



Planning & Engineering
Project Development
700 E Broadway Ave
Pierre, SD 57501
O: 605.773.3093
dot.sd.gov

December 21, 2023

Kip Harrington
Rapid City MPO
Rapid City Community Planning and Development Services
300 6th Street
Rapid City, SD 57701-2724

Re: Rapid City MPO 2024 UPWP Agreement

Dear Mr. Harrington:

The South Dakota Department of Transportation (SDDOT) has received and hereby approves the Rapid City Area MPO CY2024 Unified Planning Work Program (UPWP) and UPWP Agreement in the amount of \$1,177,811. The SDDOT contract control number is 311615; the PCN is 09NK, and the project number is PL 0358 (43). Subsequent work plan amendments, which cause the Agreement amount to change, will require approval of a corresponding Agreement Amendment by this agency.

Enclosed is one (1) original of the executed agreement No. 311615 for the Rapid City MPO CY 2024 UPWP and a copy of FHWA's approval letter. If you have any questions, please contact me at (605) 773-3093 or via email at sarah.gilkerson@state.sd.us.

Sincerely,

 Digitally signed by Sarah M. Gilkerson
DN: C=US,
E=sarah.gilkerson@state.sd.us,
O=SDDOT, CN=Sarah M. Gilkerson
Date: 2023.12.21 15:17:12-06'00'

Sarah M. Gilkerson
MPO Coordinator

Attachments

MPO file – Rapid City
Steve Gramm, Project Development (cover)
Rip Ray, Internal Audits (cover)
Greg Heitmann, Federal Highway Administration (cover)



U.S. Department
of Transportation

December 7, 2023

South Dakota Division
116 East Dakota Avenue, Suite A
Pierre, South Dakota 57501-3110
Phone: 605-776-1006
Greg.Heitmann@dot.gov
Fax: 605-224-8307

In Reply Refer To:
HDA-SD

Sarah Gilkerson
MPO Coordinator
South Dakota Department of Transportation
700 E Broadway Ave
Pierre, South Dakota 57501

Subject: Approval of the Rapid City Area Metropolitan Planning Organization (MPO)
Unified Planning Work Program (UPWP)

Dear Ms. Gilkerson:

The South Dakota Division Office of the Federal Highway Administration (Division) has received your request to approve the UPWP for the Rapid City Area MPO. Your letter and attachments were received via email on December 5, 2023.

The Division has reviewed your request and finds that the Rapid City Area MPO UPWP satisfies the requirements found under 23 CFR 450.308. Therefore, we hereby approve the Rapid City Area MPO UPWP as noted in your letter and enclosures. This approval is effective January 1, 2024. Continuing our procedures, new projects or transfers between line items greater than 10 percent of the total budgeted amount will require approval by this office.

If you have questions or need additional information regarding this approval, please contact Greg Heitmann at 505-660-7626.

Sincerely,

**GREGORY L
HEITMANN**

Digitally signed by
GREGORY L HEITMANN
Date: 2023.12.07 16:23:35
-06'00'

Gregory L. Heitmann
Planning/Environmental Specialist

Enclosure: *Rapid City Metropolitan Planning Organization Unified Planning Work Program*

CC:

Steve Gramm, SDDOT Planning Squad Leader

STATE OF SOUTH DAKOTA
DEPARTMENT OF TRANSPORTATION
DIVISION OF PLANNING AND ENGINEERING
OFFICE OF PROJECT DEVELOPMENT

SUB-RECIPIENT AGREEMENT
BETWEEN

City of Rapid City, South Dakota
300 Sixth Street
Rapid City SD 57701

State of South Dakota
Department of Transportation
Office of Project Development
700 East Broadway Avenue
Pierre SD 57501

Referred to in this Agreement as the Sub-Recipient

Referred to in this Agreement as the State

The State and the Sub-Recipient enter into this Agreement (the "Agreement") for a grant award of federal financial assistance to the Sub-Recipient.

A. REQUIRED AUDIT PROVISIONS FOR GRANT AWARDS

1. FEDERAL AWARD IDENTIFICATION:

- a. Sub-Recipient's name: city of Rapid City, South Dakota
- b. Sub-Recipient's DUNS number: 057222119 and unique entity identifier: 12055002
- c. Federal Award Identification Number (FAIN): The parties understand and agree the FAIN will be provided by the State to the Sub-Recipient upon completion of the federal form 292 and submission of the form by the State to the Federal Highway Administration (FHWA), and information will also be retained on file with the State.
- d. Federal award date: The parties understand and agree the federal award date will be provided by the State to the Sub-Recipient upon completion of the federal form 292 and submission of the form by the State to the Federal Highway Administration (FHWA), and information will also be retained on file with the State.
- e. Sub-award period of performance: January 1, 2024 to June 30, 2025
- f. Amount of federal funds obligated to the Sub-Recipient by this Agreement: \$1,177,811
- g. Total amount of federal funds obligated to the Sub-Recipient: \$1,177,811
- h. Total amount of the federal award committed to the Sub-Recipient: \$1,177,811
- i. The federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA), is as follows: CY 2024 Rapid City Area MPO Unified Planning Work Program
- j. Name of federal awarding agency: Federal Highway Administration and Federal Transit Administration
pass-through entity: South Dakota Department of Transportation
contact information for awarding official of the pass-through entity:
Sarah Gilkerson
700 East Broadway Avenue
Pierre SD 57501

- k. CFDA No. and name: 20.205; Highway Planning and Construction
- l. Is the grant award for research and development (R&D)? Yes No
- m. Indirect Cost Rate for federal award: 0.00%

2. PERIOD OF PERFORMANCE OF THIS AGREEMENT:

This Agreement will be effective on January 1, 2024, and will end on December 30, 2024, unless sooner terminated pursuant to the terms of this Agreement.

3. SCOPE OF WORK AND PERFORMANCE PROVISIONS:

a. BACKGROUND:

- i. The Governor of the State of South Dakota has designated the Sub-Recipient as being responsible for carrying out the provisions of Section 134 of Title 23 of the United States Code (U.S.C.) and Section 5303 of Title 49 of the U.S.C.
- ii. Federal-Aid Highway and Transit Planning Funds have been apportioned to the State for reimbursement of the Sub-Recipient's activities.
- iii. The Sub-Recipient, acting on behalf of the local units of government, and the State want to cooperate to reach formal agreement on the objectives, organization, work program preparation, and Federal-Aid reimbursements for the Transportation Planning Process.
- iv. The Sub-Recipient and the State will prepare a mutually acceptable Unified Planning Work Program which must be adopted by the Sub-Recipient.

b. PURPOSE:

The purpose of this Agreement is to provide partial funding of the metropolitan planning area study activities scheduled to be performed during calendar year (CY) 2024, as outlined in the CY 2024 Unified Planning Work Program, attached to and made a part of this Agreement by reference, using planning funds available from apportionments made under Title 23, U.S.C., Section 104, subsection (f)(4), and Title 49, United States Code, Section 5303.

c. SCOPE OF PROJECT:

- i. The work to be performed under the terms of this Agreement for the Rapid City Metropolitan Transportation Planning Process will be conducted in accordance with the CY 2024 Unified Planning Work Program incorporated in this Agreement by reference as **Attachment D**.
- ii. The Sub-Recipient's Responsibilities:
 - 1. The Sub-Recipient, acting by and through the Metropolitan Planning Organization's Board, is responsible for administration of the planning process in accordance with Section 134 of Title 23 of the U.S.C. and Section 5303 of Title 49 of the U.S.C.
 - 2. The Sub-Recipient will provide a secretary for the Citizens Advisory Committee, Technical Coordinating Committee, and the Metropolitan Planning Organization's Board meetings (held for purposes of transportation planning relative to Section 134 of Title 23 of the U.S.C. and Section 5303 of Title 49 of the U.S.C.) to record committee action and to distribute meeting minutes to committee members and other interested persons.

3. The Sub-Recipient will assure the accomplishment of work activities identified in the Unified Planning Work Program.
4. The Sub-Recipient will schedule and conduct meetings and conferences pertaining only to transportation planning relative to Section 134 of Title 23 of the U.S.C. and Section 5303 of Title 49 of the U.S.C.
5. The Sub-Recipient will review work activities and involve the principal participants and other interested groups in a continuing, cooperative, and comprehensive transportation planning that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals.
6. The Sub-Recipient will submit technical documents and manuals prepared for use in accomplishing work activities to the Technical Coordinating Committee for its review and comment. Upon completion of the Technical Coordinating Committee's review, the technical documents and manuals will then be submitted to the Metropolitan Planning Organization's Board for review and comment.
7. The Sub-Recipient will disseminate information on all documents prepared under this Agreement to the local members for their review and comments.

iii. The State's Responsibilities:

1. The State will administer the funds apportioned to South Dakota in accordance with Federal Highway Administration policies and procedures for Section 134 of Title 23, of the U.S.C. and Federal Transit Administration policies and procedures for Section 5303 of Title 49 of the U.S.C.
2. The State will provide staff assistance to the Sub-Recipient and other assistance as necessary to implement the Unified Planning Work Program.
3. The State will transmit to the Sub-Recipient any documents developed by the State that affect the local governmental entities comprising the Sub-Recipient for review prior to submittal to the Federal Highway Administration and Federal Transit Administration to assure that the local concerns are properly addressed.

4. BASIS FOR SUBAWARD AMOUNT:

- a. The maximum limiting amount will not exceed One Million, One Hundred Seventy-Seven Thousand, Eight Hundred Eleven Dollars (\$1,177,811), and cannot be exceeded by the combined vouchering of the participating parties in the Rapid City Transportation Planning Process and for which this Agreement will be effective.
- b. The maximum distribution of Federal Highway Administration Planning Funds is One Million, One Hundred Seventy-Seven Hundred Eleven Dollars (\$1,177,811), for which this Agreement will regulate and be accountable for are as follows, until amended, for work in the CY 2024 Unified Planning Work Program.
- c. The State will provide compensation to the Sub-Recipient on a cost reimbursement basis for the federal participating share for eligible costs incurred for work activities in the approved CY 2024 Unified Planning Work Program. Compensation for Federal Highway Administration Planning Funds will be on a cost reimbursement basis by payment of 81.95 percent of the total eligible costs incurred for work activities in the approved CY 2024 Unified Planning Work Program and for Federal Transit Administration Planning Funds will be on a cost reimbursement basis by payment of 80 percent of the total eligible costs incurred for work activities in the approved CY 2024 Unified Planning Work Program. Eligible costs are defined

in 2 CFR Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- d. The State will make payment to the Sub-Recipient not more than once every four (4) weeks for costs incurred for services performed under this Agreement. The Sub-Recipient will submit direct vouchers within twenty (20) days following the end of the period covered by the account. The direct vouchers will be the basis of payment and will include supporting documentation for all allowable costs. Duly authorized representatives of the State will provide an interim audit of each voucher. The State, upon receipt of the direct vouchers, will provide payment to the Sub-Recipient of all allowable, documented costs within thirty (30) days of receipts of the voucher. Costs documented at a later date may be reimbursed on a subsequent voucher.
- e. The Sub-Recipient agrees that employees of the Sub-Recipient whose time is directly assignable to the program will keep and sign a time sheet record showing the element of the program, date and hours worked, and title of position.
- f. The Sub-Recipient will charge specific work items as contained in the approved CY 2024 Unified Planning Work Program. The Sub-Recipient will provide the State with the Sub-Recipient's annual progress report.
- g. All travel by the Sub-Recipient which will use funds in accordance with this Agreement will be on the basis of the company policy and also subject to preauthorization by the State. Estimates of travel by the Sub-Recipient's staff which will use funds in accordance with this Agreement for CY 2024 are identified in the CY 2024 Unified Planning Work Program.

5. RISK ASSESSMENTS, MONITORING, AND REMEDIES:

Risk assessments will be ongoing throughout the project period. The Sub-Recipient agrees to allow the State to monitor the Sub-Recipient to ensure compliance with program requirements, to identify any deficiencies in the administration and performance of the award, and to facilitate the same. At the discretion of the State, monitoring may include, but is not limited to, the following: on-site visits, follow-up, document or desk reviews, third-party evaluations, virtual monitoring, technical assistance, and informal monitoring such as email and telephone interviews. As appropriate, the cooperative audit resolution process may be applied.

The Sub-Recipient will comply with ongoing risk assessments to facilitate the monitoring process, and further, the Sub-Recipient understands and agrees that the requirements and conditions under the grant award may change as a result of the risk assessment/monitoring process.

In the event of noncompliance or failure to perform under the grant award, the State has the authority to apply remedies, including, but not limited to: temporary withholding of payments, disallowances, suspension or termination of the federal award, suspension of other federal awards received by the Sub-Recipient, debarment, or other remedies including civil and criminal penalties as appropriate.

6. RETENTION AND INSPECTION OF RECORDS:

The Sub-Recipient will maintain or supervise the maintenance of records necessary for the proper and efficient operation of the program, including records and documents regarding applications, determination of eligibility (when applicable), the provision of services, administrative costs, and statistical, fiscal, and other information records necessary for reporting and accountability required by the State. The Sub-Recipient will retain such records for a period of three (3) years after the date of the submission of the final expenditure report.

If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. The three-year retention period may be extended upon written notice by the State. Records for real property and equipment acquired with Federal funds must

be retained for three years after final disposition. When records are transferred to or maintained by the federal awarding agency or the State, the three-year retention requirement is not applicable to the Sub-Recipient. In the event Sub-Recipient must report program income after the period of performance, the retention period for the records pertaining to the earning of the program income starts from the end of Sub-Recipient's fiscal year in which the program income is earned. In the event the documents and their supporting records consist of indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable, the following applies: (1) If submitted for negotiation - If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the State) to form the basis for negotiation of the rate, then the three-year retention period for its supporting records starts from the date of such submission. (2) If not submitted for negotiation - If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the State) for negotiation purposes, then the three-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the Sub-Recipient's fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

The State, through any authorized representative, along with the Federal Highway Administration, will have access to and the right to examine and copy all records, books, papers or documents related to services rendered under this Agreement and will have access to personnel of the Sub-Recipient for purposes of interview and discussion related to the records, books, papers and documents. State Proprietary Information, which will include all information disclosed to the Sub-Recipient by the State, will be retained in the Sub-Recipient's secondary and backup systems and will remain fully subject to the obligations of confidentiality stated in this Agreement until such information is erased or destroyed in accordance with the Sub-Recipient's established record retention policies.

All payments to the Sub-Recipient by the State are subject to site review and audit as prescribed and carried out by the State. Any over payment under this Agreement must be returned to the State within thirty days after written notification to the Sub-Recipient.

7. AUDIT REQUIREMENTS:

If the Sub-Recipient expends \$750,000.00 or more in federal awards during the Sub-Recipient's fiscal year, the Sub-Recipient must have an audit conducted in accordance with 2 CFR Part 200, Subpart F - Audit Requirements, by an auditor approved by the Auditor General to perform the audit. On continuing audit engagements, the Auditor General's approval should be obtained annually. Approval of an auditor must be obtained by forwarding a copy of the audit engagement letter to:

Department of Legislative Audit
A-133 Coordinator
427 South Chapelle Street
% 500 East Capitol Avenue
Pierre, SD 57501-5070

If the Sub-Recipient expends less than \$750,000.00 during any Sub-Recipient fiscal year, the State may perform a more limited program or performance audit related to the completion of the Agreement objects, the eligibility of services or costs, and adherence to Agreement provisions.

Audits will be filed with and approved by the State Auditor General by the end of the ninth month following the end of the fiscal year of the entity being audited or thirty (30) days after receipt of the auditor's report, whichever is earlier.

For either an entity-wide, independent financial audit, or an audit under 2 CFR Part 200, Subpart F, the Sub-Recipient will resolve all interim audit findings to the satisfaction of the auditor. The Sub-Recipient will facilitate and aid any such reviews, examinations, and agreed upon procedures, the State or its contractor(s) may perform.

Failure to complete audit(s) as required, including resolving interim audit findings, 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 awards may be suspended, until the audit is completely resolved.

The Sub-Recipient will be responsible for payment of any and all audit exceptions which are identified by the State. The State may conduct an agreed upon procedures engagement as an audit strategy. The Sub-Recipient may be responsible for payment of any and all questioned costs, as defined in 2 CFR 200.84, at the discretion of the State.

Notwithstanding any other condition of the Agreement, the cooperative audit resolution process applies, as appropriate. The books and records of the Sub-Recipient must be made available if needed and upon request at the Sub-Recipient's regular place of business for audit by personnel authorized by the State. The State and federal agency each has the right to return to audit the program during performance under the grant or after close-out, and at any time during the record retention period, and to conduct recovery audits including the recovery of funds, as appropriate.

If applicable, the Sub-Recipient will comply in full with the administrative requirements and cost principles as outlined in U.S. Office of Management & Budget (OMB) uniform administrative requirements, cost principles, and audit requirements for federal awards – 2 CFR Part 200 (Uniform Administrative Requirements).

8. SUB-RECIPIENT ATTESTATION

By signing this Agreement, the Sub-Recipient attests to the following requirements as set forth in South Dakota Codified Law (SDCL) § 1-56-10:

- a. A conflict of interest policy is enforced within the recipient's or sub-recipient's organization;
- b. The Internal Revenue Service Form 990 has been filed, if applicable, in compliance with federal law, and is displayed immediately after filing on the recipient's or sub-recipient's website;
- c. An effective internal control system is employed by the recipient's or sub-recipient's organization; and
- d. If applicable, the recipient or sub-recipient is in compliance with the federal Single Audit Act, in compliance with § 4-11-2.1, and audits are displayed on the recipient's or sub-recipient's website.

The Sub-Recipient further represents that any and all concerns or issues it had in complying with the foregoing attestations were provided to the State and resolved to their satisfaction prior to signing this Agreement.

The Sub-Recipient agrees to disclose to the State, in writing, any conflicts of interest that exist under the Sub-Recipient's conflict of interest policy. The State will publicly post any disclosed conflicts of interest along with the corresponding grant agreement on the State of South Dakota's OpenSD website.

In the event of a significant change in the conflict of interest policy, the Sub-Recipient agrees to provide immediate notice of such change to the State, and provide a copy of the new conflict of interest policy. The Sub-Recipient understands that any change in the conflict of interest policy may result in a change in their monitoring or other performance requirements under the grant and expressly agrees to comply with those changes and to facilitate any additional monitoring as required by the State.

9. CLOSEOUT

- a. For purposes of this Agreement, "Date of Completion" means the date when the Agreement expires pursuant to its terms or is terminated in accordance with paragraph B. 3.
- b. The Sub-Recipient will submit a final financial report to the State. Within the limits of the Agreement amount, the State may make upward or downward cost adjustments on the basis of the information contained in the report. Agreement obligations will remain in force until all final reports are reviewed and approved by the State.
- d. The Sub-Recipient, along with the final financial report, will refund to the State any unexpended funds or unobligated (unencumbered) cash advances.
- e. All outstanding obligations (encumbered funds) which have not been paid out as of the Date of Completion must be liquidated prior to the submission of the final report.
- f. Whether or not audits were conducted during the Agreement term, a final financial and compliance audit may be initiated up to three (3) years after the date the State approves the final financial report.
- g. If either the final financial report or the final audit discloses an overpayment to the Sub-Recipient, the State may, at its option, either require the Sub-Recipient to repay the overpayment to the State or deduct the amount of overpayment from monies due the Sub-Recipient under this Agreement or under any other agreement between the Sub-Recipient and the State.
- h. The Sub-Recipient will provide, along with the final financial report, a written accounting of property acquired with Agreement funds or received from the State.

B. STANDARD PROVISIONS:

1. ASSIGNMENT

The Sub-Recipient will not assign any portion of the work to be performed under this Agreement, or execute any contract, amendment, or change order, or obligate the Sub-Recipient in any manner with any third party with respect to the Sub-Recipient's rights and responsibilities under this Agreement, without the State's prior written consent.

2. REPORTS

Reports will be prepared as outlined in the Unified Planning Work Program, reviewed by the participating agencies, and then made available to the Sub-Recipient.

3. INSPECTION OF WORK

The State and the Sub-Recipient will, at all times, be accorded proper facilities for review and inspection of each other's work as outlined in the approved CY 2024 Unified Planning Work Program. In addition, the State and the Sub-Recipient will also, at all times, provide proper facilities for review and inspection of this same work to authorized personnel of the Federal Highway Administration and the Federal Transit Administration.

4. RECORDS AND AUDITS

- a. All charges will be subject to audit in accordance with current State procedures and CFR Title 48, Part 31.2.

- b. The Sub-Recipient will maintain an accurate cost accounting system for all costs incurred under this Agreement, and costs will be clearly identified with activities performed under this Agreement.
- c. Upon reasonable notice, the Sub-Recipient will allow the State or Federal Highway Administration representatives to have access to and the right to examine all records of the Sub-Recipient related to this Agreement during the Sub-Recipient's normal business hours. The Sub-Recipient will keep all records for a period of three (3) years after the date of final payment by the State under this Agreement and all other pending matters are closed.

5. TERMINATION

Either party may terminate this Agreement by giving thirty (30) days' written notice to the other.

6. AGREEMENT CHANGES

This Agreement may not be amended, except in writing, which writing will be identified as a part of this Agreement, and be signed by an authorized representative of each of the parties.

7. PROHIBITED INTEREST

No member, officer, or employee of the Sub-Recipient, during the Sub-Recipient's tenure or within one (1) year thereafter, will have any interest, direct or indirect, in this Agreement or its proceeds.

8. EQUAL EMPLOYMENT OPPORTUNITY

In connection with the execution of this Agreement, the Sub-Recipient will not discriminate against any employee, or applicant for employment, because of race, religions, color, sex, disability, or national origin. Such actions will include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment, or advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship.

9. CIVIL RIGHTS

The Sub-Recipient will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the regulations of the U.S. Department of Transportation issued the Act. The Sub-Recipient will submit, upon request, quarterly Title VI (Civil Rights) State of Contractor report to the State. The Sub-Recipient will provide services in compliance with the Americans With Disabilities Act of 1990, and any amendments.

10. SUBCONTRACTORS/SUB-SUB-RECIPIENTS

The Sub-Recipient, with the Sub-Recipient's own staff or by subcontract with other public agencies, will perform work valued at not less than fifty percent (50%) of the Agreement amount excluding specialized services. The Sub-Recipient will submit to the State all agreements or contracts pertinent to the Work Program and subject to partial reimbursement under this Agreement for review and approval prior to final execution and will be approved by the Sub-Recipient. The State reserves the right to complete a risk assessment on any proposed sub-contractor or sub-recipient and to reject any person or entity presenting insufficient skills or inappropriate behavior.

11. CLAIMS

The Sub-Recipient will indemnify the State, its officers, agents, and employees against any and all actions, suits, damages, liability, or other proceeding which may arise as a result of the Sub-Recipient performing services under this Agreement. This section does not require the Sub-Recipient to be responsible for or defend against claims or damages arising solely from acts or omissions of the State, its officers, agents, or employees. It is further agreed that no employee of the other party, and no

claim that may or might arise under the South Dakota Workers' Compensation Act on behalf of said employee, while so engaged on any of the work or services provided to be rendered in this Agreement, will be the obligation or responsibility of the other party.

12. DEBARMENT AND SUSPENSION

The Sub-Recipient will comply with the federal requirement for debarment, suspension, and other responsibility matters. The Sub-Recipient has signed the certification for debarment, suspension, and other responsibility matters to this effect which is attached as **ATTACHMENT A** and made a part of this Agreement.

13. CONTROLLING LAW

This Agreement will be governed by and construed in accordance with the laws of the State of South Dakota without regard to any conflicts of law principals, decisional law, or statutory provision which would require or permit the application of another jurisdiction's substantive law. Venue for any lawsuit pertaining to or affecting this Agreement will be in the Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

14. SUPERCESSION

All other prior discussions, communications, and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided in this Agreement, this Agreement constitutes the entire agreement with respect to the subject matter.

15. SEVERABILITY

In the event that any portion of this Agreement will be held unenforceable or invalid by any court of competent jurisdiction, such holding will not invalidate or render unenforceable any other provision of this Agreement, which will remain in full force and effect.

16. TITLE VI ASSURANCE

The Sub-Recipient will be bound by **ATTACHMENT B**, attached to and made a part of this Agreement, said assurance being entitled, "STANDARD TITLE VI/NONDISCRIMINATION ASSURANCES APPENDIX A & E."

17. CERTIFICATION REGARDING LOBBYING

The Sub-Recipient certifies, to the best of the Sub-Recipient's knowledge and belief, that no federal appropriated funds have been paid or will be paid, by or on behalf of the Sub-Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any of the above mentioned parties, the Sub-Recipient will complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Sub-Recipient will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients will certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65. Any Sub-Recipient who applies or bids for an award of \$100,000.00 or more will file the certification required by 49 CFR Part 20, "New Restrictions on Lobbying," attached to this Agreement as **ATTACHMENT C**. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier will also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-federal funds with respect to that federal contract, grant, or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

18. NOTICE

Any notice or communication required under this Agreement will be in writing and sent to the following addresses:

South Dakota Department of Transportation
Attn: Sarah Gilkerson
700 East Broadway Avenue
Pierre, South Dakota 57501

City of Rapid City, South Dakota
Attn: Kip Harrington
300 Sixth Street
Rapid City, South Dakota 57701

Notices or communications to or between the parties will be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination will be sent by registered mail or certified mail, or, if personally delivered, when received by such party.

19. FUNDING

The payment of public funds under this Agreement is subject to the availability of Metropolitan Planning Organizations Federal Highway Administration and Federal Transit Administration funds appropriated by Congress.

20. STATE'S RIGHT TO REJECT

The State reserves the right to reject any person or entity from performing the work or services contemplated by this Agreement who present insufficient skills or inappropriate behavior.

21. CONFLICT OF INTEREST

The Sub-Recipient agrees to establish safeguards to prohibit any employee or other person from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain as contemplated by SDCL §§ 5-18A-17 through 5-18A-17.6. Any potential conflict of interest must be disclosed in writing and approved, in writing, by the State. In the event of a conflict of interest, the Sub-Recipient expressly agrees to be bound by the conflict of interest resolution process set forth in SDCL §§ 5-18A-17 through 5-18A-17.6.

22. CERTIFICATION OF NO PROHIBITED STATE LEGISLATOR INTEREST

The Sub-Recipient (i) understands neither a state legislator nor a business in which a state legislator has an ownership interest may be directly or indirectly interested in any contract with the State that was authorized by any law passed during the term for which that legislator was elected, or within one year thereafter, and (ii) has read South Dakota Constitution Article 3, Section 12 and has had the

opportunity to seek independent legal advice on the applicability of that provision to this Agreement. By signing this Agreement, the Sub-Recipient hereby certifies that this Agreement is not made in violation of the South Dakota Constitution Article 3, Section 12.

C. GRANT SPECIFIC PROVISIONS

1. OWNERSHIP OF DATA

Documents and all products of this Agreement are to be the joint property of the State and the Sub-Recipient in the Transportation Planning Process.

2. PUBLICATION OR RELEASE OF INFORMATION

- a. The Sub-Recipient will not copyright material developed under this Agreement without written authorization from the State, the Federal Highway Administration, and the Federal Transit Administration. The State, the Federal Highway Administration, and the Federal Transit Administration reserve a royalty-free nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the work under this Agreement for government purposes.
- b. Either party to this Agreement may initiate a request for publication of any report or portion thereof. In the event of failure of agreement between the State and the Sub-Recipient, each party reserves the right to publish independently, in which event non-concurrence of the other party will be set forth, if requested.
- c. All reports published by the State or the Sub-Recipient will contain a credit reference to the Federal Highway Administration and Federal Transit Administration such as "prepared in cooperation with the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration."

3. UNIFIED PLANNING WORK PROGRAM ACCEPTANCE AND MODIFICATION

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

4. AUTHORIZATION

The Sub-Recipient has designated the city of Rapid City, South Dakota's Mayor as the Sub-Recipient's authorized representative and has empowered the Mayor with the authority to sign this Agreement on behalf of the Sub-Recipient. A copy of the city of Rapid City's Council minutes or resolution authorizing the execution of this Agreement by the Mayor on behalf of Sub-Recipient as the Sub-Recipient's authorized representative is attached to this Agreement as **ATTACHMENT E**.

This Agreement has been executed by the State and the Sub-Recipient, acting by and through their duly authorized representatives.

City of Rapid City, South Dakota

State of South Dakota
Department of Transportation

By: [Signature]
Printed Name: Jason Salamun

Its: Mayor
Date: 11/21/23

Attest:
By: [Signature]
Printed Name: Daniel Ainslie
City Finance Officer/Clerk

(City Seal)

Attest:
By: [Signature]
Printed Name: Kinsley P. Groot
Assistant City Attorney
City Attorney

Rapid City Metropolitan Planning Organization
By: [Signature]
Printed Name: Larry G Larson
Its: Chairman, Executive Policy Committee
Date: 10/19/23

By: _____
Printed Name: Joel M. Jundt

Its: Department Secretary
Date: [Signature]

Recommended:
By: [Signature]
Printed Name: Michael Behm
Its: Director of Planning and Engineering
Date: 12/12/23

By: [Signature]
Printed Name: Mark Weiferman
Its: Project Development Program Manager
Date: 12/11/23

ATTACHMENT A

CERTIFICATION FOR DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The Sub-Recipient, as a sub-recipient of Federal Highway Administration and Federal Transit Administration funds, certifies to the best of its knowledge and belief that it and its principals:

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 Sub-Recipient certifies that if it becomes aware of any later information that contradicts the statements of paragraphs (1) through (4) above, it will promptly inform Federal Highway Administration or South Dakota Department of Transportation.

The Sub-Recipient certifies or affirms the truthfulness and accuracy of the contents of the statements submitted. The person whose signature appears below is authorized to sign this certification on behalf of the Sub-Recipient.

City of Rapid City, South Dakota

By:  _____

Its: Mayor

Date: 11/21/23 _____

Attest:

By:  _____

Its: Finance Director

Date: 11/21/23 _____

STATE OF SOUTH DAKOTA
DEPARTMENT OF TRANSPORTATION
STANDARD TITLE VI / NONDISCRIMINATION ASSURANCES
APPENDIX A & E
MARCH 1, 2016

During the performance of this Agreement, the Sub-Recipient, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

During the performance of this Agreement, the Sub-Recipient, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.* [78 stat. 252]) (prohibits discrimination on the basis of race, color, national origin), and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973 (23 U.S.C. § 324 *et seq.*) (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability), and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC Ch. 471, § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-209) (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 CFR Parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. Ch. 471, § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000.00)

The Sub-Recipient certifies, to the best of the Sub-Recipient's knowledge and belief, that:

- i. No federal appropriated funds have been paid or will be paid, by or on behalf of the Sub-Recipient, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- ii. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contracts to an officer or employee of any 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 Sub-Recipient will complete and submit Standard Form, LLL (Rev. 7-97), "Disclosure of Lobbying Activities," in accordance with its instructions.
- iii. The Sub-Recipient will require that the language of this certification be included in the award documents for all subawards at all tiers including, but not limited to third party contracts, subcontracts, subagreements, and other third party agreements under a federal grant, cooperative agreement, loan, line of credit, and will certify and disclose accordingly.
- iv. This certification is a material representation of fact upon which reliance was placed when this transaction was made and entered into. Submission of this certification is a prerequisite for making or entering into this Agreement imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure act of 1995).
- v. The Sub-Recipient understands any person who does not file a required Certification is subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

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.”

Rapid City Area Metropolitan Planning Organization provides services without regard to race, color gender, religion, national origin, age or disability, according to the provisions contained in SDCL 20-13, Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990 and Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994.

Any person who has questions concerning this policy or who believes they have been discriminated against should contact Kip Harrington, Rapid City Area Metropolitan Planning Organization Title VI Coordinator at 394-4120.

Table of Contents

General Acronymsiv

Introduction1

Metropolitan Planning Organization Structure1

Bipartisan Infrastructure Law Planning Factors3

Federal Fiscal Year 2024 Planning Emphasis Areas3

Complete Streets7

Funding8

2024 UPWP Work Activities

Personnel Services9

Professional Services/Consultants14

Capital Resources15

2024 UPWP Budget16

Metropolitan Planning Organization Map17

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
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

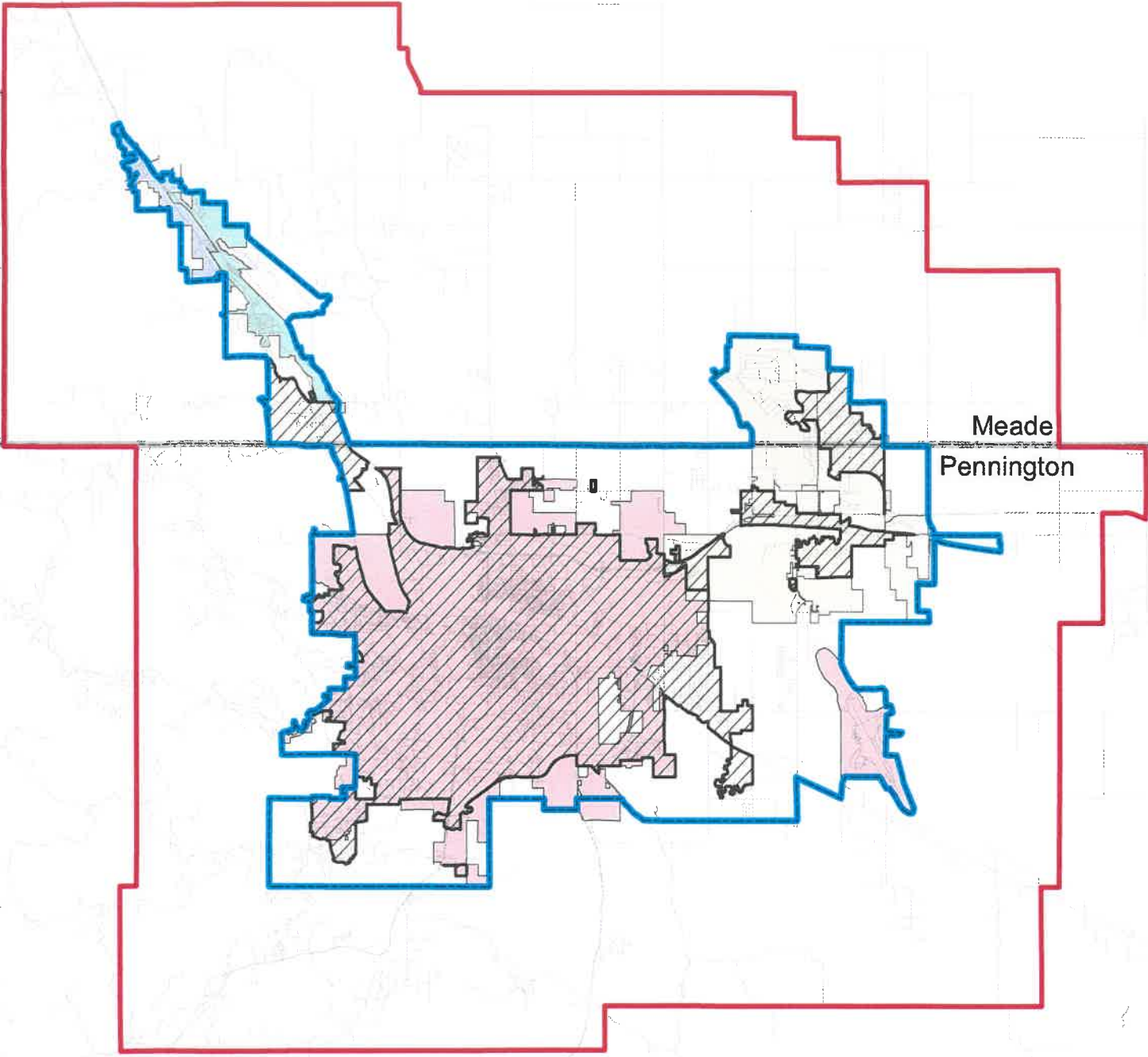
These activities include the capital investments necessary to carry out the transportation planning process.

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

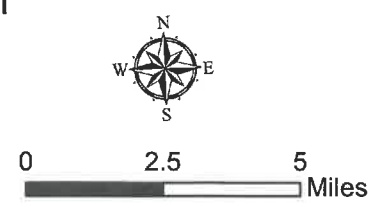
	City of Box Elder	City of Rapid City	Pennington County	Meade County	SDDOT	Total
Personnel Services		\$445,801				\$445,801
Safe and Accessible Transportation Options/ Personnel Services		\$11,431				\$11,431
Professional Services/ Consultants		\$950,625				\$950,625
Safe and Accessible Transportation Options/ Professional Services/Consultants		\$24,375				\$24,375
Capital Resources		\$5,000				\$5,000
Total Cost		\$1,437,232				\$1,437,232
Federal Amount 81.95%		\$1,177,811.62				\$1,177,811.62
Local Match 18.05%		\$259,420.38				\$259,420.38
SDDOT Local Match 18.05%						
Total Cost		\$1,437,232				\$1,437,232



Meade
Pennington

Rapid City Metropolitan Planning Organization

- MPO Boundary
- FHWA Urbanized Area 2020
- Census Urban Boundaries 2020
- Rapid City Limits
- Box Elder City Limits
- Ellsworth AFB Limits
- Piedmont City Limits
- Summerset City Limits



October 2023

Attachment E

ADA Compliance: The City of Rapid City fully subscribes to the provisions of the Americans with Disabilities Act. If you desire to attend this public meeting and are in need of special accommodations, please notify the Rapid City Community Planning and Development Department at 605-394-4120 so that appropriate auxiliary aids and services are available.

AGENDA OF THE EXECUTIVE POLICY COMMITTEE
October 19, 2023, 1:30 P.M. Zoom/Rose Quartz Conference Room
(Inyan Sasan), 3rd Floor City Hall

Join Zoom meeting
<https://www.zoom.us/join>
Meeting ID number (access code): 873 0114 2905
Meeting password: 352933
To join by phone, dial any of these numbers to connect:
(669) 900-9128 United States Toll
(253) 215-8782 United States Toll
(646) 558-8656 United States Toll

Committee members are reminded that members are subject to SDCL 3-23 (Disclosure Laws) which address the disclosure of any conflicts of interest a member may have regarding direct benefit from any item for the committee's consideration. Members should report any potential conflicts to the committee chair.

General Public Comment

A time for the members of the public to discuss or express concerns to the Executive Policy Committee on any transportation issue within the Metropolitan Planning Organization Area.

Agenda Items

Committee
Recommendation

1. Approval of **Minutes** of the September 28, 2022 meeting
2. **23TP029 – Approve the 2024 Unified Planning Work Program – Final Report** CAC/TCC Action:
3. **23TP030 – Approve the Agreement between the City of Rapid City and the South Dakota Department of Transportation for accomplishing the Rapid City Area Planning Process in the amount of \$1,177,811** CAC/TCC Action:
4. **23TP031 – Approve the Rapid City Area Metropolitan Organization Operations Plan Final** CAC/TCC Action:
5. **23TP032 – Approve the 2024-2027 Transportation Improvement Program Amendment #24-001** CAC/TCC Action:
6. **23TP033 – Approve the Title VI/Non-Discrimination Assurances** CAC/TCC Action:

Other Business

7. Update on Construction Projects
8. Update on Planning Projects

Adjourn

2023/2024 Meeting Dates:
December 14, 2023
June 13, 2024
October 17, 2024

February 15, 2024
August 22, 2024
December 12, 2024

April 18, 2024
September 19, 2024

**MINUTES
OF THE
EXECUTIVE POLICY COMMITTEE
Thursday, October 19, 2023, 1:30 p.m.
Zoom/3rd Floor Rose Quartz Conference Room
Rapid City, South Dakota**

MEMBERS PRESENT: Sarah Gilkerson via proxy for Jafar Karim – South Dakota Transportation Commission, Vicki Fisher via proxy for Jason Salamun – Mayor of Rapid City, Larry Larson – Mayor of Box Elder, Patrick Dame – Rapid City Regional Airport, Talbot Wieczorek – Meade County Commission and Gary Drewes and Lloyd LaCroix – Pennington County Commission

MEMBERS ABSENT: Richard Liggett – Meade County Commission , John Roberts and Greg Strommen – Rapid City City Council and Michael Knight – Box Elder City Council

STAFF PRESENT: Kip Harrington, Kelly Brennan and Melissa Bloomberg – Rapid City Department of Community Development

OTHERS PRESENT: Steve Palmer and Katrina Burckhard – South Dakota Department of Transportation and Greg Heitmann – Federal Highway Administration

Chairman Larson called the meeting to order at 1:36 p.m.

Meeting quorum was met.

General Public Comment

Harrington relayed the public comment from the Citizens Advisory Committee.

Business

Drewes moved, Wieczorek seconded and motion carried unanimously to approve the minutes from the September 28, 2023 meeting.

23TP029 – Approve the 2024 Unified Planning Work Program – Final Report. Brennan reviewed the 2024 Unified Planning Work Program (UPWP) Final Report. This document includes the annual activities, planning studies, and products to be developed by the Metropolitan Planning Organization for 2024. The Unified Planning Work Program also identifies funding and staffing for conducting these tasks. Discussion ensued about which documents need to be brought before the Rapid City Committee meetings.

Fisher moved, Drewes seconded and motion carried unanimously to approve the 2024 Unified Planning Work Program - Final Report.

23TP030 – Approve the agreement between the City of Rapid City and the South Dakota Department of Transportation for accomplishing the Rapid City Area Transportation Planning Process in the amount of \$1,177,811 . Brennan reviewed the Agreement between the City of Rapid City and the South Dakota Department of Transportation provides federal transportation planning funds in the amount of

\$1,177,811 to conduct activities identified in the Rapid City Area Metropolitan Planning Organization's 2024 Unified Planning Work Program. The local match from member agencies totals \$259,420.38. This agreement authorizes the reimbursement of funds for the City of Rapid City's work identified in the 2024 Unified Planning Work Program through the Transportation Planning Budget (706). This includes eligible activities performed by Community Development and Public Works staff.

LaCroix moved, Wieczorek seconded and motion carried unanimously to approve the agreement between the City of Rapid City and the South Dakota Department of Transportation for accomplishing the Rapid City Area Transportation Planning Process in the amount of \$1,177,811.

23TP031 – Approve the Rapid City Area Metropolitan Planning Organization Operations Plan - Final. The Operations Plan is a guiding document for all transportation products and plans required through the Metropolitan Planning Organization process. Harrington reviewed the revisions to this plan.

Gilkerson moved, Fisher seconded and motion carried unanimously to approve the Rapid City Area Metropolitan Planning Organization Operations Plan – Final.

23TP032 – Approve the 2024-2027 Transportation Improvement Program Amendment #24-001. This amendment combines the median crossover work scheduled for 2024 at the intersection of US Highway 16 and Neck Yoke Road with the first phase of the mainline project scheduled for 2025, thereby reducing the impact on the traveling public. This change results in a decrease in funding in the Major Arterial Projects category, and an increase in funding to the Roadway Safety Improvement category. An additional Roadway Safety Improvement project and Local Bridge Replacement project that were included in the 2023-2027 TIP have been deferred to 2024, due to a delay in construction plan and certifications. Harrington reviewed this amendment.

Drewes moved, Wieczorek seconded and motion carried unanimously to approve the 2024-2027 Transportation Improvement Program Amendment #24-001.

23TP033– Approve the Title VI/Non-Discrimination Assurances. Each year, the Rapid City Area Metropolitan Planning Organization is required to complete Title VI/Non-Discrimination Assurances to ensure compliance with the non-discrimination provisions of Title VI of the Civil Rights Act of 1964. The Assurances provide confirmation that all requirements of the Federal Aid Highway Program are addressed. Discussion ensued regarding whom would be the determiner of breaches and who owns the title when transfer is made. The committee discussed moving this agenda item to the next meeting date to get clarification from both city and SDDOT legal teams.

Fisher moved, Dame seconded and motion carried unanimously to continue the Title VI/Non-Discrimination Assurances to the December 14, 2023 meeting.

Update on Construction Projects

Harrington provided information on current Rapid City construction projects. Palmer provided information on the current construction projects within the Rapid City Area Metropolitan Planning Organization area.

Update on Planning Projects

Brennan provided information on the current planning projects within the Rapid City Area Metropolitan Planning Organization area.

There being no further business, the meeting adjourned at 2:07 p.m.