPO Directors meetings MN MPO workshop 2. Travel to workshops 3. Attend other meeting related to transportation Total Expense - Training & Travel	\$11,775	105
Information Tech, GIS, & Website 51004	1. Maintenance of Website - Post minutes, agendas, meeting materials, information, create revolving content 2. Online Engagement for Variety of Transportation Projects and Topics - Every Voice 2. Geographic Information System Support (7208) Total Staff Expenses Total Expense - Information Tech & Website	\$8,000 \$9,705 \$17,705	138
Program Expenses 51005	1. Vacation, Sick and Holidays Total Expense - Program Expenses	\$24,660	356
Total Expenses - Program Support and Administration		\$109,400	1,341
	200 Long-Range Planning	Budget	Staff Hours
Long Range Planning 52001	Consultant Costs - Update Metropolitan Transportation Plan (Year 2 of 2 year project \$150,000 estimate) Total Staff costs - Metropolitan Transportation Plan Total Expenses - Long Range Planning	\$150,000 \$39,288 \$39,288	572
Total Expenses - Long Range Planning		\$189,288	572
	300 Short-Range Planning	Budget	Staff Hours
Short Range Planning - Local 53001	Consultant cost - Highway 14 Corridor - CSAH 12 to Lookout Drive (2 year project 2025 and 2026) Total MAPO Cost \$490,000 Update Complete Streets Plans - Mankato and North Mankato - internal work Consultant cost - Highway 14 Corridor - CSAH 12 to MN 60 (2nd year of Project) Expand Complete Streets Plan to Township/County within Planning Area Assist MAPO partners with local transportation planning data requests and support Distribute and share relevant transportation materials & information/outreach (52002 staff coding) Staff Expenses Total Expenses - Short Range Planning - Local	\$165,000 \$90,000 \$93,912 \$348,912	1388
State Planning Efforts 53002	1. Participation in Statewide and District Planning Efforts (various planning & work groups e.g. District 7 Freight Plan, State Rail Plan, State Pedestrian Plan, etc.) 2. Coordination with MnDOT and local partners for transportation related activities Total Staffing Costs - Short Term Planning - Interagency Total Expenses - Short Range Planning - Interagency	\$11,085 \$11,085	147
	Staff Expenses - Short Range Planning	\$104,997	
Total Expenses - Short-Range Planning		\$359,997	1,535

Draft 2025 Program Activity Details & Budget (illustrative) continued

	400 Program Development	Budget	Staff Hours
Inter Agency - State 54002	1. TAP LOI Review		
	2. Coordination and review with MnDOT and Transit for STIP		
	Total Staffing Costs - Program Development		
	Total Expenses - Program Development - Interagency	\$5,175	65
Inter Agency Local 54003	1. Public notice of Transportation Improvement Plan (TIP) preparation		
	2. Solicit projects from local partners		
	3. TIP environmental justice analysis		
	4. Consultation with Mankato Transit System, including assistance with Transit Development Plan (TDP)		
	5. TIP development		
	6. Public Engagement for TIP including local project inclusion		
	7. Coordination with District 7 ATP		
	8. Work with Region Nine RDC & serve on R9 Transportation Advisory Committee		
	9. Coordinate to make MAPO operations accessible e.g. language translation, hearing-impaired, etc.		
	Total Staffing Costs - Inter Agency Local	\$19,950	295
	Total Expenses - Program Development - Interagency	\$19,950	
	Total Expenses - Program Development	\$25,125	360
	Other Services & Commodities	Budget	Staff Hours
	3040 Legal, Publication, & Advertising	\$1,200	
	3210 Telephone & Postage	\$500	
	3300 Training, Travel & Conferences (costs associated with travel expenses less staff time)	\$10,000	
	3410 Printing & Publishing	\$3,000	
	2010 Office Supplies	\$300	
	4330 Subscriptions & Memberships (including \$500 AMPO membership and \$6,180 StreetLight license fee paid Oct.)	\$7,500	
	Total Other Services & Commodities	\$22,500	
	Total Expenses and Staffing Hours for 2025	\$706,310	3,808

Appendix B: MAPO Meeting Locations, Times & Contact Information

Policy Board meetings

MAPO Policy Board meetings are typically held every other month on the 1st Thursday of the month unless otherwise notified. Policy Board meetings are held in the Mankato Room (Mankato City Council Chamber), 1st floor of the Intergovernmental Center (IGC) at 6:00pm, 10 Civic Center Plaza, Mankato, MN 56001.

Technical Advisory Committee (TAC) meetings

MAPO Technical Advisory Committee meetings are typically held every other month on the 3rd Thursday of every month unless otherwise notified. TAC meetings are held in the Minnesota River Room, 1st floor of the Intergovernmental Center (IGC) at 1:30 p.m., 10 Civic Center Plaza, Mankato, MN 56001.

Tentative 2024 MAPO meeting schedule. Meetings may be cancelled if there are no immediate action items.	
TAC meetings	Policy Board meetings
January 18	February 1
February 15	March 7
March 21	April 4
April 18	May 2
May 16	June 6
June 20	July 4
July 18	August 1
August 15	September 5
September 19	October 3
October 17	November 7
November 21	December 5

MAPO Contact information

Mailing Address

Mankato/North Mankato Area Planning Organization
10 Civic Center Plaza
Mankato, MN 56001

Website

www.mnmapo.org

Executive Director

Paul Vogel
(507) 381-8613
pvogel@mankatomn.gov

Twitter

[@MinnesotaMAPO](https://twitter.com/MinnesotaMAPO)

Comment Dropbox

Those without access to telephone or email may submit paper comments to the dropbox located in front of the Intergovernmental Center at 10 Civic Center Plaza, Mankato, MN 56001. Please address paper comments to the Mankato/North Mankato Area Planning Organization.

Fax

(507) 388-7530

Minnesota MPO Unified Planning Work Program Checklist

MPO: Mankato/North Mankato Area Planning Organization UPWP website: MNMAPO.org

MPO Contact name: Paul Vogel Phone: 507-387-8613 Email: pvogel@mankatomn.com

UPWP time period: 1/1/2024 to 12/31/2024

The table below identifies information that should be covered by the MPO's Unified Planning Work Program (UPWP). UPWPs are regulated under 23 CFR 450.308, 23 CFR 420, and FTA Circular C8100.1D. Complete the requested information as applicable.

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description	Included in UPWP?	If yes, which page(s)?	Comments
420.111	Cover Page	Include MPO name	<input checked="" type="radio"/> Yes / No	Cover	
		Include calendar years covered by the UPWP	<input checked="" type="radio"/> Yes / No	Cover	
450.308(c)	Title Page	Include MPO name	<input checked="" type="radio"/> Yes / No	Title page	
		Include calendar years covered by the UPWP	<input checked="" type="radio"/> Yes / No	Title page	
		Identify MPO contact person, including name, phone number and email address	<input checked="" type="radio"/> Yes / No	Title page	
		Identify the agencies providing funds for the UPWP; Option to include agency logos for easier identification	<input checked="" type="radio"/> Yes / No	Title page	
		Include a USDOT disclaimer noting that the document was prepared with federal funds but does not reflect the views or policies of the United States Department of Transportation	<input checked="" type="radio"/> Yes / No	Title page	
Best practice	Introduction	Include a table of contents	<input checked="" type="radio"/> Yes / No	Table of Contents	

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description	Included in UPWP?	If yes, which page(s)?	Comments
		Include a fully executed MPO resolution approving the UPWP	<input checked="" type="radio"/> Yes / No	4	Resolution not signed yet
		Include a fully executed federal self-certification document	<input checked="" type="radio"/> Yes / No	5-7	
Best practice	Map	Include a map showing MPO urbanized boundary and the Planning Area boundary	<input checked="" type="radio"/> Yes / No	2	
Best practice	Staff	List primary MPO staff by name and title	<input checked="" type="radio"/> Yes / No	3	
Best practice	MPO membership	List of all policy board members, including names and affiliations	<input checked="" type="radio"/> Yes / No	3	
		List of all technical advisory members, including names and affiliations	<input checked="" type="radio"/> Yes / No	3	
		List of all technical committee(s) members, including names and affiliations (i.e., bicycle and pedestrian or harbor committees)	<input checked="" type="radio"/> Yes / No	3	
450.308(b)	Previous year's accomplishments	Summarize the MPO's previous year's accomplishments. This may include major studies completed, number of TIP/MTP amendments, Title VI and environmental justice related activities etc.	<input checked="" type="radio"/> Yes / No	9	
Best practice	Meetings	List all proposed policy board meeting dates	<input checked="" type="radio"/> Yes / No	25	
		List all proposed technical advisory committee and all technical committee meeting dates	<input checked="" type="radio"/> Yes / No	25	
		Include a note that meeting dates are subject to change	<input checked="" type="radio"/> Yes / No	25	
450.308(c)	Federal Planning Factors	Discuss the planning priorities for the MPO and the ten federal planning factors	<input checked="" type="radio"/> Yes / No	5-7	

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description		Included in UPWP?	If yes, which page(s)?	Comments
450.308(c); 420.111(b)(1)	Funding	Include a summary budget table which identifies participating agencies with respective funding commitments by task with line and column totals		<input checked="" type="radio"/> Yes / No	21	
		Include a funding source table which lists current funding by program source for each task with totals		<input checked="" type="radio"/> Yes / No	19-20	
		Include a funding summary table that shows: federal share by type of fund, matching rate by type of fund, state and/or local matching share, and other state and local funds		<input checked="" type="radio"/> Yes / No	21	
420.113	Eligible Expenses	Include a cost allocation plan or link to MPO's cost allocation plan		<input checked="" type="radio"/> Yes / No	10-17	
		Ensure all costs are eligible under the Metropolitan Planning funds		<input checked="" type="radio"/> Yes / No	10-17	
450.308(c); 450.308(c); 420.111(b)(1)	Work Plan Elements Best practice examples: <ul style="list-style-type: none"> Portland, OR - Oregon Metro 2022 UPWP Omaha, NE - MAPA FY2021 UPWP Southeastern Wisconsin MPO - SEWRPC 2022 Overall Work Program 	Task Identification	Include task number and title	<input checked="" type="radio"/> Yes / No	10-17	
		Purpose	Discuss the purpose of the work element and/or individual work item/activity with at least two objectives	<input checked="" type="radio"/> Yes / No	10-17	
		Description	Include a brief description of each individual work item/activity in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work	<input checked="" type="radio"/> Yes / No	10-17	
		Final product(s)	Identify in sufficient detail	<input checked="" type="radio"/> Yes / No	10-17	

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description		Included in UPWP?	If yes, which page(s)?	Comments
			the resulting products			
		Hours	Estimate the number of hours for work activities	<input checked="" type="radio"/> Yes / No	10-17	
		Schedule	Include insufficient detail the schedule for completing the work (i.e., estimated milestone or benchmark dates as well as end dates)	<input checked="" type="radio"/> Yes / No	10-17	
		Funding	<ul style="list-style-type: none"> • In sufficient detail estimate the proposed funding by major activity and task • In sufficient detail to indicate a summary of the total amounts and sources of Federal and matching funds • A description of work to be accomplished and cost estimates by activity or task 	<input checked="" type="radio"/> Yes / No	10-17	
		Completion date	Identify the anticipated completion date or note if ongoing activity; identify previous work if task is a continuing item	<input checked="" type="radio"/> Yes / No	10-17	
450.316	Public Participation	Ensure work program follows MPO's public participation plan		<input checked="" type="radio"/> Yes / No	16	
		Ensure work program elements include public participation		<input checked="" type="radio"/> Yes / No	16	

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description	Included in UPWP?	If yes, which page(s)?	Comments
		components that are compliant with 23 CFR 450.316			
		Ensure document is publicly accessible	<input checked="" type="radio"/> Yes / No	Title page	Document hosted on MAPO website and available in alternative formats by contacting staff
Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.	Title VI	Ensure work program includes Title VI requirements	Yes <input checked="" type="radio"/> No		Plan adopted September 2, 2021 and is available on mnmapo.org
Executive Order 13166	Language Access Plan	Ensure document complies with Limited English Proficiency requirements	<input checked="" type="radio"/> Yes / No	Cover page	
Americans with Disabilities Act Title II	ADA compliance	Ensure document is accessible	<input checked="" type="radio"/> Yes / No	Cover page	
IIJA – new ruling	2.5% Safe & Accessible Fund set-aside	Identify Safe & Accessible Transportation Option set-aside activities are This needs to account for a minimum of 2.5% of the MPO federal funds	<input checked="" type="radio"/> Yes / No	20	

MPO comments: