

AGREEMENT NUMBER \_\_\_\_\_

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

THIS AGREEMENT made this 1st day of January, 2007, by and between the State of South Dakota, acting by and through the State Department of Transportation, hereinafter referred to as STATE, and the City of Rapid City, South Dakota, hereinafter referred to as CITY, is for the purpose of providing partial funding of the regional area study activities scheduled to be performed during Calendar Year 2007 as approved in the CY 2007 Unified Planning Work Program (UPWP), using planning funds made available from apportionment's for Metropolitan Planning under 49 U.S.C. 5303.

WHEREAS, the Governor has designated CITY as being the Metropolitan Planning Organization (MPO) responsible for carrying out the provisions of 49 U.S.C. 5303; and

WHEREAS, Section 5303 Metropolitan Planning Funds have been apportioned to STATE for reimbursement of CITY activities, and

WHEREAS, CITY, acting on behalf of the area local units of government, and STATE desire to cooperatively work on objectives and work program activities leading toward a uniform Metropolitan Planning process.

NOW, THEREFORE, 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 Area Metropolitan Planning Process will be conducted in accordance with the approved 2007 UPWP.

B. CITY Responsibility

1. CITY, acting through CITY's Executive Policy Committee, is responsible for administration of the Metropolitan Planning process under Section 5303.

2. CITY shall assure the accomplishment of those tasks as outlined in the UPWP which are CITY's responsibility.

3. CITY shall arrange for and conduct meetings and conferences, pertaining to Section 5303 Metropolitan Planning and to review work details and make presentations to the principal participants and other interested groups as will best effect cooperation and understanding in the Metropolitan Planning Process.

4. CITY shall disseminate information on all Metropolitan Planning documents prepared under this AGREEMENT to local government members and to STATE for their review and comments.

C. STATE Responsibility

1. STATE shall administer the funds apportioned to South Dakota by the Federal Transit Administration (FTA) under the Section 5303 program.
2. STATE shall provide staff assistance to CITY as necessary to implement the UPWP. STATE may charge an amount up to Eight Thousand Dollars (\$8,000) against this AGREEMENT in carrying out Rapid City Transit activities. STATE shall provide the twenty percent (20%) matching share of the \$8,000.
3. STATE shall submit transit documents from CITY to FTA if required. STATE will review these submissions to assure that any concerns of STATE have been properly addressed in either the STATE transmittal letter or in the transit documents. STATE's review shall be in the spirit of joint cooperation with CITY.
4. STATE shall transmit to CITY, pertinent STATE Metropolitan Planning documents for CITY's review prior to submittal to FTA in order to assure that the local concerns are properly recognized.

2. Duration of Agreement

- A. This AGREEMENT covers the period from January 1, 2007 to December 31, 2007.

3. Payment Procedures

- A. CITY may voucher STATE for Eighty Percent (80%) of the actual costs of CITY's work performed, under the 2007 UPWP, in an amount up to, but not to exceed, Eighty Two Thousand, Nine Hundred Eighty Nine Dollars (\$82,989.00). CITY shall be responsible for Twenty Percent (20%) of actual costs. State reimbursement of the Eighty Percent (80%) share of actual costs is contingent upon FTA funds being made available to STATE.
- B. Eligible costs are defined in 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- C. Payments will be made to CITY not more than once every four weeks and shall be for costs incurred for services performed under this AGREEMENT. The direct vouchers shall be the basis of payment. Payment shall be made subject to audit by duly authorized representatives of STATE. STATE, upon receipt of the direct vouchers, shall make every reasonable effort to provide prompt payment to CITY.

- D. CITY agrees that employees of CITY or sub-contractors to CITY, whose times are directly assignable to the UPWP, shall keep and sign a time record showing work elements of the UPWP, date and hours worked, and title of employee position.
  - E. CITY will charge against specific UPWP work items as contained in the CY 2007 UPWP. CITY will provide each STATE with yearly progress report.
4. Travel
- A. All travel by CITY, which utilizes funds authorized under this AGREEMENT, shall be on the basis of CITY's officially adopted, written travel policies and procedures. A copy of CITY's travel policy shall be provided to STATE upon execution of this AGREEMENT.
5. UPWP Acceptance and Modification
- A. Changes in the UPWP may be made only after consultation with, and approval in writing by, the parties to this AGREEMENT.
6. Audits
- A. CITY shall permit STATE, the Comptroller General of the United States and the Secretary of the United States Department of Transportation, or their authorized representatives to audit the books, records, and accounts of CITY pertaining to AGREEMENT. This AGREEMENT is subject to the provision of the U.S. Office of Management and Budget Circular A-133, if the CITY expends Five Hundred Thousand Dollars (\$500,000) or more in any federal funds during the CITY's fiscal year covered, in whole or in part under this AGREEMENT period. If CITY expends less than Five Hundred Thousand Dollars (\$500,000) in federal funds during CITY fiscal year, the STATE may perform a Performance Review and Management Audit or Review related to the completion of PROJECT objective, the allowability of service or costs and adherence to AGREEMENT provisions.
  - B. All audits must be conducted by an auditor approved by the Auditor General to perform the audit. Approval may be obtained by forwarding a copy of the audit engagement letter to the Department of Legislative Audit, 427 South Chapelle, c/o 500 East Capitol, Pierre, SD, 57501-5070. On continuing engagements, the Auditor General's approval should be obtained annually. Audits shall be filed with and approved by the Auditor General by the end of the ninth month following the end of the fiscal year of the entity being audited over 30 days after receipt of the auditor's report, whichever is earlier.

- C. Failure to complete audit(s) as required will result in the disallowance of audit costs as direct or indirect charges to programs. Additionally, a percentage of awards may be withheld, overhead costs may be disallowed, and/or awards may be suspended, until the audit is completed satisfactorily.

7. Ownership of Data

- A. Documents and all products of this AGREEMENT are to be the joint property of those participating in this AGREEMENT.

8. Publication or Release of Information

- A. CITY shall be free to copyright material developed under this AGREEMENT with the provisions that STATE and FTA reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, the work for public purposes.
- B. All parties to this AGREEMENT may initiate a request for publication of any report or portions thereof. In the event of failure of agreement between STATE and CITY, 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 CITY shall contain a credit reference to FTA such as "prepared in cooperation with the U.S. Department of Transportation, Federal Transit Administration."

9. Claims

- A. CITY agrees to indemnify, save and hold harmless 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 CITY 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.

10. Subcontracting

- A. CITY, with its own staff, and/or by subcontract, shall perform work contained in UPWP. All agreements or subcontracts pertinent to the UPWP, and subject to partial reimbursement under this AGREEMENT, shall be submitted in writing to STATE for review and approval prior to final execution.

11. Nondiscrimination
  - A. CITY 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 Attachment A attached hereto and hereby made a part of this AGREEMENT. CITY agrees to submit, upon request, Title VI reports to STATE. CITY agrees to provide services in compliance with the Americans With Disabilities Act of 1990.
  
12. Assurances Regarding Pertinent Federal Laws and Regulations
  - A. CITY agrees to conform to the Federal statutes and regulations which are pertinent to Metropolitan Planning activities funded through Section 5303 under the approved CY 2007 UPWP.
  
  - B. No 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 or 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.
  
  - C. 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.
  
13. Debarment and Suspension
  - A. CITY will comply with the Federal requirement for debarment, suspension and other responsibility matters. CITY has signed the certification for debarment, suspension and other responsibility matters (Attachment B) to this effect and Attachment B is attached to, and hereby made a part of this AGREEMENT.
  
14. Questions of Fact
  - A. Any question of fact in with this work not disposed of by agreement between parties shall be referred to the Program Manager, Office of Local Transportation Programs, South Dakota Department of Transportation, for determination. His decision shall be final and conclusive to the parties of this AGREEMENT.
  
15. Termination or Abandonment

- A. STATE and CITY share the right to terminate this AGREEMENT through a 30-day written notice, mailed First Class, U.S. Postal Service, by either party to the other party.
  
- B. In the event the services of the CITY are terminated by the STATE for fault on the part of the CITY, the agreement shall be null and void, and, the STATE shall be entitled to recover payments made to the CITY on the work which is the cause of the at-fault termination, The CITY shall be paid only for work satisfactorily performed and delivered to the STATE up to the date of termination. After audit of the CITY's actual costs to the date of termination and after determination by the STATE of the amount of work satisfactorily performed, the STATE shall determine the amount to be paid to the CITY.

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

APPROVED AS TO FORM: \_\_\_\_\_  
Assistant Attorney General

SOUTH DAKOTA  
DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_  
Bruce E. Lindholm, P.E., Project Manager  
Office of Local Transportation Programs

APPROVED AS TO FORM: \_\_\_\_\_  
City Attorney Date

Dated: \_\_\_\_\_

Attest: \_\_\_\_\_  
City Finance Officer

CITY OF RAPID CITY, SOUTH DAKOTA

By: \_\_\_\_\_  
Mayor Jim Shaw

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Chairman,  
Executive Policy Committee

Dated: \_\_\_\_\_

ATTACHMENT 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, CITY agrees as follows:

- (1) Compliance with Regulations: CITY 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: CITY, 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. CITY 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 CITY 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: CITY 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 STATE or FTA to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of CITY is in the exclusive possession of another who fails or refuses to furnish this information, CITY shall so certify to STATE, or FTA as appropriate, and shall set forth what efforts it has made to obtain the information.



- (5) Sanctions for Noncompliance: In the event of CITY's noncompliance with the nondiscrimination provisions of this contract, STATE shall impose such contract sanctions as it or FTA 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: CITY 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. CITY shall take such action with respect to any subcontract or procurement STATE or the FTA 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 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.

ATTACHMENT B

CERTIFICATION FOR DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS

The (City of Rapid City), as an applicant for an FTA grant, certifies to the best of its knowledge and belief the following:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.

The (City of Rapid City) certifies that if it becomes aware of any later information that contradicts the statements of paragraph (1) through (4) above, it will promptly inform FTA or SDDOT.

The (City of Rapid City) certifies or affirms the truthfulness and accuracy of the contents of the statements submitted.

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# 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

<b>3-C</b>	Continuing, Comprehensive and Cooperative Transportation Planning
<b>ADA</b>	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.
<b>BIT</b>	South Dakota Bureau of Information and Telecommunications
<b>CAC</b>	Citizens' Advisory Committee of the Metropolitan Planning Organization
<b>CFR</b>	Code of Federal Regulations
<b>CIP</b>	Capital Improvement Program
<b>DART</b>	South Dakota Dept. of Transportation Office of Air, Rail and Transit
<b>EPC</b>	Executive Policy Committee of the Metropolitan Planning Organization
<b>FDP</b>	Fugitive Dust Plan
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FY</b>	Fiscal Year
<b>GIS</b>	Geographic Information Systems
<b>CTPP</b>	Census Transportation Planning Package
<b>ITS</b>	Intelligent Transportation Systems
<b>LRTP</b>	Long Range Transportation Plan
<b>MPO</b>	Metropolitan Planning Organization
<b>NTD</b>	National Transit Database
<b>PEA</b>	Planning Emphasis Area

<b>PL</b>	Metropolitan Planning Funds that have been set aside for transportation planning activities in Urbanized Areas.
<b>PTS</b>	Public Transportation System
<b>RCATSA</b>	Rapid City Area Transportation Study Area
<b>RTAB</b>	Rapid Transit Advisory Board
<b>RFP</b>	Request for Proposals
<b>SCNAFLUP</b>	Southeast Connector Neighborhood Area Future Land Use Plan
<b>Section 5303</b>	Federal Transit Administration mass transportation planning funds.
<b>Section 5307</b>	Federal Transit Administration program that provides capital and operating assistance to urbanized areas.
<b>Section 5310</b>	Federal Transit Administration program that provides capital assistance to organizations that provide transportation services to elderly and disabled persons.
<b>SAFETEA-LU</b>	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.
<b>SDDOT</b>	South Dakota Department of Transportation
<b>STIP</b>	State Transportation Improvement Program
<b>TAZ</b>	Traffic Analysis Zone
<b>TCC</b>	Technical Coordinating Committee of the Metropolitan Planning Organization
<b>TDP</b>	Transit Development Plan
<b>TIP</b>	Transportation Improvement Program
<b>USC</b>	United States Code
<b>UPWP</b>	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 150<sup>th</sup> Street Extension between 224<sup>th</sup> 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**

<b>FHWA Budget Sheet (81.95%)</b>					
	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
<b>Total Cost</b>	<b>\$136,000</b>	<b>\$567,678</b>			<b>\$703,678</b>
FHWA Amount 81.95%	\$111,452	\$465,212			\$576,664
Local Match 18.05%	\$ 24,548	\$102,466*			\$127,014
<b>FTA Budget Sheet (80.00%)</b>					
	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
<b>Total Cost</b>		<b>\$ 95,736</b>		<b>\$8,000</b>	<b>\$103,736</b>
FTA Amount 80%		\$ 76,589		\$6,400	\$82,989
Local Match 20%		\$ 19,147			\$19,147
Dart Match				\$1,600	\$1,600
<b>Combined Totals</b>	<b>\$136,000</b>	<b>\$663,414</b>		<b>\$8,000</b>	<b>\$807,414</b>

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