

**ST. CLOUD AREA PLANNING ORGANIZATION
UNIFIED PLANNING WORK PROGRAM
2008-2009**



Adopted: October 25, 2007

INTRODUCTION

The overall objective of the UPWP is to provide for efficient work and financial management of the planning program. The program is organized according to six major functional categories. These categories include 200 Program Development, 300 Demographics, 500 Policy, 600 Transportation, 700 Land Development and 800 Research and Development. Within each category are sub-categories that describe specific work items to be undertaken. This provides for easy review and monitoring of the planning process.

The APO places emphasis on the timely delivery and quality of products identified in the UPWP. Accordingly, products developed by the APO under various activities fall into the following product categories.

| | |
|--------------------------|---|
| Reports | - Formally adopted by the APO - Distribution to participating agencies - Reflect APO Policy - Recommended by TAC |
| Technical Reports | - May or may not be adopted by APO - Distribution to APO and/or affected agencies - Involve analysis, conclusions and recommendations |
| Memorandums | - Usually not adopted by APO - Distribution to APO and/or affected agencies - Involve a specific subject matter |
| Status Reports | - For information only - Presented orally to APO |

FUNDING SOURCES

The Minnesota Department of Transportation (MnDOT), the St. Cloud Metro Bus and APO have executed a Memorandum of Understanding (MOU) to cooperatively carry out the SAFETEA-LU required transportation planning and programming for the APO Planning Area. These agencies jointly provide the matching funds for transportation planning grants from SAFETEA-LU. The following table identifies the funding source and matching funds for the 2008 and 2009 UPWP.

| Calendar Year | CPG | | | 20% APO Match for Mn/DOT | Metro Bus | APO Other | UPWP Totals |
|--------------------|---------------------|--------------------|---------------------|--------------------------|-------------------|--------------------|-----------------------|
| | 80% Federal | 20% Local Match | | | | | |
| | | APO | Mn/DOT | | | | |
| 2008 | \$433,410.30 | \$35,084.56 | \$71,204.34 | \$17,801.08 | \$2,007.86 | \$2,276.05 | \$561,784.19 |
| 2009 | \$464,802.16 | \$37,625.73 | \$71,173.67 | \$17,793.42 | \$2,180.23 | \$11,044.86 | \$604,620.07 |
| UPWP TOTALS | \$898,212.46 | \$72,710.29 | \$142,378.01 | \$35,594.50 | \$4,188.09 | \$13,320.91 | \$1,166,404.26 |

COST ALLOCATION PLAN

In accordance with OMB A-87, the UPWP should include a description of the basis for determining the level of Federal Consolidated Planning Grant (CPG) participation in jointly funded work activities. The purpose for this is to ensure that funds are allocated consistent with the "benefit received" by each agency.

The APO used the following general methodology when allocating cost to individual work activities within the 2008-2009 PWP.

1. Activities are developed with specific objectives in mind. Proposed work and products are itemized, staff members are assigned and work hours are budgeted.
2. Total direct salaries and indirect costs are calculated for each activity.
3. Jointly funded activities are then reviewed to determine the level of cost participation by each agency consistent with the anticipated benefits to be received. All federal funds are allocated at least a 20 percent local match with APO and MnDOT funds.

AUDIT

Special attention will be directed to the requirements contained in OMB Circular A-128 issued pursuant to the Single Audit Act of 1984, PL 98502. Arrangements have been made for the required financial and compliance audit, and the audit will be made within the prescribed audit reporting cycle, and furnished to the State and cognizant Federal audit agency.

Activity Number: **201 PLANNING WORK PROGRAM (PWP)**

Objective: Prepare Unified Planning Work Program and budget for the Area Planning Organization

Proposed Work: 201.01 Solicit work activities, prepare and develop budget and UPWP.

| Element | 2008 | 2009 | 2008-2009 Total |
|---------------------------|---------------|---------------|------------------------|
| Products: | | | |
| 201.01 | UPWP Report. | UPWP Report. | NA |
| Completion Dates: | | | |
| 201.01 | October, 2008 | October, 2009 | NA |
| Est. Person Hours: | | | |
| 201.01 | 98 | 150 | 248 |
| Total Hours | 98 | 150 | 248 |

Activity Number: **301 CENSUS COORDINATION**

Objective: Enhance the APO's transportation planning endeavors by utilizing Bureau of the Census 2000 demographic and travel information, and provide data to local jurisdictions and the public.

Proposed Work: 301.01 Catalog and tabulate census data and provide data to the public.

| Element | 2008 | 2009 | 2008-2009 Total |
|---------------------------|--------------|--------------|------------------------|
| Products: | | | |
| 301.01 | Memorandums. | Memorandums. | NA |
| Completion Dates: | | | |
| 301.01 | On-going. | On-going. | NA |
| Est. Person Hours: | | | |
| 301.01 | 160 | 160 | 320 |
| Total Hours | 160 | 160 | 320 |

Activity Number: **501 TRANSPORTATION POLICY INFORMATION - COORDINATION**

Objective: To provide transportation funding and project information and coordinate with State and federal legislative representatives.

Proposed Work: 501.01 Provide information and coordinate with State and federal legislative representatives for matters pertaining to transportation funding, projects or policies.

| Element | 2008 | 2009 | 2008-2009 Total |
|---------------------------|-----------------|-----------------|------------------------|
| Products: | | | |
| 501.01 | Status Reports. | Status Reports. | NA |
| Completion Dates: | | | |
| 501.01 | On-going. | On-going. | NA |
| Est. Person Hours: | | | |
| 501.01 | 194 | 208 | 402 |
| Total Hours | 194 | 208 | 402 |

Activity Number: **601 TRANSPORTATION SURVEILLANCE/GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Objective: To monitor, record, and report on trends in phenomena affecting travel demands and overall planning for the transportation system consistent with the APO's Surveillance Plan.

Proposed Work: 601.01 Monitor and inventory land development, and initiate 2005 base year land use for the 2035 Transportation Plan Update.
 601.02 Collect and analyze traffic, freight and transit operations data relative to system maintenance, preservation and performance.
 601.03 Report on surveillance activities.
 601.04 Continue GIS development and capabilities.

| Element | 2008 | 2009 | 2008-2009 Total |
|---------------------------|----------------------|----------------------|-----------------|
| Products: | | | |
| 601.01 | Memorandums. | Memorandums. | NA |
| 601.02 | Memorandums. | Memorandums. | NA |
| 601.03 | Surveillance Report. | Surveillance Report. | NA |
| 601.04 | Status Reports. | Status Reports. | NA |
| Completion Dates: | | | |
| 601.01 | On-going. | On-going. | NA |
| 601.02 | On-going. | On-going. | NA |
| 601.03 | July, 2008. | July, 2009. | NA |
| 601.04 | On-going. | On-going. | NA |
| Est. Person Hours: | | | |
| 601.01 | 268 | 94 | 362 |
| 601.02 | 135 | 135 | 270 |
| 601.03 | 60 | 60 | 120 |
| 601.04 | 696 | 697 | 1393 |
| Total Hours | 1,159 | 986 | 2,145 |

Activity Number: **602 TRANSPORTATION SYSTEMS MANAGEMENT (TSM)**

Objective: Develop short-range strategies that will make efficient use of existing transportation resources through low-cost projects, which improve mobility, safety, reduce traffic congestion, conserve gasoline and minimize air pollution.

Proposed Work: 602.01 Monitor deficiencies identified in 2005 and 2008.
 602.02 Evaluate current system deficiencies.
 602.03 Report on short-range strategies.

| Element | 2008 | 2009 | 2008-2009 Total |
|---------------------------|-------------------|-------------------|-----------------|
| Products: | | | |
| 602.01 | Memorandums. | Memorandums. | NA |
| 602.02 | Technical Report. | Technical Report. | NA |
| 602.03 | TSM Report. | TSM Report. | NA |
| Completion Dates: | | | |
| 602.01 | February, 2008. | February, 2009. | NA |
| 602.02 | July, 2008. | July, 2009 | NA |
| 602.03 | August, 2008 | August, 2009 | NA |
| Est. Person Hours: | | | |
| 602.01 | 20 | 20 | 40 |
| 602.02 | 50 | 50 | 100 |
| 602.03 | 30 | 30 | 60 |
| Total Hours | 100 | 100 | 200 |

Activity Number: **603 TRANSPORTATION PROJECT DEVELOPMENT**

Objective: To conduct corridor studies and prepare environmental documentation necessary to preserve rights-of-way and identify preferred designs necessary to implement projects consistent with the St. Cloud APO's long range transportation plan.

Proposed Work: 603.01 Coordinate implementation of projects identified in the TIP.
 603.02 Continue participation in the Field Street Corridor environmental study in St. Joseph.
 603.03 Continue participation in the 33rd Street South environmental study.
 603.04 Continue participation in the University Drive environmental study.
 603.05 Continue participation in the 10th Avenue/2nd Avenue environmental study.
 603.06 Continue participation in the Southwest Beltway environmental study.
 603.07 Continue participation in the St. Joseph North Corridor environmental study in St. Joseph.
 603.08 Initiate and participate in the Sauk River Crossing environmental study.
 603.09 Initiate and participate in the Opportunity Drive environmental study.
 603.10 Initiate and participate in the Sherburne CSAH 7 environmental study.

| Element | 2008 | 2009 | 2008-2009 Total |
|---------------------------|-------------------|-------------------|-----------------|
| Products: | | | |
| 603.01 | Status Reports. | Status Reports. | NA |
| 603.02 | Technical Report. | - | NA |
| 603.03 | Technical Report. | - | NA |
| 603.04 | Status Reports. | Technical Report. | NA |
| 603.05 | Status Reports. | Technical Report. | NA |
| 603.06 | Status Reports. | Status Reports. | NA |
| 603.07 | Status Reports. | Status Reports. | NA |
| 603.08 | - | Status Reports. | NA |
| 603.09 | - | Status Reports. | NA |
| 603.10 | - | Status Reports. | NA |
| Completion Dates: | | | |
| 603.01 | On-going. | On-going. | NA |
| 603.02 | July, 2008 | - | NA |
| 603.03 | December, 2008 | - | NA |
| 603.04 | On-going. | July, 2009 | NA |
| 603.05 | On-going. | July, 2009 | NA |
| 603.06 | On-going. | July, 2010 | NA |
| 603.07 | On-going. | December, 2010 | NA |
| 603.08 | - | December, 2010 | NA |
| 603.09 | - | December, 2010 | NA |
| 603.10 | - | December, 2010 | NA |
| Est. Person Hours: | | | |
| 603.01 | 80 | 80 | 160 |
| 603.02 | 60 | 0 | 60 |
| 603.03 | 180 | 0 | 180 |
| 603.04 | 275 | 160 | 435 |
| 603.05 | 315 | 180 | 495 |
| 603.06 | 220 | 270 | 490 |
| 603.07 | 220 | 300 | 520 |
| 603.08 | 0 | 295 | 295 |
| 603.09 | 0 | 260 | 260 |
| 603.10 | 0 | 240 | 240 |
| Total Hours | 1,350 | 1,785 | 3,135 |

Activity Number: **604 TRANSPORTATION PLAN DEVELOPMENT**

Objective: To develop a long-range transportation plan and refine as necessary to maintain its validity and promote its implementation by proactive involvement in committee initiatives.

- Proposed Work:
- 604.01 Implement visualization techniques and ensure conformance with SAFETEA-LU checklist.
 - 604.02 Prepare 2035 Public Participation Plan.
 - 604.03 Prepare 2035 Land Use Plan.
 - 604.04 Prepared 2035 Financial Plan.
 - 604.05 Prepared 2035 Roadway Plan.
 - 604.06 Prepare 2035 Access Management Plan.
 - 604.07 Prepare 2035 Freight Plan.
 - 604.08 Prepare 2035 ITS Plan.
 - 604.09 Prepare 2035 Bike/Pedestrian Plan and provide staff support for Metro Bike/Ped. Committee.
 - 604.10 Coordinate with Metro Bus on Development of 2035 Transit Plan & Transit Human Services Plan.
 - 604.11 Prepare Air Quality Conformity Determination for 2035 Roadway Plan.
 - 604.12 Prepare Environmental Justice Determination for 2035 Roadway Plan.
 - 604.13 Coordinate with St. Cloud Regional Airport on development of 2035 Airport Plan.
 - 604.14 Prepare 2035 Safety and Security Plans, manage SRTS program, and staff Metro Safety Committee.
 - 604.15 Prepare Environmental Mitigation Plan for 2035 Roadway Plan Projects.

| Element | 2008 | 2009 | 2008-2009 Total |
|---------------------------|----------------------------|-----------------------------|-----------------|
| Products: | | | |
| 604.01 | On-going. | Technical Report. | NA |
| 604.02 | Public Participation Plan. | - | NA |
| 604.03 | 2035 Land Use Plan. | - | NA |
| 604.04 | 2035 Financial Plan. | - | NA |
| 604.05 | Status Reports. | 2035 Roadway Plan. | NA |
| 604.06 | Access Management Plan. | - | NA |
| 604.07 | Status Reports. | 2035 Freight Plan. | NA |
| 604.08 | 2035 ITS Plan. | - | NA |
| 604.09 | Status Reports. | Report/Status Reports. | NA |
| 604.10 | Status Reports. | 2035 Transit Plan. | NA |
| 604.11 | - | AQ Determination. | NA |
| 604.12 | - | EJ Determination. | NA |
| 604.13 | 2035 Airport Plan. | - | NA |
| 604.14 | Status Reports. | Safety Plan/Status Reports. | NA |
| 604.15 | - | Mitigation Plan. | NA |
| Completion Dates: | | | |
| 604.01 | On-going. | July, 2009 | NA |
| 604.02 | July, 2008 | - | NA |
| 604.03 | July, 2008 | - | NA |
| 604.04 | July, 2008 | - | NA |
| 604.05 | On-going. | July, 2009 | NA |
| 604.06 | December, 2008 | - | NA |
| 604.07 | On-going. | July, 2009 | NA |
| 604.08 | December, 2008 | - | NA |
| 604.09 | On-going. | On-going/July, 2009 | NA |
| 604.10 | On-going. | July, 2009 | NA |
| 604.11 | - | July, 2009 | NA |
| 604.12 | - | July, 2009 | NA |
| 604.13 | December, 2008 | - | NA |
| 604.14 | On-going/July, 2008 | On-going | NA |
| 604.15 | - | July, 2009 | NA |
| Est. Person Hours: | | | |
| 604.01 | 80 | 240 | 320 |
| 604.02 | 40 | 0 | 40 |
| 604.03 | 340 | 0 | 340 |
| 604.04 | 80 | 0 | 80 |
| 604.05 | 844 | 630 | 1474 |
| 604.06 | 50 | 0 | 50 |
| 604.07 | 160 | 115 | 275 |
| 604.08 | 40 | 0 | 40 |
| 604.09 | 160 | 180 | 340 |
| 604.10 | 40 | 40 | 80 |
| 604.11 | 0 | 40 | 40 |
| 604.12 | 0 | 40 | 40 |
| 604.13 | 40 | 0 | 40 |
| 604.14 | 220 | 230 | 450 |
| 604.15 | 0 | 60 | 60 |
| Total Hours | 2,094 | 1,575 | 3,669 |

Activity Number: **605 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Objective: To prepare a multi-year Transportation Improvement Program for the Metropolitan Area consistent with the currently held valid long-range Transportation Plan.

- Proposed Work:
- 605.01 Represent the APO on the District 3 ATP.
 - 605.02 Refine TIP financial data and linking projects to planning factors.
 - 605.03 Self-certification of the planning process in cooperation with Metro Transit.
 - 605.04 Development of multi-year TIP.
 - 605.05 Project solicitation for TIP.
 - 605.06 Develop strategies to address funding shortfalls.

| Element | 2008 | 2009 | 2008-2009 Total |
|---------------------------|--------------|---------------|-----------------|
| Products: | | | |
| 605.01 | Memorandums. | Memorandums. | NA |
| 605.02 | Memorandums. | Memorandums. | NA |
| 605.03 | Memorandums. | Memorandums. | NA |
| 605.04 | TIP Report. | TIP Report. | NA |
| 605.05 | Memorandums. | Memorandums. | NA |
| 605.06 | Memorandums. | Memorandums. | NA |
| Completion Dates: | | | |
| 605.01 | On-going. | On-going. | NA |
| 605.02 | May, 2008 | May, 2009 | NA |
| 605.03 | May, 2008 | May, 2009 | NA |
| 605.04 | May, 2008 | May, 2009 | NA |
| 605.05 | - | January, 2009 | NA |
| 605.06 | On-going. | On-going. | NA |
| Est. Person Hours: | | | |
| 605.01 | 100 | 100 | 200 |
| 605.02 | 40 | 40 | 80 |
| 605.03 | 10 | 10 | 20 |
| 605.04 | 80 | 80 | 160 |
| 605.05 | 0 | 22 | 22 |
| 605.06 | 50 | 30 | 80 |
| Total Hours | 280 | 282 | 562 |

Activity Number: **606 TRANSPORTATION PLANNING COORDINATION**

Objective: General coordination of all aspects of APO transportation plans and programs with local, state and federal agencies and the public.

Proposed Work: 606.01 Miscellaneous coordination activities with local, county, state and federal agencies. Staff time required for meetings, seminars, conferences, Transportation Forum and training purposes in and out-of-state relative to: GIS, APA, MTA, CMTA ITE, CTS and small MPOs. Monitor federal and State policy relative to transportation programming and funding.
606.02 Public participation activities including web site development.

| Element | 2008 | 2009 | 2008-2009 Total |
|---------------------------|-----------------|-----------------|-----------------|
| Products: | | | |
| 606.01 | Status Reports. | Status Reports. | NA |
| 606.02 | Status Reports. | Status Reports. | NA |
| Completion Dates: | | | |
| 606.01 | On-going | On-going | NA |
| 606.02 | On-going | On-going | NA |
| Est. Person Hours: | | | |
| 606.01 | 2005 | 2165 | 4170 |
| 606.02 | 350 | 350 | 700 |
| Total Hours | 2,355 | 2,515 | 4,870 |

Activity Number: **607 AIR QUALITY**

Objective: To comply with requirements of the Clean Air Act Amendments of 1990 (CAAA 1990).

Proposed Work: 607.01 Miscellaneous air quality interagency consultation activities relative to conformity determination of transportation plans, programs and projects consistent with CAAA 1990.
 607.02 Review and/or update criteria for determining project level hot spot analysis at one or more roadway intersections.

| Element | 2008 | 2009 | 2008-2009 Total |
|---------------------------|-------------|-------------|------------------------|
| Products: | | | |
| 607.01 | Memorandums | Memorandums | NA |
| 607.02 | Memorandums | Memorandums | NA |
| Completion Dates: | | | |
| 607.01 | On-going | On-going | NA |
| 607.02 | On-going | On-going | NA |
| Est. Person Hours: | | | |
| 607.01 | 20 | 20 | 40 |
| 607.02 | 20 | 10 | 30 |
| Total Hours | 40 | 30 | 70 |

Activity Number: **701 TECHNICAL ASSISTANCE & TRANSPORTATION MANAGEMENT OF LAND DEVELOPMENT**

Objective: Provide transportation planning technical assistance to APO members and coordinate land development activities with all aspects of APO transportation planning endeavors.

Proposed Work: 701.01 Miscellaneous coordination with local jurisdictions.
 701.02 Review plats and site plans consistent with the APO's check list.
 701.03 Continued development of Access Management Coordination.

| Element | 2008 | 2009 | 2008-2009 Total |
|---------------------------|-------------|-------------|------------------------|
| Products: | | | |
| 701.01 | Memorandums | Memorandums | NA |
| 701.02 | Memorandums | Memorandums | NA |
| 701.03 | Memorandums | Memorandums | NA |
| Completion Dates: | | | |
| 701.01 | On-going | On-going | NA |
| 701.02 | On-going | On-going | NA |
| 701.03 | On-going | On-going | NA |
| Est. Person Hours: | | | |
| 701.01 | 244 | 295 | 539 |
| 701.02 | 70 | 70 | 140 |
| 701.03 | 40 | 40 | 80 |
| Total Hours | 354 | 405 | 759 |

Activity Number: **801 METRO STUDIES**

Objective: To participate in various unique transportation system activities that will augment or impact the APO's long-range transportation plan development.

Proposed Work: 801.01 Evaluate MnDOT plans, programs and projects.
 801.02 Participate in Intelligent Transportation Systems (ITS) activities.
 801.03 Participate in Northstar Corridor Project activities.
 801.04 Participate in TH 15 Corridor Coalition.

| Element | 2008 | 2009 | 2008-2009 Total |
|---------------------------|-----------------|-----------------|-----------------|
| Products: | | | |
| 801.01 | Status Reports. | Status Reports. | NA |
| 801.02 | Status Reports. | Status Reports. | NA |
| 801.03 | Status Reports. | Status Reports. | NA |
| 801.04 | Status Reports. | Status Reports. | NA |
| Completion Dates: | | | |
| 801.01 | On-going | On-going | NA |
| 801.02 | On-going | On-going | NA |
| 801.03 | On-going | On-going | NA |
| 801.04 | On-going | On-going | NA |
| Est. Person Hours: | | | |
| 802.01 | 80 | 80 | 160 |
| 802.02 | 40 | 40 | 80 |
| 802.03 | 40 | 40 | 80 |
| 802.04 | 40 | 40 | 80 |
| Total Hours | 200 | 200 | 400 |