

Rapid City Area Metropolitan Planning Organization

2024 UNIFIED PLANNING WORK PROGRAM (UPWP)



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

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

“The preparation of this report has been financed in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.”

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General Acronyms

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.
BIL	Bipartisan Infrastructure Law
CAC	Citizens' Advisory Committee of the Metropolitan Planning Organization
CIP	Capital Improvement Program
EPC	Executive Policy Committee of the Metropolitan Planning Organization
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information Systems
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan, formerly known as the Long Range Transportation Plan
PL	Metropolitan Planning Funds that have been set aside for transportation planning activities in Urbanized Areas. Funding is on an 81.95% - 18.05% federal/local basis.
SDDOT	South Dakota Department of Transportation
SECTION 5307	Federal Program for capital improvements, i.e. terminals, shelters, mechanical equipment other than buses, computers, office equipment, etc. These funds, formerly known as Section 9 funds, have been available since FY 1984 through the Urban Mass Transportation Act of 1964 as amended by the Federal Transit Act of 1991. They provide resources for planning, capital and operating assistance. The match

on planning and capital is 80% federal and 20% local; while the operating subsidy is 50% federal and 50% local.

SECTION 5310 These funds, formerly known as Section 16 funds, are available through the Urban Mass Transportation Act of 1964 as amended. This authorizes capital grants to non-profit organizations to assist in providing transportation for the elderly and the handicapped. FTA provides 80% of the costs for equipment, and the 20% match must come from other than federal funds.

SECTION 5339 A formula program that provides funding for capital projects to replace, rehabilitate, and purchase buses and bus-related equipment, and to construct bus-related facilities. This program was established under Moving Ahead for Progress in the 21st Century (MAP-21), replacing the previous Section 5309 discretionary program established under the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

TAZ Traffic Analysis Zone

TCC Technical Coordinating Committee of the Metropolitan Planning Organization

TIP Transportation Improvement Program

UPWP Unified Planning Work Program

Introduction

The purpose of the Unified Planning Work Program (UPWP) is to describe the annual activities, planning studies, and products to be developed by the Metropolitan Planning Organization (MPO) over a one-year period. The UPWP identifies who will be involved with the work tasks and the anticipated product or outcome. The UPWP also identifies funding for these tasks which includes total programmed expenditures for each one. The MPO and its coordinating agencies work together to define work activities which will be performed over the year. The City of Rapid City oversees this work program in accordance with the agreements among the City of Rapid City, the City of Box Elder, the City of Summerset, the City of Piedmont, Pennington County and Meade County. The South Dakota Department of Transportation (SDDOT), Ellsworth Air Force Base, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and the local school districts also participate in the development of the UPWP as members of the Technical Coordinating Committee.

Input from local entities is pursued during the development of the UPWP to ensure all transportation issues within the Rapid City MPO boundary are considered. A boundary map is included for reference. It is important to obtain input from the FHWA, FTA, the SDDOT, the City of Rapid City, the City of Box Elder, the City of Summerset, Pennington County, Meade County and Rapid Transit to ensure the work program covers all aspects of transportation.

Once the state allotments have been established by the FHWA and the FTA, the MPO funding allocation is developed by the SDDOT in conjunction with the South Dakota MPOs. The FHWA and FTA approve the allocation amount and a contract is entered between the MPOs and the SDDOT to conduct the work tasks found in the UPWP.

Metropolitan Planning Organization Structure

Effective transportation planning requires coordination and integration of all modes of travel. Good planning also involves input from the community to ensure common goals and community interests are addressed. The MPO process includes citizens, technical experts and elected officials in adopting planning documents. 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 all three groups for transportation decisions.

The CAC is composed of private citizens whose involvement concerning transportation issues provides valuable input into the planning process. This committee ensures that the public is included in the transportation planning process and that public interests are considered in regional transportation decisions. Membership of the CAC consists of eight voting members representing various sections of the Rapid City Area MPO community. The current membership of this committee is as follows:

Citizens' Advisory Committee Members		
Amy Richie, Rapid City	Bob Burns, Piedmont	Kristyn Labine, Box Elder
Roger Gallimore, Meade County	John Boylan, Meade County	
Tim Rangitsch, Bicycling	Dr. Bret Lingwall, Rapid City	
Tom Raymond, Minority	Gary Wietgreffe, Rapid City	

The TCC consists of planners, engineers, safety officials, airport officials, school officials and representatives from federal and state agencies who all provide technical review and guidance to the MPO. This group makes recommendations to the EPC concerning the adoption and approval of all transportation plans and programs such as the Long Range Transportation Plan, the Transportation Improvement Program, and various reports, studies and plans developed for the MPO. The current active membership of the TCC is as follows:

Technical Coordinating Committee Members
Rapid City Community Development Department, Long Range Planning – Division Manager;
Rapid City Community Development Department, Long Range Planning;
Rapid City Public Works Department, Engineering Division;
Rapid City Public Works Department, Traffic Engineer;
Rapid City Public Works Department, Street Division;
Rapid City Public Works Department, Rapid Transit Manager;
Rapid City Regional Airport Administration;
Rapid City Police Department, Traffic Division;
Rapid City Community Development Department, Current Planning;
Rapid City School District 54-1;
Pennington County Planning Department;
Pennington County Highway Department;
Pennington County Drainage Coordinator;
Pennington County Sheriff's Office;
Meade County Director of Equalization and Planning;
Meade County Sheriff's Department;
Meade County Highway Department;
Meade County Transportation Committee;
Meade School District 46-1;
City of Box Elder Planning Department;
City of Box Elder Public Works Department;
City of Box Elder Police Department;
City of Piedmont Mayor;
City of Summerset Mayor;
Douglas School District 51-1;
Ellsworth Air Force Base;
SDDOT, Division of Planning and Engineering;
SDDOT, Office of Air, Rail and Transit;
SDDOT, Division of Operations, Regional Engineer;
SDDOT, ADA Coordinator;
*FHWA

* Denotes non-voting membership

The EPC is the decision making body of the MPO and is comprised of locally elected officials, representatives from federal and state agencies, and other agencies interested in transportation planning for the region. The primary function of this group is to ensure federal guidelines are followed and that the development of the regional transportation

system follows a coordinated, continuing, cooperative and comprehensive process. The current EPC membership includes the following:

Executive Policy Committee Members
Mayor, City of Rapid City
Mayor, City of Box Elder
Representative, Pennington County Commission
Representative, Pennington County Commission
Chairman, Meade County Commission
Representative, Meade County Commission
Representative, Rapid City Council
Representative, Box Elder City Council
Representative, Rapid City Regional Airport
Representative, South Dakota Transportation Commission
*SDDOT – Division of Planning and Engineering
*Federal Highway Administration
*Ellsworth Air Force Base

* Denotes non-voting membership

The three committees operate under a variety of federal, state, and local requirements. Provided below is an overview of the federal regulations that the MPO must consider in developing and implementing its annual work program.

Bipartisan Infrastructure Law Planning Factors

1. Support the economic vitality of the metropolitan area by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes throughout the metropolitan region, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts on surface transportation; and
10. Enhance travel and tourism.

Federal Planning Emphasis Areas

Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future

Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State

DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation ; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions. We encourage you to visit FHWA's [Sustainable Transportation](#) or FTA's [Transit and Sustainability](#) Webpages for more information.

Equity and Justice⁴⁰ in Transportation Planning

FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

[Executive Order 13985](#) (***Advancing Racial Equity and Support for Underserved Communities***) defines the term “equity” as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.” In addition,

Executive Order 14008 and M-21-28 provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

Complete Streets

FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration’s 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.

Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints into the decision making process. FHWA Division and FTA regional offices should encourage

MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision making processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs. More information on VPI is available [here](#).

Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The [64,200-mile STRAHNET system](#) consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) [studies](#). These can be a useful resource in the State and MPO areas covered by these route analyses.

Federal Land Management Agency (FLMA) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are

programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMAs in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

Planning and Environment Linkages (PEL)

FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources. More information on PEL is available [here](#).

Data in Transportation Planning

To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision making at the State, MPO, regional, and local levels for all parties.

Complete Streets

Complete Streets are streets designed and operated to enable safe use and support mobility for all users. Those include people of all ages and abilities, regardless of whether they are travelling as drivers, pedestrians, bicyclists, or public transportation riders. The concept of Complete Streets encompasses many approaches to planning, designing, and operating roadways and rights of way with all users in mind to make the transportation network safer and more efficient. Complete Street policies are set at the state, regional, and local levels and are frequently supported by roadway design guidelines.

Complete Streets approaches vary based on community context. They may address a wide range of elements, such as sidewalks, bicycle lanes, bus lanes, public transportation stops, crossing opportunities, median islands, accessible pedestrian signals, curb extensions, modified vehicle travel lanes, streetscape, and landscape treatments. Complete Streets reduce motor vehicle-related crashes and pedestrian risk, as well as bicyclist risk when well-designed bicycle-specific infrastructure is included. They can promote walking and bicycling by providing safer places to achieve physical activity through transportation. One study found that 43% of people reporting a place to walk were significantly more likely to meet current recommendations for regular physical activity than were those reporting no place to walk.

The Rapid City MPO embraces the Complete Streets philosophy and has been incorporating it where possible in all planning activities to date. In compliance with the new federal requirement outlined below, the MPO will develop an approach in the coming months to meet the 2.5% planning fund expenditure on Complete Streets. Our MPO will work closely with partner agencies as guidance is provided to develop specific activities for meeting this requirement.

Set-aside for Increasing Safe and Accessible Transportation Options

The Bipartisan Infrastructure Law (BIL) requires each MPO to use at least 2.5% of its planning (PL) funds (and each State to use 2.5% of its State Planning and Research funding under 23 U.S.C. 505) on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.

A State or MPO may opt out of the requirement, with the approval of the Secretary, if the State or MPO has Complete Streets standards and policies in place and has developed an up-to-date Complete Streets prioritization plan that identifies a specific list of Complete Streets projects to improve the safety, mobility, or accessibility of a street.

For the purpose of this requirement, the term “Complete Streets standards or policies” means standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.

Funding

Each section of the UPWP indicates the entities responsible for participating in the transportation planning activities, or work activities, to be completed. FHWA Title 23 U.S.C. Section 104, subsection d(2) and FTA Title 49 U.S.C Section 5303 authorize grant funds to be appropriated for public transportation planning activities. SDDOT requested and received permission from FTA to transfer FTA planning funds to FHWA planning funds as part of the consolidated planning grant program. Planning (PL) funds budgeted in the UPWP are provided through an agreement between SDDOT and the City of Rapid City acting as the fiscal agent for the MPO. Funding amounts are based on the estimated 2023 allocation and distribution formula as agreed upon by the MPOs and SDDOT; and are matched by the entity utilizing the funds. The current matching ratios are as follows:

Federal planning (PL) funds:	81.95%
Local match:	18.05%

A comprehensive budget is contained at the back of this document. The budget sheet identifies individual tasks, programmed funds for each task and the funding source. All UPWP activities may allow contracts with outside parties upon receipt of approval of the SDDOT and the EPC.

As part of the budgeting process, there are times when Meade County and Pennington County initiate countywide transportation related studies. To ensure that those agencies can utilize PL funds for that portion within the Metropolitan Planning Area, the proportion that is eligible shall be determined by the percentage of County vehicle miles traveled (VMT), (the number of miles vehicles travel over a given time period), within the Metropolitan Planning Area, based on the most current data. Based on the 2022 data, 33% of a proposed Meade County transportation activity within the MPO is eligible for PL funding and 61% of a proposed Pennington County transportation planning related activity within the MPO is eligible for PL funding.

SD Road Miles – 2021 Data		
	VMT	%
Meade		
Within MPO	12,7761,327	33%
Outside MPO	25,825,806	67%
Total	38,587,134	100%
Pennington		
Within MPO	51,577,446	61%
Outside MPO	32,523,986	39%
Total	84,101,432	100%

An Annual Report, prepared within 90 days after the end of each calendar year, will contain the financial statements of the Rapid City MPO’s UPWP. The report will include a summary of staff activities accomplished over the previous year.

2024 UPWP Work Activities

Personnel Services

These UPWP activities directly relate to a comprehensive, cooperative and continuing planning process emphasized within Bipartisan Infrastructure Law, one that promotes, preserves and produces an efficient intermodal transportation system, supporting economic development while improving security and safety.

2024 Work Activities:

1. Staff will participate in the 2024 Rapid City Area MPO Transportation Planning Certification Process. The SDDOT will conduct a certification review with the MPO on an as-needed basis. The EPC 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 planning agreements among the SDDOT, City of Rapid City, City of Box Elder, City of Summerset, City of Piedmont, Meade County and Pennington County.
3. Staff will coordinate and develop the 2025 Rapid City Area MPO UPWP. The cost of staff time, public notices, and printing costs will be included in this activity.
4. Staff will coordinate with the SDDOT to consolidate all consultant contracts and unobligated funding into the current UPWP.
5. Staff will prepare yearly demographic profiles based on best available information (2020 US Census Bureau and local building permit data) to enhance the environmental justice requirements.
6. Staff will continue updating and revising MPO planning documents as needed including, but not limited to, the Participation Plan, the Operations Plan, the Bicycle and Pedestrian Plan, the Coordinated Public Transit – Human Services Transportation Plan, the Functional Classification Map, the Transportation Improvement Program, including amendments, and the Metropolitan Transportation Plan.
7. Staff will maintain the MPO’s accounting and vouchering system, whereby participants in the local transportation planning process are reimbursed for eligible transportation planning work activities.
8. Staff will monitor work activities outlined in the 2024 UPWP and submit vouchers either monthly or quarterly for reimbursement of eligible transportation planning work activities.
9. Staff will monitor the implementation of grant activities and present UPWP budget amendments as necessary.
10. Staff will attend committee meetings, transportation planning meetings, and public meetings throughout the planning year. Staff will discuss and distribute information regarding the transportation planning process and transportation improvements.
11. Staff will continue to participate in regular meetings with non-profit transportation providers to assist with the development, implementation and monitoring of the Coordinated Public Transit-Human Services Transportation Plan.
12. Staff will undertake supporting activities of the MPO committees and the planning process including, but not limited to, coordinating and staffing meetings, open houses and public hearings, developing committee agendas and taking meeting minutes, assembling and distributing meeting packets, posting and publishing public notices, developing reports and documents, managing committee membership, maintaining the Transportation Planning website, and distributing information.

13. Staff will attend/participate in various training courses, conferences, seminars, workshops and other activities related to professional development. The cost of training, travel and lodging, including staff time will be included in this activity. In-state and out-of-state travel must be approved by the SDDOT via written travel request and justification in advance of the event. E-mail correspondence is an acceptable form of transmittal.
14. Staff will participate in FHWA, FTA, and/or SDDOT training opportunities and events which pertain to the operations and planning process of the Rapid City Area MPO.
15. Staff, when requested, will assist member agencies of the MPO with the development of their Comprehensive Plans. Assistance provided under the UPWP will be limited to land use assessments, street plan updates, tasks associated with the development of the travel demand model and the preparation of GIS generated maps.
16. Staff will assist communities within the MPO in the preparation of GIS maps for land use data on an as-needed basis.
17. Staff will develop, monitor and maintain the GIS database and TAZ data for the MPO area.
18. Staff will participate in agency professional memberships and subscriptions related to transportation planning.
19. Staff will review USDOT regulations, guidance, and circulars, and review best practices information, from other sources, to ensure compliance with regulations.
20. 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 MPO functions.
21. Traffic information, inventories and data gathering efforts will be coordinated with staff and transportation specialists from the SDDOT.
22. Staff will cooperate with SDDOT efforts to expand the Global Positioning System (GPS) control for South Dakota. As GPS data becomes available, it will continue to be used to establish accurate GIS position data.
23. 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. GIS staff will continue to expand the use of coordinate geometry to input plat information.
24. Staff will continue to add land use and socio-economic data to the GIS database.

25. 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.
26. Staff will update socio-economic data, prepare socio-economic forecasts, and prepare the residential land use reports.
27. Staff will collect data needed to conduct transportation planning tasks identified in the UPWP.
28. Staff will maintain the travel demand forecasting model and use the updated model to review transportation decisions.
29. Staff will analyze impacts related to land use and transportation system coordination on a corridor/study area basis.
30. Staff will prepare the public transportation portion of the CIP and the 2025-2028 TIP. The TIP shall include the four-year plan for proposed capital and operating expenditures for public transportation and will identify potential funding sources. The TIP will be developed, adopted, and distributed in compliance with all federal, state, and local requirements. The TIP shall include all transportation improvements planned by the member agencies within the Rapid City Metropolitan Planning Area for 2025-2028, including both federal and non-federal funded projects.
31. Staff will evaluate all transportation improvement projects for consistency with the MTP. All transportation improvement projects will be reviewed for their impacts on intermodal facilities and routes within the urbanized area and the region and for consistency with the MTP.
32. Staff will account for life-cycle costs when comparing project estimates with projected financial resources.
33. Staff will continue the collecting and entering data into the pavement management system. The Rapid City Engineering Services Division staff will take the lead on collecting, entering and maintaining the pavement management system.
34. 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.
35. Staff will evaluate potential and existing safety issues for pedestrians and vehicles.
36. Staff will evaluate and monitor the transit system's operational characteristics in order to identify necessary changes. 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.

37. Staff will coordinate with agencies with an interest in the areas of land use management, environmental resources, environmental protection, conservation, and historic preservation.
38. Staff will provide for consideration and implementation of projects, strategies, and services to increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users.
39. A year-end summary of work and financial activities will be provided to the SDDOT via the Annual Report.
40. Staff will prepare an annual listing of obligated projects.
41. Staff may participate in activities associated with the transportation planning process which are not described in this UPWP only with prior agreement of the SDDOT. These activities will need to meet the comprehensive, cooperative, and continuing transportation planning process.
42. Staff will undertake the required activities necessary to administer, manage and complete the projects and studies identified in the 2024 Work Activities under Professional Services/Consultants contained herein.
43. Staff will verify that the public transportation implications of the Americans with Disabilities Act (ADA) are being pursued through the ADA Transition Plan. The Transition Plan will also include transit stops.
44. Staff will work with the MPO agencies to continue the transition into Performance Based Planning and Programming.
45. Staff will work with the MPO agencies to promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.
46. Staff will work with the MPO agencies to implement Ladders of Opportunity in order to access essential services as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.
47. Staff will continue monitoring and updating the critical data components related to the following: TAZ update, travel demand modeling, network development, model validation, development of socio-economic data and development and update of inputs into the travel demand model.
48. Staff will conduct and coordinate the development and approval of transportation-related comprehensive planning, to include land use and major street plans for developing areas within the Metropolitan Planning Area.

49. Staff may complete other transit-related planning activities and special studies as approved by the transportation planning committees.
50. Staff will review applications for Section 5310 Transit Funding and make recommendations regarding the awarding of grant funds to the SDDOT Office of Air, Rail and Transit.
51. Staff will conduct public involvement activities as identified in the Participation Plan.
52. Staff will continue to incorporate virtual public involvement methods to engage the public more effectively by supplementing face-to-face information sharing with current technology.
53. Staff will review the Bipartisan Infrastructure Law and work to ensure compliance with federal laws and regulations.
54. Staff will collaborate with SDDOT and FHWA to designate urbanized boundary and Metropolitan Planning Area utilizing 2020 Census data, with SDDOT technical assistance and FHWA approval.
55. Staff will collaborate with SDDOT and FHWA to designate Urban Critical Freight Corridors within the Rapid City MPO.
56. Staff will continue to utilize the Complete Streets approach in its transportation planning efforts.
57. Staff will identify and document MPO activities that meet the requirement for a 2.5% planning fund expenditure on Safe and Accessible Transportation Options.

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 UPWP activities shall be identified by a corresponding program year.

2023 In Progress Projects:

- a. LiDAR and contour data acquisition project
- b. Pennington County Master Transportation Plan
- c. Major Street Plan Constructability and Alignment Analysis
- d. Highway 1416 and Radar Hill Road Corridor Study
- e. Rapid City Comprehensive Plan Update (Transportation and Land Use Components of the Plan)

2024 Work Activities:

1. Staff will complete preliminary work on Request for Proposals and other necessary documentation. 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.
2. Staff will request approval from the MPO committees of the implementation of special studies as identified in the UPWP. Work under this task may include coordination of meetings, budget preparation, and special analysis.
3. Staff will undertake required activities necessary to administer, manage and complete the following projects and studies to the extent of budgeted funding
 - f. Metropolitan Transportation Plan
 - g. Safe Streets and Roads for All Planning Grant
 - h. Railyard Relocation Feasibility Study
 - i. Coordinated Public Transit Human Services Transportation Plan

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 the Travel Demand Model software and all software upgrades) and peripheral devices; printing and plotting devices; recording equipment; traffic counters; public notices; reference materials; and commercial printing and printing supplies.*

*Note: All capital purchases will be reviewed by SDDOT prior to acquisition. A letter (or e-mail) of justification for the requested purchase and the cost of the requested purchase must be submitted to SDDOT. A minimum of three quotes must be provided if the requested item is not going to be purchased in accordance with the State Purchasing Contract. FHWA approval is required for any item over \$5,000.

2024 UPWP BUDGET

	City of Box Elder	City of Rapid City	Pennington County	Meade County	SDDOT	Total
Personnel Services		\$445,801				\$445,801
Safe and Accessible Transportation Options/ Personnel Services		\$11,431				\$11,431
Professional Services/ Consultants		\$950,625				\$950,625
Safe and Accessible Transportation Options/ Professional Services/Consultants		\$24,375				\$24,375
Capital Resources		\$5,000				\$5,000
Total Cost		\$1,432,237				1,432,237
Federal Amount 81.95%		\$1,173,718.22				\$1,173,718.22
Local Match 18.05%		\$258,518.78				\$258,518.78
SDDOT Local Match 18.05%						
Total Cost		\$1,432,237				\$1,432,237

