

MEMORANDUM OF UNDERSTANDING

Identifying the Continuing, Cooperative, and Comprehensive Transportation Planning Roles and Responsibilities for the Kansas Department of Transportation Wichita Area Metropolitan Planning Organization Wichita Transit

This Memorandum of Understanding (MOU), entered into and effective this 16th day of April, 2007, by and between the Secretary of Transportation for the State of Kansas (KDOT), the Wichita Area Metropolitan Planning Organization (WAMPO), and Wichita Transit (WT), identifies and documents the roles and responsibilities for each of the partners in the continuing, cooperative, and comprehensive metropolitan planning and programming process.

Partners

The Kansas Department of Transportation (KDOT) is a department within the State of Kansas established pursuant to Kansas Statute.

The Wichita Area Metropolitan Planning Organization (WAMPO) is the designated Metropolitan Planning Organization (MPO) for the Wichita, Kansas urbanized area and, as such, is responsible for regional coordination of federal transportation funds and regional transportation planning. WAMPO's planning area includes all of Sedgwick County, consisting of all unincorporated portions of the county and twenty incorporated municipalities; a portion of Butler County, consisting of the City of Andover in its entirety; and a portion of Sumner County, limited to the City of Mulvane.

Wichita Transit (WT) is a department of the City of Wichita, Kansas and responsible for providing general purpose and special public transportation services funded by the City of Wichita.

MPO Governance/Structure

Transportation Policy Body

WAMPO is governed by a Transportation Policy Body, which has adopted bylaws that outline membership and operating procedures.

Technical Advisory Committee

WAMPO's Technical Advisory Committee (TAC) provides recommendations to the Transportation Policy Body on most significant transportation issues, programs, and projects. TAC bylaws adopted by the Transportation Policy Body outline membership and operating procedures.

Planning Process and Responsibilities

MPO Planning Area Boundary – The MPO process is conducted within a defined metropolitan planning area boundary. The boundary is to reflect the current urbanized area plus areas anticipated to urbanize within the next 25 years. The boundary will be reviewed when new urbanized area boundaries are established following each decennial census, and at intermediate intervals as prompted by requests by local or state governments to modify the current boundary. Both WAMPO and KDOT must approve any changes to the MPO planning area boundary.

- a. WAMPO's Responsibility – WAMPO will prepare and maintain a description and map of the current MPO boundary, and make it available to the other planning partners. WAMPO will initiate the review of the boundary following each decennial census.

- b. **KDOT's Responsibility** – KDOT will use the current MPO boundary in planning activities to accurately reflect the area within which MPO planning, programming, and decision-making processes are to be followed. KDOT will actively participate in each review of the MPO boundary.

Urbanized Area Boundary – Urbanized area boundaries are established following each decennial census. The boundary distinguishes between urban and rural places for funding and system classification purposes. The MPO and KDOT, working together cooperatively, may adjust the census-defined urbanized area boundary to create a smooth, definable boundary between urban and rural places. The urbanized area boundary will be reviewed at the establishment of new urbanized area boundaries following each decennial census, and adjusted as appropriate.

- a. **WAMPO's Responsibility** – WAMPO will prepare and maintain descriptions and maps of the current census-defined and adjusted urbanized area boundaries, and make them available to the other planning partners. WAMPO will initiate the process to adjust the census-defined boundary following each decennial census.
- b. **KDOT's Responsibility** – KDOT will actively participate in each review of the urbanized area boundary. After KDOT approves the adjustments to the urbanized area boundary, it will submit them to United States Department of Transportation (USDOT) for final approval.

Functional Classification System – Roadways are functionally classified according to federal guidelines to identify the role each facility plays in the overall transportation network, and to establish eligibility for using federal transportation funds. WAMPO and KDOT, working together cooperatively, determine how all roadways within the WAMPO planning area are functionally classified.

- a. **WAMPO's Responsibility** – WAMPO will establish and maintain policies to guide the maintenance of the region's functional classification system. WAMPO will coordinate changes to the functional classification system with local jurisdictions within the WAMPO planning area.
- b. **KDOT's Responsibility** – KDOT will actively participate in each review of the region's functional classification system, including cooperation with WAMPO in meeting state and federal guidelines. After KDOT approves any changes to the functional classification system, KDOT will forward those changes to FHWA for final approval. KDOT will reflect the region's federally approved functional classification system in their statewide systems.

Financial Planning – The metropolitan transportation plan (MTP) and transportation improvement program (TIP) must include a financial plan that demonstrates how they will be implemented based on estimates of revenue that can reasonably be expected to be available during the time period covered by each document. Estimates of revenue are to be prepared cooperatively between the parties to the agreement.

- a. **WAMPO's Responsibility** – WAMPO will develop and maintain procedures and methodologies for generating revenue forecasts consistent with federal guidance for financial forecasting in cooperation with KDOT. WAMPO will generate estimates of local funds to be available to supports transportation investments in the region. WAMPO will convene the partners as necessary to review methodologies, assumptions, and estimates to be used in MTP and TIP documents and amendments.
- b. **KDOT's Responsibility** – KDOT will provide historical information regarding funding levels/expenditures within the MPO boundary and any estimates they have prepared for future state and federal revenues. KDOT will actively participate in revenue forecasting efforts for the MPO area.

- c. WT's Responsibility – WT will provide historical information regarding funding levels/expenditures for transit services within the MPO boundary and any estimates they have prepared for future local, state, and federal revenues.

Metropolitan Transportation Plan (MTP) Development and Maintenance – One of the primary products of the metropolitan planning process is the MTP. The MTP includes long and short-range strategies / actions that lead to the development of an integrated, multi-modal transportation system. The plan includes transportation investments in the region, and identifies projected investments to be implemented during the plan period. The MTP is updated according to intervals set in federal regulations, and may be amended more frequently, as appropriate.

- a. WAMPO's Responsibility – WAMPO will establish a schedule to ensure that each update of the plan is completed by the established federal deadline. WAMPO will constantly monitor plans, studies, and other activities in the region that might warrant intermediate amendments to the MTP. WAMPO will lead the development of the MTP in cooperation with the other parties to this agreement.
- b. KDOT's Responsibility – KDOT will coordinate the statewide long-range transportation plan with the MTP. KDOT will include WAMPO in its local consultation process. KDOT will monitor internal plans, studies and other activities to identify potential MTP amendments and inform the other partners accordingly. KDOT will cooperate with the other parties to this agreement in the development of the MTP.
- c. WT's Responsibility – WT will integrate the region's metropolitan planning efforts with their agency planning efforts for future transit operations and capital investments. WT will monitor internal plans, studies, and other activities to identify potential MTP amendments and inform the other partners accordingly. WT will cooperate with the other parties to this agreement in the development of the MTP.

Studies – Studies are regularly conducted in the region to analyze particular transportation issues, transportation functions, geographic subareas, or transportation corridors and bring further definition to proposed transportation investments in the region. Studies should result in changes to, or further definition of, the Metropolitan Transportation Plan, and/or project level details that should be reflected in the Transportation Improvement Program.

- a. WAMPO's Responsibility – WAMPO will develop and maintain a list of proposed study corridors in the Metropolitan Transportation Plan. WAMPO will ensure that studies it leads reflect the broad policy framework articulated in the region's Metropolitan Transportation Plan. WAMPO will include partners of the planning process in studies it leads, and will actively participate in studies conducted by other partners of the planning process. WAMPO will adhere to its approved public participation plan and ensure that a broad cross-section of community interests and the general public are engaged in studies that it leads. WAMPO will assist with bringing conclusions of studies through the MPO committee process to ensure conclusions are appropriately reflected in the Metropolitan Transportation Plan and/or the Transportation Improvement Program, as appropriate.
- b. KDOT's Responsibility – KDOT will conduct studies in a manner that is consistent with the broad policy framework in the MTP. KDOT will include partners of the planning process in studies they lead, and will actively participate in studies conducted by other partners of the planning process. KDOT will take steps to include a broad cross-section of community interests and the general public are afforded the opportunity to participate in studies that they lead. KDOT will bring to the MPO committee process any conclusions of studies.
- c. WT's Responsibility – WT will ensure that studies they lead reflect the broad policy framework articulated in the region's Metropolitan Transportation Plan. WT will include partners of the planning process in studies they lead, and will actively participate in studies conducted by other partners of the planning process. WT will ensure that a broad cross-

section of community interests and the general public are engaged in studies that they lead. WT will bring to the MPO committee process any conclusions of studies to ensure they are appropriately reflected in the Metropolitan Transportation Plan and/or the Transportation Improvement Program, as appropriate.

TIP Development and Maintenance – One of the primary products of the metropolitan planning process is the Transportation Improvement Program (TIP). The TIP identifies specific investments to be implemented during the short term, and serves to commit funds to specific projects. The TIP is updated according to intervals set in federal regulations, and may be amended more frequently, as appropriate. The TIP is part of the Statewide Transportation Improvement Program (STIP). As such, any new TIP or TIP amendment must be approved by KDOT.

- a. WAMPO's Responsibility – WAMPO will establish policies and procedures for the development and maintenance of the TIP through its TIP Policy document. WAMPO will lead the development of the TIP or TIP amendment in cooperation with the other parties to this agreement. WAMPO will initiate and conduct project selection processes for sub allocated federal funds. WAMPO will participate in KDOT project selection processes. WAMPO will maintain the TIP as a web/database product that reflects project level details consistent with WAMPO policies and federal regulations.
- b. KDOT's Responsibility – KDOT will cooperate with the other parties to this agreement in the development of the TIP or TIP amendment. KDOT will conduct project selection activities in consultation with the other planning process partners. KDOT will submit/update project level data such that the TIP can reflect project details consistent with WAMPO policies and federal regulations. After KDOT approves the TIP or TIP amendment, KDOT will in a timely manner submit it to USDOT for final approval.
- c. WT's Responsibility – WT will cooperate with the other parties to this agreement in the development of the TIP or TIP amendment. WT will conduct project selection activities in consultation with other planning process partners. WT will submit/update project level data such that the TIP can reflect project details consistent with WAMPO policies and federal regulations.

Annual Listing of Obligated Projects – One of the aspects of public accountability assigned to the metropolitan transportation planning process is an annual reporting of the federal funds obligated to projects in the preceding year. The listing is included in the Transportation Improvement Program (TIP) to confirm the obligation of federal funds to projects currently and previously listed in the TIP.

- a. WAMPO's Responsibility – Taking into account the schedules for releasing such information, WAMPO will establish the schedule for completing the annual listing of obligated projects. WAMPO will compile information from the other planning partners, federal agencies, and others as appropriate, in order to complete the initial listing of projects. Once completed, WAMPO will publish the listing electronically as part of the region's TIP.
- b. KDOT's Responsibility – KDOT will provide information regarding any federally funded projects within the MPO boundary which have had fund obligations during the previous year. KDOT will establish internal procedures routinely provide the information each year.
- c. WT's Responsibility – WT will provide information regarding any federally funded projects which have had fund obligations during the previous year. WT will establish internal procedures to ensure the information is routinely provided each year.

Unified Planning Work Program Development and Consolidated Planning Grant Management – A Unified Planning Work Program (UPWP) is prepared annually that describes the planning activities to be conducted in the region. The UPWP serves three distinct functions: (1) it describes the transportation planning activities of regional scope regardless of funding source the parties to this agreement undertake; (2) it serves as the scope of services and documents the proposed

expenditures of PL and 5303 funds awarded by KDOT to WAMPO as a Consolidated Planning Grant; and (3) it provides a management tool for the planning partners in scheduling major transportation planning activities, milestones, and products.

- a. WAMPO's Responsibility – Taking into account the time it takes to develop and approve a UPWP, WAMPO will develop and maintain a UPWP development schedule. WAMPO will lead the development of the UPWP in cooperation with the other parties to this agreement. After meeting with the other parties to this agreement for the purpose of discussing regional planning issues and priorities for the upcoming year, WAMPO will prepare a written draft UPWP for review by the other parties to this agreement. WAMPO will prepare and publish the final UPWP as approved by the WAMPO Transportation Policy Body. WAMPO will prepare and submit to KDOT quarterly progress reports detailing activities conducted that quarter for the various UPWP work tasks.
- b. KDOT's Responsibility – KDOT will cooperate with the other parties to this agreement in the development of the UPWP, and will use the UPWP as the basis for their individual consolidated planning grant agreements with WAMPO. KDOT will provide task/budget/schedule information to be included in the UPWP for any planning activities it will undertake in the WAMPO planning area during the year, and will provide quarterly updates of task progress to be included in the quarterly progress reports. After approving it, KDOT will submit the UPWP to USDOT for approval.
- c. WT's Responsibility – WT will cooperate with the other parties to this agreement in the development of the UPWP, including the provision of task/budget/schedule information to be included in the document. WT will provide quarterly updates of task progress to be included in the quarterly progress reports.

Congestion Management Process – As part of the metropolitan transportation planning process, Transportation Management Areas are to develop and implement a Congestion Management Process (CMP). The CMP serves as a planning tool to help decrease mobile source emissions and improve regional air quality and identify the causes of congestion on a region's multi-modal transportation systems; evaluating and recommending alternative strategies to manage or improve regional congestion; and evaluating the performance of strategies put in practice to manage or improve congestion.

- a. WAMPO's Responsibility – WAMPO will develop and maintain the elements of the CMP for use in the metropolitan planning process. WAMPO will initiate periodic updates of the CMP to ensure it sufficiently addresses current issues, challenges, and opportunities in the region.
- b. KDOT's Responsibility – KDOT will use information from the CMP as part of planning studies. KDOT will incorporate appropriate congestion management strategies from the CMP into studies it leads. KDOT will actively participate in periodic updates of the CMP.
- c. WT's Responsibility – WT will use information from the CMP as part of planning studies and project development activities to ensure that appropriate congestion management strategies are considered in planning and project development activities in the region.

Regional Intelligent Transportation Systems (ITS) Architecture – The WAMPO Regional ITS Architecture provides a specific, tailored structure for facilitating institutional agreement and technical integration for the implementation of ITS projects in the region. It defines how systems functionally operate and the interconnection of information exchanges that must take place between these systems to accomplish transportation services. The Regional ITS Architecture will be consistent with the Statewide ITS Architecture.

- a. WAMPO's Responsibility – WAMPO will maintain a web-based database of information exchanges that comprise the regional architecture. WAMPO will periodically update the ITS architecture in compliance with 23 CFR 940 to reflect new components and information exchanges that would enhance transportation performance in the region. WAMPO will

