



Unified Planning Work Program

Federal Fiscal
Year 2023

October 1, 2022 - September 30, 2023



Cheyenne Area Metropolitan Planning Organization

Unified Planning Work Program and Consolidated Planning Grant

Phone: 307-638-4385
e-mail: mpo@cheyennempo.org
WEB: www.PlanCheyenne.org
Facebook Cheyenne Metropolitan Planning
Organization

Prepared by the
Cheyenne Metropolitan Planning Organization
in cooperation with the
Wyoming Department of Transportation
and the
U. S. Department of Transportation
Federal Highway Administration
and Federal Transit Administration

Adopted by the Policy Committee on
September 14, 2022

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INTRODUCTION

Purpose

The Unified Planning Work Program (UPWP) is prepared annually and describes the work activities, which will be undertaken by the Cheyenne Metropolitan Planning Organization (MPO). The MPO staff is devoted to intermodal transportation planning activities that continually strive to create a more effective, efficient, and safer transportation system.

The purpose of the UPWP is to provide local officials and participating agencies with a method to ensure the local and federal transportation planning resources are allocated in accordance with established governmental policies. It also provides a tool for the financial management of the programs. The UPWP gives a general overview of the planning process and a description of the planned work program for the coming fiscal year.

The Cheyenne MPO continues to successfully utilize the Consolidated Planning Grant (CPG). The CPG combines the Federal Highway Administration's Planning Funds (PL) and the Federal Transit Administration's 5305d Planning Funds into one budget and at the 90.49/9.51 federal matching ratios. The CPG allows the Policy Committee to access Transit 5305d Planning Funds and use those funds for any transportation planning needs. The MPO bills Wyoming Department of Transportation (WYDOT) for the monthly activities. WYDOT in turn receives federal reimbursement from FHWA. The transit planning activities are combined with the MPO activities. The Cheyenne Transit Program's Administration and Operations Grant is still approved directly by the FTA and is not a part of this document.

Coordination and Management

Coordination of the overall transportation planning process for the Cheyenne Urban Area is provided by the Policy Committee of the Cheyenne Metropolitan Planning Organization. The membership of the Policy Committee includes the Wyoming Department of Transportation and elected representatives of the City of Cheyenne and Laramie County. The FHWA/FTA representatives are non-voting members of the Transportation Committees.

The Policy Committee reviews and approves the overall work program and the Transportation Improvement Program (TIP). The Policy Committee also makes policy determinations concerning the long- and short-range elements of transportation planning. The Policy Committee acts as the approval authority for the federally financed surface transportation projects in the urban area. Much of the coordination of the program and the discussion related to transportation issues takes place within the Policy Committee.

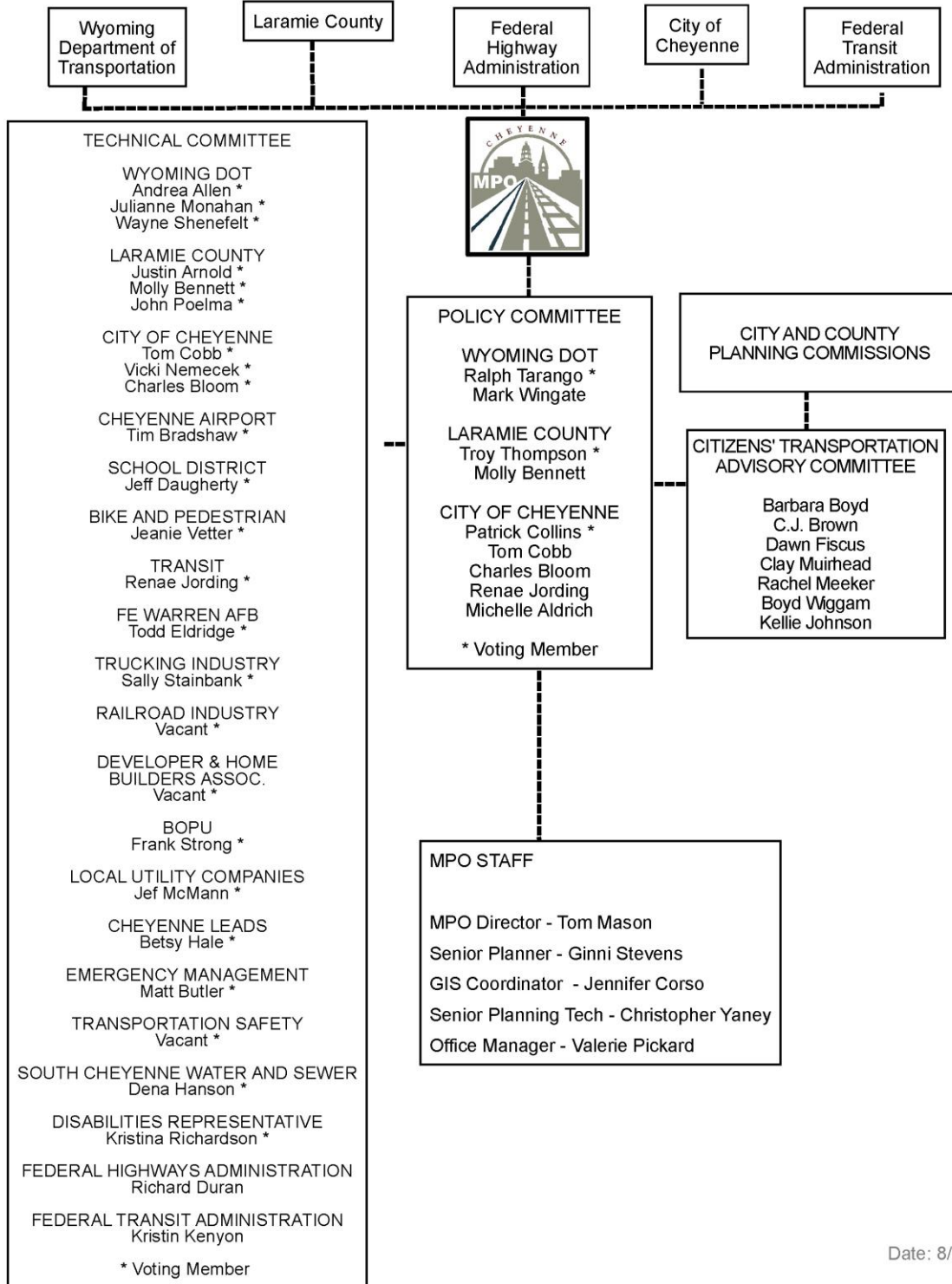
Coordination and expertise at the technical level is provided by a variety of

professional engineers, planners, and other technically oriented employees from participating agencies. Also represented in this technical process are Laramie County School District #1, Cheyenne Regional Airport, Cheyenne Transit Program, non-motorized transportation (Greenway), F.E. Warren Air Force Base, members from the trucking and railroad industries, local utility companies, Emergency Management, Cheyenne LEADS, and other groups such as local builders and developers. The Technical Committee provides a forum for discussion on issues as they relate to plans, programs, and individual projects and effectively establishes communication and coordination on a technical level.

Citizens' input is obtained through the Citizens' Advisory Committee. When necessary the City and/or County Planning Commissions are utilized for public meetings or hearings. A significant amount of public access to the planning process is through the MPO's web site and Facebook. The MPO's public activity is also advertised through e-mail and standard media advertising.

To further facilitate coordination at the local level, all transportation planning activities are coordinated with the City Planning and Development Department as well as the County Planning Office and Public Works. This assures coordination and inter-relation of transportation projects with the overall comprehensive planning process for the area. The major types of projects requiring necessary and effective coordination are the developments of master plans, economic development, housing programs, recreational plans, and other plans for the city, county, urban (area-wide), and state jurisdiction concerns.

Organization Chart for the Cheyenne Metropolitan Planning Organization



Date: 8/22/2022

Planning Priorities

This year's proposed work and the completion of projects that were started in FY '22 are the high priority transportation planning projects recommended by the Cheyenne MPO's Policy Committee. *Connect 2045, PlanCheyenne's* Master Transportation Plan, in FY '21 serves as a guiding document for the FY '23 UPWP and will continue to influence and direct many of the MPO's planning priorities moving forward. The top priority for FY '23 is to manage and complete the projects that are carrying-over from FY '22 and to start in a timely manner the new proposed projects listed in this FY '23 UPWP.

As the regional transportation planning agency for the City of Cheyenne, Laramie County and WYDOT, the Cheyenne MPO coordinates with numerous local, state, and federal agencies in all matters of multi-modal transportation. This coordination is not limited to Wyoming but also includes strengthening the relationship with agency partners across the state line into Northern Colorado. The Cheyenne MPO maintains its active involvement in the development of planning programs and projects, which are helping to shape the urban area of Cheyenne and accommodate the region's continuing growth.

Cheyenne and Laramie County has continued to experience a modest increase in population growth. City population increased from 59,466 to 65,132 between 2010 and 2020; a nearly 1.0% growth rate per year. (The 2021 City population was estimated to be 65,051). In the same period, the county population increased from 91,738 to 100,512; a 0.956% growth rate per year. (The 2021 County population was estimated to be 100,863). Though these are not high rates of growth, growth continues to be consistent. In 2020, the MPO Planning Boundary population estimate was 95,000. With the expected percent growth of 1.28% a year for the next 25 years, the population of the MPO region would be approximately 127,000.

Housing sales and rental rates during 2021/2022 continue at an increasing rate. Lower-to-moderately priced houses sell very quickly, and new houses are sold almost immediately. The small to medium-sized residential subdivisions in the Cheyenne area are rapidly sold and in the last couple of years housing prices are rapidly climbing. In 2015, the Wyoming Business Council – Wyoming Rural Development Council prepared the *Cheyenne & Laramie County Housing Assessment*, demonstrating concerns that housing for purchase and rent were in limited supply. As a result of this study and ongoing demand, the housing marketplace continues to respond with additional residential plats and annexations to the City limits. This is a continuing trend. Currently, there are approximately 1,600 lots platted and ready for home and apartment construction.

In calendar year 2021, the city received 77 site plan and site plan adjustment applications (up from 65 in 2020), 16 zone changes (up from 14 in 2020), and 35 plats (down from 46 in 2020 – 2021 breakdown: 17 final/preliminary/expedited, 18 administrative). Additionally, 16 variance requests and 20 conditional use applications were received to be processed by the Board of Adjustment (36 total, up from 25 applications in 2020). The number of permit applications decreased from 5,279 in 2020 to 5086 in 2021.

Several large-scale developments around Cheyenne are continuing their planning and expansion plans. There are two major drivers of our projected and realized growth that are significantly influencing and impacting the land use and transportation network in the Greater Cheyenne area. Predominantly is the Department of Defense's investment in the modernization of all the nuclear missile sites associated with F.E. Warren Air Force Base, known as the

“Ground Based Strategic Deterrent Modernization” Program. This total investment has been estimated at \$90 billion, allocated across three Intercontinental Ballistic Missile (ICBM) bases located in Wyoming, Montana, and North Dakota, and will have significant economic impacts for the Mountain West region over the next 10 years. It is now expected that the new construction associated with the GBSD will start in 2023 once the Environmental Impact Statement is approved. With Warren AFB as the first recipient of these upgraded military assets of approximately \$35.0 billion, additional housing units in the vicinity of the military base is critical to accommodate those working on the project. The effort to develop the land off I-25 and Happy Jack Road south of the military base for an approximate 100 acres commercial and housing subdivision is moving forward with the funding and infrastructure necessary to develop this area. The development could include up to 400 dwelling units.

Another driver of our growth is an influx of Northern Coloradoans moving to Cheyenne to live, finding more affordable homes than in Northern Colorado. Lots are sold for home construction as fast as the plats are approved. Several developments throughout Cheyenne continue to expand to address the housing demand, including Sweetgrass, Saddle Ridge, and Whitney Ranch, along with many infill projects.

The Sweetgrass Development, located on the southside of Cheyenne and across from Laramie County Community College (LCCC), includes 2,270 acres of residential and commercial development. The first six plats of this development have been completed with others underway. At complete build-out, this development will add about 5,000 new dwelling units and will have an immense impact on the City’s infrastructure including road, water, storm water and sanitary sewer systems and recreational areas. There will also be significant impact to WYDOT and local roads in the area. WYDOT has begun the preliminary planning for the reconstruction of College Drive in this area and a pedestrian underpass between LCCC and the subdivision was completed in July 2022.

On Cheyenne’s rapidly growing east side, Saddle Ridge continues its expansion between Gunsmoke Road, Pershing, Christensen, and U.S. 30. The last phase of this popular subdivision has been platted and is under construction. The subdivision has built more Greenway trails to connect into the Greater Cheyenne Greenway Trail network.

The Whitney Ranch is on the northeast side of town between Dell Range, Whitney, Storey and abuts the city limits on the west side of the subdivision. The first six phases have been annexed and platted. Ultimately, approximately 2,200 new dwellings and new commercial development with schools are planned within the entire area. On the east side of Whitney Road another 55-lot subdivision called Meadowlark 2nd had been platted and annexed. Both Whitney and Meadowlark will begin construction in 2022.

Along with continued positive business development, there are many signs that Cheyenne will continue to grow in the future. The first Microsoft Data Center on the westside of town is built out. A second data center is under construction in the East LEADS Business Park along Campstool Road, west of Christensen Road. A third LEADS Business Park was built in 2022 on the south side of Cheyenne and the Sweetgrass Subdivision. It is called the Bison Business Park and is home to another large Data Center. There is now talk of another large Industrial Park on the southside of town which may have great impacts to the transportation system and local employment and housing.

Located at the northern edge of the Rocky Mountain Front Range, Cheyenne is affected by the economies of the Denver, Colorado metropolitan areas. The MPO staff will continue to

participate and represent the Cheyenne area in regional transportation issues. The most important regional project underway by the Colorado Department of Transportation is the *Front Range Passenger Rail Development*. The Colorado Legislature approved the formation of a Passenger Rail District who will eventually attempt to approve taxation for the construction of the passenger rail system. The Cheyenne MPO has been regularly attending their meetings to stay up to date with the planning for this big project. With Cheyenne as the northern anchor of the Colorado Front Range, any impacts on the transportation system due to Colorado's growth will vastly impact transportation and economic growth in Cheyenne. We wish to be included and partner with all planning efforts underway in Colorado to support good transportation solutions, whether it be passenger rail, transit or widening I-25. We need to proactively address transportation needs and issues so that the Denver International Airport (DIA) and access to Denver doesn't become "further" away and inaccessible. The new Cheyenne Regional Airport Terminal opened in November 2018, though it has been closed for some time during 2020/21 for the reconstruction of the main runway, the runway is now open during this time, boards have averaged around 60% full. Unfortunately, the main runway will be closing again to complete the next phase. The airport continues to work in hopes of enticing more airlines to operate here. Currently there are two flights in and out to Denver on SkyWest a day.

The need for non-motorized transportation networks such as greenways, safer sidewalks (including Safe Routes to School), on-street bike infrastructure, and safer intersection crossings for pedestrians continues to be a priority as traffic increases and the region grows. While this is an indication of increasing interest in bicycling and walking, it also means that the safety of non-motorized users' needs to be addressed and prioritized through multi-modal planning efforts in coordination with our agency partners. The Greater Cheyenne Greenway celebrated its 31th Anniversary in 2022. Forty-five miles of greenway have been built in those 31 years. We look for many more miles to be added as the community has embraced the program and developers add to the system with the construction of their larger housing subdivisions. The growth of the Greenway system also highlights the challenges around maintenance, specifically funding. While the MPO is not in the business of funding maintenance projects, identifying and applying for federal grant monies will be critical, and it must be pursued in coordination with the City and the County.

With the introduction of e-scooters to our community in FY '21 the MPO helped prepare local ordinances to guide the scooter companies to follow the new local laws. Scooter usage doubles in 2022 during CFD. Additional work is needed to prioritize upgraded infrastructure for bicyclists, pedestrians, and shared mobility users. Policies focused on "smart growth", such as Complete Streets and changes to parking requirements, will need to be considered for new infrastructure to be possible.

The work on the Transit Development Plan is continuing and will soon wrap-up. Transit continues to use ride scheduling software to meet the needs and the demand of ridership for service changes evolving post COVID-19. With the addition of the ride scheduling software and the Transit Development Plan, the system will become more efficient and likely more attractive to the entire community, therefore increasing ridership.

TRANSPORTATION PLANNING FUNDS

The Cheyenne MPO, Casper MPO, and WYDOT, are working under a Consolidated Planning Grant (CPG) agreement. Transit Program 5305d Planning funds are added to the formula. Cheyenne received **53%** of Wyoming's 5305d funds and Casper receives the other 47%. The most recent MPO Agreements were completed and signed during FY `14.

Six years after the **Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94)** was signed into law the [Infrastructure Investment and Jobs Act \(IIJA\) \(Public Law 117-58, also known as the "Bipartisan Infrastructure Law"\)](#) was signed. It is described as a "once-in-a-generation investment in our infrastructure that will help grow the economy, enhance U.S. competitiveness, create good jobs, and build our safe, resilient, and equitable transportation future." On August 10, 2021 the U.S. Senate overwhelmingly passed the Infrastructure Investment and Jobs Act (IIJA), a \$1.2 trillion infrastructure bill negotiated by the Biden Administration and a bipartisan group of senators. Nineteen Republican Senators joined 50 Democrats to pass the bill and sent it to the House of Representatives.

On November 5, 2021 the House passed the IIJA without amendment and sent the bill to President Biden to be signed into law. Thirteen House Republicans joined 215 Democrats to pass the bill.

On November 15, 2021 President Biden signed the IIJA into law – PL 117-58. The IIJA includes a 5-year surface transportation bill. The highway provisions are based on the 5-year highway bill approved by the Senate Environment and Public Works Committee earlier in 2021. The rail and safety provision are based on the 5-year bill approved by the Senate Commerce Committee earlier in 2021.

The "PL" Funding to Wyoming under the last FAST Act appropriation was \$1,694,573. In FY '22 the new BIL appropriation was \$2,085,626, a 23.08% increase. The transit 5305d planning dollars for Wyoming was \$467,812 in FY '21 under the FAST Act. In FY '22 under BIL the amount to the state was \$608,713, a 30.12% increase.

The Cheyenne MPO work priorities are presented within this document for the consideration of the Policy Committee. If additional work items or a redistribution of work is desired by the Policy Committee during the year, then the UPWP would be amended.

The CPG Federal Planning Funds are matched at a 90.49/9.51 ratio. The local match is divided equally between the City and County; therefore, each agency will contribute approximately **\$52,056** in FY `23.

Unencumbered funds from FY `22 are being carried over in the FY `23 work program. Once the final unencumbered carry-over funds from FY `22 are known, this UPWP will be amended. Updated MPO Master and Financial Agreements need to be prepared and signed. The proposed budget is broken down in the following manner:

FY `23 UPWP

\$668,035.00	PL Funds ¹
<u>322,618.00</u>	5305d ² @ 53%
\$990,653.00	Total Federal (90.49%) ³
<u>104,112.00</u>	Local Match (9.51%)
\$1,094,765.00	Sub-Total FY `23 UPWP
<u>60,000.00</u>	Estimated Carry-over from FY `22 ⁴
\$1,154,765.00	TOTAL UPWP/CPG

¹ = The total FHWA "PL" MPO Planning Funds to the Wyoming MPOs are currently divided in thirds between the Cheyenne and Casper MPOs and WYDOT Planning.

² = The Urban Area FTA 5305d Planning Funds are divided between Cheyenne and Casper based on population.

³ = The Federal Percentage is based on a sliding scale agreement.

⁴ = The final FY '22 carry-over will be calculated after the end of the fiscal year and the final budget for FY '23 will be recalculated.

WORK PROGRAM

A. ADMINISTRATION AND COORDINATION

Objective

This category includes all administrative and management functions of the Cheyenne Metropolitan Planning Organization. Coordination of all programs is also part of this activity.

Anticipated Products

- Consolidated Planning Grant Administration and Unified Planning Work Program Preparation and Oversight
- Regular meetings and minutes of the Policy and Technical Committees
- GIS Executive Committee Work and Coordination
- Annual Performance Report
- Quarterly Progress Reports
- Monthly Financial Reports
- Interoffice Administration and Coordination
- City and County Coordination
- Updated MPO agreements as necessary between the City, County, and State
- Transit and MPO Coordination
- Airport Board and MPO Coordination
- Downtown Development Authority and MPO Coordination
- Cheyenne LEADS and MPO Coordination
- Greenway and MPO Coordination
- Office Manager Work

Work Statement

Work under this item contains, in a broad sense, all administration, management and coordination efforts. The planning program is designed to ensure full coordination with affected state, local, and federal agencies. The agencies involved include the Wyoming Department of Transportation, City of Cheyenne, Laramie County, the Federal Highway Administration, the Federal Transit Administration, and other public and private agencies with transportation interests.

Specific committee activities include preparation of agendas and minutes for committee meetings, and the education of committee members on an individual basis.

The MPO Master and Financial Agreements are out of date and should be updated.

Work by the GIS Executive Committee continues. The MPO was instrumental in organizing and planning the GIS program in its early years. Now that the GIS program is self-sufficient, the MPO contributes through software licensing and cooperative plan updates. The MPO Director serves as one of the six voting members of the GIS Cooperative. All GIS program coordination is accounted for in this line item.

The staff will submit the required reports such as the UPWP/CPG, Annual Performance, Quarterly, and Monthly Finances. These are prepared so that the MPO staff can track accomplishments and unfinished work and can ensure that the regulatory agencies are able to oversee the program to determine that approved tasks are being accomplished. MPO's staff vacation and sick time is accounted for in this line item.

The City Planning and Development Department and MPO equally share an Office Manager position. Work by this position processes all financial actions along with the preparation of minutes and other administrative duties.

Transportation Planning is an activity that involves coordination with current ongoing activities from other local government departments and community operations. Coordination with Transit, Airport, Downtown Development Authority (DDA), Cheyenne LEADS, Freight, Greenway, and others fit into this activity.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	\$178,774	\$18,788	\$197,562

B. LONG RANGE PLAN

Objective

The purpose of this work item is to identify major transportation and land use needs which will arise within the next 25 years in the Cheyenne Urban Area.

Anticipated Products

- In-house Long-Range Planning
- Work on Contracts and Agreements for Long-Range Plans
- In-house implementation of *Connect 2045, the PlanCheyenne Master Transportation* and the *Cheyenne Area Comprehensive Land Use Plan*
- Work Developing and Implementing Performance Measures
- Forecasting Socioeconomic Data and incorporation into the Travel Demand Forecasting Model
- US Census Bureau Work
- Coordination work with Colorado Department of Transportation (CDOT) and MPO's on Regional Front Range Rail and Highway Transportation Plans

Work Statement

The most recent update to the Long-Range Transportation Plan *PlanCheyenne / Cheyenne Area Master Transportation Plan* was adopted last December 2020 and was called *Connect 2045*. The next update should start by October 2024 so that it is completed by December 2025.

Performance measures review will continue during the year to assure that our set targets are being met.

In 2020 the MPO updated our regions socioeconomic forecasts and land-use data for the maintenance and calibration of the Travel Demand Forecasting Model which was used for *Connect 2045*. The model is utilized by the City, County, developers, and professional consultants to help provide answers to future development questions. MPO staff will continue to work and utilize the model appropriately. The MPO has an ongoing contract with Kimley Horn for them to prepare "what-if" scenarios as they arise.

The year 2020 was a U.S. Census. When any data is made available by the Federal or State data centers MPO staff will work with it as the MPO is the clearinghouse of Census data for the city and county.

The Colorado Department of Transportation and Front Range MPO's have been

working on the development of Passenger Rail studies and plans along the Front Range. The Cheyenne MPO has kept actively involved in this work including possibly managing a study for Wyoming's involvement in the passenger rail equation and with other regional transportation plans. Colorado has now moved to the next step with legislation that will allow funding to be collected and an Approval Districts to be created. Given this advancement CDOT and WYDOT agreed to move forward with a transit feasibility study between northern Colorado and Cheyenne. This study is jointly funded between CDOT/WYDOT and the Cheyenne MPO. Work on this project is accounted in this line-item.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	\$25,998	\$2,732	\$28,730

C. SHORT RANGE PLAN

Objective

All in-office activities dealing with the development and monitoring of Short-Range Project Development Studies are handled under this work item. These short-range plans address immediate transportation problems and emphasize optimization of existing facilities.

Anticipated Products

- In-house Short-Range planning for miscellaneous projects
- Miscellaneous in-house planning to supplement and support studies being conducted by consultants
- Work on Contracts and Agreements for Short-Range Plans
- Work on Neighborhood Traffic Management Plans
- Identify access to essential services

Work Statement

This line-item accounts for any transportation related problems and issues that arise and that the MPO staff works on. In-house planning will continue to increase as many unexpected planning issues arise during the year which must be addressed. If time permits, staff will work on *Neighborhood Traffic Management Plan* applications if they come in.

This line item includes work by staff to assist consultants hired by MPO or CTP who are conducting Project Development Studies. MPO aids whenever possible to keep the consultants' charges potentially lower. The MPO Office has the ability now to collect for the consultant traffic counts and turning- movement counts to at least help keep data collection cost down.

As safety, enhancement or other grants become available from WYDOT, FHWA, FTA or other agencies, the MPO applies for the grants as needed or assist others who are.

Access to essential services is a priority project identified by the USDOT. As part of the transportation planning process, the MPO will identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	\$50,054	\$5,260	\$55,315

D. TRANSPORTATION IMPROVEMENT PROGRAM

Objective

The Transportation Improvement Program (TIP) is a specialized capital improvement program document prepared to cover the broad range of transportation improvements in the Cheyenne Area. Because of the cooperative nature of the urban transportation planning process, the TIP aids in coordinating funding resources among all agencies. It also allows elected officials, public officials, and the public a medium by which they may review upcoming construction projects.

Anticipated Products

- An annual and four-year Transportation Improvement Program containing highway, street, non-motorized, transit, transportation enhancement activities, and safety projects planned for the Cheyenne Area
- Listing of the Program of Projects (POP)
- Interactive TIP
- Project Sequence List for available federal funds including those from the Surface Transportation Program (STP), National Highway System (NHS), and other sources such as local 1% Optional Sales Tax funds
- Miscellaneous work called for by WYDOT, FTA, and FHWA to meet B.I.L. requirements

Work Statement

By contacting each local jurisdiction, and WYDOT, the MPO will compile all transportation improvement projects planned for the region into a comprehensive Transportation Improvement Program. All federal projects programmed for construction must come from an approved Master Transportation Plan (*Connect 2045*). Federal law states that TIPs only need to be prepared once every four years, but the Cheyenne MPO will prepare it every two years. Year 2023 is a year for a full update.

Through the GIS we have been working on developing a Web Based Interactive transportation project and past planning project map. This work was started in FY `18 and it will continue as past MPO plans are found and scanned.

The listing of Program of Projects can be found on the MPO web site <http://www.plancheyenne.org/transportation/transportation-improvement-program/>. The POP list identifies federally funded transportation projects which were completed during the last fiscal year.

All other federally mandated or required reports and work by B.I.L. is accounted for in this line item.

Responsible Agency

The Cheyenne Metropolitan Planning Organization and the Cheyenne Transit Program

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	\$6,496	\$683	\$7,178

E. SURVEILLANCE

Objective

To provide up-to-date and accurate information as it pertains to transportation planning, time must be spent collecting, entering, and manipulating the necessary socioeconomic, traffic, and transportation data.

Anticipated Activities

- In-house collection of traffic volumes, turning movements, and vehicle classification counts for the City, County and MPO
- Managing the collection of traffic volumes by staff for the Federal Highway Administration's Highway Performance Monitoring System Program (HPMS)
- Collection of traffic data for traffic engineering analysis
- Collection of data by the Global Positioning System Equipment
- Collection of data for the Transportation Performance Management Systems
Pavement Condition
Safety Data
- Environmental data collection
- Miscellaneous data collection and entry to put the "Information" in GIS

Work Statement

As necessary, the staff or hired consultants will collect data to drive the City, County, and MPO's transportation planning process. This includes traffic volumes, turning movements, vehicle classification volumes, street inventory and crash data to name a few.

For WYDOT, the MPO also collects HPMS sample section traffic volumes each spring or fall (preferred). For most of the counts, a consultant is hired, but staff may collect some.

Our Planning Technician, Christopher Yaney specializes in many transportation and traffic subjects including traffic engineering and pavement management. He has assisted in the redevelopment of the City's Pavement Management Program starting in FY `21. He will continue his involvement and he will also provide assistance to the County as they require continuing into FY `23. This line-item tracks the data collection part of traffic engineering and the management systems, whereas the Product Development line-item deals with the analysis and the production of the results.

The Global Positioning System or other data collection tools are utilized when appropriate to help collect a variety of transportation and street related data such as physical features, a sign inventory, sight distance problem area, and travel time studies. This data is imported into the GIS when appropriate.

When necessary, environmental resources will be identified, collected, and entered into the GIS. This data will allow up-front environmental analysis for consideration by transportation and management systems planning.

Time spent monitoring and updating socioeconomic data is accounted for in this item.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	\$22,747	\$2,391	\$25,138

F. PUBLIC INFORMATION

Objective

The transportation planning process can only be effective if information about this process is broadly disseminated and if the public at large has ample opportunity to express their views and opinions about transportation problems, the planning process, and its activities.

Anticipated Product

- Transit Marketing and Advertising
- Citizens' Advisory Committee meetings
- Community meetings
- Work with the public on the Neighborhood Traffic Management Program
- Safety Education for SafeStreetsCheyenne.com web page
- Public Meetings and Hearings
- Annual Crash Report
- Multimedia presentations
- Media releases, legal ads, and publicity
- Miscellaneous reports and maps
- Internal Upkeep of the MPO Web Page
- Upkeep of the MPO Facebook Page
- Title VI Work
- Telephone and personal requests for various information

Work Statement

Cheyenne Transit Program continues marketing activities. By utilizing social and local media, CTP will continue to inform residents and visitors of the opportunities available to them for utilizing the City's bus system. The CTP will expand the utilization of social media to advertise the system and increase ridership as the TDP will conclude in early FY '23 and will recommend a new and different system post-pandemic.

The MPO Citizens' Advisory Committee functions as the "official" citizen input and recommendation board to the Policy Committee. In addition, the MPO utilizes the City and/or County Planning Commissions as a forum to hold formal public meetings or hearings for the adoption of plans. The Planning Commissions are recommending boards for the City Governing Body and the County Board of Commissioners.

The MPO Staff attends meetings of the different community groups and agencies to share information, work out issues and problems, and receive input.

Periodically, the MPO and/or City receive requests from citizens under the Neighborhood Traffic Management Program. Staff reviews the request and follows through by appropriate adopted procedures.

The Cheyenne MPO web page is www.PlanCheyenne.org. The MPO has hired West Edge Collective, a professional public relations specialist to increase the social media options for public involvement. WEC keeps the MPO website and Facebook page current and relevant. The contract with WEC is on the calendar year. The MPO will put out a proposal this year to select the company to continue this work into the new calendar year.

Chris Yaney is back on track preparing annual crash reports. This is beneficial for the local law enforcement agencies and the MPO for Safety Performance Management tracking. Find the *2021 Crash Report* and the latest *5-Year Total Crashes Interactive Map* at: <https://www.plancheyenne.org/data/>.

For all larger planning projects, the MPO will hold public meetings or hearings to increase the public's awareness of the intricacies of a given project, to receive their opinions, and to address concerns. Public meetings are also necessary for input on the *Transportation Improvement Program*. There are costs associated with public meetings, including media ads, legal ads, meeting room rentals, posters, variable message boards and individual notifications through the mail, etc.

Providing information to the public is a major task and an extremely important one. This continues to be a priority to keep the public well informed and involved. Ongoing dissemination of information is accomplished by articles in the newspaper, radio, television interviews and social media. Legal and other miscellaneous advertisements will be charged to this item. The MPO e-mail address is mpo@cheyennempo.org.

The MPO is designated as the Title VI agent for the Cheyenne Transit Program. Title VI Plans and complaints will be managed.

PowerPoint® multimedia presentations will be prepared whenever possible to educate the public, facilitate transportation activities, and present information about the planning projects done by the MPO.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	\$35,262	\$3,706	\$38,968

G. PRODUCT DEVELOPMENT

Objective

Maintenance of travel models and networks capable of analyzing the full range of transportation options. To continue work on the in-house GIS so that socioeconomic data for the travel models and other City and County needs can be provided. Calibration, development, and maintenance of the Cheyenne MPO Travel Demand Forecasting Model. To provide Transportation Management Systems Work.

Anticipated Products

- Travel Demand Forecasting Model for Cheyenne
- Products developed by ArcGIS Desktop® software
- Products produced by the Traffic and Transportation Data Collection
- Products and recommendations for the Regional Pavement and Safety Management Systems

Work Statement

In 2019 Kimley-Horn and MPO staff recalibrated the model for the new *PlanCheyenne-Connect 2045* Update. The capability of the model is very important to the long-range planning of the MPO. The model will be used for developing scenarios and future traffic runs. The MPO purchased and maintains *TransCAD* software and pays for its annual maintenance. In 2022 the MPO processed a clean-up and amendments to the Master Transportation Plan. In FY '23 there is again an anticipated major amendment to the Master Land Use and Transportation Plan that will be processed. This will lead to major changes to the Travel Demand Forecast model.

GIS requires an extensive amount of time to prepare new data for analytic use and as graphic displays. The time accrued in this work item is used for the development of the various products.

Reports and other projects may be produced from the other data collected including, but not limited, to sight distance, travel time studies, traffic signs conditions, other safety management work, etc.

Staff will work with the data and Paver software to develop Pavement Management recommendations for the City and County. Traffic crash data will be worked with to develop safety improvement recommendations.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	\$84,813	\$8,913	\$93,726

H. TECHNICAL ASSISTANCE, SERVICE, RESEARCH, AND TRAINING

Objective

Member agencies, transportation, and engineering professionals, and/or other City and County departments may request technical assistance in the form of data, training, and/or methodologies developed in the planning process.

Researching the latest technical advancements and regulations and receiving technical training to keep current with the latest solutions for problems is also necessary to keep the program up to date and effective.

Anticipated Products

-Technical assistance, instruction, and data as requested

-Training and out-of-town travel

-Vehicle and Mileage Reimbursement Expenses

Work Statement

Since the MPO is the transportation planning agency for the City, County and WYDOT within the Cheyenne MPO Planning Boundary; all development plats, zone changes, annexations and variances are reviewed with the intent of assuring that the development actions meet the *City Unified Development Code*, the *Laramie County Land Use Regulations*, and complements *PlanCheyenne - Connect 2045*.

MPO staff provides GIS software training to other City and County employees. Other local government staff comes to the MPO often to do GIS work such as map making. The MPO also provides GIS mapping and data products to other local agencies such as Cheyenne LEADS.

Based on tradition, the MPO will continue to aid local staff during the FY '23 work program. In addition, the MPO staff will continue to take an active part in special studies, projects, and programs and other efforts which link the plans being produced with the projects, policies, programs, and controls being implemented. The practice of providing service will be done as time permits and will require the setting of priorities.

Training is very important in this field of work. It allows the staff to keep up with their counterparts around the country and with the latest technology and best planning practices. It helps the employees to keep an interest in their job while at the same time bringing new ideas and solutions to new transportation problems. Training may also give employees a better understanding of the total program in which they are working and improve the skills necessary to do the job effectively. Keeping active in national organizations is very important. Now that the COVID Pandemic is basically over, national and regional training and conferences are starting up again.

For the Transit Program, travel and training is a priority not only for the administrative staff but also the drivers, dispatchers, and mechanics. Continued

emphasis will be placed on not only new-driver training, but also refresher training, in the interest of safety and customer relations. Participation in FTA-sponsored regional and national training events and seminars is necessary to stay current on the latest technologies and trends. The Cheyenne CTA staff trains others in the State of Wyoming also.

Vehicle and mileage reimbursement expenses for non-MPO vehicle (City Car) use and personal vehicle use will be tracked here when they are used for conference/training purposes. City Fleet maintenance, city gas and personal car use for in-town trips are tracked in overhead expenses.

Time is also spent reading federal regulations, and technical and policy literature to keep up with the events that have a direct and indirect effect on the planning efforts of the office. Dues for professional and local organizations plus subscriptions to professional magazines and journals are accounted for in this line item.

Responsible Agency

The Cheyenne Metropolitan Planning Organization and the Cheyenne Transit Program

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO-	\$107,210	\$11,267	\$118,477

I. PROJECT DEVELOPMENT STUDIES

Objective

To contract out detailed professional services, transportation planning studies, and conceptual plans which address specific problem areas or needs.

Anticipated Products

1. Public Engagement Assistance
2. HPMS Traffic Counts and Count Processing
3. On-Going Travel Demand Forecast Modeling Assistance
4. Laramie County Rights-of-Way Impact Fee Study
5. Southwest Drive Plan
6. West Crow Creek Greenway Plan
7. East Allison Plan
8. Safe Streets Cheyenne Outreach & Education
9. AMTRAK Passenger Rail Station Plan
10. Other Funded Work
 - a. Safe Routes to School Plan Update

Work Statement

1. **Public Engagement Assistance** – Having had annual contracts with one public relations firm for a few years the MPO will put out a new request for proposals for our public engagement assistance. The selected firm will assist us with public input, advertisements and engagement for our normal work and other planning projects which are programmed. The new contract will be for 12 months starting January 1, 2023.
2. **HPMS Traffic Counts** - Every year the MPO collects traffic counts all around the Cheyenne Urban Area on behalf of WYDOT for the federally required *Highway Performance Monitoring System*. Approximately 400 counts can be collected in the fall. A traffic count collection company is hired to do this work. In addition, we send off to Spack Solutions, data from our video traffic counters for the processing of turning movement counts. The amount for this work is less than previous years as we are purchasing software that will allow us to do the count processing in-house.
3. **Travel Demand Forecast Modeling Assistance** - After completing the Travel Demand Forecast Model Update for the *Connect 2045 Master Transportation Plan*, we wanted to keep Kimley-Horn involved to help us with potential model “What-if” scenario runs. Their contract for \$10,000 approved in March 2021. When that contract amount runs out, we wish to amend their contract to continue this effort. The MPO is continuing to train Chris Yaney on modeling work and eventually our intention is to do this work in-house.
4. **Laramie County Rights-of-Way Impact Fee Study.** -In 2006 the Cheyenne MPO prepared for Laramie County a study entitled “Paving Decisions for Laramie County Roads”. The study helped determine when it became cost efficient for new and

existing county graveled road to be paved. This project will reanalyze the paving recommendations plus look into the options for developing transportation impact fees for all elements of the roadway within the right-of-way. This includes traffic signs and drainage.

5. **Southwest Drive Plan** – Located in the southwest side of the city between West College Drive (WYO 212) and West Lincolnway (U.S. 30) Southwest Drive is currently a narrow county style roadway which is now not built to handle existing or future traffic. Land Use is industrial on the north and residential on the south with highway business at the College intersection. The area has a great potential for many more dwelling units. This plan will make recommendations for reconstruction to handle all future growth while also looking hard at the northern and southern termini and extensions south of College Drive. Revised cost estimates for the proposed east/west road between Southwest to Parsley and the underpass of the BNSF railroad track along the Allison Road alignment will also be included.
6. **West Crow Creek Greenway Plan** – The section of proposed Greenway on Crow Creek between Martin Luther King Park and Gate 2 of F.E. Warren Air Force Base is a critical link to the original Greenway Plan. This proposed greenway section is more important today since the GBSM Missile Program is about to start and the City is about to put out for construction the Enhanced Used Lease (EUL) commercial and housing project in the southwest corner of I-25 and Happy Jack Road. This Greenway corridor would plan and coordinate with 5 key road crossings: 19th Street which is expected to begin very soon, BNSF/Westland Road, I-25 and Happy Jack Road (WYO 210). If the Air Force Base wants a connection into the base the project could extend under Happy Jack and terminate at Gate 2.
7. **East Allison Plan** – This section is between South Greeley Highway (U.S. 85) to College Drive (WYO 212). Laramie County has \$2.43 million programmed using 6th Penny for future reconstruction. Our planning project will plan the project to 35% and will include public outreach for the widen and necessary improvements to the corridor. If connecting East Allison from Avenue C to the platted ROW in the Niobrara Energy Park, acquisition of ROW will be necessary. Drainage improvements and utilities will be included in this planning project.
8. **Safe Streets Cheyenne Outreach and Public Education** – A separate project in the past was the creation of a “Safe Streets Cheyenne” webpage and transportation safety public education program. <https://safestreetscheyenne.com/>. They included Roundabout Driving, Bike Awareness and Speed Reduction. Funds are set aside to develop a new program based on our latest crash data or other identified need.
9. **AMTRAK Passenger Rail Station Plan** – The first phase of this larger project will prioritize the best location for a potential passenger rail station on the BNSF rail line in Cheyenne, preferably within the West Edge. The State of Colorado is developing a Front Range Passenger Rail District to fund and build a rail transportation system specifically from Pueblo to Ft. Collins. However, Amtrak has stated their desire to run this Colorado passenger rail system, but their vision is from New Mexico to Montana. Cheyenne will work to be prepared for the advanced future passenger rail system by locating and beginning the planning for a future station.

Based on the Cheyenne MPO’s priorities listed above (1-9), our funding from FY ’23 leave only \$6,732 for this project. That is not enough, even to start the first phase. We will see how the year progresses and what the costs of the first nine projects end up being to see if we will have enough to start this Amtrak Station Planning. Possibility there are grants we could apply for to conduct a thorough plan.

- 10. Other Funded Work: Safe Routes to School Plan Update** – The MPO applied for a FY’23 Transportation Alternatives Program (TAP) Grant to update our 2010 Safe Routes to School Plan. This project improves safety measures for users traveling through all school zones, including pedestrians, cyclists, and motorists, regardless for their reason for travel (school, work, recreation, home, dining, or retail, which are all located within a half mile of schools). This study will audit existing walkways and provide recommendations that, if implemented, would provide safer connections for all users. The study will identify potential hazards and ADA non-compliance and introduce changes to improve accessibility and safety for all users with disabilities including improving gaps in connections. These improvements will increase non-motorized trips for users due to the increased safety measures.

With the anticipation that the MPO will be successful obtaining this TAP grant the funding for it will come from federal TAP funding and the local match from other sources. The management of the project, including consultant selection will all be by MPO staff.

Responsible Agency

The Cheyenne Metropolitan Planning Organization and the Cheyenne Transit Program

Level of Work

	<u>Federal</u>	<u>Local</u>	<u>Total</u>
1. Public Engagement Assist.	28,956	3,043	32,000
2. HPMS Traffic Counts	33,481	3,519	37,000
3. TDF Modeling Assistance	4,525	475	5,000
4. Laramie County Road Study	90,490	9,510	100,000
5. Southwest Drive Plan	108,588	11,412	120,000
6. West Crow Creek Greenway	90,490	9,510	100,000
7. East Allison Plan	81,441	8,559	90,000
8. Safe Streets Cheyenne	4,525	475	5,000
9. Amtrak Station	6,092	640	6,732
SUB TOTAL	\$448,588	\$47,143	\$495,732

FY `22 ENCUMBERED CARRY-OVER PROJECTS

The projects listed below are work items that have been encumbered from FY `22. Work on them by staff and/or consultant will continue into FY `23. The amounts stated are the encumbered amounts remaining at the end of July 2022.

1. ***East Park Greenway and Drainage Plan*** – The contract with Summit Engineering was approved at the beginning of the FY `21 year. Work continued throughout the year but not much advancement was made. There were delays working on the project as this project crosses the UPRR right-of-way and communication and coordination with the railroad is always difficult. Additionally, a big part of the project involves the design of drainage improvements to keep the main line railroad track from being flooded out. The proposed design involves the need for adjacent private property. Negotiations are underway with the property owners. Once that is resolved the city and MPO can move forward with the completion of the plan. The city has also received grant funding to move the project into immediate design. The MPO contract cost is \$68,030 with a \$20,040 amendment to extend the planning area south of the UPRR track into the Cheyenne LEADS property. The remaining amount in the original contract now totals \$38,235.
2. ***Public Engagement Assistance*** – The current contract with West Edge Collective continues through December 31, 2021. The amount remaining on the FY `22 contract is \$14,800.
3. ***Traffic Counts*** – The proposal to collect traffic counts during September and October 2022 was prepared and bids were received. We intend to collect approximately 400 – 24-hour counts. We received a low bid of \$31,200 for this work. The amount remaining on this line item is \$38,926.
4. ***Travel Demand Forecast Modeling Assistance*** – After *Connect 2045* was adopted in December 2020 the MPO asked for a small \$10,000 contract with Kimley-Horn to provide us with TDF Model assistance. We did request this work a few times during FY `22 with the amount remaining on this contract at \$6,370.
5. ***Walterscheid Avenue Plan*** – The contract with Benchmark Engineers was approved in February 2021. Work continued all year and will extend into FY `23. Progress was made on the project, and it should be finished up by the end of December 2022. The project has been delayed as two amendments were added. The first amendment added the important analyses of the Fox Farm Road and Walterscheid intersection. The city paused work on a signal design at this intersection so that the entire design ideas can be reexamined. The second amendment was to redo the traffic analysis at all the major intersections due to the correction on forecast data along the corridor. The original contract cost was \$97,794 with the first amendment costing \$9,035 and the second costing \$4,800. The remaining amount on the entire contract is \$23,032.
6. ***East Pershing Plan*** – This contract started July 12, 2021 for an amount of \$94,036. Progress was made on the project, and it should be finished up by the end of December 2022. The amount remaining on the contract is approximately \$10,075.
7. ***Transit Development Plan*** – Our contract with LSC was approved on August 23,

2021, for \$99,711. Progress was made on the project, and it should be finished up by the end of December 2022. The amount remaining on the contract is approximately \$20,587.

8. ***CO/WY Transit Feasibility Plan*** – The Wyoming share for this joint project totals \$86,218 where the Cheyenne MPO pays half of it and WYDOT pays the other half. The consultant, HDR is progressing very well on this project, and it is on schedule. The amount remaining on the Cheyenne MPO half of \$43,109 is \$36,112.
9. ***Powderhouse Plan*** – The contract with AVI, p.c. was signed in July 2022 for \$147,695. The project has only just kicked off.
10. ***Van Buren Plan*** – Interviews to select the consultant take place on August 30, 2022. Our current budget for this project is \$90,000. Once the consultant is selected a contract will be prepared and the FY '22 budget will be amended appropriately.

J. EQUIPMENT

Objective

To conduct the work items of the Cheyenne Metropolitan Planning Organization and Cheyenne Transit Program as outlined in the Unified Planning Work Program. The following software, tools and equipment will assist with that work.

Anticipated Products

- Miscellaneous Office Parts, Supplies and Stationery
- Traffic Counter Parts and Supply and Repairs
- Transit Routing and Ride Scheduling Software
- Software Annual Maintenance Support and Purchase
- Office Copier Lease and Supplies
- Miscellaneous Hardware including Computers, Devices, Traffic Counters and Geographic Information System Hardware for MPO and Transit

Work Statement

As an on-going expense, miscellaneous office supplies, parts, GPS, PC and GIS software are necessary to keep all operations productive, current, and on-line for both the MPO and Transit Program. Software licensing includes: ESRI Enterprise, TransCAD and the MPO's share of the City's AutoCAD 3D. The CTP requests annual software licensing of \$10,000 in the Software line to purchase annual ReMix Route Planning Software. It is being used to grow, expand, and plan for new transit routes. An annual software call Transit Spare will be purchased to schedule rides for CTP users.

The MPO and GIS program has many hardware and software, which require licensing and hardware support. This is an ongoing expense.

The MPO and Transit program require miscellaneous hardware items including funds for general traffic counter repair, replacement, or small parts. Computer and computer parts are kept up to date.

The Transit and MPO office printer/copier/scanner are leased.

Responsible Agency

The Cheyenne Metropolitan Planning Organization and Cheyenne Transit Program

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
Software & Software Maintenance	\$62,473	\$6,566	\$69,039
Parts, Supplies, and Small Maintenance	11,221	1,179	12,400
Hardware & Equipment	11,311	1,189	12,500
TOTAL	\$85,005	\$8,934	\$93,939

2023 FINANCIAL TABLE

MPO 2023 WORK PROGRAM	FEDERAL FUNDS	LOCAL FUNDS	TOTAL FUNDS
Administration and Coordination	\$178,774	\$18,788	\$197,562
Long Range Plan	\$25,998	\$2,732	\$28,730
Short Range Plan	\$50,054	\$5,260	\$55,315
Transportation Improvement Plan	\$6,496	\$683	\$7,178
Surveillance	\$22,747	\$2,391	\$25,138
Public Information	\$35,262	\$3,706	\$38,967
Product Development	\$84,813	\$8,913	\$93,726
Technical Assistance, Service, Research, and Training	\$107,210	\$11,267	\$118,477
PROJECT DEVELOPMENT STUDIES			
Public Engagement Assistance	\$28,956	\$3,043	\$32,000
HPMS Traffic Counts	\$33,481	\$3,519	\$37,000
TDF Modeling Assistance	\$4,525	\$475	\$5,000
Safe Streets Cheyenne	\$4,525	\$475	\$5,000
Laramie County Road Study	\$90,490	\$9,510	\$100,000
Southwest Drive	\$108,588	\$11,412	\$120,000
West Crow Creek	\$90,490	\$9,510	\$100,000
East Allison	\$81,441	\$8,559	\$90,000
Amtrak Station	\$6,092	\$640	\$6,732
EQUIPMENT			
Software & Software Maintenance	\$62,473	\$6,566	\$69,039
Parts, Supplies & Maintenance	\$11,221	\$1,179	\$12,400
Hardware & Equipment	\$11,311	\$1,189	\$12,500
TOTAL FY `23 UPWP	\$1,044,947	\$109,818	\$1,154,765

APPENDIX A

**BUDGET OF
SALARIES AND OVERHEAD
FOR FY `23
CHEYENNE MPO UPWP**

<i>LINE ITEM</i>	<i>OTHER EXPENSES</i>	<i>OVERHEAD</i>	<i>SALARIES AND BENEFITS</i>	<i>TOTAL</i>
Administration		\$15,232	\$182,330	\$182,330
Long Range Plan		\$2,215	\$26515	\$26515
Short Range Plan		\$4,265	\$51,050	\$51,050
TIP		\$553	\$6,625	\$6,625
Surveillance		\$1,938	\$23,200	\$23,200
Public Information	\$12,800	\$2,017	\$24,150	\$38,967
Product Development		\$7,226	\$86,500	\$86,500
Technical Assistance, Service, Research, and Training	\$15,400	\$7,947	\$95,130	\$118,477
TOTALS	\$28,200	\$41,394	\$495,500	\$565,094

Overhead includes: City Cost Allocation, City Rent Allocation, Postage, Fleet Maintenance and Fuel, City copier paper, personal car usage reimbursement and MPO car upkeep. Salaries, benefits and overhead represents 46.49% of the \$1,154,765 budget.

Other expenses adding to the entire MPO Operations include:

Local Meetings, Transit Marketing, Advertisements, Printing, Dues & Subscriptions, Out-of-town Travel -	\$28,200.00
Computer Software and Software Maintenance -	\$69,039.00
Parts, Supplies and Small Maintenance -	\$12,400.00
Hardware & Equipment -	<u>\$12,500.00</u>
Total -	\$122,139.00

Adding these additional overhead expenses plus other expenses brings the total overhead and operational cost to \$659,033 or 57.07% of the \$1,154,765 budget. This leaves 42.93% or \$495,732 of this year's budget for planning projects.

APENDIX B

Metropolitan Planning Factors

The Federal Transportation Bill, the *Safe, Accountable, Flexible, and Efficient Transportation Equity Act of 2005, A Legacy for Users* (SAFETEA-LU) created the planning factors that were to be considered by Metropolitan Planning Organizations when developing transportation plans and programs (§ 450.306(b)). The *Moving Ahead for Progress in the 21st Century Act* (MAP-21) and The *Fixing America's Surface Transportation Act* (FAST) maintained these planning factors plus added the last two involving resilience and travel. The ten metropolitan planning factors from FAST include:

- (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 stormwater impacts of surface transportation; and
- (10) Enhance travel and tourism.

Metropolitan Planning Factors Considered in the FY `23 UPWP

UPWP Elements	Metropolitan Planning Factors									
	1	2	3	4	5	6	7	8	9	10
Administration and Coordination	x	x	x	x	x	x	x	x	x	x
Long Range Plan	x	x	x	x	x	x	x	x	x	x
Short Range Plan	x	x		x	x	x	x	x		
Transportation Improvement Program	x	x	x	x	x	x	x	x	x	x
Surveillance	x	x	x	x	x	x	x	x	x	
Public Information	x	x	x	x		x	x			x
Product Development	x	x	x	x	x	x	x	x	x	
Technical Assistance, Service, R & T	x	x	x	x	x	x	x	x	x	x
Studies										
General Public Engagement Assistance	x	x	x	x	x	x	x		x	
HPMS Traffic Counts and Count Processing	x	x			x	x	x			
On-Going Travel Demand Forecast Modeling Assistance	x	x			x		x			
Safe Streets Cheyenne Outreach & Education		x		x	x	x				
Laramie County Rights-of-Way Impact Fee Study	x	x		x	x	x	x	x	x	
Southwest Drive Plan	x	x		x	x	x	x	x		
West Crow Creek Greenway Plan		x		x	x	x	x			
East Allison Park	x	x		x	x	x	x	x		
AMTRAK Passenger Rail Station Plan	x	x	x	x	x	x	x			x
Safe Routes to School Plan Update		x		x	x					



Federal Highway Administration
[Wyoming Division](#)
2617 E Lincolnway, Ste D
Cheyenne, WY 82001
307.772.2101 – Phone

Federal Transit Administration
[Region 8](#)
1961 Stout St, Ste 13-301
Denver, CO 80294
303.362.2400 – Phone

September 19, 2022

Mr. Luke Reiner, Director
Wyoming Department of Transportation
5300 Bishop Boulevard
Cheyenne, WY 82009

Subject: Approval of Cheyenne and Casper FY 2023 Unified Planning Work Programs

Dear Mr. Reiner:

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have jointly reviewed the FY 2023 Unified Work Programs (UPWPs) for the Casper Area and Cheyenne Area Metropolitan Planning Organizations (MPOs) submitted by your office. The FY 2023 UPWP planning documents identify the transportation planning activities to be undertaken in the metropolitan areas during the fiscal year from October 1, 2022 through September 30, 2023 funded with federal and local funds. The Cheyenne Area MPO Policy Committee approved its UPWP on September 14, 2022. The Casper Area MPO Policy Committee approved its UPWP on June 16, 2022.

WYDOT planning staff reviewed the documents and confirmed the documents are substantially in compliance with the applicable Federal directives. After reviewing the documents, FHWA and FTA concur with the finding of WYDOT staff that the UPWPs meet the requirements of 23 Code of Federal Regulations (CFR) 450.308 and FTA Circular 8100.1D (as applicable).

This authorization is subject to the availability of funds. FHWA Planning and Research funds shall be administered in accordance with the provisions of 49 CFR and 23 CFR Part 420. All work program activities must be eligible under 23 U.S.C. 134, 135, 505 or 49 U.S.C. 5303-5305, 5313(b) and the provision of 23 CFR 420 and 23 CFR 450. Annual progress and financial summaries shall be submitted within 90 days after the end of the report period, in accordance with 23 CFR 420.117(c). As federal guidance is developed to implement the new requirement for a 2.5% planning fund expenditure on Safe and Accessible Transportation Options, staff will assist MPOs as they work to identify and document specific MPO activities that meet this requirement in the next UPWPs.

Approval of the UPWPs is not a Federal aid eligibility determination, nor does it constitute an obligation of Federal funds. Each project must satisfy the specific requirements of the program from which federal funds are to be derived, as well as the other federal requirements appropriate before the use of those federal funds can be authorized. Additionally, the approval of the UPWPs will expire on September 30, 2023.

Upon receipt of this approval letter, we request that you inform both the Casper Area and Cheyenne MPOs that their UPWPs have been approved. We appreciate the efforts and cooperation of your staff in reviewing and coordinating the UPWPs with the MPOs. If you have any questions concerning this joint approval action, please contact Mr. Richard Duran of FHWA at (307) 771-2941 or Kristin Kenyon of FTA at (303) 362-2391.

Sincerely,

Digitally signed by
MONICA
GOURDINE
Date: 2022.09.20
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Monica Gourdine
Acting Division Administrator
FHWA Wyoming Division

Sincerely,

Digitally signed by
DAVID L
BECKHOUSE
Date: 2022.09.16
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Cindy Terwilliger
Regional Administrator
FTA Region 8

cc: Mr. Tom Mason, Cheyenne MPO
Ms. Beth Andress, Casper MPO
Mr. Mark Gillett, P.E., Chief Engineer, WYDOT
Mr. Mark Wingate, P.E., State Planning Engineer, WYDOT
Ms. Julianne Monahan, Planning & Policy Analyst, WYDOT
Ms. Sara Janes-Ellis, Local Government Coordinator, WYDOT
Mr. Brenden Schaefer, P.E., State Systems Engineer, WYDOT