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MEMORANDUM

To: Rapid City Legal & Finance Committee Members

From: Patsy Horton, Transportation Planning Coordinator

Date: November 20, 2003

Re: 2004 Unified Planning Work Program

Attached is the 2004 Unified Planning Work Program (UPWP) for your review and approval at the November 24, 2003, Legal & Finance Committee Meeting. The development of an annual Unified Planning Work Program is a federal requirement of metropolitan planning organizations that utilize federal transportation planning funds. It serves as a description of the transportation planning related tasks to be conducted within the Rapid City Area Metropolitan Planning Organization Study Boundary during calendar year 2004; as well as a budget for scheduling and monitoring the transportation planning process.

There are two categories of funds utilized within the Unified Planning Work Program. The majority of federal funding is comprised of Federal Highway Administration Planning funds (known as PL funds), with the remainder of federal funding coming from Federal Transit Administration Planning funds. The match ratios on these categories of federal funding are approximately 80% federal match, 20% local match. The exact match ratios are explained in more detail in the attached document.

As you may be aware, approximately 80% of the Transportation Planning Division budget is comprised of a mix of these two categories of federal funding, with the remaining 20% coming from City match. Rapid City Public Works Department is also reimbursed for Transportation Planning related activities under this program, as is the Black Hills Council of Local Governments for their involvement with Rapid Transit System planning.

The Rapid City Area Metropolitan Planning Organization approved the draft 2004 Unified Planning Work Program on November 19, 2003. Please feel free to contact me if you have any questions or would like additional information.

STAFF RECOMMENDATION: Staff recommends approval of the Draft 2004 Unified Planning Work Program as approved by the Rapid City Area Metropolitan Planning Organization.