

2018 UPWP



Acknowledgments:

This document was prepared by:
The South Eastern Council of Governments,
the Cities of Brandon, Crooks, Harrisburg, Hartford, Sioux Falls and Tea,
Lincoln and Minnehaha Counties,
and the
South Dakota Department of Transportation

In cooperation with:
The Federal Highway Administration
and the Federal Transit Administration of the
United States Department of Transportation

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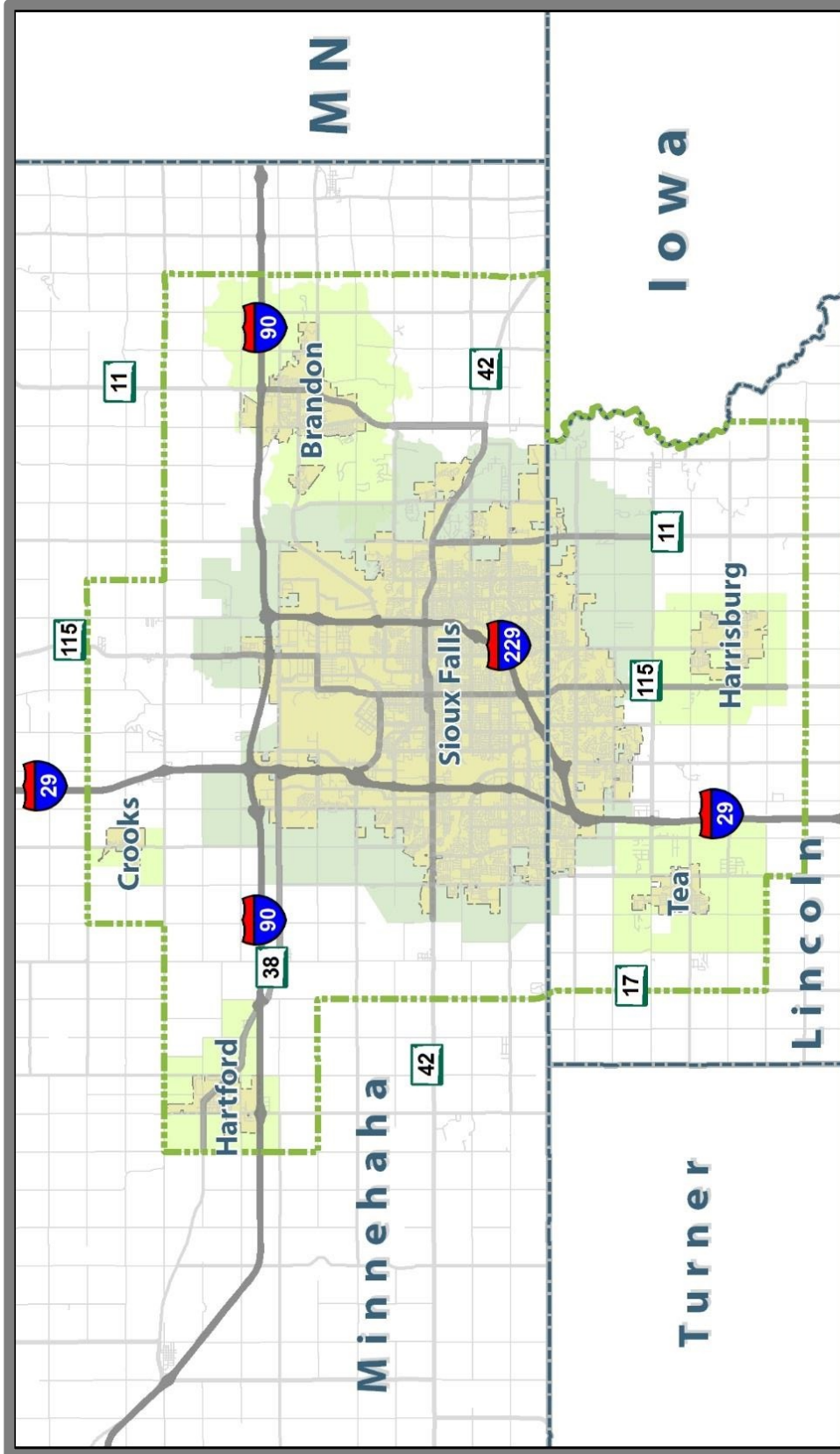
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Acronyms and Abbreviations

ADA	Americans with Disabilities Act
CAC	Citizens Advisory Committee
CIP	Capital Improvements Program
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information Systems
GPS	Global Positioning System
LAN	Local Area Network
LRTP	Long Range Transportation Plan
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
NEPA	National Environmental Policy Act
OCEP	Other Capital Expenditure Programs
PL	Planning Funds
PTAB	Public Transit Advisory Board
RFPs	Request for Proposals
SAM	Sioux Area Metro
SDDOT	South Dakota Department of Transportation
SECOG	South Eastern Council of Governments
TAC	Technical Advisory Committee
TAZ	Traffic Analysis Zone
TIP	Transportation Improvement Program
TSME	Transportation System Management Efficiency Report
UDC	Urbanized Development Commission
U.S.C.	United States Code
UPWP	Unified Planning Work Program
WAN	Wide Area Network

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METROPOLITAN PLANNING AREA

-  MPO Boundary
-  City Limits
-  County
-  Sioux Falls Growth Area
-  Outlying Community Growth Area

Source: City of Sioux Falls, SD DOT, Sioux Falls MPO

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Introduction

Within the Sioux Falls, South Dakota Metropolitan Planning Area (MPA), there exists a federally required and formalized process by which area transportation planning is conducted and transportation policy decisions are made.

The 2018 Unified Planning Work Program (UPWP) is the document that describes the annual objectives, work activities/products, and planning research studies to be accomplished by the participants of the Sioux Falls metropolitan transportation planning process.

The governmental entities involved in the metropolitan transportation planning process include: the South Eastern Council of Governments (SECOG); the Cities of Brandon, Crooks, Harrisburg, Hartford, Sioux Falls, and Tea; Lincoln and Minnehaha Counties; the South Dakota Department of Transportation (SDDOT); the Federal Highway Administration (FHWA); and the Federal Transit Administration (FTA). These entities are responsible for the transportation planning that occurs within the MPA.

The planning work that is conducted and the products that are produced by the entities listed above are used in a formalized local decision-making process to formulate and approve area transportation plans that address the unique challenges of the Sioux Falls MPA. The local process relies on three committees to review and approve products. These committees include: the Citizens Advisory Committee (CAC), the Technical Advisory Committee (TAC), and the Urbanized Development Commission (UDC) of the South Eastern Council of Governments, which is the designated Metropolitan Planning Organization (MPO) or policy board of the local transportation planning process.

The Citizens Advisory Committee is the committee that has been established to solicit public input into the local transportation planning process. The CAC's membership is comprised of interested citizens representing either themselves or various businesses/organizations within the MPA. Each CAC member serves a term of three years. The membership of the CAC, representation, and term expiration year of each member at the time of publication of this document include:

Erik Nelson (Chair)	Concerned Citizens	2018*
Catherine Dekkenga (Vice-Chair)	Environment	2017*
Kim Cerwick	Business	2017
Cory Diedrich	Private Transportation	2017
Carrie Geppert	Persons With Disabilities	2019
Ryan Kerkvliet	Construction & Development	2019*
Thomas Murphy, Jr.	Private Transportation	2017
Chris Parsley	Community Service Boards	2017
Gayleen Riedemann	Concerned Citizens	2019
Rita Salazar	Education	2018
Koni Sims	Community Service Boards	2017
Audra Staebell	Education	2019
Allen Svennes	Retirement Community	2017*

(* Denotes second term of two potential three-year terms)

The Technical Advisory Committee is the committee comprised of staff from each of the participating units of government as well as representatives of various modes of transportation. The TAC's role in the local process is to advise the policy board (UDC) on the technical aspects of transportation plans under consideration. The membership of the TAC and the representation of each member at the time of publication of this document include:

Brooke White (Chair)	SDDOT Division of Operations
Scott Anderson (Vice-Chair)	Minnehaha County Planning
Shannon Ausen	City of Sioux Falls Engineering
Toby Brown	Lincoln County Planning
Jack Dokken	SDDOT Division of Finance and Management (Air, Rail and Transit)
Lynne Keller Forbes	South Eastern Council of Governments
Steve Hey	Private Transportation
Mark Hoines*	Federal Highway Administration
Chad Huwe	City of Sioux Falls Engineering
Dan Letellier	Air Transportation
Clark Meyer	Railroad
Eric Meyerson	Sioux Falls Public Transportation
Myron Rau	Trucking
Brad Remmich	SDDOT Division of Planning and Engineering
Shannon Schultz	Minnehaha County Highway
Sam Trebilcock	City of Sioux Falls Planning
Todd Vik	Sioux Falls School District
Steve Williams	Lincoln County Highway

(* Denotes a non-voting member of the TAC)

The Urbanized Development Commission of the South Eastern Council of Governments is the designated Metropolitan Planning Organization for the Sioux Falls metropolitan transportation planning process. The UDC is primarily comprised of elected officials from each of the local governmental participants in the process. The UDC, with input from the other committees, makes area transportation planning decisions. The membership of the UDC and the representation of each member at the time of publication of this document include:

Carol Twedt* (Chair)	
Dale Long (Vice-Chair)	Lincoln County Commission
Jeff Barth	Minnehaha County Commission
Larry Beesley	Mayor of Brandon
Jean Bender	Minnehaha County Commission
Julie Burke-Van Luvanee	Mayor of Harrisburg
Dave Gillespie	Lincoln County Commission
Mark Hoines*	Federal Highway Administration
Mike Huether	Mayor of Sioux Falls
Dean Karsky	Minnehaha County Commission
Rick Kiley	Sioux Falls City Council
Michael Poppens	Lincoln County Commission
Rex Roling	Sioux Falls City Council

Marshall Selberg	Sioux Falls City Council
Pat Starr	Sioux Falls City Council
Vacant	SDDOT Transportation Commission

(* Denotes a non-voting member of the UDC)

Funding

Each section of the UPWP indicates the entities, and/or departments within an entity, responsible for participating in the transportation planning activities, or work activities, to be completed. FHWA Title 23 U.S.C. Section 104, subsection d and FTA Title 49 U.S.C Section 5303 authorize grant funds to be appropriated for public transportation planning activities. SDDOT requested and received permission from FTA to transfer FTA planning funds to FHWA planning funds as part of the consolidated planning grant program. Planning (PL) funds budgeted in the UPWP are provided through an agreement between SDDOT and the local governmental entities. Funding amounts are based on the estimated 2018 allocation and distribution formula as agreed upon by the local governmental entities and SDDOT; and are matched by the entity utilizing the funds. The current matching ratios are as follows:

Federal Funds:	81.95%
Local Match:	18.05%

If an otherwise eligible work activity includes a planning area that is not entirely within the Sioux Falls MPO Planning Area, and the costs for the work activity cannot be geographically defined, a ratio based on SDDOT Vehicle Miles Traveled (VMT) data will be utilized to determine the portion of the total cost of the work activity eligible for PL funding. The ratios and most recent SDDOT VMT data available will be reviewed on an annual basis as part of the drafting of this document. The current ratios are as follows:

<u>Lincoln County</u>		<u>Minnehaha County</u>	
PL Eligible:	59.00%	PL Eligible:	52.00%
Local Share:	41.00%	Local Share:	48.00%

A comprehensive budget for each entity is presented on the last page of this document. The budget sheet identifies where funds for individual tasks are drawn from and provides total programmed expenditures for each task and funding source. If an entity needs to transfer funds between its categories, a maximum of 10% of the entities budget amount can be transferred without approval by the UDC. If a transfer will be made between entities, UDC approval is required. Cumulative transfers, without UDC approval, cannot exceed 10% of the total UPWP budget without an amendment.

Contracts with outside parties shall be allowed for all UPWP line item activities upon receipt of appropriate approval by SDDOT and UDC.

A year end report shall be created and submitted to SDDOT within 90 days after the end of each calendar year. The year end report will contain the financial statements of the Sioux Falls MPO and a summary of staff activities accomplished under the UPWP.

FAST ACT Planning Factors

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

Federal Fiscal Year 2018 Planning Emphasis Areas

FAST ACT Implementation

- *Transition to Performance Based Planning and Programming* – Further develop the performance management approach to transportation planning and programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Appropriate UPWP work tasks could include working with local planning partners to identify how to implement performance-based planning provisions such as collecting performance data, selecting and reporting performance targets for the metropolitan area, and reporting actual system performance related to those targets. The MPO might also explore the option to use scenario planning to develop their metropolitan transportation plan.

Regional Models of Cooperation

- *Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries* – To think beyond traditional borders and adopt a coordinated approach to transportation planning. A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and commerce across boundaries. Improved multi-jurisdictional coordination by State DOTs, MPOs, providers of public transportation, and rural planning organizations (RPO) can reduce project delivery times and enhance the efficient use of resources, particularly in urbanized areas that are served by multiple MPOs. The MPOs can revisit their metropolitan area planning agreements to ensure that there are effective processes for cross-jurisdictional communication among State DOTs, MPOs, and providers of public transportation to improve collaboration, policy implementation, technology use, and performance management. State DOTs and MPOs can explore the opportunity to partners with RPOs to conduct transportation planning in nonmetropolitan areas.

Ladders of Opportunity

- *Access to Essential Services* – To identify transportation connectivity gaps in access to essential services as part of the transportation planning process. Essential services include employment, health care, schools/education, and recreation. Suggested UPWP works tasks include developing and implementing analytical methods to identify gaps in the connectivity of the transportation system and developing infrastructure and operational solutions that provide the public, especially traditionally underserved populations, with adequate access to essential services. Other effective works tasks could include: evaluating the effectiveness of public transportation plans for engaging transportation disadvantaged communities in the transportation decision making process; updating the Section 5310 Coordinated Human Services Public Transportation Plans; assessing the safety and condition of pedestrian and bicycling facilities; and evaluating compliance with Americans with Disabilities Act, particularly around schools, concentrations of disadvantaged populations, social services, medical, and transit facilities.

2018 UPWP Work Activities

1. Professional Services/Consultants

Explanation: Addresses both identified and unanticipated problems and needs that occur during the course of the work program year. Contractual services of consultants or other professionals to conduct studies and other work activities to support traffic needs and project development shall be identified by a corresponding program year.

2018 Work Activities:

1. Staff will complete preliminary work on RFPs and other necessary documentation. RFPs will be disseminated, consultant selection procedures will be followed, and contracts will be prepared and executed. Staff will be responsible for contract preparation, contract execution, and project management.
2. SDDOT and Sioux Falls city staff will coordinate and jointly develop, with a study advisory team of MPO staff and the assistance of a consultant, the completion of the I-229 Exit 2 (Western Avenue), I-229 Exit 3 (Minnesota Avenue), and I-229 Exit 4 (Cliff Avenue) Interchange Modification Justification Reports.

The estimated cost is \$500,000

3. SDDOT and Sioux Falls city staff will coordinate and jointly develop, with a study advisory team of MPO staff and the assistance of a consultant, the completion of the I-229 Exit 9 (Benson Road) Interchange Modification Justification Report.

The estimated cost is \$175,000

4. Minnehaha County staff, with the assistance of a consultant, will update and maintain the Minnehaha County Pavement Management System.

The estimated cost for the MPO eligible portion is \$800.

2. Personnel Services

Explanation: Pertains to those activities directly related to public awareness and public involvement as well as the effective operation and management of the planning process. The emphasis of management is on the coordination of activities so as to promote and produce an efficient intermodal transportation system.

2018 Work Activities:

1. UDC will self-certify the local transportation planning process.

2. Staff will participate in any MPO review activities conducted by FHWA or SDDOT.
3. SECOG staff will coordinate the execution of the annual planning agreements between SDDOT, SECOG, and the participating governmental entities in the MPA.
4. SECOG staff will coordinate and jointly develop the 2019 Sioux Falls MPO UPWP. The cost of staff time, public notices, and any printing costs will be included in this activity.
5. SECOG staff will maintain the MPO's accounting and vouchering system whereby, participants in the local transportation planning process are reimbursed for eligible transportation planning work activities through SECOG and SDDOT with planning funds identified within the UPWP.
6. Staff will monitor work activities outlined in the 2018 UPWP and submit vouchers for reimbursement of eligible transportation planning work activities.
7. Staff will monitor the implementation of grant activities and present UPWP budget amendments, as necessary, to be acted upon by the transportation planning committees.
8. Staff will attend transportation planning committee meetings, other process-related meetings, and public meetings throughout the planning year. Staff will discuss and disseminate information regarding the transportation planning process and transportation improvements.
9. Staff will continue to work with social service providers to assure representation of their needs in transportation planning.
10. Staff will undertake any activities that support the transportation planning committees and the planning process, including but not limited to the following: coordinating staffing meetings, public hearings, and open houses; drafting agendas and meeting minutes; assembling meeting packets and mailings; drafting and publishing public notices; developing reports and documents; maintaining committee membership; and providing information. The cost of document printing will be included in this activity.
11. Staff will participate in various training courses, conferences, seminars, and workshops. The cost of the training, travel and lodging, and staff time for such training will be included in this activity. SDDOT approval shall be obtained in advance of the event, via e-mail, for in-state travel that is PL related. Out-of-state travel shall be approved by SDDOT via written travel request and justification in advance of the event.
12. SECOG staff will coordinate any FHWA, FTA, and/or SDDOT informational opportunities and events throughout the year.
13. SECOG staff, as requested, will assist cities and counties within the MPA with their Comprehensive Plans. Assistance provided under the UPWP will be limited to land use assessments, street plan updates, and the preparation of GIS generated maps.

14. SECOG will assist communities within the MPA in the preparation of GIS maps for land use data on an as needed basis.
15. Staff will participate in agency memberships and subscriptions related to transportation planning.
16. Staff will review USDOT, FHWA, and FTA regulations, guidance, and circulars and review best practices information from other sources to ensure compliance with regulations, and consider cutting-edge ideas. Staff will also implement new programs authorized by the current transportation bill.
17. Staff will maintain inventories of transportation information required for transportation planning. Specific inventories include traffic counts and turning movement counts. New data will be gathered and existing inventories will be updated.
18. Traffic information, maintaining inventories, and data gathering efforts will be coordinated through the City of Brandon, City of Crooks, City of Harrisburg, City of Hartford, City of Sioux Falls, City of Tea, Lincoln County, and Minnehaha County staff and transportation specialists in SDDOT.
19. Staff will cooperate with SDDOT efforts to expand the Global Positioning System (GPS) control for South Dakota. As GPS data becomes available, it will continue to be used to establish accurate GIS position data.
20. Staff will maintain and update GIS-created base inventory maps of the natural and man-made resources, features, and environmentally sensitive areas that could be adversely affected by changes in the region's transportation system. GIS staff will continue to expand the use of coordinate geometry to input plat information.
21. Staff will continue to add land use and socio-economic data to the GIS database, including updating websites to show the web based GIS applications for public viewing.
22. Staff may participate in other activities associated with the transportation planning process, that are not described in this UPWP, as mutually agreed upon with SDDOT. These activities fall under the overall comprehensive, cooperative, and continuing transportation planning process.
23. Staff will select and conduct studies and associated public involvement activities identified in the LRTP.
24. The City of Brandon, City of Crooks, City of Harrisburg, City of Hartford, City of Sioux Falls, City of Tea, Lincoln County, and Minnehaha County staff will review proposed land use changes and development proposals to determine their anticipated effects on the existing and future transportation system.

25. Staff will participate in the land use development process, special studies, transportation planning, transit route planning, project design, and the review of their implications on the public transit system. This may include participation in visioning sessions and design charrettes.
26. Sioux Falls city staff, with the help of a consultant, will maintain and provide data from the transportation demand forecasting model and begin the process to recalibrate the model to the Year 2018.
27. Staff will analyze impacts related to land use and transportation system coordination on a corridor/study area basis.
28. Staff will prepare the 2018–2021 TIP. The TIP will be developed, adopted, and distributed in compliance with all federal, state, and local requirements. The TIP shall include all transportation improvements planned by the participating agencies within the MPA for the four-year period, including federally funded and/or regionally significant projects.
29. All transportation improvement projects that will be evaluated by staff will be reviewed for their impacts on intermodal facilities and routes within the urbanized area and the region.
30. Staff will account for life-cycle costs when comparing specific project cost estimates to estimates of available financial resources.
31. Staff will maintain pavement management system(s).
32. A year end report including a summary of work and financial activities will be provided to SDDOT.
33. Transportation planning staff will participate in regular safety reviews and the City of Sioux Falls' Emergency Operations Center training activities including developing a Plan of Action and participating in training exercises.
34. Staff will participate in various Homeland Security activities related to transportation planning.
35. Sioux Falls city staff will update the TAZ boundaries, which are special areas delineated by state and/or local transportation officials for tabulating traffic related data.
36. Staff will update MPO planning documents as needed.
37. Staff will provide general administrative support for the FTA funding programs included in Chapter 53 of Title 49 U.S.C. including the procurement of capital purchases and the submittal of the required Milestone Progress Reports (MPRs) and Federal Financial Reports (FFRs) to FTA.

38. Sioux Falls city staff will monitor the transit system's safety and training program and participate in regular safety reviews of its facility.
39. Sioux Falls city staff will verify that Americans with Disabilities Act (ADA) requirements relating to the public transit system are being met.
40. Sioux Falls city staff, in consultation with PTAB and the management of Sioux Area Metro (SAM), will identify and evaluate the feasibility of various transit and paratransit service options.
41. Staff will complete preliminary work on RFPs and other necessary documentation. RFPs will be disseminated, consultant selection procedures will be followed, and contracts will be prepared and executed. Staff will be responsible for contract preparation, contract execution, and project management.
42. Staff will update the Coordinated Public Transit-Human Services Transportation Plan as needed.
43. Staff will participate in transportation coordination activities related to developing improved transportation opportunities and programs for low-income individuals, persons with disabilities, and the elderly population.
44. Staff will participate in transportation coordination activities and transportation program development related to improved access to work related activities.
45. Sioux Falls city staff will analyze long-term public transit needs and funding requirements.
46. Socio-economic data will be integrated with the public transit system and the City's GIS by Sioux Falls city staff. This may include information gathered from census data, building permit data, residential and multi-housing statistics, and the National Highway Travel Survey.
47. Sioux Falls city staff will review and analyze transit fare structures as required to meet the various needs of the public and human service agencies and to maintain an adequate revenue stream.
48. Sioux Falls city staff will prepare the public transportation portion of the CIP and OCEP.
49. Sioux Falls city staff will evaluate and monitor the transit system's operational characteristics in order to identify necessary changes.
50. Sioux Falls city staff will identify and implement short-range improvements to the public transit system.
51. Staff may complete other transit-related planning activities and special studies.

52. Staff will review FAST Act and work to ensure compliance with laws and regulations.
53. Staff will coordinate with SDDOT to further develop and implement a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes. This will include coordination with SDDOT on the development of performance measures.
54. Staff will promote cooperation and coordination across MPO and State boundaries where appropriate to ensure a regional approach to transportation planning.
55. Staff will work to identify transportation connectivity gaps in access to essential services and identify solutions to address those gaps.
56. Staff will work to improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.

3. Capital Resources

Explanation: Includes the capital investments necessary to carry out the transportation planning process.

2018 Work Activities:

1. The following will be acquired, as needed, to support the transportation planning process: computer hardware and software (including software upgrades), peripheral devices, printing and plotting devices, recording equipment, traffic counters, sign inventory, pavement marking inventory, digital aerial photos, digital contour maps, public notices, reference materials, and commercial printing and printing supplies.
2. All Sioux Falls City purchases will be in compliance with the City's *Information Technology Strategic Plan* and will receive prior approval by the City's IT staff to ensure compliance with established hardware and software standards and compatibility with other City LAN and WAN-based systems.

Note: All capital purchases will be reviewed by SDDOT prior to acquisition. A letter (or e-mail) of justification for the requested purchase and the cost of the requested purchase must be submitted to SDDOT. A minimum of three quotes must be provided if the requested item is not going to be purchased in accordance with the State Purchasing Contract. Federal Highway Administration approval is required for any item over \$5,000.

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2018 UPWP Budget

	SECOG	City of Harrisburg	City of Sioux Falls	Lincoln County	Minnehaha County	SDDOT	Total
Professional Services/ Consultants	\$ -	\$ -	\$ 100,000	\$ -	\$ 800	\$ 575,000	\$ 675,800
Personnel Services	\$ 135,000	\$ 1,500	\$ 1,082,000	\$ 25,000	\$ 60,000	\$ -	\$ 1,303,500
Capital Resources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Federal Amount (81.95%)	\$ 110,633	\$ 1,229	\$ 968,649	\$ 20,488	\$ 49,826	\$ 471,213	\$ 1,622,036
Local Match (18.05%)*	\$ 24,368	\$ 271	\$ 213,351	\$ 4,513	\$ 10,974	\$ 103,788	\$ 357,264

Total Cost	\$ 135,000	\$ 1,500	\$ 1,182,000	\$ 25,000	\$ 60,800	\$ 575,000	\$ 1,979,300
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*Note: The participating entities have committed to providing the local match for federal funds.