Columbia Area Transportation Study Organization (CATSO)

FY 2020 Unified Planning Work Program

Approved by the CATSO Coordinating Committee on August 22, 2019
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Introduction

The purpose of the Unified Planning Work Program (UPWP) is to outline grant-related Columbia metropolitan planning area programs and goals for the upcoming fiscal year. Federal metropolitan planning funding is received through a Federal Transportation Grant from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), known as a Consolidated Planning Grant (CPG). The UPWP provides the basis for requesting CPG assistance. The CPG is a combination of FHWA/FTA (OneDOT) funding consolidated into one grant category. The City of Columbia’s Department of Community Development Planning Division, acting on behalf of the City, serves as the recipient agency for the Columbia Area Transportation Study Organization (CATSO) and conducts planning activities on their behalf. CATSO is an organization designated by the Governor as the certified “Metropolitan Planning Organization” (MPO) for the Columbia Area. The membership of this organization includes all of the public agencies participating in transportation programs for the Columbia area. Specifically, this includes MoDOT, Boone County, and the City of Columbia. The implementation of this FY2020 document is a cooperative process of the CATSO, MoDOT, OneDOT, Go COMO (the Columbia Transit System) and members of the CATSO Technical Committee and Coordinating Committee. Eligible planning activities, as described in this work program, are funded by CPG funds on an 80/20 federal/local split.

Planning Priorities Summary

The CATSO 2050 Long Range Transportation Plan (LRTP) update is slated for completion in August of 2019. Collaboration between CATSO staff and board, stakeholders and the public to identify and establish the 2050 LRTP goals and objectives has already begun, and may continue into FY 2020 if additional revisions or amendments are necessary. Revisions based on public feedback and a review of current FAST Act provisions for MPOs will also be completed before the plan’s adoption.

In addition, CATSO staff is assisting in the development of land use and transportation related climate action goals and strategies for integration into both the 2019 Columbia Climate Action and Adaptation Plan and the 2050 CATSO LRTP. CATSO has also adopted Vision Zero goals and safety targets for inclusion in the 2050 LRTP, and support will continue for the local Vision Zero Action Plan.

Review of potential updates to the Future Land Use Map (FLUM) and Urban Services Area (USA) developed in Columbia Imagined will continue this year, in coordination with the examination of current land uses and potential land use impacts in corridors affected by roadways in the Major Roadway Plan (MRP). Updates to the MPA land use GIS database that proves invaluable for MRP amendments, modeling and non-motorized project selection will continue as well. Review of development concept plans for compliance with applicable transportation regulations under the revised Columbia Unified Development Code (UDC) will also continue, and an online historical map of pre-UDC zoning districts will be completed in FY 2020 for the purposes of community
The continued promotion of non-motorized transportation through the provision of staff support, including data analysis, map creation/GIS analysis, grant and designation application preparation and management, will continue in FY 2020. Assistance with the prioritization of funding for non-motorized infrastructure will also continue through the completion of the 5-year update to Columbia’s Sidewalk Master Plan, which is anticipated to occur in mid FY 2020. Staff will also provide any input requested on the provision on ADA compliance processes within the MPA.

In FY 2019, Columbia Go COMO transit staff completed implementation of the short-term recommendations of the Go COMO Bus Service Evaluation Project that was completed in FY 2017. As a result, Go COMO has been transformed from its previous transit loop system to one of bi-directional linear routes with a central route transfer location. For FY 2020, Go COMO will continue to explore costs savings and revenue expanding measures to support the potential implementation of the plan's additional recommendations to provide flex route service, extend the evening transit service hours to 11 pm, introduce Sunday service and increase service frequency.

The 2007/2017 Natural Resources Inventory update using leaf on and leaf off aerial imagery and field data samples procured in 2017 will be also completed in FY 2020. Anticipated completion will be done in the fourth quarter of FY 2020. Staff previously developed methodology and acquired software to update the 6 class Natural Resources Inventory land cover maps and 16 class vegetation maps in FY 2018, and will complete remaining tasks for inventory completion in the coming year.

The total federal Consolidated Planning Grant (CPG) funding and match shown for work activities in the FY 2020 budget summary sheet is $511,441. The FY 2019 CPG allocation is $286,031 (FHWA PL $220,555, & FTA Section 5303 $65,476). It continues to be CATSO policy to maintain a CPG balance for future year needs, particularly for special projects that may require a large dedication of CPG funds.

The following narrative outlines each program area and provides information on work activities planned for the FY 2020 planning work program year period of October 1, 2019 to September 30, 2020. All tasks are to be completed by CATSO staff unless otherwise identified.
Work Elements - Products & Activities

Activity 110
Land Use Planning

Purpose:
The integration of land use and transportation planning is necessary to promote orderly growth and development in the Columbia Metropolitan Planning Area. This category includes review and updates to both land use and transportation plans, as well support of, and participation in, local planning efforts that consider the intersection of land use and transportation needs. All tasks are to be completed by CATSO staff unless otherwise identified.

Objectives/Activities:

1) Staff will continually review potential updates to the Future Land Use Map (FLUM) and Urban Services Area (USA) developed in Columbia Imagined, and continue to examine current land uses and potential land use impacts in corridors affected by the extension of sewer mains and roadways in the Major Roadway Plan (MRP). Updates or amendments to all respective documents will be considered as needed to address development trends and infrastructure capacity, specifically sewer and transportation infrastructure.

2) The Columbia City Council adopted the revised Unified Development Code (UDC) on March 20, 2017. CATSO staff continues to review development concept plans for compliance with applicable transportation regulations under the new code, as well as for overall transportation system, infrastructure, and land use effects on a MPA wide level.

3) Updates to the MPA land use GIS database that proves invaluable for MRP amendments, modeling and non-motorized project selection will continue.

Work Completed in FY 2019
- Current land uses and potential land use impacts were examined for one Major Roadway Plan (MRP) amendment and for another potential MRP amendment, which to date, is still under discussion.
- In support of the new City of Columbia Unified Development Code (UDC), adopted March 20, 2017, CATSO staff has continually reviewed development concept plans and provided technical feedback relevant to land use and
transportation planning. Initial staff input has been completed, but monitoring will continue.

- CATSO staff assisted in the preparation of the Columbia Climate Action and Adaptation plan. The plan included land use planning strategies to prepare for increased flooding, heat waves, stormwater management, and general severe weather, as well as innovative zoning measures to mitigate risk to affordable/low-income housing populations. It was adopted in June, 2019.
- Staff has met to review maps and information demonstrating potential development impacts as part of a continuing effort to benchmark necessary municipal infrastructure investments and maintenance in relation to new land development. The process was begun in FY2016 with the aim to develop utility and infrastructure “scorecards” to evaluate the capacity of proposed developments, but due to conflicting work needs and staff vacancies, the benchmarking effort has been tabled for a later date.
- Continued the update of the MPA land use GIS database for CATSO MPA transportation planning applications.
- CATSO staff received a basic overview of the EnerGov software for the purpose of potential future use for plan review/input.

**Products for FY 2020:**

- Updates or amendments to the to the Major Roadway Plan (MRP), and to the Future Land Use Map (FLUM) and Urban Services Area (USA) developed in *Columbia Imagined*, as needed to address development trends and infrastructure capacity, specifically sewer and transportation infrastructure. Anticipated completion date-ongoing. Responsibility- CATSO Staff.
- CATSO staff input on compliance of development plans with Columbia’s new Unified Development Code’s transportation and related land-use regulations. Anticipated completion date-ongoing. Responsibility- CATSO Staff.
- Updates to the MPA land use GIS database. Anticipated completion date-ongoing. Responsibility- CATSO Staff.
- Prepare growth projections and land use scenarios for use in transportation decision-making by collecting development data and analyzing various US Census products and other relevant data sources. This data will be used in travel demand model runs and plan updates, specifically the 2050 LRTP. Anticipated completion date-ongoing. Responsibility- CATSO Staff. Completion of the updated Sidewalk Master Plan.

The updates of the GIS databases and map services utilize databases provided by the Boone County Assessor’s Office and the GIS Consortium. All developed tracts within the MPA are coded by existing land use and vacant tracts by their land use plan designation. Other attributable data, such as developable acreage and TAZ number, is
also included.

**Staffing, Funding Sources:**

Staffing of the various work activities will come primarily from CATSO staff. At times, City of Columbia and Boone County departments and the Missouri Department of Transportation (MoDOT) may provide necessary assistance. Of the federal share costs for land-use planning, $6,000 is anticipated to pay half of the renewal subscription for the Urban Canvas Modeler, the web-based platform from Urban Sim to provide special allocation (housing and employment) for land use forecasts to the travel demand model transportation analysis zones (TAZ). The rest of the CPG fund for this work activity will be applied to staff salaries. Funding will come from the City of Columbia and the Consolidated Planning Grant.

**Funding Breakdown:**

Total Costs $95,137– Federal $76,110, Local $19,027.
Activity 120  
Short-Range Transportation Planning

Purpose:
This program area encompasses a range of activities including the identification, analysis, and solution of transportation problems that either are immediate concerns or will be in the near future. Attention is given to all modes of transportation. Program activities in this category are also devoted to the coordination of transportation programs between the various jurisdictions involved with transportation activities in the MPA. All tasks are to be completed by CATSO staff unless otherwise identified.

Objectives/Activities:

1) Prepare specific studies in relation to transportation issues, as requested, e.g. review of a Major Roadway Plan extension in relation to a development request. While it is possible that none may be required, this is included to indicate that any such studies would be done on an as-needed basis.

2) Promote non-motorized transportation, as funded by the Transportation Alternatives program and marketed by the Bicycle Friendly Community Designation, for example. Provide staff support, including data analysis, map creation/GIS analysis, grant and designation application preparation and management. Assist with the prioritization of funding for non-motorized infrastructure such as trails, pedways, bike lanes; complete 5-year updates to Columbia’s Sidewalk Master Plan; and provide input on ADA compliance processes within the MPA.

3) Continue to provide Go COMO with general staff support related to the Transportation Improvement Program, grant applications, Triennial Review, Transportation Asset Management (TAM), and any other relevant planning issues.

4) Coordinate transportation improvements within the MPA between Boone County, the City of Columbia, and MoDOT to prevent possible conflicts and service duplication.

4) Prepare and present to the Coordinating Committee for their approval of the 4-year FY 2021-2024 CATSO Transportation Improvement Program (TIP). Submit the Coordinating Committee approved TIP to MoDOT for
OneDOT formal approval.

5) Participate in the MoDOT Planning Partner Framework and related processes to identify statewide and regional investment priorities.

6) Documentation and receipt of CATSO Coordinating Committee approval of the CATSO and MoDOT Annual Self Certification of the CATSO metropolitan planning process.

7) Processing of TIP amendments when required as requested by CATSO member jurisdictions, including Boone County, MoDOT, and the City of Columbia.

8) Develop the FY 2019 Annual Listing of Obligated Projects.

9) Develop a process to integrate adopted transportation performance measures and targets into the TIP, to include the alignment of projects with those performance measures/targets.

10) Process Functional Classification revisions when required.

Work Completed in FY 2019:
- Preparation/approval of one amendment to the FY2019-2022 TIP in February, 2019 (new City of Columbia projects).
- Developed the Annual List of Obligated Projects for FY2018.
- Provision of support and guidance for 10 City of Columbia Bicycle and Pedestrian Commission (BPC) meetings, including information sharing, advocacy and grant application endorsements for one Columbia trail project; and further provision of input for Columbia Public Works ADA Sidewalk Transition Plan, which is being integrated into CATSO’s 2050 LRTP.
- Continued collaboration with the BPC and the City’s Disabilities Commission to initiate the first steps of the Columbia Sidewalk Master Plan update, including the creation of an expanded sidewalk priorities matrix to consider additional equity factors in prioritizing sidewalk construction, such as area incomes and housing costs.
- Provided input on the City’s Community Development Block grant application for the funding of a sidewalk project from the 2012 Sidewalk Master Plan.
- Staff attended the MoDOT 2019 Statewide Planning Partners meeting that included discussions about how to leverage MoDOT data resources and find regional multimodal opportunities.
Products for FY 2020:

- An updated/amended FY 2021-2024 Transportation Improvement Program (TIP), with approval by the CATSO Coordinating Committee and submittal to MoDOT for formal OneDOT approval. Anticipated completion date – August 2020. Responsibility- CATSO Staff.
- Coordinating Committee approved amendments/modifications to the FY 2019-2022 TIP. Anticipated completion date – as needed. Responsibility- CATSO Staff.
- Completion of the 5 year update to the Columbia area Sidewalk Master Plan. Anticipated completion date – First Quarter 2020. Responsibility- CATSO Staff.
- Maintained participation in the Boone County Local Emergency Planning Committee (LEPC) meetings and efforts. Anticipated completion date – Ongoing. Responsibility- CATSO Staff.
- CATSO Coordinating Committee and OneDOT approved CATSO and MoDOT Annual Self certification.
- Staff attendance at the MoDOT 2020 Statewide Planning Partners meeting.

Staffing, Funding Sources and Agencies:
The work in this activity category will be done by CATSO staff, with assistance from City of Columbia Public Works and Parks and Recreation staff. Some staff assistance will be requested from MoDOT. Funding for this category will go towards staff salaries and will come from the City of Columbia and the Consolidated Planning Grant.

Funding Breakdown:
Total Costs $78,153 – Federal $62,522, Local $15,631
Activity 130
Long-Range Transportation Planning

This activity is directed towards conducting an effective program for long-range transportation planning, including maintenance of the CATSO 2040 Long Range Transportation Plan (LRTP) and development of the CATSO 2050 LRTP. The CATSO 2050 LRTP update is slated for completion and adoption by the CATSO Coordinating Committee in August of 2019. Additional long-range planning efforts include the Columbia and CATSO Vision Zero Action Plan, the Columbia Climate Action and Adaptation Plan, and the establishment of an on-going bike-count program. All tasks are to be completed by CATSO staff unless otherwise identified.

Objectives/Activities:

1) Provide staff support to the Columbia Area Transportation Study Organization (CATSO) Coordinating and Technical Committees, including agenda preparation, public notices, meeting minutes, and staff reports for agenda items. More specifically, this includes the provision of staff reports on proposed road, sidewalk/pedway and bicycle route reconstruction and new construction projects, and other transportation related issues.

2) Prepare Amendments to the CATSO 2040/2050 LRTP, Major Roadway Plan, and the CATSO Pedestrian and Bicycle Network Plan as necessary and take amendments to CATSO Coordinating Committee for public hearing as directed. This will include the production of maps, staff reports, PowerPoint presentations, and related work to publicize the public hearings/meetings.

3) The 2050 CATSO LRTP is scheduled for adoption in fall, 2019. The plan will include both long-range and short-range strategies/actions for the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods by addressing current and future transportation demand.

4) Related to the LRTP, CATSO will also develop a process to measure the effectiveness of the public involvement activities required for completion of the 2050 LRTP.

5) Assist in the development of transportation emissions reduction strategies and goals for the Columbia Climate Action and Adaptation Plan, as part of continued...
participation in the Columbia Mayor’s Climate Initiative Working Group.

6) Continue to support the City of Columbia Vision Zero Action Plan through research, data compilation and analysis, as well as attendance at collaborative goal setting meetings and facilitation of public input sessions. Vision Zero goals and safety targets were adopted by CATSO for inclusion in the 2020-2023 TIP and the 2050 LRTP.

7) Continue to coordinate with MoDOT Central Office on CATSO staff efforts to incorporate applicable national performance measures in transportation plans as outlined in the FAST Act legislation.

8) Prepare engineer-assisted alignments of future/proposed CATSO MRP major roadways.

9) Working with a consultant, develop traffic counts and traffic demand model projections for the upcoming West Area Land Use Plan to be prepared as a joint Boone County-City of Columbia project.

Work Completed in FY 2019:
- Staffing and preparation of reports and related materials for 8 CATSO Technical and Coordinating Committee meetings.
- A Freight Corridor map amendment was approved at the May 23, 2019 CATSO Coordinating meeting. Staff also met to discuss a possible roadway realignment to provide for optimal connections and transportation needs for a number of potential future developments.
- CATSO staff continued assistance with the development of Columbia’s Climate Action and Adaptation Plan, and assisted in the completion of the Columbia area Climate Trends Summary and Vulnerability Assessment, which included an emphasis on increasing public transit and multi-modal infrastructure investments to decrease vehicle emissions and provide equitable transportation access.
- Development and adoption of safety targets in support of CATSO and Columbia area Vision Zero efforts was completed.
- Performance measures related to FAST Act legislation and 2040 LRTP goals and priorities were finalized and adopted as required, including transit asset management targets, safety performance measures, bridge and pavement targets, vehicle miles traveled (VMT) and vehicle emissions, as well as strategies to increase traffic safety and reduce VMT.
Products for FY 2020:

- Public promotion, agenda preparation and completion of staff reports for 8 CATSO Technical and Coordinating Committee meetings. Anticipated completion date – Ongoing. Responsibility- CATSO Staff.
- LRTP, MRP and Pedestrian and Bicycle Network Plan amendments as needed. Anticipated completion date – As needed. Responsibility- CATSO Staff.
- Collaboration between CATSO staff and board, stakeholders and the public to identify and establish the 2050 LRTP goals and objectives which are anticipated to be ongoing for potential amendments even after plan adoption. Anticipated completion date – First Quarter, FY 2020. Responsibility- CATSO Staff.
- Updates to the CATSO Major Roadway Plan (MRP) if warranted by the future travel demand analysis of the MRP network using 2050 data population/employment data. CATSO staff will bring more amendments forward at the direction of the Coordinating Committee. Anticipated completion date – as needed. Responsibility- CATSO Staff.
- Continued development and incorporation of applicable national performance measures in transportation plans as outlined in the FAST Act legislation. Anticipated completion date – ongoing. Responsibility- CATSO Staff.
- Continue to support CATSO and City of Columbia Vision Zero goals through the identification and integration of engineering design parameters that improve safety for all road users into local standards and guidelines. In addition, participate in the public process to reduce local speed limits. A policy that gathers public input and support for establishing design speed parameters for new roadway construction for different roadway classifications will be developed. The policy will also inform decisions about desirable speed limits for existing roads, high-risk crash areas, and provide guidance regarding steps that will be taken to lower existing speed limits if desired. Anticipated completion date-ongoing. Responsibility- CATSO Staff/Collaborative City and County Partners.
- Development of a process to measure the effectiveness of the upcoming public involvement activities required for completion of all CATSO documents, including the TIP, UPWP, Public Participation Plan, and Long-range Transportation Plan.
- Provision of a consultant to do traffic counts and possible specialized travel demand modeling for a cooperative Boone County-City of Columbia West Area Land Use Plan to study the future development of the Perche Creek watershed areas, particularly those areas to the west of the creek.
- Preparation of engineer reviewed/assisted alignments for future/proposed CATSO MRP roadways.
Staffing, Funding Sources and Agencies:

Primary staffing responsibilities will be with CATSO Staff, and City and County transportation partners for the collaborative projects listed. MoDOT assistance will also be required. Of the federal share costs for long-range transportation planning, $6,000 is anticipated to pay half of the renewal subscription for the Urban Canvas Modeler, the web-based platform from Urban Sim to provide special allocation (housing and employment) for land use forecasts to the travel demand model transportation analysis zones. (TAZ) The rest of the CPG fund for this work activity will be applied to staff salaries. Funding will come from the City of Columbia and the Consolidated Planning Grant.

Funding Breakdown:
Total Costs $95,448 – Federal $76,358, Local $19,090
Activity 140
Transit Planning

Purpose:
Work in this program area is primarily devoted to the review and implementation of transit operational strategies for the Go COMO bus system. Fiscal and status reporting of grant projects are also included. Go COMO is the public transit system that serves the Columbia MPA. The bus system operates fixed routes as well as paratransit service. The public transit system has been operated by the City of Columbia since 1965.

Go COMO Service Delivery: In June of 2019, GO COMO implemented the recommended short-term plan for route changes from its 2017 Bus Service Evaluation Project. The project serves as a comprehensive Master Transit Plan to ensure the Columbia bus system provides efficient service while meeting the needs of community members. It provides an updated transit vision for the Columbia area reflecting community input, population changes, technical analysis, and other supporting documentation. From this, the short-term preferred plan was recommended to transform the transit system from the current loop system, to one of bi-directional linear routes with a central route transfer location. In addition, some routes are cut or shortened in areas with relatively low population and employment density and low transit ridership. The implementation of the recommended changes has been successful. Transit riders are already providing positive feedback related to the convenience of the central transfer point for all Go COMO routes.

Go COMO staff will also continue to explore the potential for the plan’s recommended provision of flex routes that would provide either door to drop off service, or door to fixed route service, at a higher charge than traditional service. Other plan recommendations that are still under consideration include extending the evening service hours to 11 pm; the introduction of Sunday service; and increasing service frequency to 30 minutes. Budget constraints currently limit the opportunity to implement these recommendations, but various cost savings and revenue expanding projects that could make these recommendations possible are being examined by GO COMO leadership.

Go COMO staff continues to utilize ReMIX planning software to create a more transparent and equitable transit service delivery process. The software was used in preparation for the implementation of the recent route changes by demonstrating real time demographic data and hourly cost of service analysis to City leadership and stakeholders. Staff also used the software to create maps of the new routes and share them with the public. ReMIX continues to be a valuable tool that supports Go COMO’s continued efforts to provide more targeted, cost efficient service.
The Bus Service Evaluation project also recommended updated service design guidelines for routes design, area guidelines, service frequency, span of service, transit/auto travel time and vehicle size. The guidelines aim to support Go COMO’s goal to provide quality transit service in a cost-effective manner that is consistent and equitable. This year staff completed its collaboration with Columbia’s Public Transit Advisory Commission (PTAC) to implement the new service design guidelines.

Work continues on the Go COMO Low Emission No Emission grant. This year Go COMO received additional 5339 funds and Volkswagen Settlement funds for the purchases of 1 bus in addition to the 3 fixed route fleet vehicles under the Low NO project. With the combined funding, Go COMO is currently partnering with the Center for Transportation and the Environment (CTE) to oversee the construction of 4 battery electric buses that, when completed, will replace 4 diesel buses this fiscal year.

**Paratransit:** The planning, development, and improvement of transportation services to persons with disabilities is ongoing. Paratransit services, complementing the fixed routes, have been provided since the early 1990s. Significant planning effort is expended to maximize service with limited personnel and equipment. As the City continues annexations, the service area grows. Currently, Columbia’s paratransit provides service beyond the required three-quarters of a mile from its fixed routes. Given the efficiencies that have been gained from the service reductions that resulted from the implementation of the Bus Service Project recommendations, Go COMO no longer plans to make any cuts to its Paratransit service this fiscal year. Go COMO is still considering the possibility of the implementation of a functional assessment system for both current riders and paratransit service applicants. However, other priorities continue to take precedent.

**DBE:** The City of Columbia has an individual disadvantaged business enterprise (DBE) program. The City will continue to maintain ties and utilize the State of Missouri’s Unified Certification Program. Work continues to assess where additional participation opportunities exist.

**Implementation of ADA:** Staff will continue tasks necessary to ensure transit services remain compliant with the Americans with Disabilities Act (ADA), and will continue working with the City’s ADA Advisory Committee. Go COMO will work to ensure accessibility of all passenger waiting sites, and will seek funding to install additional accessible amenities. Staff will assess sites, research property ownership and acquire right-of-use agreements, as necessary.

**Transit Planning and Review:** Fiscal and operational reporting is ongoing. Go COMO’s Transit Asset Management plan was completed in October, 2018 and staff continues to monitor effective asset management. Go COMO will be completing its Triennial
Review in 2020 and staff will be attending training to prepare for this comprehensive process.

Additional Transit Planning Training: Go COMO staff serves on the board of the Missouri Public Transit Association (MPTA) as a means to share information and learn from other local transit providers, as well as to advocate for the transit needs of Missouri’s citizens. For these reasons, staff plans to attend the annual MPTA conference in September, 2020.

Objectives/Activities:

1. Continue to explore cost savings and revenue expanding projects to support the implementation of the Bus Service Evaluation Project’s medium and long-term recommendations to provide Flex transit service; extend the evening service hours to 11 pm; introduce Sunday service; and increase service frequency to 30 minutes.
2. Continue utilization of ReMIX to support Go COMO’s continued efforts to provide more targeted, cost efficient service.
3. Complete the transition of 4 fixed route fleet vehicles from diesel to battery electric.
4. Complete Go COMO’s Triennial Review.
5. Continue participation in the Missouri Public Transit Association (MPTA) meetings and conferences.
6. Maintain quarterly records of transit system operations.
7. Continue to track annual passenger trips, annual vehicle miles, annual vehicle hours and annual service costs to ensure optimal cost per trip and cost per mile for all transit service delivery.
8. Continue to seek and solicit a high level of citizen input into the development and maintenance of transit operations through the provision of support to, and involvement with, Columbia’s Public Transit Advisory Commission (PTAC).

Work Completed in FY 2019:

- Successful implementation of the 2017 Bus Service Evaluation Project’s short-term preferred plan that transformed the Go COMO system from the previous loop system, to one of bi-directional linear routes with a central route transfer location.
- Utilization of ReMIX software to create maps, share with the public, and receive comments on the recently implemented route service changes.
- Collaboration with Columbia’s PTAC to update Go COMO’s service design guidelines.
- Initialized project to fund and construct 4 fixed route battery electric fleet vehicles to replace diesel vehicles.
- Completion of Go COMO’s Transit Asset Management plan in October, 2018.
• Capital and operating grant applications for service improvements were completed.
• Analysis and reporting on Go COMO as required by the City Council and PTAC.

**Products for FY 2020:**

• Analysis of options for implementation of Flex Transit service; extended evening service hours to 11 pm; introduction of Sunday service and increased service frequency. Anticipated completion date-ongoing. Responsibility- Go COMO Staff.
• Creation of shareable public maps through ReMIX software to support transparent, inclusive discussions related to routes service improvements. Anticipated completion date-ongoing. Responsibility- Go COMO Staff.
• Oversee the completion of the construction of 4 battery electric buses to complete the transition of 4 fixed route fleet vehicles from diesel to electric. Anticipated completion date-fourth quarter, FY 2020. Responsibility- Go COMO Staff.
• Completed Triennial Review. Anticipated completion date-fourth quarter, FY 2020. Responsibility- Go COMO Staff w/ assistance from CATSO staff.

**Staffing, Funding Sources and Agencies:**

Staff support will come primarily from the Go COMO employees, although some assistance will be needed from CATSO staff, along with City of Columbia Community Development, Finance, Human Resources, Health, and Legal Departments. Of the federal share costs for transit, $15,000 is anticipated to go towards continued funding of the ReMIX planning software and $4,000 will go towards staff training and conference attendance. The rest of the CPG fund for this work activity will be applied to staff salaries.

**Funding Breakdown:**

Total Costs $102,863– Federal $82,290, Local $20,573.
Activity 220
Federal Consolidated Planning Grant Management

Purpose:

This work activity is CATSO’s administration/management of Consolidated Planning Grant (CPG) funds provided under 23 U.S.C. 104(f) to CATSO for metropolitan transportation planning. All tasks are to be completed by CATSO staff unless otherwise identified.

Objectives/Activities:

1) Maintain proper records and prepare quarterly progress reports and grant billings, DBE semi-annual reports, and FY 2019 completion report.

2) Actively administer grant activities by reviewing time sheets and financial reports and monitor that project completion proceeds in accordance with the work program.

3) Process FY2020 UPWP amendments (major changes) and administrative revisions (minor changes) as needed.

4) Cooperate with representatives of MoDOT and OneDOT (Federal Transit Administration and Federal Highway Administration) to ensure good working relations during grant administration.

5) Develop the work program and budget for the FY 2021 Unified Planning Work Program (UPWP).

6) Implement and make any needed revisions to the Title VI Policy Plan, including research and preparation of the necessary data and annual reporting. Do related work to ensure compliance with ADA requirements.

7) Review and monitor CATSO documents for compliance with federal regulations and maintain a work program to ensure planning documents are updated as needed/required.

8) Refinement and expansion of the CATSO website to implement further improvements and convenience for public review and input. Ensure that the CATSO website and all electronic communications are accessible and meet the requirements of Section 504 of the Rehabilitation Act of 1973.
9) Continue work to implement federal recommendations from the FY2017 CATSO One DOT Transportation Planning Process Review administered by staff from the FHWA Missouri Division and the FTA Region 7.

Work Completed in FY 2019:

- FY 2020 UPWP approved by Coordinating Committee
- Quarterly reports for FY 2019 were prepared and submitted to MoDOT.
- DBE semi-annual reports in October 2018 and April 2019 were prepared.
- The FY2018 Completion Report was prepared.
- Annual report describing Title VI activities developed in July 2019.
- Further refinement of the CATSO website home and specialty pages that improved website accessibility and ease of use.
- Staff attended a training course on Web Accessibility and ADA Compliance that taught principles of accessible design, how to create accessible PDFs to post online and how to fix common website accessibility errors. The principles of the course were integrated into the CATSO website.
- In response to the recommendations from the FY2017 CATSO One DOT Transportation Planning Process Review, staff enhanced outreach efforts for the development and completion of the Coordinated Public Transit Human Service Transportation Plan (CHPTSTP); refined the presentation of the Annual Listing of Obligated Projects (ALOP); provided feedback on the City of Columbia ADA Sidewalk Transition Plan that will be integrated into CATSO’s 2050 LRTP; and extended the Vision Zero Action Plan effort to cover the entire metropolitan planning area.
- Participated in MPO MAP-21/FAST ACT Performance Measurement, Interpretation, Compliance, Best Practices and Implementation monthly teleconference meetings hosted by MoDOT for MPOs and RPCs in Missouri and nearby states and provided input on safety and other data needs.

Products for FY 2020:

- Continue to fulfill the CATSO One DOT Transportation Planning Process Review recommendations that were finalized in May of 2017, including utilization of a process to measure the effectiveness of the upcoming public involvement activities related to the completion of the 2050 LRTP. Anticipated completion date—second quarter, FY 2020. Responsibility—CATSO Staff.
- FY2021 UPWP to be approved by the CATSO Coordinating Committee. Anticipated completion date—August 2020. Responsibility—CATSO Staff.
- FY2020 UPWP amendments (major changes) and administrative revisions (minor changes) as needed. Responsibility—CATSO Staff.
- DBE semi-annual reports. Anticipated completion date(s)—October, 2019 and April, 2020. Responsibility—CATSO Staff.
• Continuous development and implementation of the Title VI Plan including an annual report in July 2020. Anticipated completion date–Ongoing. Responsibility– CATSO Staff.
• Maintenance and continual improvement of CATSO website accessibility features. Anticipated completion date–Ongoing. Responsibility– CATSO Staff.
• Continue participation in the MPO MAP-21/FAST Act Performance Measurement, Interpretation, Compliance, Best Practices and Implementation monthly teleconference meetings hosted by MoDOT for MPOs and RPCs in Missouri and nearby states. Anticipated completion date–Ongoing. Responsibility– CATSO Staff.

Also to be expected would be review of CATSO planning documents for compliance with federal requirements. Implementation and performance measurement evaluation of planning documents may also occur. Participation in any audits or program review may also be a work product.

Staffing, Funding Sources, and Agencies:

Staffing will be from CATSO staff, with assistance from City of Columbia Community Development, Public Works, and Finance departments. Funding will come from the City of Columbia and the Consolidated Planning Grant.

Funding Breakdown:

Total Costs $37,444– Federal $29,955, Local $7,489
Activity 240
Information Systems

Purpose:

Work in this activity area is devoted to the production, collection, storage, management, analysis, and communication of information for departmental and public use. This information is utilized as a support mechanism for many of the tasks performed by the Department. Data prepared is provided to the public and other agencies upon request. Also included is the production of maps and other graphics, and general spatial and analytical data support activities for projects included in other UPWP work activities. Planning and assistance related to Census Bureau materials also occur in this program area. All tasks are to be completed by CATSO staff unless otherwise identified.

Objective/Activities:

1) Maintain up-to-date information for population, employment, socioeconomic demographics, housing, structures, subdivisions, transportation, and other related data from integrated sources, including a current GIS street map and related databases, and develop related analysis and projection techniques.

2) Advance the 2007/2017 Natural Resources Inventory using leaf on and leaf off aerial imagery and field data samples procured in 2017. This is a requirement for understanding how the MPA has changed since 2007 and update land use and land cover inputs for future land use models.

3) Utilize Nearmap aerial services to maintain an annual update of aerial imagery to aid in maintaining sidewalks, structures and impervious surface data. This information helps with the prioritization of transportation and land use projects in relation to the City’s stormwater management needs, as well as to assess the costs to maintain the City’s stormwater management system.

4) Development of maps depicting sidewalks and lack of sidewalks in MPA for non-motorized transportation modeling and specialized area plans.

5) Continued development of street and traffic attributes for enhanced traffic, commuting, and transit analysis.

6) Continue to update and use the MPA Land Use digital database for more detailed landscape analysis for potential MPA transportation corridors, sidewalk system analysis, trail and pedway connector routes, and other transportation
applications.

Continue to monitor US Census Bureau product releases including 5-year American Community Survey and economic census for applicable county, MPA, city, tract, block group, and block levels. Process and make available for use in graphics and map products, planning, network analysis, and spatial analysis. Provide local data to support preparations for the 2020 Decennial Census.

7) Staff attendance at professional training sessions on transportation planning subjects relevant to the CATSO area and operations. Professional development conferences offered by the American Planning Association (APA), Association of Pedestrian & Bicycle Professionals (APBP), other pedestrian & bicycle related seminars and conferences, and GIS software training courses are possibilities for this category. Costs for such activities will be taken from funds available in the non-salary and benefits portion of the UPWP budget.

Work Completed in FY 2019:

• Updated planimetric data using the 2017 aerial imagery including structures, sidewalks, streams, ponds, roads, and parking lots. This data is used for planning, web applications, and maps. Through the first three quarters of FY2019, 6,511 structures have been updated in Columbia. This includes spatial and attribute edits. Also during this time, there has been approximately 3.93 miles of new sidewalks mapped in the city limits of Columbia that were built between 2015 and June 2019.
• Selected a test area and started working on methods to update the 6 class Natural Resources Inventory land cover maps and 16 class vegetation maps using 2017 imagery and field data as part of the effort to update the 2007 Natural Resources Inventory update.
• Regularly tracked and mapped new Demolitions and Certificates of Occupancies (CO) to keep sidewalks, structures and impervious surface data up to date. Through the first three quarters of FY2019, there have been 282 structures added to the structure GIS database using the CO process.
• Continued street and transportation network dataset updates to improve routing and network analysis.
• Updated quarterly public facing web base maps that included city boundary, roads, structures, streams, ponds, parcels, contours, aerial imagery, and digital surface models.

Through the first three quarters of FY2019, there have been updates of impervious surface mapping on 104 parcels in keeping the impervious layer current.

Products for FY 2020:

• Complete the update to the 2007/2017 Natural Resources Inventory. Anticipated Completion date- fourth quarter FY 2020. Responsibility- GIS/CATSO Staff.
• Utilize Nearmap aerial services to maintain an annual update of aerial imagery to aid in sustaining sidewalks, structures and impervious surface data. Anticipated Completion date - ongoing. Responsibility- GIS/CATSO Staff.
• Continue to track and map new structure demolitions and Certificates of Occupancies (CO’s) to keep sidewalks, structures and impervious surface mapping current. Anticipated Completion date - ongoing. Responsibility- GIS/CATSO Staff.
• Expand the transparency of the City’s transactional by adding additional data out for download on the CoMoGov Data Portal
• Test and complete a public, online web map and digital app of the local road network for purposes of efficient routing for internal staff for routing to job sites and to the general public. Anticipated Completion date - ongoing. Responsibility– GIS/CATSO Staff.
• Explore possibilities of using 3D technology with the City’s structure layer for planning and public safety applications - Anticipated Completion date - ongoing. Responsibility– GIS Staff.
• Complete spatial and network analysis based upon monitoring of US Census Bureau product releases, including 2018 American Community Survey and economic census releases for applicable geographic data levels. Also support the efforts for the 2020 Census. Anticipated Completion date - ongoing. Responsibility– GIS/CATSO Staff.
• Update and make map changes to the City boundaries from property annexations through the management of GIS database and a public facing web City maps. Anticipated Completion date - ongoing. Responsibility– GIS/CATSO Staff. Anticipated Completion date - ongoing. Responsibility– GIS/CATSO Staff.
• Update 2015 and 2019 LiDAR LAS data to incorporate building classification and elevation attribution on structure footprints for planning applications and 3D modeling of the city - Anticipated Completion date - ongoing. Responsibility– GIS/CATSO Staff.
• Maintain public facing and internal City base web maps to keep them current and relevant to city business applications - Anticipated Completion date - ongoing. Responsibility– GIS Staff.
Staffing, Funding Sources and Agencies:

Staffing will be with CATSO staff, with assistance from City of Columbia Community Development, Public Works, and the City GIS Office, which provides data development, maintenance, analysis, and support for CATSO and other interested parties. At times, other City departments and the Missouri Department of Transportation (MoDOT) may provide necessary assistance. Of the federal share costs for information systems, $4,000 is anticipated to pay for a portion of the Nearmap aerial imagery, as part of the imagery’s use will go towards CATSO transportation and land-use planning. Funding for professional training and conferences is also included in this category. Funding will come from the City of Columbia and the Consolidated Planning Grant.

Funding Breakdown:

Total Costs $102,396 – Federal $81,917, Local $20,479.

Included in the federal total is $20,824 of non-salary and benefit expenditures such as Nearmap Aerial services, computer software and related services, e.g. training and licenses, data processing, transcription services, and travel and meeting expenses.

CATSO Staff includes two full-time positions and 3.1 full-time equivalents in other positions. See Appendix C for staff details.
**Budget Summary**

**2020 Unified Planning Work Program - Columbia, MO MPO (CATSO)**
Approved by the CATSO Coordinating Committee on August 22, 2019

Consolidated Planning Grant (CPG) Funds

<table>
<thead>
<tr>
<th>Activity</th>
<th>Federal</th>
<th>Local</th>
<th>Federal CPG Funds*</th>
<th>Local Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 LAND USE PLANNING</td>
<td>80%</td>
<td>20%</td>
<td>$76,110</td>
<td>$19,027</td>
<td>$95,137</td>
</tr>
<tr>
<td>120 SHORT RANGE TRANSPORTATION PL</td>
<td>80%</td>
<td>20%</td>
<td>$62,522</td>
<td>$15,631</td>
<td>$78,153</td>
</tr>
<tr>
<td>130 LONG RANGE TRANSPORTATION PL</td>
<td>80%</td>
<td>20%</td>
<td>$76,358</td>
<td>$19,090</td>
<td>$95,448</td>
</tr>
<tr>
<td>140 TRANSIT PLANNING</td>
<td>80%</td>
<td>20%</td>
<td>$22,290</td>
<td>$20,573</td>
<td>$102,863</td>
</tr>
<tr>
<td>220 CPG GRANT MANAGEMENT</td>
<td>80%</td>
<td>20%</td>
<td>$29,955</td>
<td>$7,489</td>
<td>$37,444</td>
</tr>
<tr>
<td>240 INFORMATION SYSTEMS</td>
<td>80%</td>
<td>20%</td>
<td>$81,917</td>
<td>$20,479</td>
<td>$102,396</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>80%</td>
<td>20%</td>
<td>$409,153</td>
<td>$102,286</td>
<td>$511,441</td>
</tr>
</tbody>
</table>

* Of the federal CPG funds listed, non-salary expenditures anticipated in Activities #110, #130, #240 & #140 are as follows:
  #110 and #130: $12,000 is programmed for renewal subscription/potential further services related to the Urban Sim Canvas Modeler.
  #140: $15,000 is programmed to pay for a transit planning software license, plus $4,000 for training/travel.
  #240: $16,659 is programmed for software-related services, transcription services, & travel/mtg. expenses, plus $4,000 programmed to fund a portion of the Nearmap Aerial Imagery.

**Notes**
1. See UPWP Appendix C for CATSO Staff, which has 2 full-time positions and 3.1 FTE in other positions.
2. CPG funds consist of FHWA PL and FTA Section 5303 planning funds.
3. A total of $357,494 in CPG $ is programmed for CATSO & related staff salaries.

**CPG Funding Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATSO CPG balance from end of FY2018 and prior allocations</td>
<td>$546,174</td>
</tr>
<tr>
<td>FY 2019 CPG allocation</td>
<td>$286,031</td>
</tr>
<tr>
<td>FY 2019 UPWP CPG funds to be expended ($124,308 as of end of 3Q)</td>
<td>$174,308</td>
</tr>
<tr>
<td>Estimated FY 2020 CPG allocation</td>
<td>$286,031</td>
</tr>
<tr>
<td>Estimated FY 2019 UPWP CPG funds unexpended after 4th Q.</td>
<td>$186,823</td>
</tr>
<tr>
<td>Total estimated CPG funds available for FY 2020 UPWP*</td>
<td>$1,130,751</td>
</tr>
<tr>
<td>CPG funds programmed for FY 2020</td>
<td>$409,153</td>
</tr>
<tr>
<td>Remaining Unprogrammed CPG funds balance</td>
<td>$721,598</td>
</tr>
</tbody>
</table>

*Total estimated CPG funds is a projected figure based on available balance.
FY 2019 allocation, FY 2020 allocation, and estimated CPG funds programmed in FY 2019 that are unexpended

CATSO has elected not to program 100% of the anticipated available CPG funds. It is staff’s general policy to maintain a reserve of funds for potential large expense planning projects that may become necessary in the future. In addition to this policy, there is a limited number of staff that does planning work, plus a current staff vacancy, and given this we are unable to program any greater amount of CPG funding for FY 2020. Obtaining any substantially greater total of local matching funds could also be problematic, and would be dependent in part on the additional amount required as well as other budget factors.
Public Participation

The draft FY 2020 CATSO UPWP was posted for public review at the CATSO website on July 20, 2019. The draft UPWP was reviewed by the CATSO Technical Committee at their regularly scheduled August 7, 2019 meeting. No comments were received from the public prior to the August 22, 2019 CATSO Coordinating Committee meeting public hearing date.

No comments were received at the August 22 public hearing. After the public hearing was closed, the Coordinating Committee voted unanimously to approve the proposed FY 2020 UPWP as presented.
Appendices
Appendix A

Map of Metropolitan Planning Area (MPA) Boundary
## Appendix B

**List of Acronyms Used in this Document**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
</tr>
<tr>
<td>APA</td>
<td>American Planning Association</td>
</tr>
<tr>
<td>APBP</td>
<td>Association of Pedestrian &amp; Bicycle Professionals</td>
</tr>
<tr>
<td>CATSO</td>
<td>Columbia Area Transportation Study Organization</td>
</tr>
<tr>
<td>CHSTP</td>
<td>CATSO Coordinated Public Transit Human Services Transportation Plan</td>
</tr>
<tr>
<td>CPG</td>
<td>Consolidated Planning Grant</td>
</tr>
<tr>
<td>DBE</td>
<td>Disadvantaged Business Enterprise</td>
</tr>
<tr>
<td>FAST Act</td>
<td>Fixing America’s Surface Transportation Act</td>
</tr>
<tr>
<td>FHWA</td>
<td>Federal Highway Administration</td>
</tr>
<tr>
<td>FLUM</td>
<td>Future Land Use Map</td>
</tr>
<tr>
<td>FTA</td>
<td>Federal Transit Administration</td>
</tr>
<tr>
<td>FTE</td>
<td>Full-time equivalent</td>
</tr>
<tr>
<td>FY</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>GIS</td>
<td>Geographic Information System</td>
</tr>
<tr>
<td>Go COMO</td>
<td>Columbia Transit System</td>
</tr>
<tr>
<td>HIA</td>
<td>Health Impact Assessment</td>
</tr>
<tr>
<td>LiDAR</td>
<td>Light Detection and Ranging surveying technology</td>
</tr>
<tr>
<td>Acronym</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>LOS</td>
<td>Level of Service</td>
</tr>
<tr>
<td>LRTP</td>
<td>Long-Range Transportation Plan</td>
</tr>
<tr>
<td>MAP-21</td>
<td>Moving Ahead for Progress in the 21st Century</td>
</tr>
<tr>
<td>MCRS</td>
<td>Missouri Coalition for Roadway Safety</td>
</tr>
<tr>
<td>MoDOT</td>
<td>Missouri Department of Transportation</td>
</tr>
<tr>
<td>MPA</td>
<td>Metropolitan Planning Area</td>
</tr>
<tr>
<td>MPO</td>
<td>Metropolitan Planning Organization</td>
</tr>
<tr>
<td>MRP</td>
<td>Major Roadway Plan</td>
</tr>
<tr>
<td>OneDOT</td>
<td>Federal Highway Administration/Federal Transit Administration</td>
</tr>
<tr>
<td>PPP</td>
<td>Public Participation Plan</td>
</tr>
<tr>
<td>PTAC</td>
<td>Public Transportation Advisory Commission</td>
</tr>
<tr>
<td>STIP</td>
<td>Statewide Transportation Improvement Program</td>
</tr>
<tr>
<td>TAZ</td>
<td>Traffic Analysis Zone</td>
</tr>
<tr>
<td>TIP</td>
<td>Transportation Improvement Program</td>
</tr>
<tr>
<td>UDC</td>
<td>Unified Development Code</td>
</tr>
<tr>
<td>UPWP</td>
<td>Unified Planning Work Program</td>
</tr>
<tr>
<td>USA</td>
<td>Urban Services Area</td>
</tr>
<tr>
<td>VMT</td>
<td>Vehicle Miles Traveled</td>
</tr>
</tbody>
</table>
Appendix C

CATSO Staff

Full-Time Staff:

Mitch Skov, Senior Planner (1 FTE)
Vacant, Planner (1 FTE)

Part-Time Staff:

Timothy Teddy, Director (.3 FTE)
Amy Modrell-Miller, Sr. Administrative Supervisor (.25 FTE)
Part-time Planning Intern, (.5 FTE)
Tim Connet, GIS Technician (.4 FTE)
Other GIS Support: (.65 FTE)
Leah Christian, Transit Manager (.25 FTE)
Dale Lynn, Transit Superintendent (.75 FTE)

There are two full time staff positions.

In addition, there are three staff persons within Community Development that have CATSO staff work responsibilities – with CATSO funding covering .3 and .25 percent of two employees’ total work hours and all the hours for a part-time planning intern. .40 percent of a GIS Technician’s full time position is dedicated to the CATSO metropolitan planning work and an additional .65 full-time equivalent in the GIS Division is for CATSO level work. Additionally, a quarter of the Columbia Go COMO transit manager and three quarters of the Columbia Transit Superintendent’s salaries are funded through CATSO. This adds up to 3.1 FTE that is shown under the category of Part-Time Staff.

All of the full time and part time CATSO staff members are housed within City Hall in downtown Columbia. CATSO staff within Community Development is housed on the Fifth Floor, while GIS Division and Transit CATSO staff is housed on the Third Floor.
Appendix D

CATSO Organizational Chart
Columbia Metropolitan Planning Area
Columbia, MO

Columbia Area Transportation Study Organization (CATSO)

CATSO Coordinating Committee (9 Members)
- Boone County (2)
- MoDOT (3)
- City of Columbia (4)

Staff:
- Full time (2)
- Part time (3.1)

CATSO Technical Committee (11 Members)
- Boone County (2)
- MoDOT (4)
- City of Columbia (5)
Appendix E

Adopted CATSO Public Participation Plan re: UPWP

5. Unified Planning Work Program (UPWP)

5.1 Definition of the UPWP. The Unified Planning Work Program (UPWP) is a description of the proposed work activities of CATSO. The program is prepared annually and serves as a basis for requesting federal planning funds from the U. S. Department of Transportation. It also serves as a management tool for scheduling, budgeting, and monitoring the planning activities of the participating agencies. This document is prepared by CATSO staff with assistance from various agencies, including the Missouri Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, the Columbia Transit System, and members of the Technical Committee.

5.2 Procedure and Schedule for Preparation of the UPWP.

The UPWP is developed by CATSO with input from local governments, area private transit providers, and the Missouri Department of Transportation (MoDOT). When comments are being solicited during the public review period, notice will be posted on the CATSO web site. All public comments received pertaining to the UPWP will be reviewed and considered. An effective means of incorporating public input into the UPWP is to review comments received the previous year that relate to similar new projects. When developing the work program, the UPWP project manager should take this public comment into consideration.

The UPWP is updated annually beginning in June, and released for public review and comment for a minimum of 30 days prior to formal adoption. Included is the posting of the draft UPWP on the CATSO website, as well as providing the draft UPWP to contacts at MoDOT, FHWA, FTA, and local transportation providers for their review. Final approval is made in August at the Technical and Coordinating Committee meetings. Amendments can be made throughout the year and are released for public comment when tasks are either added or deleted, or when significant changes are made to the document.
5.3 Changes to the UPWP.

1. UPWP Amendments: (Major changes). UPWP Amendments are major revisions which require the official approval of the CATSO Coordinating Committee. The approval is followed by submission to the MoDOT for approval and subsequent approval by FHWA and FTA. An example of a major change is revising the UPWP budget to include additional CPG federal funding. Amendments require a public comment period of 15 days prior to consideration by the Coordinating Committee, with a public hearing according to the procedure in Section 5.2. Public notice will be given by a press release, and listed on the CATSO website.

2. UPWP Administrative Revisions (Minor changes). UPWP Administrative Revisions are minor changes which can be made directly by CATSO staff once it has been verified that the change applies to this category. Notification of administrative modifications will be provided to the Technical Committee, Coordinating Committee, MoDOT, FHWA and FTA. UPWP Administrative Modifications will require no public comment period.