



Pueblo Area Council of Governments

**Metropolitan Planning Organization (MPO)
Transportation Planning Region (TPR)**

CPG GRANT

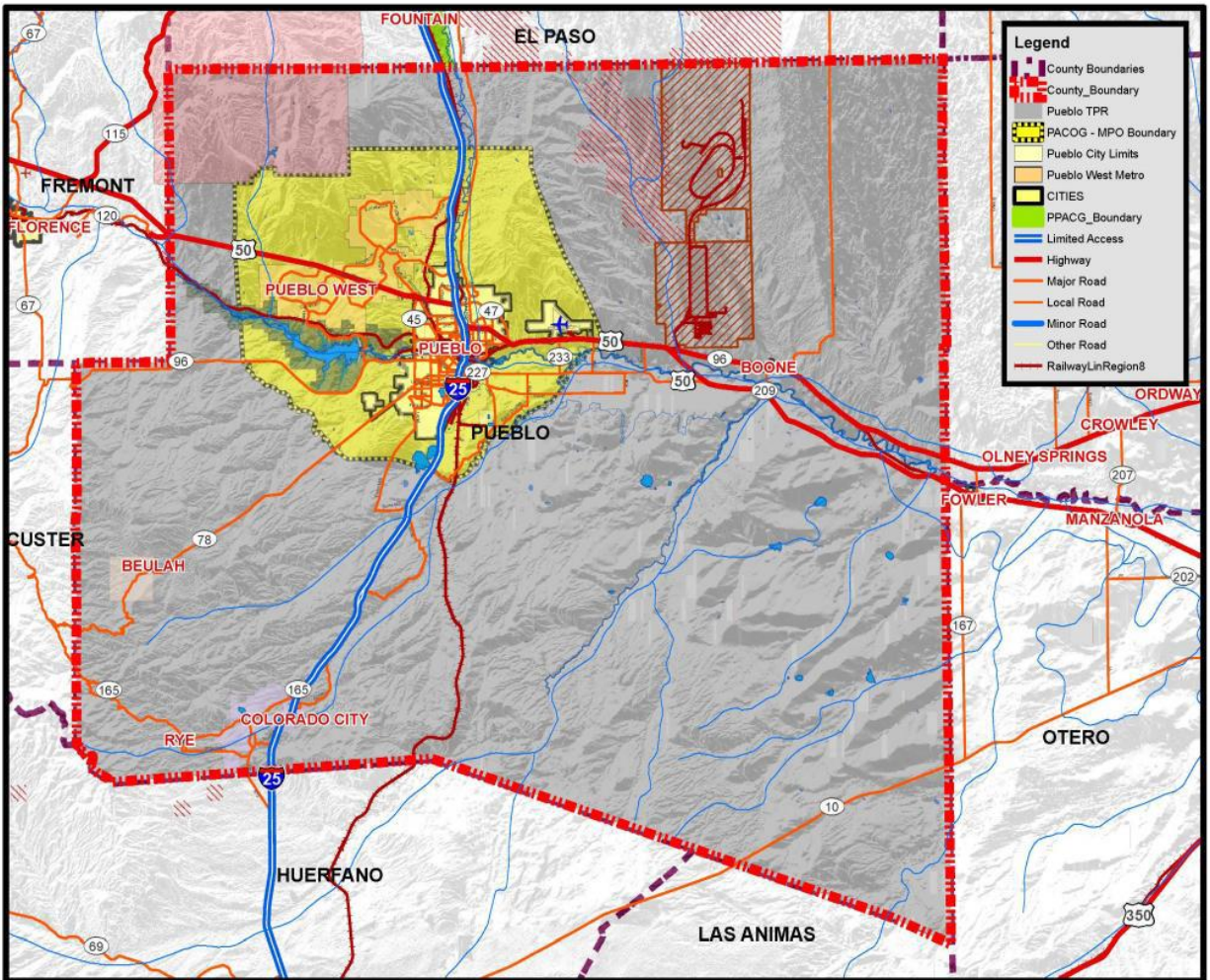
**Unified Planning Work
Program (UPWP)**

FFY 2022-2023

(OCT. 1, 2021 – SEPT. 30, 2022)

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PACOG PLANNING AREA



INTRODUCTION

The Consolidated Planning Grant (CPG) Scope of Work for FFY-2022 is based on the PACOG FY 2022-2023 Unified Planning Work Program (UPWP) adopted. Amendments to the FY 2022-2023 to reflect the FY 2022 SOW will be adopted September 27, 2021.

Organization, Management & Funding

The general objectives of the FFY2022-2023 UPWP are to:

1. Assist all participating agencies in achieving applicable comprehensive planning goals and in fulfilling the statutory requirements of FAST-Act and associated planning regulations adopted by the FHWA and FTA.
2. Assist all participating agencies in fulfilling their continuing responsibilities to the community including, but not limited to,
 - a) Using the products of the transportation planning process as a major contribution to other comprehensive planning activities and providing the mechanisms for the continued integration of transportation planning with land use and other comprehensive planning.
 - b) Updating and revising basic transportation planning, regional socioeconomic, environmental, land use, and transportation system operating data using applicable GIS or other technologies for these systems.
 - c) Modifying developed plans and programs as warranted by changes in travel patterns or urban conditions and translating plans into action programs for project implementation.
3. Carry out specific transportation planning functions required for the continued certification of the Pueblo area urban transportation planning process including the biennial development and annual refinement of the UPWP, the annual development of the TIP, and updates to financial forecast to the Long-Range Transportation Plan (LRTP) to the horizon of 2045 as needed.

The primary funding source are from the Federal Highway Administration and Federal Transit Administration, with a small portion be contributed by the City of Pueblo and Pueblo County.

FINANCING, 2022 & 2023 ESTIMATED BUDGETS

Funds Source	Federal	Local Match-Cash	Local Match- In-Kind	Total Funds
FY 2022-2023 CPG Contract				
FY 2022 CPG	\$298,458	\$62,042	\$0	\$360,500
Contract Total	\$298,458	\$62,042	\$0	\$360,500
FY 2022-2023 CPG Contract Amendment 1				
Estimated Carry-over from FY 2020-2021 CPG	\$ 283,124	\$58,854	\$0	\$341,978
Contract Amendment Total	\$581,582	\$120,896	\$0	\$702,478
FY 2022-2023 CPG Contract Amendment 2				

MPO Staff Payroll by Program	Element 2210	Element 2220	Element 2230	Element 2240	Total
MPO Manager	\$84,865	\$0	\$20,178	\$21,443	\$126,486
Sr. Planner	27,497	\$9,374	\$47,497	\$9,374	\$ 93,742
Technical Planner	\$9,987	\$56,593	\$0	\$0	\$66,580
Office Assist.	\$812	\$0	\$0	\$0	\$ 812
Total	\$123,160	\$65,967	\$67,675	\$30,817	287,620

2022 Non-Labor Direct Expenses

**FY 2022
Non-Labor
Direct**

FY2023

2210 Postage	\$500	\$500
2210 Telephone	\$1,500	\$1,500
2210 Advertising	\$2,500	\$2,500
2210 Printing & Binding	\$2,500	\$2,500
2210 Travel	\$20,250	\$15,000
2210 Training and Education Registrations	\$6,800	\$6,800
2210 Offices Supplies	\$1,500	\$1,500

2210	Operating Supplies	\$1,500	\$1,500
2210	Dues and Subscription	\$1,400	\$1,400
2210	Computer Equipment	\$5,200	\$3,000
2210	Office Equipment/Desk/Chairs	\$3,000	\$2,000
		\$46,650	\$38,200
2220	Software Maintenance MS2	\$12,500	\$12,500
2220	Contract Traffic Counts	\$8,000	\$8,000
	Traffic Counters/Equip.	\$13,000	\$1,000
		\$33,500	\$21,500
2030	Software Maintenance TransCad	3,000	\$1,500
2040	Professional Services	200,000	\$50,000
		203,000	\$51,500

MPO Program Expenses

	Element 2210	Element 2220	Element 2230	Element 2240	Total
Federal (82.79%)	\$143,339	\$165,138	\$ 58,512	\$191,093	\$563,082
Local (17.21%)	<u>\$29,797</u>	<u>\$34,328</u>	<u>\$ 12,163</u>	<u>\$39,724</u>	<u>\$116,012</u>
	\$173,136	\$199,466***	\$70,675	\$ 230,817	\$679,094

***** Includes \$100,000 contribution to Statewide Travel Demand Model**

WORK ELEMENT 2210 PROGRAM ADMINISTRATION & COORDINATION (\$173,136)

Objective - To manage, support, improve, adapt, administer, and coordinate the cooperative, continuous, and comprehensive transportation planning process as required by FAST Act.

MPO Manager	69%
Sr Planner	22%
Transportation Tech	8%
Administrative Tech.	1%

2211 - AGREEMENTS AND BYLAWS

- Activities are considered on-going and will be addressed as needed:
- Complete and execute planning partner memorandum of understandings, as needed, to implement the transportation planning process.

Prepare MPO Budget for PACOG Board										☐	☐		
City of Pueblo – Sub-delegation Budget		☐	☐										
PACOG Audit - Transportation					☐	☐							

2214 - STAFF AND PROFESSIONAL DEVELOPMENT

Activities:

- Actively participate in Statewide training and educational meetings hosted by CDOT/FHWA/FTA and other organizations within the State.
- Make applicable transportation planning training available to staff, committee members, and member agency partners.
- Develop staff training and transition plan for the MPO during the next 2-3-year period.
- Develop, implement, and conduct an orientation program for new committee members.
- Staff Training on Travel Demand Model, TransCAD (OUT/IN STATE).
- Staff Training courses conducted by Nation Highway Institute or National Transit Institute (OUT/IN STATE).
- Staff Attendance at Transportation Research Board’s Annual Meeting (OUT/IN STATE).
- Staff participation in AMPO’s Annual Conference, AMPO’s Technical Conference (OUT/IN STATE).
- Staff attendance/participation in Transportation Research Boards working groups. (OUT/IN STATE).

TP2014 FY2022	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.
Training meetings	☐	☐			☐	☐			☐	☐		
Conferences and Workshops for MPO Staff	☐			☐			☐			☐		
PACOG Board & Committee Orientations				☐					☐			

2215 - PUBLIC INVOLVEMENT ACTIVITIES

Products/Activities:

- Project specific public involvement.
- Review and update the Public Participation Plan (PPP) as needed.

- Amend Title VI and LEP Policy as needed.
- Issue press releases and advisories related to transportation planning and projects in the region.
- Develop and expand a stakeholder’s contact list for notification of planning activities.
- Maintain MPO website.
- Work collaboratively with local, state and federal officials and agencies to help achieve established transportation goals and objectives.
- Actively participate in meetings and planning sessions of various public and private stakeholder groups that have direct or indirect involvement in transportation planning, land use planning, economic development, community development, infrastructure development.

TP2215 FY2022	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.
Website Maintenance	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Open Houses as Needed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Meetings and General Public Questions – On-Going	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

2216 MPO COMMITTEE MEETINGS

Activities:

- 10-12 PACOG Board meetings annually.
- 10-12 CAC/TAC Committee meetings annually.
- Participate in local committee’s (i.e., ADA,PACE, Sustainability)
-

TP2016 FY2022	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.
Submit Monthly Reimbursement Reports	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Prepare MPO Budget for PACOG Board									☐	☐		
City of Pueblo – Sub-delegation Budget		☐	☐									
PACOG Audit – Transportation					☐	☐						

2217 - MISCELLANEOUS ADMINISTRATIVE ACTIVITIES

Activities:

- Perform the routine administrative, personnel, contractual and management activities and tasks necessary to maintain and support a viable long-range transportation planning process.
- Procure, upgrade and/or maintain computer systems, software and equipment required to carry out an efficient and effective transportation planning process.
- In conjunction with the amendment and update of the FY2017-2020 Transportation Improvement Program (TIP), MPO Annual Certification of the Planning Process (23 CFR 450.334 & CFR 613.100).
- Annual Review with FHWA and FTA.

TP2217 FY2022	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.
Annual Planning Process Certification											☐	☐
On-Going Activities	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

WORK ELEMENT 2220 – DATA COLLECTION AND MANAGEMENT (\$199,467)*

Objective – to develop and maintain data necessary for informed decision making relating to the MPO transportation system.

STAFF TIME ALLOCATED

MPO Manager	0 %
Sr Planner	14%
Transportation Tech	86%
Administrative Tech.	0%

*Agreement with CDOT to contribute \$100,000 of the State-wide Travel Survey.

2221 – TRAFFIC COUNTING

Activities:

- Obtain, update, convert, refine, and maintain traffic count data for the Pueblo area. This includes national highway system, state highway system, county and local roadways.
- Continue traffic counting program to support transportation modeling and impacts on urban or non-urban areas.
- Continue bike/pedestrian counting on trails within the Study area.
- Update MPO Databases and GIS layers as information becomes available.

- Prepare and maintain maps, records, booklets, etc. that summarize or depict the PACOG MPO census data.
- Conduct other census related work and activities necessary to support transportation planning.
- Continue count cycle to be included in five year counts included in the base data for the MS2 software.
- Provide traffic count reports to CDOT in format compatible with the national HPMS Database.
- Continue count cycle for Pueblo Regional Trail System and the Pueblo West Trail System.
- Download and maintenance of State of Colorado crash data and as time permits, review, verify, and attempt to resolve data discrepancies to improve accuracy.
- Merge crash data into the MS2 crash data software which will allow for the development of summary reports and maps with crash data to assist planning partners in identifying potential safety improvement projects.

TP2221 FY2022		OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.
Annual Traffic Count Program		☐	☐				☐	☐	☐	☐	☐	☐	☐
Contract Counts							☐	☐	☐	☐	☐	☐	☐
Regional Trail User Count		☐								☐	☐		

2222-TRAFFIC CRASH MONITORING PROGRAM

Activities:

- Update and maintain crash databases.
- Analyze traffic and collision data for trends.
- Prepare projections and reports for planning uses.
- Publish Crash Summary Data annually with 5-years historical crash data.
- Improve geo-referencing process locations of crashes

TP2221 FY2022		OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.
Crash Database Update				☐	☐	☐							
Accident Summary Report						☐	☐						

2223-DATABASE MANAGEMENT

Activities:

- Update MPO Databases and GIS layers as information becomes available.
- Prepare and maintain maps, records, booklets, etc. that summarize or depict the PACOG MPO census data.

- Conduct other census related work and activities necessary to support transportation planning.
- Provide current transportation planning materials and maps as requested by citizens and various agencies within the MPO region.
- .

TP1621 FY2017	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.
Socio-economic layer updates	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

2224 – STATEWIDE TRAVEL SURVEY

Activities:

Participate in the Statewide Travel Demand Survey.

TP1624 FY2017	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.
As-Needed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

WORK ELEMENT 2230 – TRANSPORTATION PLANS, PERFORMANCE MEASURES, GREEN HOUSE GAS REDUCTION, ACTIVE TRANSPORTATION, AND SCENARIO PLANNING (\$72,175)

Monitor the adopted 2045 PACOG LRTP for compliance and make amendments as necessary.

STAFF TIME ALLOCATED

MPO Manager	30%
Sr Planner	70%
Transportation Tech	0%
Administrative Tech.	0%

2231 – METROPOLITAN TRANSPORTATION PLAN

Activities:

- 2045 LRTP Implementation
- 2040 LRTP Implementation
- Ongoing updating and maintenance of a 6-year capital plan of projects for inclusion into the TIP.
- Monitor the approved 2045 LRTP and make amendments where significant changes have been identified.
- Coordinate with CDOT’s implementation of GHG Emissions as final rule making is completed and implementation of .
- Review local plans for consistency with the LRTP.

2234 – FEDERAL HIGHWAY FUNCTIONAL CLASSIFICATION REVIEW

- In coordination with CDOT, review the existing Functional Classifications and update as necessary based on the new 2020 census data.

TP2233 FY2023	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.
Review of Functional Classification and Boundary changes if needed.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

2235 – TRANSPORTATION IMPROVEMENT PROGRAM

To prepare the Transportation Improvement Program to ensure that all expected funding sources are accurately accounted for and programmed, consistent with policies to ensure adoption by PACOG, CDOT, and FHWA.

Activities:

- Prepare, coordinate, and distribute required administrative modifications and amendments to the adopted TIP following a review of compliance/progress verification, along with submittal of corresponding request for inclusion in the State Transportation Improvement Program (STIP).
- Produce and distribute an annual list of projects obligated the prior FFY within.
- Plan, organize and facilitate the updating of the TIP on an annual basis and apply fiscal constraint to a proposed projects list. Validate or modify the list of programmed projects to be executed in subsequent years of the adopted TIP.
- In conjunction with the amendment and update of the FY2022-2021 Transportation Improvement Program (TIP), MPO Annual Certification of the Planning Process (23 CFR 450.334 & CFR 613.100).
- Implement a project tracking system utilizing TELLUS or similar project/mapping management system for visualization of projects and locations.
- In accordance with state and federal requirements and policies, analyze the potential environmental and environmental justice impacts of proposed projects.

TP2235 FY2023	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.
As-Needed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

WORK ELEMENT 2240 SHORT RANGE PLANNING AND PROGRAMS (\$230,817)

Objective – These are intended to be planning activities that will completed annually or completed in a specific FFY of the UPWP.

STAFF TIME ALLOCATED

MPO Manager	70%
Sr Planner	30%
Transportation Tech	0%
Administrative Tech.	0%

2241 – AREA-WIDE HIGHWAY SAFETY PLAN

The following is the Scope of Services for the development of the Area-Wide Local Roadway Safety Plan. Consultant may recommend additional actions or tasks as they deem appropriate based upon their experience for the Area-Wide consideration.

Task 1: Project Administration

Establish a Project Development Team (PDT) and maintain consistent communication through status meetings.

Task 2: Field Review and Data Collection

Meet with the Agencies to review the current roadway safety issues and traffic safety concerns. Consultant will prepare a base map of locations of safety concerns. This will be the basis of identifying the potential safety projects. • Collect and review existing data, programs, policies, and activities and provide a summary of current efforts to address roadway safety – including identifying programs that have evidence of measurable success. • Examine the available countywide collision history and utilize MS2 Mapping System as a web-based tool for local agencies to gather data for their safety analysis. • Coordinate with the Local Agencies to obtain recent engineering studies that have been completed relating to roadway safety improvements, including traffic signal warrants, feasibility studies, and project study reports. • Key stakeholders will be asked to participate in the process and provide input.

Task 3: Safety Analysis

The objective of LRSP is not only to find counter measures for fixing existing safety problems, but also to make improvements necessary to address potential issues before they become a problem or create a hazard. A safety analysis will be conducted and may include the following considerations:

- Crash Factors
- Systemic Safety Analysis
- Priority Safety Strategies
- Infrastructure Safety Projects
- Behavioral Safety Strategies

Consultant will:

- Identify potential conflicts between vehicles, pedestrians, bicycles and equestrians
- Evaluate the Area-Wide intersections, crosswalks and traffic control devices
- Select priority locations for more detailed analysis.

Task 4: Counter Measures and Potential Improvement Identification The identification of the potential projects will be developed by examining the crash data and determining the appropriate countermeasures improvements to roadway segments. The countermeasures will include the "4 Es" of highway safety – engineering, enforcement, education, and emergency response. Specifically, consultant will: • Develop potential projects that recognize the needs of all users of the transportation system. • Provide recommendations for operational safety improvements • Identify potential projects to improve roadway and traffic safety. • Develop conceptual infrastructure improvements with quantifiable costs • Calculate the B/C ratio for each identified project • Analyze the feasibility of the identified projects and applicability for grant funding • Compile the above information for each of the potential projects. This will allow the City and stakeholders prioritize these projects

Task 5: Final LRSP Report • Prepare a Draft LRSP to document the findings of the previous tasks and assist in circulating the Draft LRSP to identified stakeholders for review. • Attend up to two public meetings and present the Draft LRSP. • Respond to all comments and incorporate feedback received on the Draft LRSP into the Final LRSP. This document will guide the Area-Wide effort to improving transportation safety and reducing the number of incidents and the severity of those incidents on our transportation systems. • Provide three (3) hard copies and an electronic copy (on flash drive) of the Final LRSP.

To prepare the Transportation Improvement Program to ensure that all expected funding sources are accurately accounted for and programmed, consistent with policies to ensure adoption by PACOG, CDOT, and FHWA.

Activities:

- Prepare, coordinate, and distribute required administrative modifications and amendments to the adopted TIP following a review of compliance/progress verification, along with submittal of corresponding request for inclusion in the State Transportation Improvement Program (STIP).
- Produce and distribute an annual list of projects obligated the prior FFY within.
- Plan, organize and facilitate the updating of the TIP on an annual basis and apply fiscal constraint to a proposed projects list. Validate or modify the list of programmed projects to be executed in subsequent years of the adopted TIP.
- In conjunction with the amendment and update of the FY2022-2021 Transportation Improvement Program (TIP), MPO Annual Certification of the Planning Process (23 CFR 450.334 & CFR 613.100).
- Implement a project tracking system utilizing TELLUS or similar project/mapping management system for visualization of projects and locations.

- In accordance with state and federal requirements and policies, analyze the potential environmental and environmental justice impacts of proposed projects.

TP2241 FY2023	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.
Complete with assistance from Consultants a County-wide Safety Plan		[[]	[]	[]	[]	[]	[]	[]	[]	[]	[]

2242 – REGIONAL AND STATEWIDE PLANNING PARTICIPATION-(\$7,400)

Activities:

- Regular participation in regional planning activities in cooperation with PACOG member entities.
- Regular attendance at State Transportation Advisory Committee (STAC) meetings.
- Review major annexation plans for transportation impacts.
- Evaluate development impacts which may require amendments to the adopted Long Range Transportation Plan and/or Transportation Improvement Program.
- Review land use issues affecting the transportation system.
- Attendance at Transportation Commission (TC) meetings if necessary to represent the interests of the PACOG MPO/TPR.
- Participation and support the Southwest Chieftain North Front Range Passenger Rail Commission.
- Participation in joint or coordinated planning studies conducted cooperatively by the four Front Range MPOs.
- Regular participation in statewide committees for special studies that may have impacts in the PACOG MPO area, (i.e. Freight, Rail, Intracity transit)
-

• TP2242 • FY2022	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.
As-Needed	[]	[]	[]	[]	[]	[]	[]		[]	[]	[]	[]

2243– GENERAL CONSULTANT SERVICES/ON-CALL (\$50,000)

This element is developed as a placeholder for funding for consultant’s services to assist with planning activities, which provides flexibility to the MPO to use a portion of additional CPG funds later. General consultant services may be used for Long Range Transportation Plan activities, traffic count program,

Travel Demand Modeling, Pavement Condition Rating or Planning studies. Planning contracts under consideration will be approved by CDOT and the PACOG Board by specific Resolution.