



Unified Planning Work Program

October 1, 2019 – September 30, 2020

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 July 24, 2019

Patrick Ford | Mayor of Bar Nunn
Jennifer Sorenson | Mayor of Evansville
Seth Coleman | Mayor of Mills
Paul Bertoglio | Natrona County Commissioner
Bob Hopkins | Casper City Councilman
Carter Napier | Casper City Manager
Lowell Fleenor | WYDOT District Engineer

Ex Officio
Steve Kurtz | CATC/The Bus Board Member
Glenn Januska | Casper/Natrona County International Airport Manager
Julianne Monahan | WYDOT Planning and Policy Analyst
Walter Satterfield | FHWA Transportation Planner



CASPER AREA

METROPOLITAN PLANNING ORGANIZATION

Bar Nunn | Casper | Evansville | Mills | Natrona County | WYDOT

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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
- Town of Mills
- Wyoming Department of Transportation (WYDOT)

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 and 9.51% local split.

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 will be 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 to 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 should 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 the 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, Natrona County, WYDOT, and the Towns of Bar Nunn, Evansville and Mills. Other individuals may attend the Policy meeting as ex-officio nonvoting members, such as a CATC Board member, Federal Highway Administration (FHWA) representative, or WYDOT planning liaison.

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 it 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 the development of 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 Commission 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.

FY20 Programs and Projects

FY20 Consolidated Planning Grant Funding

The FY20 UPWP proposes a budget with \$744,743 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 exclusively MPO staff undertake plan implementation. Work items included in this category, and staff funding necessary to complete project activities, are detailed below.

Personnel - \$235,985

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 has 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, 5310, 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 of the planning portion of the program through a review of project priorities, funding levels, and current needs.

Operating Costs - \$19,500

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.

Funding Breakdown for FHWA Administrative Activities:

FHWA Share	Local Match	Total	Projected Staff Time
\$218,459	\$22,959	\$241,418	261 days

FY20 Programs

MPO GIS Support - \$74,542

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

Project Schedule: July 2019 to June 2020

Workforce: City of Casper GIS Staff

One Regional GIS Administrator

One GIS Specialist

One Systems Administrator

1. Transportation Layer.

- a. Data Gathering. GIS Staff must gather new data or input existing data for the member jurisdictions from tables from traffic and streets divisions. 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 field work 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, curb 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 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.

Advanced GIS Support - \$20,000

This program provides for GIS support to specific MPO projects. As occasion and project complexity requires, GIS staff will provide direct support to MPO projects in addition to General GIS support. This line will change from year to year as MPO projects are evaluated for technical complexity.

Project Schedule: July 2019 to June 2020
Workforce: City of Casper GIS Staff
One Regional GIS Administrator
One GIS Specialist
One Systems Administrator

ESRI Enterprise Licensing Agreement - \$58,500

The Small Government Enterprise License Agreement allows updating 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 2020 – February 2021
Workforce: Vendor
Products: User-friendly access to GIS data for each entity in the MPO, support for public outreach and digital data sharing.

TransCAD Support License - \$1,800

The MPO is charged with maintaining a Travel Demand Model (TDM) for the Metropolitan Area. The TransCAD software is an industry standard in TDM technologies and analytics. TransCAD will be utilized by the newly hired MPO GIS Technician to update Casper's TDM.

Project Schedule: July 2019
Workforce: Vendor
Products: Single software license renewal

Miscellaneous Programs - \$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: July 2019 – June 2020
Workforce: Vendor

FY20 Projects

Traffic Counts - \$30,000 for counts

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:	February 1, 2020 – June 30, 2020
Workforce:	Consultant
Product:	Obtain counts, produce report, and appropriately format data for GIS.

Transit Development Plan - \$100,000

A Transit Development Plan (TDP) is typically a five-year strategic plan that assists with the near-term future direction of a transit system. The goal of the Casper Area TDP is to define the community's transit needs through soliciting input from partner agencies and local businesses; involving the public through numerous public outreach opportunities; exploring community goals with decision makers and other stakeholders; defining alternative courses of action, and developing a systematic plan to move Casper Area Transit into the future. The previous Casper Area TDP was completed in 2015.

Contract Period:	October 2019 – June 2020
Workforce:	Staff and Consultant
Product:	Obtain data, complete analysis, produce report, alternatives, and recommendations

MPO Public Participation Plan Update - \$75,000

The Casper Area MPO views public outreach as a major component of the planning process. Citizen participation affirms the rights of the community to be informed and to provide comments to and receive responses back from the local government. It also provides a mechanism to express needs and meet goals for civic involvement. A successful public participation process provides citizens the information and the opportunity they need to make an informed decision about planning issues.

The Public Participation Plan (PPP) is intended to provide direction for public involvement activities to be conducted by the MPO and contains the policies, goals, objectives, and techniques that may be used by the MPO for public involvement.

Contract Period: October 2019 – June 2020

Workforce: Consultant

Product: Obtain data, complete analysis, coordinate stakeholders and public comment, and produce report

FY20 Aerial Flight - \$31,583

The Aerial Photograph for 2020 provides a critical update for transportation planning and mapping capabilities. Various agencies have completed significant reconstruction work and several new roads will be completed during this time. The MPO's involvement with the aerial flight will be limited to aerial imagery and associated the QA/QC for the Casper Metropolitan Planning Area (approximately 356 square miles). In FY19, the MPO reserved \$63,417 of its programmable funds to help offset the cost of the project during FY20. Total MPO budget for this project is \$95,000.

Contract Period: October 2019 – June 2020

Workforce: Consultant

Product: Obtain data, complete analysis, produce report, and appropriately format data for GIS.

Long Range Transportation Plan Implementation - \$94,833

These funds are set aside for the implementation of ultimate LRTP recommendations. The LRTP is expected to be completed by December 2019.

Contract Period: December 2019 – June 2020

Workforce: Consultant and MPO Staff

Product: Obtain data, complete analysis, format data for GIS.

Total FY20 Funding for Planning Activities

Federal Share	Local Match	Total
\$673,918	\$70,825	\$744,743

UPWP FY20 Budget Summary

	CPG 90.49%	Local Match 9.51%	Total Funds
Projected Revenue			
FY20 Allocation	\$673,918	\$70,825	\$744,743
Total Administration	\$1,019,954	\$107,192	\$1,127,146
Expenditures			
Administration			
Personnel	\$213,543	\$22,442	\$235,985
Operating	\$17,646	\$1,854	\$19,500
Total Administration	\$231,188	\$24,297	\$255,485
Programs			
MPO GIS Support	\$67,453	\$7,089	\$74,542
Advanced GIS Support	\$18,098	\$1,902	\$20,000
ESRI Licensing Agreement	\$52,937	\$5,563	\$58,500
TransCAD Support License	\$1,629	\$171	\$1,800
Miscellaneous Program	\$2,715	\$285	\$3,000
Total Programs	\$142,831	\$15,011	\$157,842
Projects			
Traffic Counts	\$27,147	\$2,853	\$30,000
Transit Development Plan	\$90,490	\$9,510	\$100,000
Public Participation Plan Update	\$67,868	\$7,133	\$75,000
Aerial Imagery	\$28,579	\$3,004	\$31,583
LRTP Implementation	\$85,814	\$9,019	\$94,833
Total Projects	\$299,898	\$31,518	\$331,416
Total Expenditures			
Administration	\$231,188	\$24,297	\$255,485
Programs	\$142,831	\$15,011	\$157,842
Projects	\$299,898	\$31,518	\$331,416
Grand Total	\$673,918	\$70,825	\$744,743

UPWP Share of Expenses by Jurisdiction

	Casper (73.31%)	Natrona County (15.80%)	Mills (4.59%)	Evansville (3.37%)	Bar Nunn (2.93%)	Total Local Share*
Total per Jurisdiction	\$51,922	\$11,190	\$3,251	\$2,387	\$2,075	\$70,825

*FY20 Allocation only

Two Year Budget Comparison

Projected Revenue and 2018 Rollover			
	2019 Adopted*	2020 Proposed	% Change
Federal Portion	673,918	673,918	0%
Local Match	70,825	70,825	0%
Total	744,743	744,743	0%
Expenditures			
Administration			
Personnel	222,901	235,985	6%
Operations	19,670	19,500	-1%
Total	242,571	255,485	5%
Programs			
GIS Personnel	73,000	74,542	0%
ESRI Licensing Agreement	60,000	58,500	0%
Advanced GIS Support	20,000	20,000	0%
TransCAD Support License	1,800	1,800	0%
TurningPoint License	1,200	0	-100%
Miscellaneous Programs	3,004	3,000	0%
Total	159,004	157,842	-3%
Projects			
Various Projects	343,168	335,416	2%
Total	343,168	331,416	2%
Summary			
Administration	242,571	255,485	5%
Programs	159,004	153,842	-3%
Projects	343,168	335,416	-2%
Total	744,743	744,743	0%

*FY19 Allocation only. Does not include FY18 rolled over funds.