

Mankato/North Mankato Area Planning Organization (MAPO)

2027 (& 2028 Draft) Unified Planning Work Program



**Recommended for Adoption by the MAPO Technical Advisory Committee
8-20-2026**

**Adopted by the MAPO Policy Board
9-3-2026**

Copies available at MAPO offices:
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2027 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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10 Civic Center Plaza

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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.

To request this document in an alternative format, please contact

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This Unified Planning Work Program is funded in part through funds from the Federal Highway
Administration, Federal Transit Administration, U.S. Department of Transportation, Minnesota
Department of Transportation, and local funds. The views and opinions of the authors
expressed herein do not necessarily state or reflect those of the U.S. Department of
Transportation or other funding agencies.

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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 metropolitan transportation planning process.

MAPO Representation

MAPO is represented by the following units of government:

Counties

Blue Earth
Nicollet

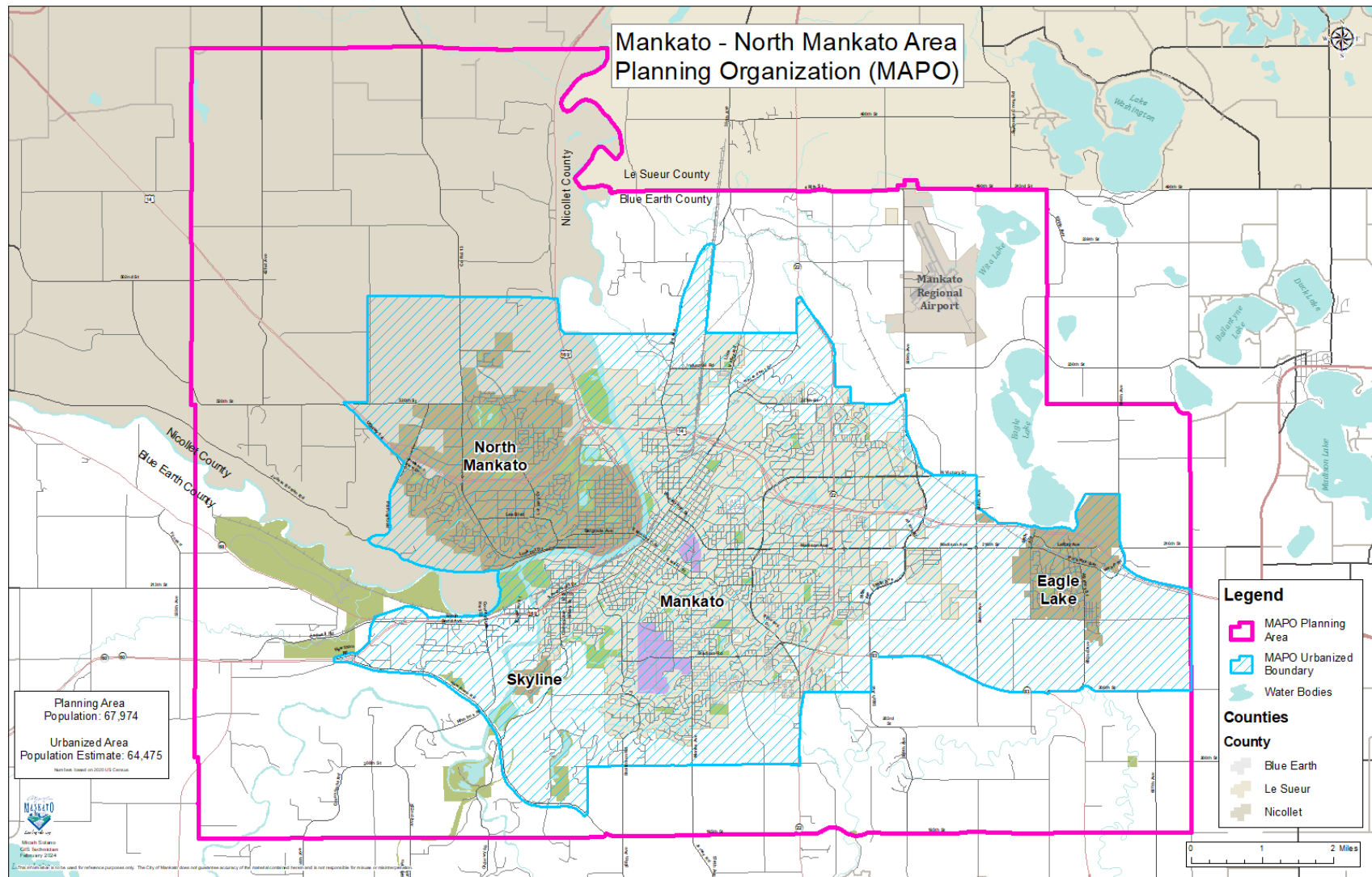
Cities

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 Planning Work Program (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 – John Whittington

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 – John Zehnder

Mankato Interim Director of Public Works/Engineering – Karl Keel

Mankato Planning Coordinator – Molly Westman

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 – Christopher Frederick

LeRay Township – Kurt Anderson

Lime Township – Christine Skarpohl Gregory

Mankato Township – Scott Morgan

South Bend Township – June Lonnquist

Mankato Transit System – Shawn Schloesser

Mankato Area Public Schools (District 77) – Scott Kaminski

MnDOT District 7 – Sam Parker

Minnesota State University, Mankato – Paul Corcoran

Region Nine Development Commission – Joel Hanif

Staff

Mark Konz, Executive Director

Shawn Schloesser, Associate Director – Transportation Planning Services

Chris Talamantez, Transportation Planner

Adopting Resolution

Resolution Adopting 2027-2028 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 2027 Unified Planning Work Program with potential minor amendments or amendments pending MnDOT and FHWA comments; and

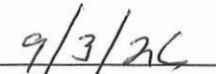
NOW, THEREFORE, BE IT FURTHER RESOLVED: that the Chair of the Policy Board and Executive Director are authorized to execute all State and Federal Grant agreements, contracts and any associated amendments relating to the funding and implementation of the Unified Planning Work Program.

CERTIFICATION

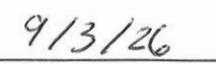
State of Minnesota

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 3rd day of September 2026, 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 residents, businesses, and all who visit the region.

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 2027 and illustrative activities for 2028.
- 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.**
 - 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 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.
 - Planning for increased safety as a goal of every study.
- 3. Increase the security of the transportation system for motorized and non-motorized users.**
 - MAPO staff will 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.
 - Facilitate planning studies that promote security for all users.
- 4. Increase the accessibility and mobility of people and freight.**
 - Work with partners to implement 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 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 promote 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.**

- Include multimodal components when developing the Metropolitan Transportation Plan update.
- 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 uses 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 mnmapo.org.

- [Joint Powers Agreement between Governmental Units in the Mankato/North Mankato Urbanizing Area](#)
- [Host Agency Operating Agreement](#)
- [Memorandum of Understanding between the Minnesota Department of Transportation, MAPO, and the Public Transit Operator](#)

Document Organization

The Unified Planning Work Program is organized into three chapters:

Chapter 1 provides a summary of 2027 and illustrative 2028 activities.

Chapter 2 details the work activities that will be undertaken in 2027 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 2026 calendar year MAPO provided regional transportation planning coordination for partner agencies, including studies of the Highway 14 corridor and CSAH 16 (Stoltzman Road) Corridor.

2027 Activities

The primary work activities are:

- Development of 2028-2031 Transportation Improvement Program (TIP).
- Coordination of the Carbon Reduction Program in the MAPO adjusted urbanized area.
- Highway 14 corridor study from CSAH 12 to Lookout Drive.
- Monks Avenue Corridor Study from Glenwood Avenue to Rosewood Street.
- Americans with Disabilities Act (ADA) Transition Plan Update.
- 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 2028 & 2029 Unified Planning Work Program.
 - o Note: the 2028 UPWP requires approval. The 2029 UPWP is conceptual.
- Continued involvement in the Transportation Alternatives (TA) program, Surface Transportation Program (STP), and Safe Routes to School (SRTS) program by assisting MAPO member jurisdictions, reviewing, and ranking as needed.
- Provide technical assistance and resources to Mankato Transit System (MTS) on as-needed basis.
- Assist Mankato Transit System with development of the Transit Development Plan.
- Work with the Region Nine Development Commission and serve on R9 Transportation Advisory Committee.
- Coordinate with South Central Area Transportation Partnership, MnDOT District 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 2028 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	2027
	Amount
Consolidated Planning Grant (CPG)	\$90,156.47
State and Local Funds	\$24,662.21
Total	\$114,818.68

2027 Staff Hours: 1,390

Budget: \$114,819

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 (815 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 2028-2029 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 requests for proposals for budgeting purposes as part of UPWP development.

Training and Travel (130 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) (60 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.
- Migrate website to new host environment.
- Explore and implement new technologies and methods to enhance public participation and engagement with MAPO.
- Geographic Information System (GIS) support services.

Program Expenses (280 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 2028-2029 Unified Planning Work Program will be drafted during 2027 and adopted by September of 2027.*
- *The activities in this section will generally be completed in the 2027 calendar year.*

200 Long-Range Transportation Planning

Activity Budget and Funding Source Split for Program Area 200 - Long Range Planning	
Funding Source	2027
	Amount
Consolidated Planning Grant (CPG)	\$1,722.19
State and Local Funds	\$471.10
Total	\$2,193.30

2027 Staff Hours: 27 2027 Budget: \$2,193

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 (27 staff hours) 52001

Activities include MTP development and updating, analysis, inquiry response, and presentations as needed, and maintaining and using the travel demand model.

Process and Timeline to Completion:

- *Ongoing efforts to maintain, analyze, report on, and update the Metropolitan Transportation Plan.*
- *Ongoing efforts to maintain and use the Travel Demand Model*

300 Short-Range Transportation Planning

Activity Budget and Funding Source Split for Program Area 300 - Short Range Planning	
Funding Source	2027
	Amount
Consolidated Planning Grant (CPG)	\$272,377.63
State and Local Funds	\$75,514.63
Claiming Local Match Waiver	\$53,400.00
Total	\$401,292.27

2027 Staff Hours: 955

2027 Budget: \$401,292 (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 (835 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.
- Assist Mankato Transit System with development of the Transit Development Plan.
- 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

Monks Avenue (Glenwood Avenue to Rosewood Drive) Corridor Study

In partnership with the City of Mankato and Blue Earth County, this study will evaluate Monks Avenue from Glenwood Avenue to Rosewood Drive to evaluate short term improvements to pedestrian crossing, bicycle and transit accessibility, and a long term vision for the corridor including evaluations of the intersections with Glenwood Avenue and Stadium Road.

- Total project cost: \$125,000.
- Amount claiming complete streets local match waiver: \$13,400
- Local match: \$22,320
- Anticipated completion: December 2027

Highway 14 corridor study (Lookout Drive to CSAH 12)

In partnership with MnDOT District 7, Mankato, North Mankato, and Blue Earth County this study is evaluating the Highway 14 corridor from Lookout Drive to CSAH 12, assessing the existing conditions, safety considerations, existing and future traffic volumes, and interchange design. Study will prepare the corridor for future reconstruction by identifying a recommendation from a range of alternatives to develop a vision for the corridor. The total cost of this project exceeds what MAPO can cover with the funds available in 2027 UPWP. MnDOT has agreed to cover the remaining balance. The project began in 2026 and continues in 2027.

- Total project cost: \$800,000
- MAPO project cost: \$350,000 (\$250,000 in 2026 and \$100,000 in 2027)
- Local match: \$63,000 (\$43,000 in 2026 and \$20,000 in 2027)
- Anticipated completion: November 2027

Americans With Disabilities Act (ADA) Transition Plan Update

MAPO partner agencies with 50 or more employees are required under Title II of the Americans with Disabilities Act (ADA) and 28 CFR Sec. 35.105 to maintain an ADA Transition Plan and Self-Evaluation of current transportation infrastructure policies, practices, and programs. In 2019 MAPO fulfilled this need for applicable partner agencies by completing its Americans with Disabilities Act (ADA) Transition Plan and Inventory for Public Rights of Way. The Federal Highway Administration (FHWA) has confirmed that applicable agencies must update their ADA Transition Plans every five years. The plan was updated in 2023. MAPO will again update applicable agencies identified physical barriers and areas of ADA noncompliance, thereby maintaining compliance with federal requirements. Key tasks include public engagement via both in-person and virtual methods. A field assessment is not required.

- Total Project Cost (est.) \$100,000.
- Amount claiming complete streets local match waiver: \$40,000
- Local match: \$12,000
- Anticipated Completion: December 2027

State Planning Assistance (120 staff hours) 53002

- State planning assistance includes coordination with agencies whose jurisdiction is outside of the MAPO planning boundary. Activities include 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 2027 calendar year.

400 Program Development

Activity Budget and Funding Source Split for Program Area 400 - Program Development	
Funding Source	2027
	Amount
Consolidated Planning Grant (CPG)	\$19,093.80
State and Local Funds	\$5,223.09
Total	\$24,316.88

2027 Staff Hours: 305

2027 Budget: \$24,317

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 Area Transportation Partnership (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 (230 hours)

Inter-Agency Local includes activities that develop the MAPO Transportation Improvement Program (TIP). The TIP is a federally mandated document prepared annually 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 a Community Impact Assessment 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	2027
	Amount
Consolidated Planning Grant (CPG)	\$18,216.81
State and Local Funds	\$4,983.19
Total	\$23,200.00

2027 Staff Hours: 0

2027 Budget: \$23,200

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
 - Anticipated conferences in 2027 are the Minnesota Transportation Conference and Expo, the Minnesota Metropolitan Planning Organization Summer Conference and Workshop, and the Association of Metropolitan Planning Organizations' Annual Conference.
- Printing
- Office Supplies (including software)
- Subscriptions & Memberships

Process and Timeline to Completion:

- The above-referenced items are 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 2027-2028. 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	2027	2028
ADA Transition Plan Update	X	
Highway 14 corridor study – Lookout Dr to CSAH 12	X	
Monks Ave corridor Study – Glenwood Ave to Rosewood Dr	X	
Assist with Transit Development Plan	X	X
Scoping for the 2030 Metropolitan Transportation Plan Update		x
Procurement Policy Update	X	
Title VI Plan and Public Participation Plan Update	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: 2027 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	\$66,045	815
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	\$8,284	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	\$10,461	130
Information Tech, GIS, & Website 51004	1. Maintenance of Website - Post minutes, agendas, meeting materials, information, create revolving content 2. Geographic Information System Support (7208) Total Staff Expenses Total Expense - Information Tech & Website	\$3,000 \$5,458 \$8,458	60
Program Expenses 51005	1. Vacation, Sick and Holidays Total Expense - Program Expenses	\$21,571	280
Total Expenses - Program Support and Administration		\$114,819	1,390
	200 Long-Range Planning*	Budget	Staff Hours
Long Range Planning 52001	Total Staff costs - Long Range Planning - MTP Update, maintenance, analysis, inquiry response, Transportation Demand Model use and maintenance. Total Expenses - Long Range Planning	\$2,193 \$2,193	27
Total Expenses - Long Range Planning		\$2,193	27
	300 Short-Range Planning	Budget	Staff Hours
	Consultant cost - Highway 14 Corridor - CSAH 12 to Lookout Drive (2 year project 2026 and 2027) Total MAPO Cost \$350,000	\$100,000	
	Consultant cost - ADA Transition Plan Update	\$60,000	
	ADA Transition Plan Update complete streets activities (claiming local waiver)	\$40,000	
	Consultant cost - Monks Ave Corridor Study	\$111,600	
	Monks Ave Corridor Study complete streets activities (Claiming local waiver)	\$13,400	
	Assist MAPO partners with local transportation planning efforts as needed		
	Distribute and share relevant transportation materials & information/outreach		
	Staff Expenses	\$66,936	835
Total Expenses - Short Range Planning - Local		\$391,936	
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		
	Staffing Expenses - Short Term Planning - Interagency	\$9,356	120
Total Expenses - Short Range Planning - Interagency		\$9,356	
Total Staff Expenses - Short Range Planning		\$76,292	
Total Expenses - Short-Range Planning		\$401,292	955

2027 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	\$6,709	75
Inter Agency Local 54003	1. Public notice of Transportation Improvement Plan (TIP) preparation		
	2. Solicit projects from local partners		
	3. TIP Community Impact 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	\$17,608	230
	Total Expenses - Program Development - Interagency	\$17,608	
	Total Expenses - Program Development	\$24,317	305
	Other Services & Commodities	Budget	Staff Hours
	3040 Legal, Publication, & Advertising	\$600	
	3210 Telephone & Postage	\$300	
	3300 Training, Travel & Conferences (costs associated with travel expenses less staff time)	\$9,000	
	3410 Printing	\$3,000	
	2010 Office Supplies	\$2,100	
	4330 Subscriptions & Memberships (including \$1100 AMPO membership and \$7,000 StreetLight license (FFY2027-2028) fee paid Oct. 2027)	\$8,200	
	Total Other Services & Commodities	\$23,200	
	Total Expenses and Staffing Hours for 2027	\$565,821	2,677

*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 2027 budget is \$53,400.

2027 Program Budget and Detail

2027 UPWP Program Budget and Detail						
Funding Source	Funds*	Allocation of Funds				
		100	200	300	400	
		Program Support	Long Range Planning	Short Range Planning	Program Development	Other Services & Commodities
MAPO Revenue						
Minnesota Federal Funds*	\$ 401,567	\$ 90,156.47	\$ 1,722.19	\$ 272,377.63	\$ 19,093.80	\$ 18,216.81
	80.00%					
Minnesota Federal Funds Safe and Accessible Transportation Options***	\$ 53,400.00	\$ -	\$ -	\$ 53,400.00	\$ -	\$ -
Local Match - Minnesota Federal Funds (local partner dues)*	\$ 58,542	\$ 13,143.30	\$ 251.07	\$ 39,708.09	\$ 2,783.56	\$ 2,655.71
	11.66%					
Minnesota State Funds*	\$ 41,850	\$ 9,395.81	\$ 179.48	\$ 28,386.31	\$ 1,989.89	\$ 1,898.50
	8.34%					
Local Match - Minnesota State Funds (local partner dues)**	\$ 10,463	\$ 2,123.09	\$ 40.56	\$ 7,420.23	\$ 449.64	\$ 428.99
	1.85%					
Federal, State,& Local Match w/o Local Match MN State funds and Federal Waiver	\$ 501,959	\$ 112,696	\$ 2,153	\$ 340,472	\$ 23,867	\$ 22,771
Total Revenue	\$ 565,821	\$ 114,819	\$ 2,193	\$ 401,292	\$ 24,317	\$ 23,200
MAPO Staff Expenses						
Program Support & Administration	\$ 114,819	\$ 114,819				
Long Range Planning	\$ 2,193		\$ 2,193			
Short Range Planning	\$ 76,292			\$ 76,292		
Program Development	\$ 24,317				\$ 24,317	
Total Staff Salaries & Benefits	\$ 217,621					
Commodities & Other Services						
Legal, Publication, & Advertising	\$ 600					\$ 600
Telephone & Postage	\$ 300					\$ 300
Training, Travel & Conferences	\$ 9,000					\$ 9,000
Printing & Publishing	\$ 3,000					\$ 3,000
Office Supplies (including software)	\$ 2,100					\$ 2,100
Subscriptions & Memberships	\$ 8,200					\$ 8,200
Consultant Services	\$ 325,000	\$ -	\$ -	\$ 325,000	\$ -	\$ -
Total Expenses	\$ 565,821	\$ 114,819	\$ 2,193	\$ 401,292	\$ 24,317	\$ 23,200
% of Total Program	100%	20.3%	0.4%	70.9%	4.3%	4.1%
* 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.						

MAPO FY 2027 Unified Planning Work Program Federal Planning Funds				
2027 MN FHWA PL Total	2027 MN FHWA SATO Minimum 2.5%*	2027 MNFTA Total	Remaining FHWA PL Funds	2027 MN PL Funds Total
\$ 341,501	\$ 53,400	\$ 113,466	\$ 288,101	\$ 401,567
*2.5% minimum is \$8,537.53				

Federal Funds and Local Match

MAPO FY 2027 Unified Planning Work Program Budget - Federal Funds and Local Match					
UPWP Category	Project Title	Federal Funding Amount	Local Funding Amount (State and Local)	Complete Streets Waiver	Total Funding Amount
100	Program Support	\$ 90,156	\$ 24,662	\$ -	\$ 114,819
200	Long Range Planning	\$ 1,722	\$ 471	\$ -	\$ 2,193
300	Short Range Planning	\$ 272,378	\$ 75,515	\$ 53,400	\$ 401,292
400	Program Development	\$ 19,094	\$ 5,223	\$ -	\$ 24,317
500	Other Service & Commodities	\$ 18,217	\$ 4,983	\$ -	\$ 23,200
	Funding Totals	\$ 401,567	\$ 110,854	\$ 53,400	\$ 565,821
Source of Local Funds:					
	Minnesota State Funds		\$ 41,850		
	Local Funds partner dues		\$ 69,004		
	Funding Totals		\$ 110,854		

2027 Local Share Amount (may vary by \$1.00 due to rounding)

2027 LOCAL SHARE AMOUNT	
TOTAL 2027 Local Share	\$ 69,004
UNIT OF GOVERNMENT	LOCAL SHARE
Blue Earth County	\$ 20,522
City of Mankato	\$ 19,981
Nicollet County	\$ 6,480
City of North Mankato	\$ 7,021
District 7 MnDOT	\$ 15,000
TOTAL 2026 Local Payments	\$ 69,004

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

Local Share Amount by Year	2023	2024	2025	2026	2027
Blue Earth County	\$ 22,014	\$ 16,658	\$ 16,133	\$ 19,825	\$ 20,522
City of Mankato	\$ 21,435	\$ 16,219	\$ 15,708	\$ 19,303	\$ 19,981
Nicollet County	\$ 6,952	\$ 5,260	\$ 5,094	\$ 6,260	\$ 6,480
City of North Mankato	\$ 7,531	\$ 5,699	\$ 5,519	\$ 6,782	\$ 7,021
MnDOT D7 contribution	-	\$ -	\$ 30,000	\$ 15,000	\$ 15,000
Total	\$ 57,932	\$ 58,836	\$ 72,455	\$ 67,170	\$ 69,004

Draft 2028 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	\$66,045	815
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	\$8,852	110
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	\$13,500	130
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 \$5,458 \$13,458	60
Program Expenses 51005	1. Vacation, Sick and Holidays Total Expense - Program Expenses	\$21,571	280
Total Expenses - Program Support and Administration		\$123,426	1,395
	200 Long-Range Planning	Budget	Staff Hours
Long Range Planning 52001	Total Staff costs - Long Range Planning - MTP Update, maintenance, analysis, inquiry response, participation in transit development plan, Transportation Demand Model use and maintenance. Total Expenses - Long Range Planning	\$2,193 \$2,193	27
Total Expenses - Long Range Planning		\$2,193	27
	300 Short-Range Planning	Budget	Staff Hours
Short Range Planning - Local 53001	Consultant studies 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	\$300,000 \$68,547 \$368,547	850
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	\$9,356 \$9,356	120
Total Expenses - Short-Range Planning		\$377,903	970

Draft 2028 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	\$6,173	70
Inter Agency Local 54003	1. Public notice of Transportation Improvement Plan (TIP) preparation		
	2. Solicit projects from local partners		
	3. TIP Community Impact 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	\$18,712	240
	Total Expenses - Program Development - Interagency	\$18,712	
Total Expenses - Program Development		\$24,885	310
	Other Services & Commodities	Budget	Staff Hours
	3040 Legal, Publication, & Advertising	\$600	
	3210 Telephone & Postage	\$1,000	
	3300 Training, Travel & Conferences (costs associated with travel expenses less staff time)	\$10,000	
	3410 Printing & Publishing	\$3,000	
	2010 Office Supplies	\$2,000	
	4330 Subscriptions & Memberships (including \$1100 AMPO membership and \$7,500 StreetLight license fee paid Oct.)	\$9,000	
Total Other Services & Commodities		\$25,600	
Total Expenses and Staffing Hours for 2028		\$554,007	2,702

Appendix B: MAPO Meeting Locations, Times & Contact Information

Policy Board meetings

MAPO Policy Board meetings are typically held every other month on the first Thursday 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 third Thursday 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 2027 MAPO meeting schedule. Meetings may be cancelled if there are no immediate action items.	
TAC meetings	Policy Board meetings
January 21	February 4
February 18	March 4
March 18	April 1
April 15	May 6
May 20	June 3
June 17	July 1
July 15	August 5
August 19	September 2
September 16	October 7
October 21	November 4
November 18	December 2

MAPO Contact information

Mailing Address

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

Website

www.mnmapo.org

Executive Director

Mark Konz
(507) 381-8613
mkonz@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

Appendix C: Revisions to the UPWP

MAPO will follow the guidance from MnDOT on revisions to the UPWP as follows. There are instances when an MPO may need to amend or modify its UPWP. UPWP revisions may be in the form of administrative modifications or formal amendments. Prior to initiating any changes, the MPO should consult with MnDOT's OTSM liaison and FHWA or FTA, as applicable, to determine if an amendment or modification is required and to discuss any other concerns or issues regarding the proposed change. The MPO, OTSM and FHWA or FTA will determine whether an administrative modification or formal amendment is required. MnDOT and FHWA or FTA will identify the information that needs to be included in the documentation.

An MPO cannot act (e.g., vote or pass a resolution) to amend its UPWP prior to federal approval of the UPWP.

FORMAL AMENDMENT

A formal UPWP amendment request is required for any of the following changes, in alignment with 2 CFR 200.308:

- Budget Changes
 - Any change that results in the addition of federal funds to the existing approved UPWP planning grant
 - Cumulative transfers over 10% of the total federal funds of the UPWP budget among separately budgeted work categories (e.g., if the UPWP budget is \$500,000 of which \$400,000 is federal funds, the 10% threshold is \$40,000. Therefore \$10,000 could move from category A to category B and \$29,999 could move from category C to category D prior to a formal amendment needing to occur.)
 - Reduction in work that will equal or exceed 25% of the total project budget per task identified in the UPWP budget for the MPO (e.g., if the total UPWP budget is \$500,000, but Task A's budget is \$50,000, then if Task A reduces its budget by 25% or \$12,500, then a formal amendment is needed.)
- Task Changes
 - Adding new work items not previously listed in the approved UPWP that are requested to use CPG funds. This may include the next calendar year's procurement related tasks.
 - Significant change in the scope of work for separately budgeted work categories, projects, elements or activities
 - Change in the scope or the objective of the programmed task or project
- Changes to Who Performs the Activities and Tasks
 - Addition or removal or change of consultant activities if these actions were not identified in the approved UPWP.
 - Change from consultant to perform activities to internal MPO staff specified to complete the task or project.

FORMAL AMENDMENT REQUEST

The following actions, in order, are required prior to any work being done or funds expended when a formal UPWP amendment is required.

1. Approval from the MPO policy board prior to submitting the request to MnDOT for approval
2. Approval from MnDOT OTSM
3. Approval from FHWA or FTA

A formal UPWP amendment request must include:

- Completed UPWP Amendment form
 - Use the most current version provided by MnDOT
- Redline version of updated UPWP with updated funding tables and work activity descriptions, as needed reflecting the changes
- Clean version of updated UPWP with updated funding tables and work activity descriptions, as needed reflecting the changes
- Resolution approving the amendment
- Memo detailing the changes and requesting approval

The formal UPWP amendment request and associated documentation must be submitted to MnDOT's OTSM requesting MnDOT's approval of the amendment and that MnDOT transmits the amendment with a recommendation to FHWA and/or FTA for final approval.

It is recommended that the MPO submit a draft of the proposed amendment to MnDOT's OTSM liaison and FHWA or FTA for review and comment prior to MPO Policy Board approval. MnDOT will review the request in consultation with FHWA and/or FTA. MnDOT and FHWA or FTA may request additional documentation. If approved, MnDOT will transmit its UPWP amendment approval to FHWA and/or FTA for federal approval. For new activities, added tasks or added budget, no work may begin on the activity until FHWA and/or FTA approval is received.

All formal amendments that include a request to amend the MPO's CPG to add or reduce federal funds must be submitted to MnDOT no later than August 31st of the effected calendar year. MnDOT cannot guarantee CPG amendments will be processed for requests received after August 31st. MnDOT must have available obligation authority to add funds to a grant.

ADMINISTRATIVE MODIFICATIONS

Administrative modifications to the are required for any of the following changes:

- Technical or editorial corrections are made to an approved UPWP
- Changes to the approved UPWP do not meet the thresholds for a formal UPWP amendment, but documentation is needed.
- Transfers under 10% of the total federal funds of the UPWP budget among separately budgeted work categories (e.g., if the UPWP budget is \$500,000 of which \$400,000 is federal funds, the 10% threshold is \$40,000. Therefore \$10,000 could move from category A to category B and \$29,999 could move from category C to category D with an administrative amendment.)

- Reduction in work of the overall task is greater than \$5,000 or the reduction in work of the overall task is greater than 10% but is less than 25% of the total project budget per task identified in the UPWP budget for the MPO (e.g., if the total UPWP budget is \$500,000, but Task A's budget is \$50,000, then if Task A reduces its budget by 25% or \$12,500, then there would need to be a formal amendment.)

Administrative Modification Request

When an administrative modification is anticipated, MAPO will coordinate with MnDOT's OTSM liaison to confirm the modification is required. MAPO staff will provide a memo detailing the changes, and the reasons for the changes to the MnDOT OTSM liaison and the Technical Advisory Committee and Policy Board of modifications during their next meetings.

Minnesota MPO Unified Planning Work Program Checklist

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

MPO Contact name: Mark Konz Phone: 507-387-8613 Email: mkonz@mankatomn.com

UPWP time period: 1/1/2027 to 12/31/2027

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	☒ Yes / No	Cover	
		Include calendar years covered by the UPWP	☒ Yes / No	Cover	
450.308(c)	Title Page	Include MPO name	☒ Yes / No	Title page	
		Include calendar years covered by the UPWP	☒ Yes / No	Title page	
		Identify MPO contact person, including name, phone number and email address	☒ Yes / No	Title page	
		Identify the agencies providing funds for the UPWP; Option to include agency logos for easier identification	☒ 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	☒ Yes / No	Title page	
Best practice	Introduction	Include a table of contents	☒ 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	☒ Yes / No	4	Resolution not signed yet
		Include a fully executed federal self-certification document	☒ Yes / No	5-7	
Best practice	Map	Include a map showing MPO urbanized boundary and the Planning Area boundary	☒ Yes / No	2	
Best practice	Staff	List primary MPO staff by name and title	☒ Yes / No	3	
Best practice	MPO membership	List of all policy board members, including names and affiliations	☒ Yes / No	3	
		List of all technical advisory members, including names and affiliations	☒ Yes / No	3	
		List of all technical committee(s) members, including names and affiliations (i.e., bicycle and pedestrian or harbor committees)	☒ 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 Community Impact Assessment related activities etc.	☒ Yes / No	9	
Best practice	Meetings	List all proposed policy board meeting dates	☒ Yes / No	25	
		List all proposed technical advisory committee and all technical committee meeting dates	☒ Yes / No	25	
		Include a note that meeting dates are subject to change	☒ Yes / No	25	
450.308(c)	Federal Planning Factors	Discuss the planning priorities for the MPO and the ten federal planning factors	☒ 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		☒ Yes / No	21-22	
		Include a funding source table which lists current funding by program source for each task with totals		☒ 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		☒ Yes / No	21	
420.113	Eligible Expenses	Include a cost allocation plan or link to MPO's cost allocation plan		☒ Yes / No	10-17	
		Ensure all costs are eligible under the Metropolitan Planning funds		☒ Yes / No	10-17	
450.308(c); 450.308(c); 420.111(b)(1)	Work Plan Elements Best practice examples: - 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	☒ Yes / No	10-17	
		Purpose	Discuss the purpose of the work element and/or individual work item/activity with at least two objectives	☒ 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	☒ Yes / No	10-17	
		Final product(s)	Identify in sufficient detail the resulting products	☒ 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
		Hours	Estimate the number of hours for work activities	☒ 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)	☒ Yes/ No	10-17	
		Funding	• 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	☒ 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	☒ Yes/ No	10-17	
450.316	Public Participation	Ensure work program follows MPO's public participation plan		☒ Yes/ No	16	
		Ensure work program elements include public participation components that are compliant with 23 CFR 450.316		☒ Yes/ No	16	
		Ensure document is publicly accessible		☒ Yes/ No	Title page	Document hosted on MAPO

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description	Included in UPWP?	If yes, which page(s)?	Comments
					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 / No	9	
Executive Order 13166	Language Access Plan	Ensure document complies with Limited English Proficiency requirements	☒ Yes / No	Cover page	
Americans with Disabilities Act Title II	ADA compliance	Ensure document is accessible	☒ 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	☒ Yes / No	20	

MPO comments: