



CASPER AREA
METROPOLITAN PLANNING ORGANIZATION
Casper - Mills - Evansville - Bar Nunn - Natrona County

UNIFIED PLANNING WORK PROGRAM

October 1, 2023 - September 30, 2024





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Casper - Mills - Evansville - Bar Nunn - Natrona County

Prepared by
Casper Area Metropolitan Planning Organization

in coordination with
Wyoming Department of Transportation
Federal Highway Administration
Federal Transit Administration

Approved by the MPO Policy Committee on June 15, 2023

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INTRODUCTION

Prior to 1980, governments in the county area created the Casper Area Transportation Planning Process (CATPP) to ensure cooperative, continuous, and comprehensive transportation planning efforts. The 1980 Census determined that the Casper area surpassed the 50,000 person population requirement needed to designate a metropolitan planning organization (MPO). At that time, the governor of Wyoming designated the Casper area as an MPO. Member jurisdictions of the MPO include:

- Town of Bar Nunn
- City of Casper
- Natrona County
- Town of Evansville
- City of Mills
- Wyoming Department of Transportation (WYDOT)

The Casper Area MPO's governing documents include the Long Range Transportation Plan (LRTP), The Metropolitan Transportation Improvement Plan, Transit Development Plan, and the Public Participation Plan. The most recent update of the LRTP Connecting Crossroads was completed in 2020 and is updated every five years. The MPO will begin drafting the next LRTP in 2023 to be approved in 2025. The Metropolitan Transportation Improvement Plan is updated every two years and amended every year. The Casper Area MPO provides transit planning studies in addition to transportation planning. Examples of these studies include transit development plans and route change impact studies.

CONSOLIDATED PLANNING GRANT (CPG)

The Casper and Cheyenne MPOs submit their planning programs together under the Consolidated Planning Grant (CPG). Through the CPG, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funds are combined into a single grant administered through WYDOT. The CPG allows the MPO to use funds for roadway planning or for transit planning. The CPG also allows the MPO to match FTA funds at the FHWA level 90.49% Federal share and 9.51% local match.

TITLE VI STATEMENT

The MPO is committed to compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order (EO) 12898 on Environmental Justice (EJ) and all related nondiscrimination statutes, rules, regulations and executive orders. The MPO assures that no person or group(s) of persons shall, on the grounds of race, color, age, disability, national origin, gender, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination through the federally-mandated metropolitan transportation planning process undertaken by the MPO. It is also the policy of the MPO to ensure that all its plans, programs, procedures, policies, and activities do not have disproportionate adverse effects on minority and low-income populations. Minority and low-income communities, as identified through the United States Census, will be engaged to facilitate their full and fair participation in the metropolitan transportation planning process.

FTA SECTION 5307 URBANIZED FORMULA GRANT

The City of Casper is the direct recipient of FTA Section 5307 funds. While these funds may be used for planning purposes, no 5307 dollars are currently used for planning purposes in this UPWP.



UPWP Objectives

The objective of the Unified Planning Work Program (UPWP) is to provide local officials and participating agencies with a method of ensuring that local and federal transportation planning resources are allocated in accordance with established governmental policies. The UPWP provides guidance and structure for development of planning projects of importance to MPO members. Development of a UPWP project listing allows for the efficient use of scarce funding. The UPWP also provides a work program for the staff of the MPO.

The UPWP is also the basis for financial management of the programs undertaken by the MPO. It is prepared annually and describes the work activities which will be undertaken by the Casper Area MPO. The work to be undertaken by the MPO is devoted to intermodal transportation planning activities which will eventually create a more effective and efficient transportation system. These activities include, but are not limited to:

1. Assisting member agencies, governing bodies, and officials in making decisions on the development of the urban transportation system;
2. Describing planning activities to be undertaken during the program year cooperatively by the MPO;
3. Establish and maintain transportation planning, and provide a guide for in-house administrative tasks, as well as more specialized assignments relating to specific transportation modes and programs; and,
4. Maintain qualifications for the Casper area to participate in Federal-aid highway construction and transit programs for improvements and additions to the existing urbanized area street and highway system.

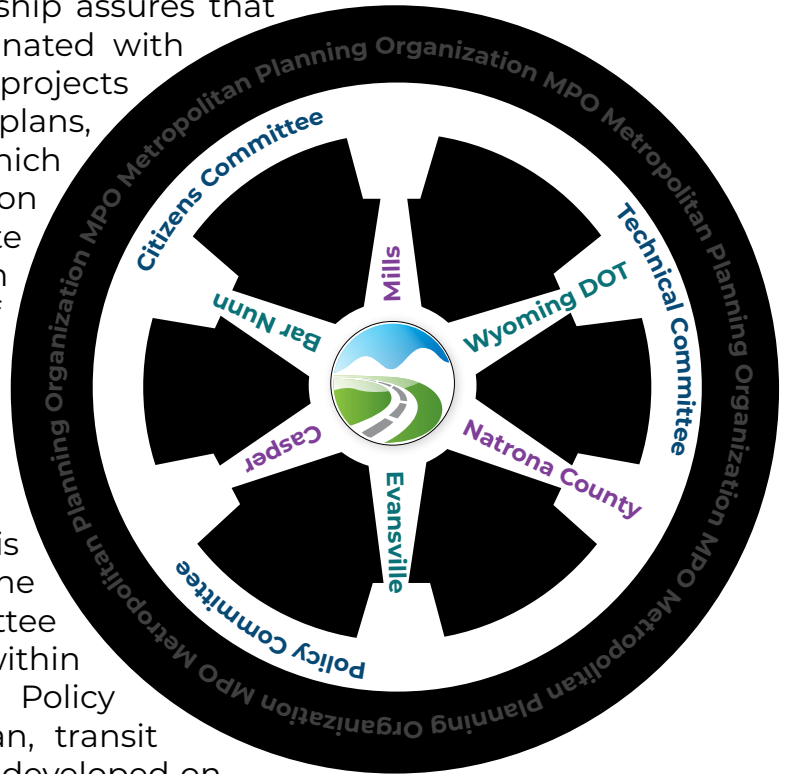
The UPWP gives a general overview of the planning process and a description of the planned work program for the coming fiscal year. The UPWP is intermodal, including highway, transit, and bikeway/pedestrian planning projects. Aviation projects are developed and overseen by the Natrona County Airport Board of Trustees, and are not included in the UPWP. However, the Airport is represented as an ex-officio member on the MPO Policy Committee.

MPO STRUCTURE

The City of Casper acts as the fiscal agent for the MPO. The Community Development Department assigns staff to support the MPO. Staff members are City of Casper employees supervised by the Community Development Director.

The MPO coordinates transportation planning activities under the direction of the MPO Policy Committee. This relationship assures that transportation projects will be coordinated with the area planning process. The types of projects requiring coordination include master plans, recreational plans, and other plans which affect or are affected by transportation issues in the city, county, and state areas within the Casper metropolitan planning area boundaries. MPO staff also responds to the transportation planning needs of all member jurisdictions and regularly consult their governing bodies.

The continuous planning program is carried out with the cooperation of the MPO's member jurisdictions at committee meetings. There are three committees within MPO: the Citizen, Technical, and Policy Committees. Bikeway and pedestrian, transit and highway advisory committees are developed on an ad-hoc basis as needed. The committees and their duties are discussed in further detail below.



POLICY COMMITTEE

Coordination of the overall transportation planning process within the federally approved Casper metropolitan planning area boundaries is provided by the MPO Policy Committee. The membership of the Committee includes representatives from the City of Casper, City of Mills, Natrona County, WYDOT, and the Towns of Bar Nunn, and Evansville. Other individuals may attend the Policy meeting as ex-officio nonvoting members, such as a transit representative, Federal Highway Administration (FHWA) representative, WYDOT planning liaison, or a representative from the Natrona County International Airport

The Policy Committee reviews and approves the UPWP and the Transportation Improvement Program (MTIP). It also makes policy about the long and short-range elements of the transportation plan. The Committee acts as the approval authority for the federally financed surface transportation projects within the Casper metropolitan

planning area boundary. The UPWP and the MTIP are submitted to WYDOT after approval by the Policy Committee. The MTIP must complete a public comment period. After WYDOT has reviewed and approved these documents, WYDOT forwards the UPWP to FHWA for final review and approval. The MTIP is approved by the Governor or his designated representative and is incorporated into the State Transportation Improvement Program (STIP), which is federally approved.

TECHNICAL COMMITTEE

The Technical Committee is composed of engineers, planners, and transit professionals who represent the MPO's member jurisdictions, including WYDOT. This committee provides ongoing technical assistance on various planning studies. The Committee defines specific work products, aids in developing Requests for Proposals (RFPs), and interviews prospective consultants.

CITIZENS' COMMITTEE

The Citizens' Committee is a grass-roots organization which provides community-based input on various transportation issues to the MPO. The Commission is appointed by the elected representatives of the member jurisdictions. Commission members may appoint ad-hoc committees to consider various issues on an as-needed basis. Members of the Committee inform the Technical and Policy Committees of the need for various community projects, and take information back to the community regarding construction schedules and other transportation-related information.

FY24 PROGRAMS AND PROJECTS

FY24 CONSOLIDATED PLANNING GRANT FUNDING

The FY24 UPWP proposes a budget with \$962,607.68 at a 90.49% Federal share and 9.51% local match. These amounts do not include funding that is carried over from UPWP's in previous years.

PROGRAM ADMINISTRATION

The objective of this category is to develop transportation planning projects, manage and administer the transportation planning process, and recommend project implementation within the Casper metropolitan area. The staff of the MPO works with WYDOT to comply with FHWA planning and program requirements. MPO staff also works closely with staff at the FTA Region 8 office in Denver to comply with FTA planning and program requirements.

All activities included in program administration, project monitoring, and plan implementation are undertaken exclusively by MPO staff. Work items included in this category, and staff funding necessary to complete project activities, are detailed below.

Personnel - \$343,822

This item provides funding for the following activities and products:

- Grant Administration
- UPWP preparation
- TIP preparation
- Meetings and minutes of various MPO committees
- Annual Obligation Report
- Quarterly progress reports
- Monthly financial reports
- Interagency coordination

Ongoing daily administrative activities include program, financial, and personnel management as well as monitoring FHWA and FTA program activities. This includes accounting, personnel tasks, goal development, planning projects, contract administration, and project implementation.

The MPO also shares the responsibility for the administration of transit activities in the metropolitan area. This item includes funding for MPO work on the preparation and oversight of required transit reports and planning documents, and administration of transit planning contracts. MPO staff reviews federal regulations and bulletins upon issuance from FTA as part of the regular office administration to be current with program and statutory changes.

MPO staff coordinates activities which are managed within this category between municipalities, the State, consultants, contractors, the Citizen's

Committee, and other advisory committees or organizations. As necessary, staff identifies and implements any corrective actions needed to accommodate new program direction.

Monthly activities include staff work for the regular meetings of the MPO Committees, preparation of various reports to City Council as required, and program monitoring and management. Program monitoring involves managing consultant's contracts involving MPO projects.

Quarterly activities require MPO staff to prepare financial and narrative reports to FTA and FHWA as required.

Yearly activities include the preparation of the MTIP, UPWP, transit and transportation planning budgets, short-range transit planning documents, Section 5307, 5311, and 5339 grant applications, and other documents required annually by FTA and FHWA. The MPO also ensures that the annual audit for FHWA and FTA accounting purposes is handled expeditiously and efficiently within the guidelines established by the U.S. Department of Transportation.

This item includes specific program monitoring activities which are performed routinely. The MPO engages in the collection and analysis of information and data on land use, traffic, roadway conditions, and transportation and transit systems. This information is then used to revise or refine planning and project development on a perpetual basis.

Plan implementation is also included within the administrative category. The activities within this category are undertaken by the MPO staff, and involve monitoring the planning portion of the program through a review of project priorities, funding levels, and current needs.

OPERATING COSTS - \$22,000

This category provides funding for overhead, including telephone, travel, training, association dues, postage, reproduction, advertising, office supplies, and other charges associated with the daily costs of maintaining the MPO office.

FY 24 FUNDING BREAKDOWN FOR ADMINISTRATIVE ACTIVITIES					
Federal Share		Local Match		Total	
\$	331,032.33	\$	34,789.67	\$	365,822.00

FY24 PROGRAMS

MPO GIS SUPPORT - \$90,640

This program provides for support of transportation-related data added to the GIS at a general level.

Project Schedule: October 2023 to September 2024
Workforce: City of Casper GIS Staff
One Regional GIS Administrator
One GIS Specialist
One Systems Administrator

Transportation Layer

Data Gathering. GIS Staff must gather new data or input existing data from tables from traffic and streets divisions for the member jurisdictions. GIS staff may receive data in paper form, text formats, or other non-usable data type. The staff will have to convert the data into a GIS form for inclusion in the GIS program. Staff will also have to engage in fieldwork to gather the information by GPS or other data gathering. Staff may also receive data from the State, which must then be converted into a usable format.

Data to be gathered. Parcel data, homeland security data, striping information, curb paint, traffic counts, turning movements, signs, sidewalk condition, number of lanes, lane width, speed at various locations, curbs cuts, ADA ramp inventory, pavement type, lighting, traffic controls, accident data, hazardous locations, school safety inventory, crosswalk inventory, routing, pedestrian information, truck routes, bike and pedestrian trails, trail condition, and hardscaping and trail furniture, parking lots and parking spaces, master street plan, traffic study information, pavement management data and street improvements at specific locations by the time of year and completion date, contour information, costing information needed to meet GASB 34 requirements, and other data which will be included as needed or identified.

Compatibility Testing. Staff must ensure that all of the data gathered is in a format which is compatible with the GIS.

Data Input and Quality Control. Staff will input data and perform quality control (QC) tests to ensure the information is usable and that metadata is included on all data collected.

Data Output and Reporting. GIS staff will regularly attend the Technical and Policy Committee meetings and provide verbal and/or written reports to the member jurisdictions. Staff will communicate regularly with the MPO staff employed by the City of Casper. If necessary, GIS staff will meet individually with the member jurisdictions to ensure that communication techniques and transportation plan details are maintained.

ESRI ENTERPRISE LICENSING AGREEMENT - \$70,000

The Small Government Enterprise License Agreement allows updating of the central GIS database by various users within each entity of the MPO. This provides the MPO area with more up-to-date and accurate data pertaining to streets, addresses, rights-of-way, edge of pavement, sidewalks, utilities, pathways, bus routes, snow routes, and many other features in the central GIS database.

License Agreement Period: February 2023– February 2025

Workforce: Vendor

Products: User-friendly access to GIS data for each entity in the MPO, support for public outreach, and digital data sharing.

SMALL PROGRAM SUPPORT - \$3,000

The MPO has various program expenses that may occur that have not been budgeted for, such as needing to update a software license or other minor technology upgrades that cannot be planned for that will fall under the Miscellaneous Programs.

Project Schedule: October 2023 – September 2024

Workforce: Vendor

FY 24 FUNDING BREAKDOWN FOR PROGRAMS					
Federal Share		Local Match		Total	
\$	148,077.84	\$	15,562.16	\$	163,640.00

FY24 PROJECTS

FY 24 TRAFFIC COUNTS - \$30,000

Traffic Count data is used for various analyses, including pavement management and land use planning. Each year the MPO collects traffic counts at various locations for WYDOT's Highway Performance Monitoring System (HPMS). The HPMS is federally mandated. The MPO takes this opportunity to do count updates for the entire arterial and collector system located in the Casper Metropolitan Boundary Area. The counts are performed on one-third of the system each year. The MPO members recognize that an updated and complete count on all arterials and collectors is an important addition to the UPWP. Traffic counts may also include some local streets of importance to additional studies.

Contract Period: 1 Year 11 Months, with counts taking place in May
Workforce: All Traffic Data Services
Product: Obtain counts, produce a report, and appropriately format data for GIS.

LONG RANGE TRANSPORTATION PLAN – \$400,826 (\$262,000 FY24, \$138,826 L RTP Reserve)

The MPO, in cooperation with the State, is responsible for developing and updating an MPO Long-Range Transportation Plan (LRTP). Updates are required every five years. The MPO shall follow the latest federal planning requirements for the LRTP, as prescribed in 23 CFR 450 and 23 US Code §134. The LRTP will include both long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demands. The LRTP will also update the Casper Area MPO Travel Demand Model.

The LRTP must include:

1. Project transportation demand of persons and goods in the MPA over the period of the plan;
2. Existing and proposed transportation facilities (including major roadways, public transportation facilities, intercity bus facilities, multimodal and intermodal facilities, nonmotorized transportation facilities (e.g., pedestrian walkways and bicycle facilities), and intermodal connectors) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions over the period of the plan;
3. A description of the performance measures and performance targets used in assessing the performance of the transportation system;
4. A system performance report and subsequent updates evaluating the condition and performance of the system with respect to the performance targets;
5. Operational and management strategies to improve the performance of existing facilities to relieve congestion and maximize safety and mobility of people and goods;

6. Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs, and reduce the vulnerability of the existing transportation infrastructure to natural disasters;
7. Transportation and transit enhancement activities;
8. Design concept and design scope descriptions of all existing and proposed transportation facilities in sufficient detail, regardless of funding source, all proposed improvements shall be described in sufficient detail to develop cost estimates;
9. Discussion of types of potential environmental mitigation activities to restore and maintain environmental functions affected by the LRTP, focusing on policies, programs or strategies;
10. A financial plan that demonstrates how the adopted LRTP can be implemented;
11. Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g)

Contract Period: 18 Months
 Workforce: Staff and Consultant
 Product: Obtain data, complete analysis, coordinate stakeholders, produce report, and update Casper Area Traffic Demand Model

Casper Area Transit Fare Study - \$30,000 (\$16,146 FY 24, \$13,854 Carryover Funding)

The Casper Area Transit Fare Study will provide a fare rate model to the MPO and Casper Area Transit. This model will examine the effects of fares, including a no cost option, cost recovery and ridership. The purpose of the study is to give decision makers tools and information on how possible increases and decreases to the fare structure will impact the transit system.

Contract Period: 5 Months
 Workforce: Consultant
 Product: Obtain data, complete analysis, coordinate stakeholders and public comment, and produce a study

AERIAL FLIGHT RESERVE FUND - \$95,000

In preparation for the next iteration of the Aerial Flight, the MPO will reserve \$95,000 of its programmable funds to help offset the cost of the project.

Contract Period: 12 Months
 Workforce: NA
 Product: NA

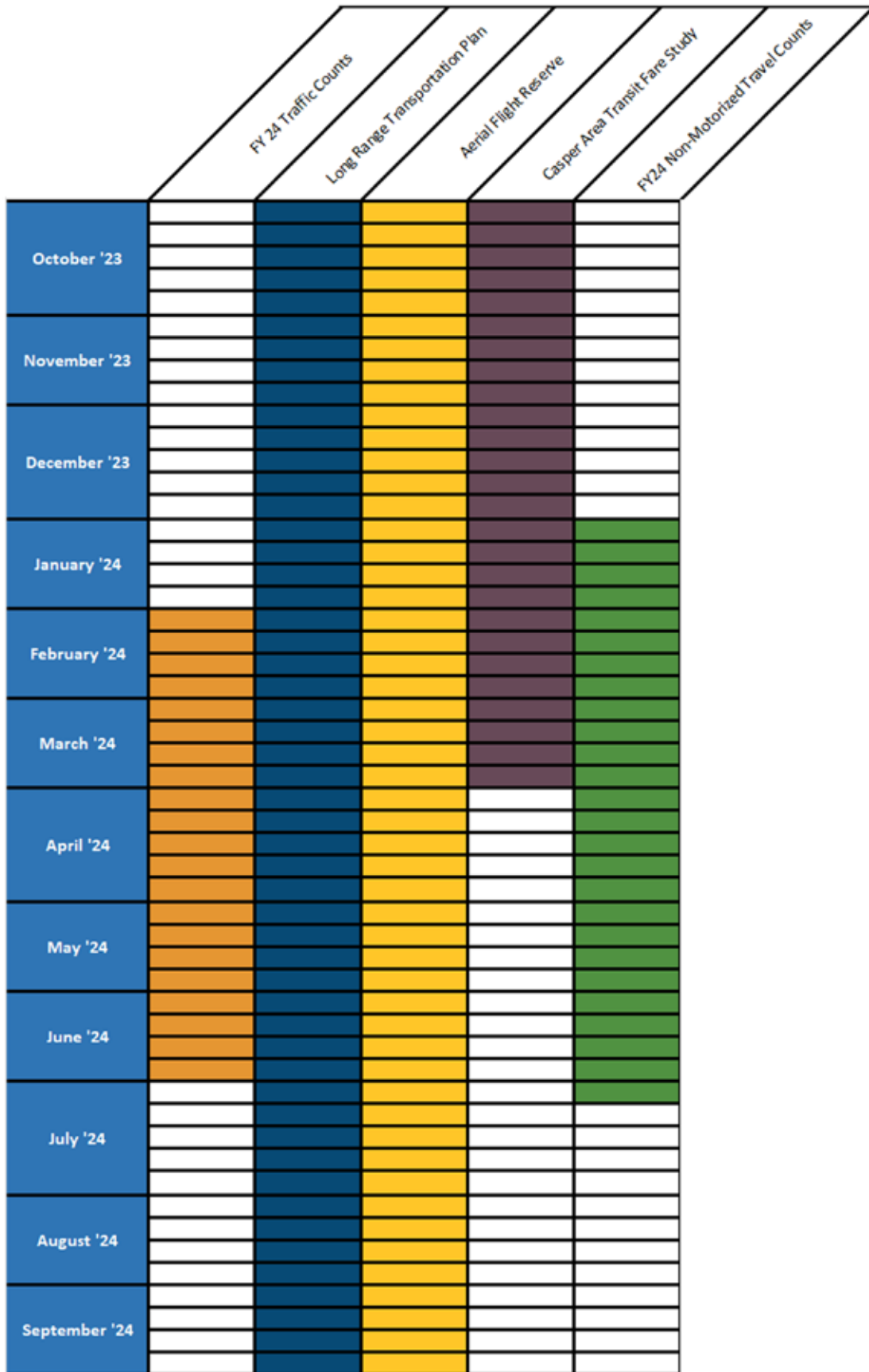
FY24 NON-MOTORIZED TRAVEL COUNTS - \$30,000

Similar to the yearly traffic counts, the MPO will begin conducting pedestrian counts along sidewalks, sidepaths, trails, and significant intersections. The Long Range Transportation Plan, Casper Area Bicycle and Pedestrian Plan, and Complete Streets Plans all articulate the need for inclusion of non-motorized travel needs in both planning and construction projects. Additionally, the ability of pedestrians, cyclists, and other non-motorized traffic to move easily to and from their destinations depends greatly on factors such as congestion, vehicular conflicts, condition, and availability of routes. Having non-motorized counts will allow the MPO to provide additional support for multi-modal projects, as well as create the ability to cross-reference counts with sidewalk gap locations, prioritize safety and facility condition concerns, and increase the efficacy of new infrastructure. The MPO plans to continue the contract over three years to allow for project-specific counts, analysis of seasonal changes in non-motorized traffic, the capture of more counts in a greater area of the transportation network, and timely response to the changing needs of our member entities.

Contract Period: 12 Months
Workforce: Consultant
Product: Obtain counts, produce a report, and appropriately format data for GIS.

TOTAL FY24 PROJECT FUNDING		
Federal Share	Local Match	Total
\$ 391,953.82	\$ 41,192.18	\$ 433,146

PROPOSED FY24 TIMELINE



UPWP FY24 BUDGET SUMMARY

FY24 UPWP			
	CPG	Local Match	Total Funding
FY24 ALLOCATION	\$ 871,064	\$ 91,544	\$ 962,608
TRANSFERS IN	\$ -	\$ -	\$ -
TOTAL	\$ 871,064	\$ 91,544	\$ 962,608
PERSONNEL (W/BENEFITS)	CPG	Local Match	Total Funding
MPO Total Salary	\$ 217,497	\$ 22,858	\$ 240,355
Benefits/SS/Retirement/Workers Comp	\$ 93,627	\$ 9,840	\$ 103,467
Total Personnel & Benefits	\$ 311,125	\$ 32,691	\$ 343,822
OPERATIONS	CPG	Local Match	Total Funding
Travel and Training	\$ 10,859	\$ 1,141	\$ 12,000
Other Contractual	\$ 1,810	\$ 190	\$ 2,000
Association Dues	\$ 2,715	\$ 285	\$ 3,000
Office Supplies	\$ 2,715	\$ 285	\$ 3,000
Technology	\$ 1,810	\$ 190	\$ 2,000
Total Operations	\$ 19,908	\$ 2,092	\$ 22,000
Total Administration	\$ 331,032	\$ 34,790	\$ 365,822
PROGRAMS	CPG	Local Match	Total Funding
MPO GIS Support	\$ 82,020	\$ 8,620	\$ 90,640
Esri Licensing Agreement	\$ 63,343	\$ 6,657	\$ 70,000
TransCAD Support License	\$ -	\$ -	\$ -
Small Program Support	\$ 2,715	\$ 285	\$ 3,000
Total Programs	\$ 148,078	\$ 15,562	\$ 163,640
PROJECTS	CPG	Local Match	Total Funding
FY24 Traffic Counts	\$ 27,147	\$ 2,853	\$ 30,000
Long Range Transportation Plan	\$ 237,084	\$ 24,916	\$ 262,000
Aerial Flight Reserve	\$ 85,966	\$ 9,035	\$ 95,000
Casper Area Transit Fare Study	\$ 14,611	\$ 1,535	\$ 16,146
FY24 Non-Motorized Travel Counts	\$ 27,147	\$ 2,853	\$ 30,000
Total Projects	\$ 391,954	\$ 41,192	\$ 433,146
SUMMARY	CPG	Local Match	Total Funding
Administration	\$ 331,032	\$ 34,790	\$ 365,822
Programs	\$ 148,078	\$ 15,562	\$ 163,640
Projects	\$ 391,954	\$ 41,192	\$ 433,146
Total	\$ 871,064	\$ 91,544	\$ 962,608

FY24 UPWP SHARE OF EXPENSES BY MPO MEMBER

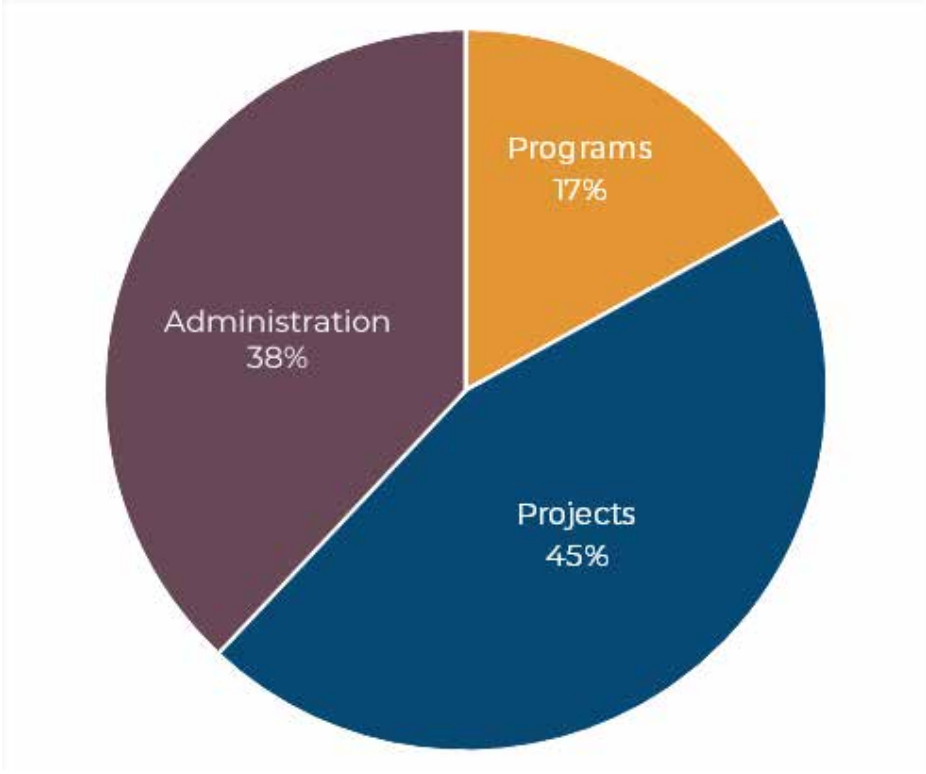
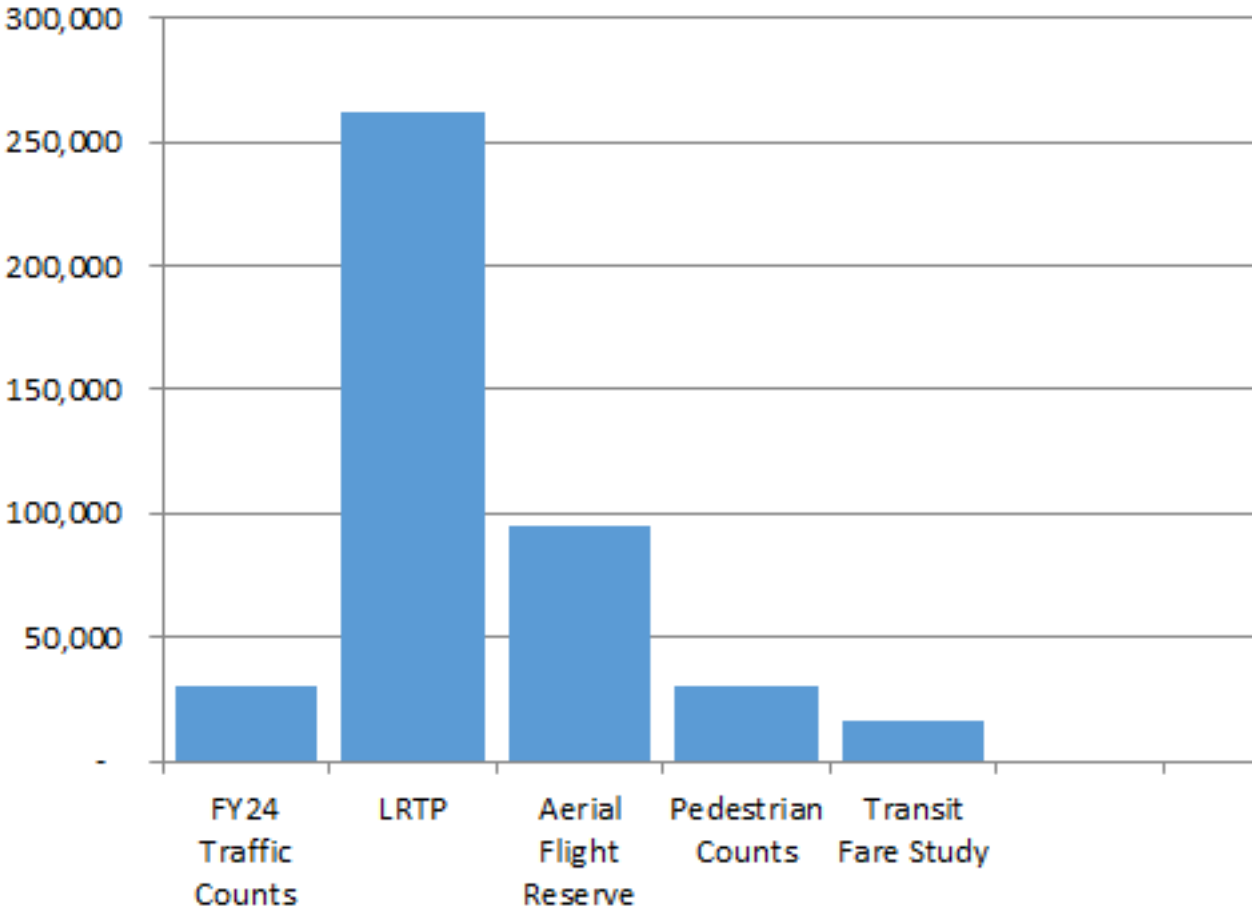
Entity	Casper	Natrona County	Mills	Evansville	Bar Nunn
Match Percentage	73.31%	15.80%	4.59%	3.37%	2.93%
Member Total	\$ 67,110.90	\$ 14,463.95	\$ 4,201.87	\$ 3,085.03	\$ 2,682.24
Total Local Share					\$ 91,543.99

FY24 Allocation Only

TWO YEAR BUDGET COMPARISON

Budget Comparison			
	2023 Adopted	2024 Proposed	% Change
Federal Portion	\$ 878,503	\$ 871,064	-0.85%
Local Match	\$ 92,326	\$ 91,544	-0.85%
Sub Total	\$ 970,829	\$ 962,608	-0.85%
Administration			
Personnel	\$ 370,017	\$ 343,822	-7.08%
Operations	\$ 23,000	\$ 22,000	-4.35%
Sub Total	\$ 393,017	\$ 365,822	-6.92%
Programs			
GIS Personnel	\$ 79,864	\$ 90,640	13.49%
Advanced GIS Support	\$ -	\$ -	-
Esri Licensing Agreement	\$ 63,500	\$ 70,000	10.24%
TransCAD Support License	\$ 2,250	\$ -	-100.00%
Miscellaneous Programs	\$ 3,000	\$ 3,000	0.00%
Sub Total	\$ 148,614	\$ 163,640	10.11%
Projects			
Various Projects	\$ 429,198	\$ 433,146	0.92%
Sub Total	\$ 429,198	\$ 433,146	0.92%
Summary			
Administration	\$ 393,012	\$ 365,822	-6.92%
Programs	\$ 148,614	\$ 163,640	10.11%
Projects	\$ 429,198	\$ 433,146	0.92%

BUDGET VISUALIZATIONS



PLANNING FACTORS ANALYSIS

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 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 the resiliency and reliability of the transportation system and reduce or mitigate storm-water impacts of surface transportation; and
10. Enhance travel and tourism.

Metropolitan Planning Factors										
UPWP Element	Factors									
	1	2	3	4	5	6	7	8	9	10
MPO Program Administration	X	X	X	X	X	X	X	X	X	X
FY24 Programs	X	X	X	X	X	X	X	X	X	X
FY24 Projects										
FY24 Traffic Counts		X	X	X			X	X		
Long Range Transportation Plan	X	X	X	X	X	X	X	X	X	X
Casper Area Transit Fare Study	X	X	X	X	X	X	X	X	X	
Aerial Flight Reserve Fund	X	X	X		X	X	X	X		
FY24 Non-Motorized Travel Counts	X	X	X	X	X	X	X	X		X