

**AGREEMENT BETWEEN THE
CITY OF RAPID CITY
AND THE
SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION
FOR ACCOMPLISHING THE RAPID CITY AREA
TRANSPORTATION PLANNING PROCESS**

THIS AGREEMENT entered into by the South Dakota Department of Transportation, hereinafter referred to as the "STATE", and the City of Rapid City, hereinafter referred to as the "MPO", is for the purpose of providing partial funding of the metropolitan area study activities scheduled to be performed during calendar year 2007 as outlined in the CY 2007 Unified Planning Work Program attached to this Agreement, using planning funds available from apportionments made under Title 23, United States Code, Section 104, subsection f(4).

WHEREAS, the Governor has designated the MPO as being responsible for carrying out the provisions of Section 134 of Title 23 of the U.S.C., and

WHEREAS, Federal-Aid Highway Planning Funds have been apportioned to the STATE for reimbursement of MPO activities, and

WHEREAS, the MPO, acting on behalf of the local units of government, and the STATE desire to cooperate to reach formal agreement on the objectives, organization, work program preparation and Federal-Aid reimbursements for the Transportation Planning Process, and

WHEREAS, the MPO and the STATE will prepare a mutually acceptable Unified Planning Work Program which must be adopted by the MPO.

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

1. Scope of Work
 - A. The work to be performed under the terms of this Agreement for the Rapid City Metropolitan Transportation Planning Process will be conducted in accordance with the CY 2007 Unified Planning Work Program incorporated herein by reference as Attachment B.

B. MPO Responsibility

- 1) The MPO, acting through the Executive Policy Committee, is responsible for administration of the planning process in accordance with Section 134 of Title 23 of the U.S.C.
- 2) Provide a Secretary for the Citizens Advisory Committee, the Technical Coordinating Committee and the Executive Policy Committee meetings (held for purposes of Transportation Planning relative to Section 134 of Title 23 of the U.S.C.) to record committee action and to distribute meeting minutes to committee members and other interested persons.
- 3) Assure the accomplishment of work activities identified in the Unified Planning Work Program.
- 4) Schedule and conduct meetings and conferences pertaining only to Transportation Planning relative to Section 134 of Title 23 of the U.S.C., to review work activities and to involve the principal participants and other interested groups in a continuing, cooperative and comprehensive Transportation Planning that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. Technical documents and manuals prepared for use in accomplishing work activities will be submitted to the Technical Coordinating Committee for their review and comments and then be made available to the Executive Policy Committee.
- 5) Disseminate information on all documents to the local members for their review and comments.

C. STATE Responsibility

- 1) Administer the funds apportioned to South Dakota in accordance with FHWA Policies and procedures for Section 134 Title 23, U.S.C.
- 2) Provide staff assistance to the MPO and other assistance as necessary to implement the Unified Planning Work Program.

- 3) Submit all documents from the MPO to FHWA. The SDDOT will review these submissions to assure that the concerns of the SDDOT and the FHWA expressed during the development of the documents have been properly addressed in either the transmittal letter or the documents. The STATE's review shall be in the spirit of cooperation with the MPO to facilitate the earliest possible FHWA approval of these documents.
- 4) Transmit any documents developed by the State that affect the local governmental entities comprising the MPO to the MPO for review prior to submittal to the FHWA to assure that the local concerns are properly addressed.

2. Duration of Agreement

This Agreement covers the period from January 1, 2007 to December 31, 2007.

3. Payment Procedures

- A. The maximum limiting amount which cannot be exceeded by the combined vouchering of the participating parties in the Rapid City Transportation Planning Process and for which this Agreement shall be effective shall not exceed \$576,664¹.
- B. The maximum distribution of PL funds for which this Agreement shall regulate and be accountable for are as follows, until amended, for work in the CY 2007 Unified Planning Work Program: \$576,664.
- C. The STATE agrees to provide compensation to the MPO on a cost reimbursement basis for the federal-participating share, for eligible costs incurred for work activities in the approved CY 2007 Unified Planning Work Program. Compensation will be on a cost reimbursement basis by payment of 81.95 percent of the total eligible costs incurred for work activities in the approved CY 2007 Unified Planning Work Program. Eligible costs are defined in 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

¹ This amount includes the current year amount of Federal Funds (PL) and unbudgeted unspent Federal Funds (PL) from previous the two years.
2007FHWAContract

- D. Payments will be made to the MPO not more than once every four weeks for costs incurred for services performed under this Agreement. The MPO shall submit direct vouchers within 20 days following the end of the period covered by the account. The direct vouchers shall be the basis of payment and shall include supporting documentation for all allowable costs. Duly authorized representatives of the STATE shall provide an interim audit of each voucher. The STATE, upon receipt of the direct vouchers, shall provide payment to the MPO of all allowable, documented costs within 30 days of receipt of the voucher. Costs documented at a later date may be reimbursed on a subsequent voucher.
- E. It is agreed that employees of the MPO whose time is directly assignable to the program shall keep and sign a time record showing the element of the program, date and hours worked and title of position.
- F. The MPO will charge specific work items as contained in the approved CY 2007 Unified Planning Work Program. The STATE and the MPO will provide each other with its annual progress reports.

4. Travel

- A. All travel by the MPO which will use funds in accordance with this Agreement, shall be on the basis of the company policy and also subject to preauthorization by the STATE. Estimates of travel by the MPO staff which will use funds in accordance with the Agreement for CY 2007 are identified in the CY 2007 Unified Planning Work Program.

5. Unified Planning Work Program Acceptance and Modification

- A. Changes in the program may be made only after consultation with and approval in writing by the parties to this Agreement, the Federal Highway Administration and the Executive Policy Committee.
- B. Decisions affecting the composition, scope and duration of the work will be subject to approval by the parties to this Agreement prior to proceeding with the program.
- C. If, as project work progresses, major changes are deemed necessary, adjustment for pay or modification in the scope of the work shall be by a letter supplement to this Agreement.

6. Reports

- A. Reports shall be prepared as outlined in the Unified Planning Work Program, reviewed by the participating agencies and then made available to the Executive Policy Committee.

7. Inspection of Work

The STATE and the MPO shall, at all times, be accorded proper facilities for review and inspection of each others work as outlined in the approved CY 2007 Unified Planning Work Program. In addition, the STATE and the MPO shall also, at all times, provide proper facilities for review and inspection of this same work to authorized personnel of the Federal Highway Administration.

8. Records and Audits

- A. The MPO shall maintain an accurate cost accounting system for all costs incurred under this Agreement and costs shall be clearly identified with activities performed under this Agreement.
- B. Upon reasonable notice, the MPO will allow STATE or FEDERAL GOVERNMENT representatives to examine all records of the MPO related to this Agreement during the MPO's normal business hours. All records shall be kept by the MPO for a period of three (3) years after the date of final payment by STATE under this Agreement.
- C. If the MPO expends Five Hundred Thousand Dollars (\$500,000) or more in federal funds during any MPO fiscal year covered, in whole or in part, under this Agreement, the MPO shall be subject to the single agency audit requirements of the U. S. Office of

Management and Budget (OMB) Circular A-133. If the MPO expends less than \$500,000 in federal funds during any MPO fiscal year, the STATE may perform a more limited program or performance audit related to the completion of Agreement objectives, the allowability of services or costs and adherence to Agreement provisions.

9. Ownership of Data

Documents and all products of this Agreement are to be the joint property of those participating in the Transportation Planning Process.

10. Publication or Release of Information

A. The MPO shall not copyright material developed under this Agreement without written authorization from the STATE and the FHWA. The STATE and the FHWA reserve a royalty-free nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, the work for government purposes.

B. Either party to the Agreement may initiate a request for publication of any report or portions thereof. In the event of failure of agreement between the STATE and the MPO, each party reserves the right to publish independently, in which event nonconcurrence of the other party shall be set forth if requested.

C. All reports published by the STATE and/or the MPO shall contain a credit reference to the FHWA such as "prepared in Cooperation with the U.S. Department of Transportation, Federal Highway Administration."

11. Claims

The MPO agrees to indemnify, save and hold harmless the STATE, and all its agents and employees, of and from any and all claims, demands, actions or causes of action of whatever nature or character arising out or by reason of, the work to be performed by the MPO as a result of this Agreement. It is further agreed that any and all employees of either party, while engaged in the performance of any work or services, shall not be considered employees of the other party, and that any and all claims that may or might arise under the Worker's Compensation Act of the State of South Dakota on behalf of said employees, while so

engaged on any of the work or services provided to be rendered herein, shall in no way be the obligation or responsibility of the other party.

12. Subcontracting

The MPO, with its own staff, and/or by subcontract with other public agencies, shall perform work valued at not less than fifty percent of the contract amount excluding specialized services. All Agreements or contracts pertinent to the Work Program and subject to partial reimbursement under this Agreement shall be submitted to the STATE for review and approval prior to final execution and shall be approved by the Executive Policy Committee.

All subcontracts must contain all of the provisions of this agreement.

13. Nondiscrimination/ADA

The MPO agrees to comply with the requirements of Title 49, CFR Part 21 and Title VI of the Civil Rights Act of 1964, the latter identified as Exhibit "A" attached hereto and hereby by this reference, made a part of this Agreement. The MPO agrees to submit upon request quarterly Title VI (civil rights) State of Contractor reports to the State. The MPO agrees to provide services in compliance with the Americans With Disabilities Act of 1990.

14. Termination or Abandonment

The STATE and the MPO share the right to terminate this Agreement by a 30-day written notice by either party to the other party.

15. Availability of Funds

The payment of public funds under this agreement is subject to the availability of MPO Federal-Aid Planning Funds appropriated by Congress.

IN WITNESS WHEREOF, the parties have hereto caused this Agreement to be executed by their proper officers and representatives.

CITY OF RAPID CITY

SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION

Jim Shaw, Mayor Date

Judith M. Payne, Secretary Date

ATTEST:

RECOMMENDED:

City Finance Officer Date

Loren Schaefer Date
Director of
Planning/Engineering

APPROVED AS TO FORM

APPROVED AS TO FORM

City Attorney Date

Karla L. Engle Date
Assistant Attorney General

RAPID CITY METROPOLITAN
PLANNING ORGANIZATION

Ken Davis, Chairman Date
Executive Policy Committee

EXHIBIT A

ASSURANCE WITH REGARD TO THE CIVIL RIGHTS ACT OF 1964 AND
THE U.S. DEPARTMENT OF TRANSPORTATION, TITLE 49, CODE OF
FEDERAL REGULATIONS, PART 21

During the performance of this AGREEMENT, the MPO and the STATE, agree as follows:

- (1) Compliance with Regulations: The MPO and the State shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) Nondiscrimination: The MPO and the State, with regard to the work performed by it during the Agreement shall not discriminate on the ground of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The MPO and the State will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the MPO or the State for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified by either party of their obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, or national origin.
- (4) Information and Reports: The MPO and the State shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the State Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of the MPO or the State is in the exclusive possession of another who fails or refuses to furnish this information, the MPO or the State shall so certify to the State Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

- (5) Sanctions for Noncompliance: In the event of the MPO or the State's noncompliance with the nondiscrimination provisions of this contract, the State Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to,
- (a) withholding of payments to either party under the contract until the party complies, and/or
 - (b) cancellation, termination or suspension of the contract, in whole or in part.
- (6) Incorporation of Provisions: The MPO and the State will include the provisions of paragraph (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The MPO or the State shall take such action with respect to any subcontract or procurement as the State Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that, in the event either party becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, either party may request the State to enter into such litigation to protect the interests of the State, and, in addition, either party may request the United States to enter into such litigation to protect the interests of the United States.

Certification for Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CITY OF RAPID CITY

ATTEST: _____
City Finance Officer

BY: _____
Mayor, City of Rapid City

DATED: _____

Rapid City Area Metropolitan Planning Organization

2007 UNIFIED PLANNING WORK PROGRAM



Prepared by the
City of Rapid City, Pennington County,
Meade County, City of Box Elder
South Dakota Department of Transportation

In cooperation with the
U.S. Department of Transportation
Federal Highway Administration
Federal Transit Administration

November 2006

Final

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Acronyms

3-C	Continuing, Comprehensive and Cooperative Transportation Planning
ADA	Americans With Disabilities Act of 1990. Mandates changes in building codes, transportation, and hiring practices to prevent discrimination against persons with disabilities. This act affects all existing and new public places, conveyances, and employers. The significance of ADA in transportation will be most apparent in transit operations, capital improvements, and hiring practices.
BIT	South Dakota Bureau of Information and Telecommunications
CAC	Citizens' Advisory Committee of the Metropolitan Planning Organization
CFR	Code of Federal Regulations
CIP	Capital Improvement Program
DART	South Dakota Dept. of Transportation Office of Air, Rail and Transit
EPC	Executive Policy Committee of the Metropolitan Planning Organization
FDP	Fugitive Dust Plan
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographic Information Systems
CTPP	Census Transportation Planning Package
ITS	Intelligent Transportation Systems
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization
NTD	National Transit Database
PEA	Planning Emphasis Area

PL	Metropolitan Planning Funds that have been set aside for transportation planning activities in Urbanized Areas.
PTS	Public Transportation System
RCATSA	Rapid City Area Transportation Study Area
RTAB	Rapid Transit Advisory Board
RFP	Request for Proposals
SCNAFLUP	Southeast Connector Neighborhood Area Future Land Use Plan
Section 5303	Federal Transit Administration mass transportation planning funds.
Section 5307	Federal Transit Administration program that provides capital and operating assistance to urbanized areas.
Section 5310	Federal Transit Administration program that provides capital assistance to organizations that provide transportation services to elderly and disabled persons.
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. This five-year highway bill was approved in the year 2005, and carries on the previously established emphasis towards developing a balanced transportation system, including public transit, bicycle and pedestrian modes, and environmental and social consequences.
SDDOT	South Dakota Department of Transportation
STIP	State Transportation Improvement Program
TAZ	Traffic Analysis Zone
TCC	Technical Coordinating Committee of the Metropolitan Planning Organization
TDP	Transit Development Plan
TIP	Transportation Improvement Program
USC	United States Code
UPWP	Unified Planning Work Program

USDOT

United States Department of Transportation

Introduction

The 2007 Unified Planning Work Program (UPWP) is a description of the multimodal transportation planning programs to be conducted in the Rapid City Area Transportation Study Area (RCATSA). This annual document is a foundation for requesting federal planning funds as well as a control tool for scheduling, budgeting, and monitoring the transportation planning process. The City of Rapid City conducts this work program in accordance with the agreements among the City and the City of Box Elder, Pennington County, Meade County and the South Dakota Department of Transportation. Ellsworth Air Force Base, the Federal Highway Administration, and the Federal Transit Administration also participate in the transportation planning process.

Input from involved entities is required for the development of the Unified Planning Work Program, so that all issues concerning transportation within the Rapid City Metropolitan Planning Organization's boundaries are equally considered for inclusion. Agencies such as the South Dakota Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, Pennington County, Meade County and Rapid Transit System all provide input utilized in the formation of work program tasks.

Rapid City Area Transportation Study Organization

Effective transportation planning requires coordination and direction for all modes of travel. The organizational structure consists of the Citizens' Advisory Committee (CAC), the Technical Coordinating Committee (TCC), and the Executive Policy Committee (EPC). This structure allows input from citizens, professionals, and those affected by transportation decisions.

The Citizens' Advisory Committee is comprised of private citizens whose input concerning transportation issues provides valuable assistance to the planning process. This committee ensures that public involvement in the transportation planning process remains a priority and that the public is informed of planning developments. Since the planning process is organized for the good of the community, it is imperative that this committee serves as a resource to both staff and the public. Membership of the Citizens' Advisory Committee consists of nine voting members representing various sections of the Rapid City Area Metropolitan Planning Organization. The current active membership of the Citizens' Advisory Committee includes:

Tom Bodensteiner
Sandra Burns
Cal Wiest
Adeline Kalmbach
Gary Reynolds

Deb McPherson
 Dennis Landguth
 Matthew Fitting
 Joe McCarty

The Technical Coordinating Committee provides technical review and guidance from planners, engineers, safety officials, airport officials, and representatives from federal and state agencies. This group makes recommendations to the Executive Policy Committee concerning the adoption and approval of all transportation plans and programs such as the Long Range Transportation Plan, the Transportation Improvement Program, and the various reports and plans. The current active membership of the Technical Coordinating Committee includes (*denotes a non-voting member of the Technical Coordinating Committee):

Vacant (Chair)	Rapid City Transportation Planning Coordinator
Dan Coon	Rapid City Public Works Department, Engineering Division
John Less	Rapid City Public Works Department, Traffic Engineer
Don Brumbaugh	Rapid City Public Works Department, Street Division
Klare Schroeder	Rapid City Public Works Department, Urban Systems Engineer
Rich Sagen	Rapid City Public Works Department, Rapid Transit System
Ken Simmons	Rapid City Regional Airport Administration
Lt. Tom Vlieger	Rapid City Police Department, Traffic Division
Bob Dominicak	Rapid City Growth Management Department
Dan Jennissen	Pennington County Planning Department
Dale Tech	Pennington County Drainage Coordinator
Hiene Junge	Pennington County Highway Department
Chief Deputy Dave Bramblee	Pennington County Sheriff's Office
Kirk Chafee	Meade County Director of Equalization
Vacant	Meade County Sheriff's Department, Traffic Division
Ken McGirr	Meade County Highway Department
Lynn Derby	City of Box Elder
Bob Eben	Ellsworth Air Force Base
Monica Heller	SD Department of Transportation, Rapid City Region
Brad Remmich	SD Department of Transportation, Division of Planning & Engineering
Laurel Selken	SD Department of Transportation, Office of Fiscal & Public Assistance-Air, Rail, and Transit Section
Mark Hoines*	Federal Highway Administration

The Executive Policy Committee is the authorized decision making group and is composed of locally elected officials, representatives from federal and state

agencies, and other local agencies interested in transportation planning. The primary function of this group is to provide guidance for the planning process, and to ensure coordination among various transportation modes, local governments, and planning efforts. The current active membership of the Executive Policy Committee includes (*denotes a non-voting member of the Executive Policy Committee):

Jim Shaw	Mayor of Rapid City
Al Dial	Mayor of Box Elder
Mark Kirkeby	Representative, Pennington County Commission
Ken Davis (Chair)	Chairman, Pennington County Commission
Bob Mallow	Chairman, Meade County Commission
Curt Nupen	Representative, Meade County Commission
Mike Kenton	Representative, Rapid City School District
Tom Johnson	Representative, Rapid City City Council
Mason Short	Representative, Rapid City Regional Airport
Jerry Shoener	Representative, SD Transportation Commission
Brad Remmich*	SD Dept. of Transportation, Division of Planning & Engineering
Mark Hoines*	Federal Highway Administration
Vacant*	Ellsworth Air Force Base

The three committees operate under the Federal regulations established by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). These regulations define the process and organization that must be present.

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) Planning Considerations

As transportation plans are developed, there are eight (8) factors to be considered in the planning process. The Unified Planning Work Program specifies the work tasks to accomplish the transportation planning process and is developed to comply with the eight broad-based requirements identified in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). The designated factors identified as key issues concerning the transportation field include:

1. Supporting the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increasing the safety of the transportation system for motorized and non-motorized users.

3. Increasing the security of the transportation system for motorized and non-motorized users.
4. Increasing the accessibility and mobility options available to people and for freight.
5. Protecting and enhancing the environment, promoting energy conservation, and improving the quality of life.
6. Enhancing the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promoting efficient system management and operation.
8. Emphasizing the preservation of the existing transportation system.

In addition to the eight factors addressed by Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), the Federal Transit Administration and Federal Highway Administration have identified six planning Emphasis Areas (PEA's) for 2007. The mission of these Planning Emphasis Areas is to ensure the highest quality of surface and public transportation and to promote the nation's economic and community vitality.

2007 Planning Emphasis Areas

1. Consideration of safety and security in the transportation planning process
2. Linkage of the planning and NEPA process
3. Consideration of management and operations within planning processes
4. State Department of Transportation consultation with non-metropolitan local officials
5. Enhancement of the technical capacity of planning processes
6. Coordination of human service transportation

Funding

The two funding sources utilized in this work program are Federal Highway Administration Planning Funds for transportation planning related activities and Federal Transit Administration Section 5303 funds for mass transportation planning activities. The City of Rapid City, Meade County and the City of Box Elder provide the local match for both funding categories (as identified in the 2007 Unified Planning Work Program Budget Worksheet) at the following ratios:

FHWA PL	18.05% Local	81.95% Federal
FTA (49 U.S.C. 5303)	20.0% Local	80.0% Federal

The Federal Highway Administration planning funds budgeted in this program are based on the estimated 2007 allocation and distribution formula as agreed upon by the local government entities and the South Dakota Department of Transportation. An agreement between the South Dakota Department of Transportation and local governmental agencies as part of a 49 U.S.C. Section 5303 grant for public transportation planning activities provides the avenue for Federal Transit Administration funds shown throughout this work program.

A comprehensive budget is contained at the back of this document. The budget sheet identifies funds for individual tasks and provides total programmed expenditures for each task and funding source. All Unified Planning Work Program line item activities may allow contracts with outside parties upon receipt of appropriate approval of the South Dakota Department of Transportation and the Executive Policy Committee.

An annual report, prepared within 180 days after the end of each calendar year, will contain the financial statements of the Rapid City Area Metropolitan Planning Organization Unified Planning Work Program. A summary of staff activities accomplished under the Unified Planning Work Program will also be included.

Unified Planning Work Program (UPWP) Section 1

Federal Highway Administration Activities

Personnel Services

These activities directly relate to public awareness and public involvement as well as the effective operation and management of the planning process. To promote and produce an efficient intermodal transportation system, the management emphasis is on activity coordination.

2007 Work Activities:

1. Staff will participate in the 2007 Rapid City Area Metropolitan Planning Organization Transportation Planning Certification Process. The South Dakota Department of Transportation will conduct a certification review with the Metropolitan Planning Organization on an as-needed basis. The Executive Policy Committee will self-certify the local transportation planning process. Environmental justice compliance will be addressed as part of the certification review.

2. Staff will coordinate the execution of the annual Metropolitan Planning Funds and Transit planning agreements among the South Dakota Department of Transportation, City of Rapid City, City of Box Elder, Meade County and Pennington County.
3. Staff will coordinate and jointly develop the 2008 Rapid City Area Metropolitan Planning Organization Unified Planning Work Program. The cost of staff time, public notices, and any printing costs will be included in this activity.
4. Staff will coordinate with South Dakota Department of Transportation to consolidate all consultant contracts and unobligated funding into the current Unified Planning Work Program.
5. Staff will prepare demographic profiles based on best available information (2000 US Census Bureau and local building permit data) to enhance the environmental justice requirements.
6. Staff will prepare the update to the Fugitive Dust Plan as needed.
7. Staff will continue updating and revising Metropolitan Planning Organization planning documents as needed including, but not limited to, the Public Participation Plan, the Operations Plan, the Bicycle/Pedestrian Plan, the Transit Development Plan, the Functional Classification map, etc.
8. Staff will maintain the Metropolitan Planning Organization's accounting and vouchering system, whereby participants in the local transportation planning process are reimbursed for eligible transportation planning work activities through the Rapid City Metropolitan Planning Organization and the South Dakota Department of Transportation with Federal Highway Administration and Federal Transit Administration funds identified within the Unified Planning Work Program.
9. Staff will monitor work activities outlined in the 2007 Unified Planning Work Program and submit vouchers no more often than monthly and no less often than quarterly for reimbursement of eligible transportation planning work activities.
10. Staff will monitor the implementation of grant activities and present Unified Planning Work Program budget amendments, as necessary, to be acted upon by the transportation planning committees.
11. Staff will attend transportation planning committee meetings, other process-related meetings, and public meetings throughout the planning year. Staff will discuss and distribute information regarding the transportation planning process and transportation improvements.

12. Staff will continue to work with social service providers to assure representation of their needs in transportation planning.
13. Staff will undertake any activities that support the transportation planning committees and the planning process, including but not limited to the following: coordinating and staffing meetings and public hearings, drafting agendas and meeting minutes, assembling meeting packets and mailings, drafting and publishing public notices, developing reports and documents, maintaining committee membership, creating and maintaining Transportation Planning website, and providing information. The cost of document printing is included in this activity.
14. Staff will attend/participate in various training courses, conferences, seminars, workshops, etc. The cost of training, travel and lodging, and staff time for such training will be included in this activity. South Dakota Department of Transportation approval shall be obtained in advance of the event, via e-mail, for in-state travel that is PL related. Out-of-state travel must be approved by South Dakota Department of Transportation via written travel request and justification in advance of the event.
15. Staff will coordinate any Federal Highway Administration, Federal Transit Administration, and/or South Dakota Department of Transportation training opportunities and events throughout the year.
16. Staff, as requested, will assist participating agencies within the Metropolitan Planning Organization boundary with their Comprehensive Plans. Assistance provided under the Unified Planning Work Program will be limited to land use assessments, street plan updates, and the preparation of Geographic Information Systems generated maps.
17. Staff will assist communities within the Metropolitan Planning Organization in the preparation of Geographic Information Systems maps for land use data on an as needed basis.
18. Staff will assist in the preparation of the Geographic Information Systems/Traffic Analysis Zone data for Pennington County and Meade County.
19. Staff will participate in agency professional memberships and subscriptions related to transportation planning.
20. Staff will review United States Department of Transportation regulations, guidance, and circulars, and review best practices information, from other sources, to ensure compliance with regulations.

21. Staff will maintain inventories of transportation information required for transportation planning. Specific inventories include traffic counts and turning movement counts. New data will be gathered and existing inventories will be updated and shall be available for Metropolitan Planning Organization functions.
22. Meade County and Box Elder staff may maintain inventories of transportation information required for transportation planning. Specific inventories may include traffic counts and turning movement counts. New data may be gathered and existing inventories will be updated and shall be available for Metropolitan Planning Organization functions.
23. Traffic information, maintaining inventories and data gathering efforts will be coordinated through staff and transportation specialists in the South Dakota Department of Transportation.
24. Staff will cooperate with South Dakota Department of Transportation efforts to expand the Global Positioning System (GPS) control for South Dakota. As Global Positioning System data becomes available, it will continue to be used to establish accurate Geographic Information Systems position data.
25. Staff will maintain and update geographic information systems base inventory maps of the natural and man-made resources, features, and environmentally sensitive areas that could be adversely affected by changes in the region's transportation system. Geographic Information Systems staff will continue to expand the use of coordinate geometry to input plat information.
26. Staff will continue to add land use and socio-economic data to the Geographic Information Systems database.
27. Staff will select and conduct studies and associated public involvement activities identified in the Long Range Transportation Plan and other studies as approved by the transportation planning committees.
28. City and County staff will review proposed land use changes and developmental proposals to determine their anticipated effects on the existing and future transportation system.
29. Staff will conduct air quality analysis and coordinate data among those entities involved in the process.
30. Staff will update socio-economic data, prepare socio-economic forecasts, and prepare the residential land use reports.
31. Staff will maintain the travel demand forecasting model.

32. Staff will analyze impacts related to land use and transportation system coordination on a corridor/study area basis.
33. Staff will prepare the 2008-2012 Transportation Improvement Program (TIP). The Transportation Improvement Program will be developed, adopted, and distributed in compliance with all federal, state, and local requirements. The Transportation Improvement Program shall include all transportation improvements planned by the participating agencies within the Rapid City Metropolitan Planning Organization area for the 2008-2012 period, including both federally and non-federally funded projects.
34. Staff will evaluate all transportation improvement projects for their impacts on intermodal facilities and routes within the urbanized area and the region.
35. Staff will account for life-cycle costs when comparing specific project cost estimates to estimates of available financial resources.
36. Staff will develop the Transportation System Management Efficiency Report, which describes the short-range, low-cost improvements completed during the last calendar year.
37. Staff will study and continue the process of implementing a pavement management system.
38. Staff will continue to analyze crash statistics city-wide. A critical rate analysis method to identify high crash locations and program safety improvements is employed by the Rapid City Engineering Services Division. This process will be continued and the Crash Statistics and Analysis Report will be produced.
39. A year-end summary of work and financial activities will be provided to South Dakota Department of Transportation.
40. Staff may participate in other activities associated with the transportation planning process that are not described in this Unified Planning Work Program as the Rapid City Metropolitan Planning Organization may agree with the South Dakota Department of Transportation. These activities fall under the overall comprehensive, cooperative, and continuing transportation planning process.
41. Staff will undertake the required activities necessary to administer, manage and complete the projects and studies identified in the 2007 Work Activities under Professional Services/Consultants contained herein.
42. Staff will implement sections of the Long Range Transportation Plan (LRTP) including provisions to make it Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) compliant.

43. Staff will implement all new requirements of Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

Professional Services/Consultants

These activities address both identified and unanticipated problems and needs that occur during the course of the work program year. Contractual services with consultants or other professionals to conduct studies and other work activities to support traffic needs and project development shall be identified by a corresponding program year.

2007 Work Activities:

1. Staff will complete preliminary work on Request for Proposals and other necessary documentation.
2. Request for Proposals will be distributed, consultant selection procedures will be followed, and, contracts will be prepared and executed. Staff will be responsible for contract preparation, contract execution, and project management.
3. Staff will recommend to the transportation committees, for their approval, the need for special studies and develop work plans for accomplishing these studies. Work under this item may include study coordination meetings, budget preparation, and analysis.
4. Staff will conduct transportation-related comprehensive planning, to include land use and major street plans within the Rapid City Metropolitan Planning Organization's planning study area.
5. Staff will undertake any required activities necessary to administer, manage and complete the following Projects and Studies to the extent that funding is available:
 - a. Complete a corridor study to develop and evaluate alternative route alignments for the extension of Sheridan Lake Road from Jackson Boulevard to Deadwood Avenue.
 - b. Complete a corridor analysis of Mount Rushmore Road that would develop: Forecast traffic volumes for the corridor, recommendations for addressing any identified traffic safety issues, recommendations for enhancing pedestrian and non-motorized facilities and alternatives for streetscape improvements.
 - c. Complete the review and approval process for the Southeast Connector Neighborhood Area Future Land Use Plan.

- d. Support corridor analysis of Meade County 150th Street Extension between 224th Street and I-90, including alternative route evaluation including turning movement, traffic counts and land use plans.
- e. Support corridor analysis of Hwy. 14/16 to determine if traffic counts warrant the installation of traffic signs, signage changes or alternate routes, including turning movements and traffic counts.
- f. Complete a Wayfinding Sign Plan for Rapid City including highway signage, gateways, vehicular directionals, pedestrian directionals, trail blazers, street signs, information centers, streetscape banners, public parking identities and directionals, etc.
- g. Conduct a corridor analysis and access assessment including reviews of alternatives of the Deadwood Avenue to Haines Avenue area located north of I-90.
- h. Conduct a corridor study to determine a connection from Sheridan Lake Road to the west.

Capital Resources

These activities include the capital investments necessary to carry out the transportation planning process.

1. The following will be acquired, as needed, to support the transportation planning process: computer hardware, software (including software upgrades) and peripheral devices; printing and plotting devices; recording equipment; traffic counters; digital aerial photos; digital contour maps; public notices; reference materials; and commercial printing and printing supplies.*
2. All computers purchased with state funds must be in compliance with the Governor's moratorium.*

** Federal approval is required before purchase of any item over \$5,000.*

All capital purchases will be reviewed by the South Dakota Department of Transportation prior to acquisition. A letter of justification for the requested purchase and the cost of the requested purchase must be submitted to the South Dakota Department of Transportation. A minimum of three (3) quotes must be provided if the requested item is not going to be purchased in accordance with the State Purchasing Contract.

It is recommended that computer hardware and software be purchased in accordance with the State Purchasing Contract whenever possible. If the desired

hardware or software is not available from the state bid list, it must be approved by the Bureau of Information and Telecommunications (BIT) prior to acquisition. A minimum of three (3) quotes must be provided with the justification for the requested hardware or software and the criteria for emergency purchase of computer hardware or software must be followed.

A letter explaining and justifying all emergency purchases must be signed by the head of the respective department. This process is being established in order to avoid confusion regarding authorization in an emergency.

Criteria for emergency purchase of computer hardware and software:

Application for exemption from moratorium may be made in writing to the South Dakota Department of Transportation Metropolitan Planning Coordinator. Each exemption should include the following information:

- 1. A description of the item to be purchased and indication of its compatibility with state government information systems.*
- 2. Cost of the item as well as an explanation of how the item is funded.*
- 3. An explanation of how this piece of equipment or software will impact state government.*
- 4. The name and phone number of a contact person in your department.*

Unified Planning Work Program (UPWP) Section 2

Federal Transit Administration Activities

Long Range Transportation Planning (41.13.01)

2007 Work Activities:

1. Staff will review proposed land use changes and development proposals to determine their anticipated effects on the existing and future transportation system.
2. Staff will continue to analyze long-term public transportation needs and funding requirements.
3. Staff will participate in the land use development process, special studies, transportation planning, project design and the review of implications on the public transportation system.

4. Socio-economic data will be integrated with the Public Transportation System and the City/County Geographic Information Systems.

Transportation Improvement Program (41.15.00)

2007 Work Activities:

1. Staff will prepare the public transportation portion of the Capital Improvement Program and the 2008-2012 Transportation Improvement Program (TIP). The Transportation Improvement Program will be developed, adopted, and distributed in compliance with all federal, state, and local requirements. The Transportation Improvement Program shall include the five-year plan for proposed capital and operating expenditures for public transportation and will identify potential funding sources.
2. All transportation improvement projects that will be evaluated by staff will be reviewed for their impacts on intermodal facilities and routes within the urbanized area and the region.
3. Staff will account for life-cycle costs when comparing specific project cost estimates to estimates of available financial resources.
4. Staff will update the public transportation element of the Transportation Safety Management Safety Report, which describes the short-range, low-cost improvements completed during the last calendar year.
5. Staff will evaluate and monitor the transit system's operational characteristics in order to identify necessary changes.
6. Staff will identify short-range improvements to the public transportation system and will continue to analyze the feasibility of various transit and paratransit service options.

Process Operations (41.11.00)

2007 Work Activities:

1. Staff will participate in the 2007 Rapid City Area Metropolitan Planning Organization Transportation Planning Certification Review. The South Dakota Department of Transportation will conduct the review and the Executive Policy Committee will self-certify the local transportation planning process. Environmental Justice Compliance will be assessed as part of the Certification review.

2. Staff will monitor work activities outlined in the 2007 Unified Planning Work Program and submit vouchers for reimbursement of eligible transportation planning work activities.
3. Staff will monitor the implementation of grant activities and present Unified Planning Work Program budget amendments, as necessary, to be acted upon by the transportation planning committees
4. Staff will attend transportation planning committee meetings, other process related meetings, and public meetings throughout the planning year. Staff will discuss and distribute information regarding the transportation planning process and transportation improvements.
5. Staff will review United States Department of Transportation regulations, guidance, and circulars, and review best practices information, from other sources, to ensure compliance with regulations and consider cutting-edge ideas.
6. Staff will provide general administrative support for Federal Transit Administration 49 U.S.C. Section 5309, Section 5307, and Section 5303 grants, including facilitating capital purchases and administering capital improvement projects as well as submitting the Quarterly Milestone Reports and the Financial Status Reports via the Federal Transit Administration's Transportation Electronic Award and Management (TEAM) system.
7. Staff will continue to participate in regular meetings with not-for-profit transportation providers to pursue opportunities to coordinate the provision of transportation services as well as address unmet needs.
8. Staff will monitor vehicle lease agreements with not-for-profit agencies.
9. Staff will monitor the transit system's safety and training program and participate in quarterly reviews.
10. Staff will verify that the public transportation implications of the Americans with Disabilities Act (ADA) are being met.
11. Staff will assist the Transit Advisory Board in its review of local applications for Section 5310 capital assistance. The review and ranking of applications will be conducted per the working agreement with the South Dakota Department of Transportation.

Other Planning - Transit (41.17.00)

2007 Work Activities:

1. Staff will attend/participate in various training courses, conferences, seminars, workshops, etc. The cost of the training, travel and lodging, and staff time for such training will be included in this activity.
2. Staff will purchase agency subscriptions to transit-related literature.
3. Staff may complete other transit-related planning activities and special studies as approved by the transportation planning committees.

2007 UNIFIED PLANNING WORK PROGRAM BUDGET SPREADSHEET

FHWA Budget Sheet (81.95%)					
	Box Elder	Rapid City	Meade County	SDDOT Air, Rail & Transit	Total
Personnel Services	\$6,000	\$286,524			\$292,524
Professional Services/Consultants	\$130,000	\$271,154			\$401,154
Capital Resources		\$ 10,000			\$ 10,000
Total Cost	\$136,000	\$567,678			\$703,678
FHWA Amount 81.95%	\$111,452	\$465,212			\$576,664
Local Match 18.05%	\$ 24,548	\$102,466*			\$127,014
FTA Budget Sheet (80.00%)					
	Box Elder	Rapid City	Meade County	SDDOT Air, Rail & Transit	Total
Long Range Transportation - 41.13.01		\$ 72,185			\$ 72,185
Transportation Improvement Program - 41.15.00		\$ 21,195		\$3,760	\$24,955
Process Operations - 41.11.00		\$ 1,979		\$4,240	\$6,219
Other Planning (Transit) - 41.17.00		\$ 377			\$377
Total Cost		\$ 95,736		\$8,000	\$103,736
FTA Amount 80%		\$ 76,589		\$6,400	\$82,989
Local Match 20%		\$ 19,147			\$19,147
Dart Match				\$1,600	\$1,600
Combined Totals	\$136,000	\$663,414		\$8,000	\$807,414

* Match for Wayfinding Sign Plan has not yet been identified. Project will not proceed until match funding is available.