



Transportation Policy Body (TPB) Meeting Agenda

Tuesday, April 13th at 3:00 pm

<https://global.gotomeeting.com/join/832106349>

Please call us at 316-779-1321 at least 48 hours in advance if you require special accommodations to participate in this meeting. We make every effort to meet reasonable requests.

Meeting Agenda

[Note: Meeting agenda is subject to change during the meeting.]

	Page Numbers (in this packet)
1. Welcome	
2. Regular Business	
A. Approval of April 13, 2021 Agenda	Page 1
B. Approval of March 9, 2021 Meeting Minutes	Pages 2 to 6
C. TPB Chairman's Report	
i. TPB Membership	
ii. Director's Report	
• Overview & WAMPO area Population Trends	Pages 7 to 10
• CRRSAA Funds status update	Page 11 to 37
• Quarterly Activity Report - UPWP	Pages 38 to 45
3. Public Comments	Page 46
4. New Business	
A. Update: City of Derby's Land-use & Transportation Growth and its plans to connect with the Region	Pages 47 to 73
Dan Squires, Scott Knebel, City of Derby	
B. Update: Status of Audit	Pages 74 to 85
i. Status on 2020 Audit - AGH Team, Mike Lowry & Michelle Locke	
ii. Status on 2021 Audit -WAMPO Staff	
C. Update: Regional Economy – Industrial Growth Trends	Pages 86 to 97
Andrew Nave, CEcD, Executive Vice President of Economic Development Greater Wichita Partnership	
5. Committee & Partnership/Updates	
A. Executive Committee	
B. Committees: Active Transportation (Alan Kailer & Jack Brown)	
C. KDOT, Wichita Metro	
D. KDOT (Kansas Department of Transportation)	
E. FHWA (Federal Highway Administration)	
6. Other Business	
7. Adjournment	

Chad Parasa, TPB Secretary

April 6, 2021



Meeting Summary
Transportation Policy Body (TPB) Meeting Summary
Tuesday, March 9th @ 3:00 PM
Online Meeting

Meeting Duration: 60 minutes

Members in Attendance:

Dan Woydziak, Butler Co.
David Dennis, Chair, Sedgwick Co.
Troy Tabor, Andover/TAC Chair
Jack Hezlep, Derby
Bruce Armstrong, Haysville
Mike Moriarty, KDOT
Brent Terstriep, KDOT
Brent Clark, Valley Center

Anne Stephens, Bel Aire
Tom Hein, KDOT
Becky Tuttle, Vice Chair, Wichita
Ronald Colbert, Valley Center
Bryan Frye, Wichita
Cindy Claycomb, Wichita
Jim Howell, Sedgwick Co.
Donna Clasen, Maize

Richard LaMunyon, Maize
Robert Layton, Wichita
Micah Scoggan, Goddard
Cory Davis, KDOT
Pete Meitzner, Sedgwick County
Richard Backlund, FHWA

Other Attendees:

Chad Parasa, WAMPO Director
Michelle Styles, WAMPO Staff
Patty Sykes, WAMPO Staff
Brad Shores, JEO
Alan Kailer, BWV
Jane Byrnes, League of Women Voters

Gary Janzen, City of Wichita
Rene Hart, KDOT
Kelly Rundell, Hite, Fanning &
Honeyman LLP
Kurt Yowell, MKEC
Raven Alexander, Wichita Transit

Matt Messina, KDOT
Brett Letkowski, TranSystems
Kristen Zimmerman, PEC
Jolene Graham, Maize
Paul Leekers

1. Mr. Dennis called the meeting to order at 2:59 PM.

2. Regular Business

A. Approval of March 9, 2021 Agenda

Discussion: None

Action: Moved to approve agenda as presented. Motion passed (21-0).

Motion: D. Dennis

Second: J. Hezlep

B. Approval of February 9, 2021 Minutes

Discussion: None

Action: Moved to approve minutes with corrections. Motion passed (21-0).

Motion: D. Dennis

Second: J. Hezlep

C. Director's Report

i. Overview

Chad Parasa presented an overview of how a member of WAMPO would measure the rewards of joining MPO. This rewarding experience of joining MPO is measured in three outcomes: (1) Connected with regional goals, (2) Shared resources, and (3) the Unity of all the governmental entities. WAMPO staff is requesting individual jurisdictions within the WAMPO region to share & present their land-use and transportation growth, during our next upcoming TPB meetings. And also to share & present how the jurisdiction envisions to tie its "Growth Patterns" & "Transportation Projects Improvements" regionally and beyond.

Chad also requested that item C. "Monthly Activity Report – UPWP" in the consent agenda be removed, because staff is planning to present quarterly report on "UPWP Activity Report".

3. Consent Agenda

- A. [WAMPO-TranSystems – Travel Demand Model Contract Extension](#)
- B. [TIP Funding Suballocated Programs Management Procedures Management Procedures](#)
- C. [Monthly Activity Report - UPWP](#)

Discussion: None

Action: Moved to remove item C. “Monthly Activity Report – UPWP” from consent agenda. Motion passed (21-0).

Motion: D. Dennis

Second: A. Stephens

Discussion: None

Action: Moved to approve the consent agenda items A. & B., as proposed. Motion passed (21-0).

Motion: D. Dennis

Second: B. Tuttle

4. Public Comment Opportunity –

Mrs. Byrnes proposed that a citizen to serve on the TPB board. D. Dennis stated that he will present this idea to Ms. Rundell and discuss it in the next Executive Committee meeting.

5. New Business

A. [Action: Transportation Policy Body \(TPB\) Bylaw Amendments](#)

Ms. Rundell presented a few of the revisions that WAMPO staff and the Executive committee made to the TPB Bylaws that were amended on March 12, 2019. These changes include the following:

- Immediate past TPB Chair serve on the Executive Committee
- Members serving on the Executive Committee that are not Chair or Vice Chair, would be called “Members at Large”
- TAC Chair serves on the Executive Committee
- If a member of the Executive Committee is absent from a meeting, their alternate can serve in their place
- All members of the Executive Committee may serve up to 2 terms in any position. Each term is one year.

Action: Moved to approve Executive Committee bylaws as proposed. Motion passed (21-0).

Motion: D. Dennis

Second: B. Tuttle

B. **Action: Technical Advisory Committee (TAC) Bylaw Amendments**

Ms. Rundell presented a few of the revisions that WAMPO staff and the Executive committee made to the TAC Bylaws that were amended in August 8, 2017.

- The TAC committee has been renamed as the Technical Advisory Committee
- TAC Chair will be voted on in February, same as TPB officers
- Chair may serve a maximum of two consecutive 1 year terms
- A TPB Board member will be appointed as a TAC Committee member
- WAMPO Director, who serves as TAC Secretary, is not a voting member

Action: Moved to approve TAC bylaws as proposed. Motion passed (21-0).

Motion: D. Dennis

Second: B. Tuttle

C. **Action: WAMPO Committee Members**

Elections of officers took place at February 9 TPB Meeting. TPB Chair, TPB Vice Chair and TAC Chair were elected.

TPB Chair completed appointing members of the WAMPO Executive Committee, as follows.

1. Commissioner David Dennis (TPB Chair)
2. Council Member Becky Tuttle (TPB Vice Chair)
3. Council Member Troy Tabor (TAC Chair)
4. Council Member Jack Hezlep
5. Mayor Bruce Armstrong
6. Commissioner Dan Woydziak (Immediate Past Chair)

Action: Moved to approve the WAMPO Executive Committee as proposed. Motion passed (21-0).

Motion: D. Dennis

Second: J. Hezlep

Tom Hein is appointed as TAC Committee member as a WAMPO Representative

Action: Moved to approve the 'TAC Committee member as a WAMPO Representative' as proposed.

Motion passed (21-0).

Motion: D. Dennis

Second: A. Stephens

D. **Update: City of Maize' Land-use & Transportation Growth and its plans to connect with the Region**

Mr. LaMunyon gave a presentation on the Maize community. Currently Maize is 10 square miles, and is projected to grow to as large as 28 miles. Maize's current population sits at approximately 5,000

residents, and will most likely grow substantially in the next few years due to construction and growth. Approximately 12,500 people commute daily in and out of Maize. People are able to commute comfortably due to Maize's access to main highways and the master bike and pedestrian system that connects to Wichita's regional system. Maize has over 7,800 students enrolled in its 10 schools that are within the region, 3 more are under construction. In a number of recent years, Maize has also become a popular commercial destination for overseas businesses, due in large part to its close proximity to a major highway and railroad.

A. Committee Reports/Updates

A. Executive Committee, David Dennis

Mr. Dennis reminded the board that an evaluation for Chad Parasa, WAMPO Director, is currently being done and if anyone has anything to add to his evaluation, please reach out.

B. Regional Freight Committee, Karyn Page

The next meeting for WAMPO Freight Committee is on March 31st.

C. Safety & Health Committee, Chad Parasa

The next meeting for WAMPO Safety & Health Committee is on May 19th.

D. Active Transportation Committee, Alan Kailer

The next meeting for WAMPO Active Transportation Committee is on June 2nd. Mr. Kailer mentioned that the committee is reviewing all jurisdictions active transportation plans. Last Tuesday, the committee heard from two presenters on Derby and Wichita's current active transportation plans.

E. Kansas Department of Transportation update, Tom Hein and Mike Moriarty

Mr. Hein updated the board on the Gold Project. In February, KDOT opened up for bids. Work on this project will begin in April. For more information you may visit www.135gold.com for a weekly update, or please contact Tom Hein.

Mr. Moriarty shared that KDOT is currently looking for a new GIS Manager. Please reach out to Mike Moriarty for additional information on the job opportunity or if you have a referral. M. Moriarty also mentioned that he would be in touch with the Kansas Turnpike Authority (KTA) regarding an update to the TPB on the Northwest Bypass Study. TranSystems, KTA and KDOT are in the process of drafting a tech memo that will be available later this Spring.

F. Federal Highway Administration update, Rick Backlund

Mr. Backlund provided a few FHWA personnel updates. Going forward, the new administration will be focusing on core areas such as: safety, recovery from COVID, economic development, climate change, racial equity and how influences transportation and transportation decision making. R. Backlund updated the TPB on the status of the COVID Relief Fund. The \$1.9 Trillion bill will soon be on the President's desk. More news will be issued at a later date. Covid Relief Legislation that was passed on December 27th, known as CRRSAA was shared with KDOT and WAMPO and will be available soon.

B. Other Business –

Ms. Clasen inquired an update on WAMPO's 2020 Audit. Chad Parasa reported to Ms. Clasen that WAMPO staff are working diligently to prepare for the field visit scheduled by Auditors team during the week of April 12. During this field visit, Auditors team will meet with WAMPO staff and review financial reports that are compiled by staff. Following these tasks in April, TPB should have a report on 2020 audit.

Councilmember Tuttle advised to provide an update on CRRSAA funds (Coronavirus Response and Relief Supplemental Appropriations Act). Chad Parasa reported to TPB members that CRRSAA funds can be used on eligible transportation projects, the same way as the TIP projects become eligible for federal funds through a competitive selection process. Very similar to STP (Surface Transportation Program) funds in TIP projects. These eligible transportation projects should first be in the regional long range metropolitan transportation plan (MTP). Staff realized jurisdictions need time to see cost estimates and schedule of projects, how much portion of the total cost of the project can potentially be utilized by available federal funds. A call for projects will be sent out to local jurisdictions to identify which of the MTP projects are shovel ready, and the schedule of the projects will be determined through the call for projects. The schedule for projects solicitation or 'call for projects' will be determined by staff by working with local jurisdictions in the next months ahead. The updates will be provided accordingly.

C. Meeting adjourned at 3:59 PM.

Next Meeting will be held on Tuesday, April 13th, 2020 at 3:00 PM.



Background

WAMPO staff's discussions, with WAMPO Executive Committee and TPB Chair Commissioner Dennis, evolved into "How can WAMPO Region attain a Unified Vision in the development of Regional Metropolitan Transportation Plan (MTP)". This resulted into discussions with local jurisdictions on its growth & efforts to connect regionally. Regional Metropolitan Transportation Plan (MTP) is due in May 2025.

"City/Jurisdiction connecting with the Region":

Presentation (15 minutes + or -) from City/Jurisdiction regarding the following topic "City/Jurisdiction connecting with the Region". The topic can be subdivided as follows:

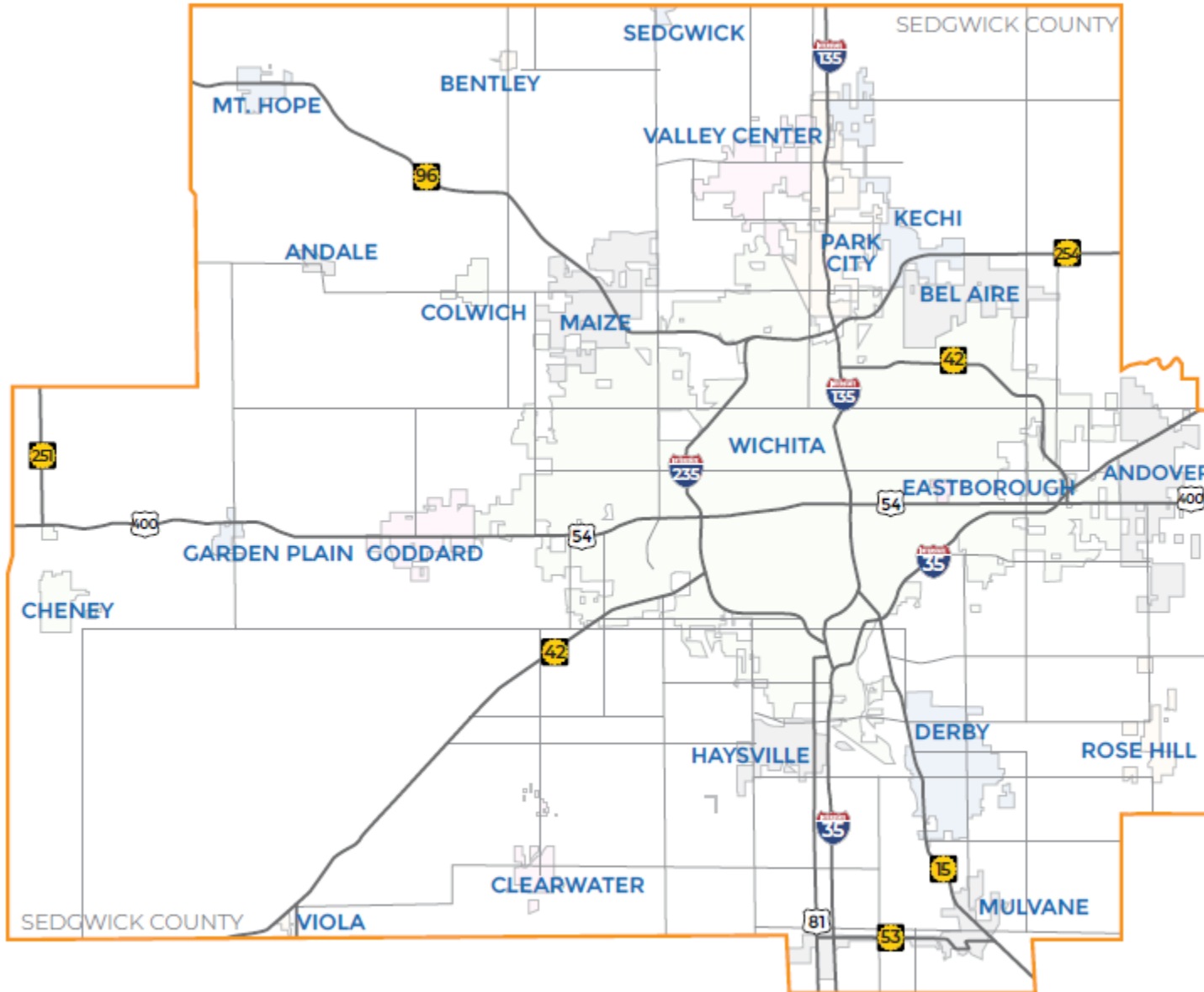
1. Growth Patterns (Population, Housing, Jobs, 'employment centers in & around – commuting patterns from City/Jurisdiction')
2. Transportation Projects Improvements planned
3. Plans to tie "Growth Patterns" & "Transportation Projects Improvements" regionally.

Perhaps any of planning staff or engineering staff or anyone or your team, can present this topic.

SCHEDULE		
TPB MEETING DATE	JURISDICTION (2019 Population)	Notes
2021/03/09	Maize (4,934)	https://www.youtube.com/watch?v=JfJGkIDC8Dc Maize presentation starts at 24:35 of this youtube until 44:40
2021/04/13	Derby (38,753)	
2021/05/11	Bel Aire (8,300)	
2021/06/08	Andover (13,405)	
2021/07/13	Rose Hill (3,968)	
2021/08/09	Haysville (11,338)	
2021/09/14		
2021/10/12		
2021/11/09		

Next Steps:

Staff would like to request a 'summary report' of this presentation. There is a potential for awards for the "Jurisdiction making Best Efforts to Connect Regionally". This 'awards planning event' is still under discussions with the intent of motivating all jurisdictions towards a Unified Vision in the development of Regional Metropolitan Transportation Plan (MTP).



Map 1. WAMPO Area

The WAMPO area includes 22 cities and 3 counties in south-central Kansas.

POPULATION BY YEAR AND WAMPO JURISDICTION

Current As Of: 4/2/2021

Jurisdiction	2012 ^a	2013 ^b	2014 ^c	2015 ^d	2016 ^e	2017 ^f	2018 ^g	2019 ^h
Wichita city	385,577	386,552	388,413	389,965	389,902	390,591	389,255	389,938
Sedgwick County (unincorp only)	37,480	37,443	37,758	37,813	37,724	38,111	38,054	38,753
Derby city	22,943	23,047	23,234	23,509	23,633	23,673	24,721	24,943
Andover city	12,099	12,265	12,509	12,745	12,980	13,111	13,278	13,405
Haysville city	10,951	11,004	11,112	11,212	11,245	11,278	11,264	11,338
Bel Aire city	6,838	6,916	7,284	7,435	7,661	7,914	8,073	8,300
Park City city	7,446	7,499	7,556	7,618	7,632	7,729	7,730	7,764
Valley Center city	6,965	7,011	7,057	7,222	7,343	7,300	7,313	7,325
Mulvane city	6,267	6,287	6,289	6,314	6,316	6,359	6,416	6,489
Maize city	3,708	3,823	4,073	4,362	4,438	4,557	4,662	4,934
Goddard city	4,532	4,582	4,692	4,719	4,710	4,746	4,724	4,796
Rose Hill city	3,932	3,942	3,960	3,995	4,015	3,980	3,965	3,968
Butler County (unincorp in WAMPO area only) ⁱ	2,660	2,660	2,660	2,660	2,660	2,660	2,660	2,660
Clearwater city	2,489	2,530	2,531	2,537	2,519	2,524	2,543	2,552
Cheney city	2,120	2,133	2,153	2,159	2,165	2,170	2,172	2,167
Kechi city	1,958	1,961	1,982	1,996	1,995	2,007	1,996	2,005
Colwich city	1,334	1,345	1,362	1,378	1,398	1,406	1,409	1,467
Sumner County (unincorp in WAMPO area only) ⁱ	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
Andale city	964	966	981	992	993	997	988	987
Garden Plain city	862	866	879	897	894	898	900	909
Mount Hope city	817	816	814	813	807	805	800	801
Eastborough city	773	771	769	768	761	754	735	732
Bentley city	528	526	524	523	517	525	520	517
Sedgwick city (part in WAMPO area only)	193	191	193	194	193	193	193	195
Viola city	131	131	131	131	130	129	128	128
Total	524,817	526,517	530,166	533,207	533,881	535,667	535,749	538,323

(Geography: 2015 Metropolitan Area Planning Boundary)

The Kansas Division of the Budget is responsible for the certification of Kansas Population Data to the Secretary of State. This certification is done by July 1st of each year.

<https://budget.kansas.gov/population/>

^a Data source: Kansas Certified Population for 2012, Certified to Secretary of State by Division of Budget on 7/1/13

^b Data source: Kansas Certified Population for 2013, Certified to Secretary of State by Division of Budget on 7/1/14

^c Data source: Kansas Certified Population for 2014, Certified to Secretary of State by Division of Budget on 7/1/15

^d Data source: Kansas Certified Population for 2015, Certified to Secretary of State by Division of Budget on 7/1/16

^e Data source: Kansas Certified Population for 2016, Certified to Secretary of State by Division of Budget on 7/1/17

^f Data source: Kansas Certified Population for 2017, Certified to Secretary of State by Division of Budget on 7/1/18

^g Data source: Kansas Certified Population for 2018, Certified to Secretary of State by Division of Budget on 7/1/19

^h Data source: Kansas Certified Population for 2019, Certified to Secretary of State by Division of Budget on 7/1/20

ⁱ For unincorporated portions of Butler and Sumner Counties in the WAMPO region, used Block-level 2010 Census numbers because don't have a way to calculate more recent populations in unincorporated areas that are within WAMPO boundary.

Unincorporated areas were delineated by removing 2019 Census Bureau Incorporated Places.

Where a Census Block was only partially contained, its population was assumed to be evenly distributed throughout its area.

Unincorporated Butler population revised from 2676 to 2660. Unincorporated Sumner population revised from 1232 to 1250.



Background

Federal Highway Administration (FHWA) notified the States of the apportionment of Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds. A portion of the funds apportioned with this notice are being made available for use in the Kansas portion of the Wichita Area MPO (WAMPO) region. Please note the following requirements for utilizing these funds:

1. \$ 3,789,097 is available for use by WAMPO.
2. The funds resulting from this apportionment are available for obligation until **September 30, 2024**. Any amounts not obligated by the State on or before September 30, 2024, shall expire.
3. Any funds de-obligated after **September 30, 2024** may not be re-obligated and shall lapse.

Status Update:

CRRSAA funds can be used on eligible transportation projects, the same way as the TIP projects become eligible for federal funds through a competitive selection process. Very similar to eligibility of STP (Surface Transportation Program) funds in TIP projects. These eligible transportation projects should first be in the regional long range metropolitan transportation plan (MTP). Staff realized jurisdictions need time to see cost estimates and schedule of projects, how much portion of the total cost of the project can potentially be utilized by available federal funds. A call for projects will be sent out to local jurisdictions to identify which of the MTP projects are shovel ready, and the schedule of the projects will be determined through the call for projects. The schedule for projects solicitation or 'call for projects' will be determined by staff by working with local jurisdictions.

Attachment:

- [FHWA Notice of Availability of Funds](#)

Dwight D. Eisenhower State Office Building
700 S.W. Harrison Street
Topeka, KS 66603-3745

Julie L. Lorenz, Acting Secretary
Michael J. Stringer, P.E., Chief



Phone: 785-296-3861
Fax: 785-296-2079
kdot#publicinfo@ks.gov
<http://www.ksdot.org>
Laura Kelly, Governor

February 2, 2021

Mr. Chad Parasa, Director
Wichita Area MPO
271 W. 3rd St. Suite 208
Wichita, KS 67202

Dear Mr. Parasa:

This letter is to inform you that Kansas Department of Transportation (KDOT) recently received Federal Highway Administration (FHWA) Notice No. 4510.851, which notifies the States of the Fiscal Year (FY) 2021 apportionment of Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds. A portion of the funds apportioned with this notice are being made available for use in the Kansas portion of the Wichita Area MPO (WAMPO) region. Please note the following requirements for utilizing these funds:

1. \$ 3,789,097 is available for use by WAMPO.
2. The funds resulting from this apportionment are available for obligation until September 30, 2024. Any amounts not obligated by the State on or before September 30, 2024, shall expire.
3. Any funds de-obligated after September 30, 2024 may not be re-obligated and shall lapse.
4. These funds are eligible for 100% of participating costs of any participating phase.
5. The funds are available for the following uses:
 - a. Activities eligible under section 133(b) of title 23, U.S.C.
 - b. Costs related to preventive maintenance, routine maintenance, operations, personnel, including salaries of employees (including those employees who have been placed on administrative leave) or contractors, debt service payments, availability payments, and coverage for other revenue losses.

Please see Attached FHWA Notice N4510.851 for additional information. **Please note that for items listed under “b” above, guidance is not available at this time. As guidance becomes available from FHWA, you will be notified.**

NOTE: In an effort to anticipate questions from the MPO’s, we have already determined that it would be very unlikely to identify a project that would allow these funds to be transferred for use by the FTA.

Please do not hesitate to contact me at tod.salfrank@ks.gov or (785) 296-3861 if you have any questions regarding proper utilization of these funds.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tod Salfrank', written in a cursive style.

Tod Salfrank, Assistant Chief
Bureau of Local Projects

Cc: Burt Morey, P.E., State Transportation Engineer
Michael Stringer, P.E., Chief, Bureau of Local Projects
Calvin Reed, P.E., Director, Division of Engineering and Design
Mark Taylor, P.E., Director, Division of Planning and Program Management
Michael Moriarty, Chief, Bureau of Planning



U.S. Department
of Transportation
**Federal Highway
Administration**

Notice

Subject:

APPORTIONMENT OF HIGHWAY INFRASTRUCTURE PROGRAM FUNDS PURSUANT TO THE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT, 2021

Classification Code	Date	Office of Primary Interest
N4510.851	January 15, 2021	HCFB-10

1. What is the purpose of this Notice?

- a. The Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), title IV of division M, Public Law (Pub. L.) 116-260, appropriated an additional \$10,000,000,000 for Highway Infrastructure Programs (HIP). Of such amount, \$9,840,057,332 shall be set aside and apportioned for activities eligible under section 133(b) of title 23, United States Code (U.S.C.) (and such other purposes as specified in the CRRSAA). This Notice transmits the certificate of apportionment for the HIP funds for activities eligible under 23 U.S.C. 133(b) (and for the other purposes specified). The apportionment is effective immediately.
- b. The remainder of the funding shall be set aside for other activities that are not the subject of this Notice. This includes \$114,568,862 set aside for activities eligible under the Tribal Transportation Program (TTP) as described in 23 U.S.C. 202; \$35,845,307 set aside for activities eligible under the Puerto Rico Highway Program as described in 23 U.S.C. 165(b)(2)(C)(iii); and \$9,528,499 set aside for activities eligible under the Territorial Highway Program as described in 23 U.S.C. 165(c)(6).

2. What amounts are available for distribution?

- a. The Administrator of the Federal Highway Administration (FHWA) may retain up to \$10,000,000 of the total funds made available for HIPs under the CRRSAA to fund the oversight of activities carried out with these appropriated supplemental funds.
- b. The FHWA has proportionally applied a \$10,000,000 administrative takedown to the total funds available for HIPs under the CRRSAA. Any funds that are retained by FHWA, but determined at a future date to be unnecessary for oversight activities, will be distributed accordingly among the applicable HIPs.
- c. The applied administrative takedowns are as follows: \$9,840,057 from funds

made available for activities eligible under section 133(b) of title 23, U.S.C.; \$114,569 from funds made available for activities eligible under the TTP as described in 23 U.S.C. 202; \$35,845 from funds made available for activities eligible under the Puerto Rico Highway Program as described in 23 U.S.C. 165(b)(2)(C)(iii); and \$9,529 from funds made available for activities eligible under the Territorial Highway Program as described in 23 U.S.C. 165(c)(6).

- d. Therefore, the amount of funds available for distribution to the States under this Notice is \$9,830,217,275 after the application of an administrative takedown of \$9,840,057.

3. **What is the availability of these funds?**

- a. The funds resulting from this apportionment are available for obligation until September 30, 2024. Any amounts not obligated by the State on or before September 30, 2024, shall lapse.
- b. The funds resulting from this apportionment are available for obligation immediately and are not subject to any limitation on obligations.
- c. The Federal share payable shall be up to 100 percent at the option of the State.
- d. The program codes to be used when obligating these funds are as follows:

Program Code	Program Description	CFDA Number
Z970 (Parent)	Highway Infrastructure – COVID Supplemental – 23 U.S.C. 133(b) activities in any area of the State	20.205
Z971 (Child)	Highway Infrastructure – COVID Special Authority – special eligibilities in any area of the State	20.205
Z972 (Parent)	Highway Infrastructure – COVID Supplemental – 23 U.S.C. 133(b) activities in urbanized areas with a population over 200,000	20.205
Z973 (Child)	Highway Infrastructure – COVID Special Authority – special eligibilities in urbanized areas with a population over 200,000	20.205

4. **What is the background information?**

- a. The funds resulting from this apportionment are eligible to be obligated as follows:
 - (i) Activities eligible under section 133(b) of title 23, U.S.C. (program codes Z970 and Z972);
 - (ii) Costs related to preventive maintenance, routine maintenance, operations, personnel, including salaries of employees (including those employees who have been placed on administrative leave) or contractors, debt service payments, availability payments, and coverage for other revenue losses (program codes Z971 and Z973).
- b. A State may transfer funds to State, multi-State, international, or local public tolling agencies that own or operate a tolled facility that is a public road, bridge, or tunnel, or a ferry system that provides a public transportation benefit, and that was in operation within their State in fiscal year (FY) 2020 for costs related to operations, personnel, including salaries of employees (including those employees who have been placed on administrative leave) or contractors, debt service payments, availability payments, and coverage for other revenue losses of a tolled facility or ferry system.
 - (i) For funds transferred to a tolled facility or ferry system pursuant to subparagraph 4(b), the limitations on the use of revenues in subsections (a)(3) and (c)(4) of 23 U.S.C. 129 shall not apply with respect to the tolled facility or ferry system for which such funds are transferred, notwithstanding the previous receipt of Federal funds for such tolled facility or ferry system.
- c. The funds available for distribution to the States have been apportioned to the States in the same ratio as the distribution of obligation authority under section 120(a)(5) of the Department of Transportation Appropriations Act, 2021.
- d. The funds shall be suballocated to urbanized areas with a population over 200,000 as described in 23 U.S.C. 133(d)(1)(A)(i) in the ratio that the funds suballocated to such area in FY 2021 bears to the combined amount of funds apportioned to the State under 23 U.S.C. 104(b)(2) for FY 2020 and FY 2021.
- e. Except as otherwise provided, the funds shall be administered as if apportioned under chapter 1 of title 23, U.S.C. and shall be subject to applicable requirements under title 23, U.S.C.
- f. Pursuant to section 133(c) of title 23, U.S.C., projects for activities eligible under 23 U.S.C. 133(b) may not be undertaken on a road functionally

classified as a local road or a rural minor collector unless the road was on a Federal-aid highway system on January 1, 1991, except; (1) for a bridge or tunnel project (other than the construction of a new bridge or tunnel at a new location); (2) for a project described in paragraphs (4) through (11) of 23 U.S.C. 133(b); (3) for a project described in 23 U.S.C. 101(a)(29), as in effect on the day before the date of enactment of the Fixing America's Surface Transportation (FAST) Act; and (4) as approved by the Secretary. Further, 23 U.S.C. 133(g)(1), allowing a portion of Surface Transportation Block Grant funds to be obligated on roads functionally classified as minor collectors, does not apply to these funds.

- (i) Such requirement does not apply to funds that will be used for costs related to preventive maintenance; routine maintenance; operations; personnel, including salaries of employees (including those employees who have been placed on administrative leave) or contractors; debt service payments; availability payments; and coverage for other revenue losses (program codes Z971 and Z973).
- g. Pursuant to section 133(d)(5) of title 23, U.S.C., programming and expenditure of funds for projects for activities eligible under 23 U.S.C. 133(b) shall be consistent with sections 134 and 135 of title 23, U.S.C.
- (i) Projects must be identified in the Statewide Transportation Improvement Program/Transportation Improvement Program and be consistent with the Long-Range Statewide Transportation Plan and the Metropolitan Transportation Plan(s) (program codes Z970 and Z972).
 - (ii) Funds used for costs related to preventive maintenance; routine maintenance; operations; personnel, including salaries of employees (including those employees who have been placed on administrative leave) or contractors; debt service payments; availability payments; and coverage for other revenue losses (program codes Z971 and Z973) are not required to be included in a Metropolitan Transportation Plan, a Long-Range Statewide Transportation Plan, a Transportation Improvement Program, or a Statewide Transportation Improvement Program under 23 U.S.C. 134 or 135 or chapter 53 of title 49, U.S.C., as applicable.
- h. Projects for activities eligible under 23 U.S.C. 133(b) shall be subject to the requirements of 23 U.S.C. 133(i).
- (i) The requirements of 23 U.S.C. 133(i) do not apply to funds that will be used for costs related to preventive maintenance; routine maintenance; operations; personnel, including salaries of employees (including those employees who have been placed on administrative leave) or contractors; debt service payments; availability payments; and

coverage for other revenue losses (program codes Z971 and Z973) if such activity is not eligible under 23 U.S.C. 133(b).

- i. Section 1101(b) of the FAST Act, which pertains to amounts for disadvantaged business enterprises, shall apply to funds resulting from this apportionment.

5. **What is the distribution of funds?**

- a. The CRRSAA appropriates a total of \$9,840,057,332 in HIP funds for activities eligible under 23 U.S.C. 133(b).
- b. The amount of funds available for distribution to the States is \$9,830,217,275 after the application of an administrative takedown of \$9,840,057. The attached Table 1 shows the State-by-State distribution of funds. The attached Table 2 shows the distribution of suballocated funding among urbanized areas with a population of over 200,000 individuals.

6. **What action is required?** Division Administrators should ensure that copies of this Notice are provided to the State departments of transportation.



Mala Krishnamoorti Parker
Acting Administrator

Attachments

**CERTIFICATE OF APPORTIONMENT FROM
THE SUM OF \$9,840,057,332 APPROPRIATED
FOR THE HIGHWAY INFRASTRUCTURE PROGRAMS**

TO--

The Secretary of the Treasury of the United States and the State departments of transportation:

Pursuant to the Coronavirus Response and Relief Supplemental Appropriations Act, 2021, title IV of division M, Pub. L. 116-260, and the delegation of authority from the Secretary of Transportation to the Federal Highway Administrator, Section 1.85 of title 49, Code of Federal Regulations, I certify—

First, that pursuant to the Coronavirus Response and Relief Supplemental Appropriations Act, 2021, title IV of division M, Pub. L. 116-260, the amount appropriated for the HIP for activities eligible under section 133(b) of title 23, United States Code (U.S.C.), (and such other purposes as specified in the CRRSAA) for the fiscal year ending September 30, 2021, is \$9,840,057,332.

Second, that pursuant to the Coronavirus Response and Relief Supplemental Appropriations Act, 2021, title IV of division M, Pub. L. 116-260, of the amount appropriated for the HIP for activities eligible under section 133(b) of title 23, U.S.C, (and such other purposes as specified in the CRRSAA) the Federal Highway Administration will retain \$9,840,057 to fund the oversight of activities carried out with such appropriated supplemental funds.

Third, that after the application of the administrative takedown, the amount of funds available for distribution to the States and the District of Columbia is \$9,830,217,275.

Fourth, that I have computed the apportionment to each State and the District of Columbia of the amounts appropriated for the HIP pursuant to the Coronavirus Response and Relief Supplemental Appropriations Act, 2021, for activities eligible under section 133(b) of title 23, U.S.C., (and such other purposes as specified in the CRRSAA) and further computed the suballocations distribution within each State and the District of Columbia in the manner provided by law.

Fifth, that the sums that are hereby apportioned to each State and the District of Columbia, effective immediately, are respectively as follows:

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

N4510.851 - TABLE 1

**APPORTIONMENT OF HIGHWAY INFRASTRUCTURE PROGRAM FUNDS FOR ACTIVITIES
ELIGIBLE UNDER SECTION 133(b) OF TITLE 23, UNITED STATES CODE (U.S.C.), FOR COSTS RELATED
TO PREVENTIVE MAINTENANCE; ROUTINE MAINTENANCE; OPERATIONS; PERSONNEL,
INCLUDING SALARIES OF EMPLOYEES (INCLUDING THOSE EMPLOYEES WHO HAVE BEEN PLACED
ON ADMINISTRATIVE LEAVE) OR CONTRACTORS; DEBT SERVICE PAYMENTS; AVAILABILITY
PAYMENTS; AND COVERAGE FOR OTHER REVENUE LOSSES PURSUANT TO THE CORONAVIRUS RESPONSE
AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT, 2021, TITLE IV OF DIVISION M, PUBLIC LAW 116-260**

State	Any Area	Urbanized Areas With a Population Over 200,000	Total
Alabama	171,518,228	16,585,539	188,103,767
Alaska	113,107,702	11,294,342	124,402,044
Arizona	150,237,181	31,347,697	181,584,878
Arkansas	119,952,596	8,431,224	128,383,820
California	728,850,247	182,972,971	911,823,218
Colorado	112,969,084	21,280,316	134,249,400
Connecticut	101,153,827	23,536,327	124,690,154
Delaware	36,386,585	5,595,844	41,982,429
Dist. of Col.	29,693,868	9,902,770	39,596,638
Florida	380,552,289	89,088,576	469,640,865
Georgia	277,142,406	43,202,558	320,344,964
Hawaii	35,815,490	6,155,308	41,970,798
Idaho	66,976,862	3,974,863	70,951,725
Illinois	288,734,140	64,177,347	352,911,487
Indiana	209,511,571	26,874,264	236,385,835
Iowa	115,254,633	6,611,383	121,866,016
Kansas	84,605,554	9,105,773	93,711,327
Kentucky	150,102,875	14,647,075	164,749,950
Louisiana	154,116,527	19,906,900	174,023,427
Maine	44,032,864	1,769,842	45,802,706
Maryland	122,037,897	27,157,340	149,195,237
Massachusetts	118,686,430	32,145,476	150,831,906
Michigan	225,315,507	35,993,218	261,308,725
Minnesota	141,952,953	19,820,941	161,773,894
Mississippi	112,993,737	6,934,144	119,927,881
Missouri	206,249,088	28,511,398	234,760,486
Montana	101,763,046	-	101,763,046
Nebraska	62,799,110	8,890,976	71,690,086
Nevada	70,424,455	19,724,441	90,148,896
New Hampshire	38,598,806	2,402,030	41,000,836
New Jersey	191,981,731	55,971,604	247,953,335
New Mexico	82,511,410	8,561,923	91,073,333
New York	333,882,014	83,013,201	416,895,215
North Carolina	229,282,615	29,454,289	258,736,904
North Dakota	61,584,858	-	61,584,858
Ohio	283,344,693	49,328,700	332,673,393
Oklahoma	141,439,208	15,813,461	157,252,669
Oregon	107,869,761	16,110,809	123,980,570
Pennsylvania	343,145,390	64,006,536	407,151,926
Rhode Island	41,724,524	12,531,674	54,256,198
South Carolina	149,443,867	16,593,766	166,037,633
South Dakota	69,956,118	-	69,956,118
Tennessee	187,240,243	22,378,774	209,619,017
Texas	803,585,556	164,148,388	967,733,944
Utah	70,056,208	16,076,010	86,132,218
Vermont	50,360,938	-	50,360,938
Virginia	214,484,667	37,995,585	252,480,252
Washington	142,922,577	25,284,453	168,207,030
West Virginia	106,712,829	1,670,355	108,383,184
Wisconsin	168,619,935	18,005,961	186,625,896
Wyoming	63,546,203	-	63,546,203
Total 1/	8,415,230,903	1,414,986,372	9,830,217,275
Program Code - 23 U.S.C. 133(b) activities	Z970	Z972	
Program Code - Special eligibilities	Z971	Z973	

1/ Amount is net of the \$9,840,057 administrative takedown.

APPROVED EFFECTIVE: January 15, 2021


FEDERAL HIGHWAY ACTING ADMINISTRATOR

DISTRIBUTION OF HIGHWAY INFRASTRUCTURE PROGRAM FUNDS FOR ACTIVITIES
ELIGIBLE UNDER SECTION 133(b) OF TITLE 23, UNITED STATES CODE (U.S.C.), FOR COSTS RELATED
TO PREVENTIVE MAINTENANCE; ROUTINE MAINTENANCE; OPERATIONS; PERSONNEL,
INCLUDING SALARIES OF EMPLOYEES (INCLUDING THOSE EMPLOYEES WHO HAVE BEEN PLACED
ON ADMINISTRATIVE LEAVE) OR CONTRACTORS; DEBT SERVICE PAYMENTS; AVAILABILITY
PAYMENTS; AND COVERAGE FOR OTHER REVENUE LOSSES TO URBANIZED AREAS
WITHIN A STATE WITH POPULATION OVER 200,000 PURSUANT TO THE CORONAVIRUS RESPONSE AND
RELIEF SUPPLEMENTAL APPROPRIATIONS ACT, 2021, TITLE IV OF DIVISION M, PUBLIC LAW 116-260

STATE	URBANIZED AREA	HIGHWAY INFRASTRUCTURE PROGRAM SUBALLOCATION
Alabama	Birmingham	7,338,958
	Columbus	599,889
	Huntsville	2,807,251
	Mobile	3,193,942
	Montgomery	2,584,143
	Pensacola	<u>61,356</u>
	Total	16,585,539
Alaska	Anchorage	<u>11,294,342</u>
	Total	11,294,342
Arizona	Phoenix--Mesa	25,437,655
	Tucson	<u>5,910,042</u>
	Total	31,347,697
Arkansas	Fayetteville--Springdale--Rogers	3,244,773
	Little Rock	4,743,634
	Memphis	<u>442,817</u>
	Total	8,431,224
California	Antioch	1,689,677
	Bakersfield	3,189,021
	Concord	3,748,774
	Fresno	3,984,058
	Indio--Cathedral City	2,103,196
	Lake Tahoe (Bi-State MPO)	882,468
	Lancaster--Palmdale	2,076,655
	Los Angeles--Long Beach--Anaheim	73,950,821
	Mission Viejo--Lake Forest--San Clemente	3,552,276
	Modesto	2,179,831
	Murrieta--Temecula--Menifee	2,687,244
	Oxnard	2,235,140
	Reno	55
	Riverside--San Bernardino	11,762,183
	Sacramento	10,490,017
	San Diego	17,994,722
	San Francisco--Oakland	19,969,418
	San Jose	10,130,104
	Santa Clarita	1,574,159
	Santa Rosa	1,875,890
Stockton	2,255,364	
Thousand Oaks	1,307,337	
Victorville--Hesperia	1,998,967	
Visalia	<u>1,335,594</u>	
	Total	182,972,971
Colorado	Colorado Springs	3,722,362
	Denver--Aurora	15,798,178
	Fort Collins	<u>1,759,776</u>
	Total	21,280,316
Connecticut	Bridgeport--Stamford	7,718,701
	Hartford	8,134,078
	New Haven	4,950,134
	New York--Newark	1,002
	Norwich--New London	1,653,809
	Springfield	789,003
	Worcester	<u>289,600</u>
	Total	23,536,327
Delaware	Philadelphia	<u>5,595,844</u>
	Total	5,595,844
District of Columbia	Washington, DC	<u>9,902,770</u>
	Total	9,902,770
Florida	Bonita Springs	1,902,074
	Cape Coral	3,250,587
	Jacksonville	6,529,611
	Kissimmee	1,925,201
	Lakeland	1,609,669
	Miami	33,728,645
	Orlando	9,259,206
	Palm Bay--Melbourne	2,775,532
	Palm Coast--Daytona Beach--Port Orange	2,139,703
	Pensacola	2,046,143
	Port St. Lucie	2,305,104
	Sarasota--Bradenton	3,943,074
	Tallahassee	1,472,526
	Tampa--St. Petersburg	14,967,634
	Winter Haven	<u>1,233,867</u>
	Total	89,088,576

DISTRIBUTION OF HIGHWAY INFRASTRUCTURE PROGRAM FUNDS FOR ACTIVITIES
ELIGIBLE UNDER SECTION 133(b) OF TITLE 23, UNITED STATES CODE (U.S.C.), FOR COSTS RELATED
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RELIEF SUPPLEMENTAL APPROPRIATIONS ACT, 2021, TITLE IV OF DIVISION M, PUBLIC LAW 116-260

STATE	URBANIZED AREA	HIGHWAY INFRASTRUCTURE PROGRAM SUBALLOCATION
Georgia	Atlanta	36,599,379
	Augusta-Richmond County	2,296,128
	Chattanooga	635,173
	Columbus	1,558,981
	Savannah	<u>2,112,897</u>
	Total	43,202,558
Hawaii	Honolulu	<u>6,155,308</u>
	Total	6,155,308
Idaho	Boise City	<u>3,974,863</u>
	Total	3,974,863
Illinois	Chicago	55,025,699
	Davenport	941,145
	Peoria	1,831,654
	Rockford	2,037,121
	Round Lake Beach--McHenry--Grayslake	1,782,864
	St. Louis	<u>2,558,864</u>
	Total	64,177,347
Indiana	Chicago	5,309,908
	Cincinnati	92,102
	Evansville	1,808,438
	Fort Wayne	2,823,811
	Indianapolis	13,398,652
	Louisville/Jefferson County	1,262,685
	South Bend	<u>2,178,668</u>
	Total	26,874,264
Iowa	Davenport	1,428,192
	Des Moines	4,498,123
	Omaha	<u>685,068</u>
	Total	6,611,383
Kansas	Kansas City	5,316,676
	Wichita	<u>3,789,097</u>
	Total	9,105,773
Kentucky	Cincinnati	3,128,606
	Evansville	272,587
	Huntington	539,719
	Lexington-Fayette	2,768,148
	Louisville/Jefferson County	<u>7,938,015</u>
	Total	14,647,075
Louisiana	Baton Rouge	5,785,118
	Lafayette	2,460,025
	New Orleans	8,757,882
	Shreveport	<u>2,903,875</u>
	Total	19,906,900
Maine	Portland	<u>1,769,842</u>
	Total	1,769,842
Maryland	Aberdeen--Bel Air South--Bel Air North	1,377,115
	Baltimore	14,197,351
	Philadelphia	313,691
	Washington, DC	<u>11,269,183</u>
	Total	27,157,340
Massachusetts	Barnstable Town	1,419,345
	Boston	23,518,397
	Nashua	42,104
	Providence	1,497,483
	Springfield	3,058,466
	Worcester	<u>2,609,681</u>
	Total	32,145,476
Michigan	Ann Arbor	1,983,113
	Detroit	24,198,005
	Flint	2,308,398
	Grand Rapids	3,693,347
	Kalamazoo	1,358,937
	Lansing	2,031,780
	South Bend	235,202
	Toledo	<u>184,436</u>
	Total	35,993,218

DISTRIBUTION OF HIGHWAY INFRASTRUCTURE PROGRAM FUNDS FOR ACTIVITIES
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RELIEF SUPPLEMENTAL APPROPRIATIONS ACT, 2021, TITLE IV OF DIVISION M, PUBLIC LAW 116-260

STATE	URBANIZED AREA	HIGHWAY INFRASTRUCTURE PROGRAM SUBALLOCATION
Minnesota	Minneapolis—St. Paul	19,820,941
	Total	19,820,941
Mississippi	Gulfport	2,103,673
	Jackson	3,538,655
	Memphis	1,291,816
	Total	6,934,144
Missouri	Fayetteville--Springdale--Rogers	19
	Kansas City	8,393,333
	St. Louis	17,433,816
	Springfield	2,684,230
Total	28,511,398	
Nebraska	Lincoln	2,513,453
	Omaha	6,377,523
	Total	8,890,976
Nevada	Lake Tahoe (Bi-State MPO)	547,166
	Las Vegas--Henderson	15,876,331
	Reno	3,300,944
	Total	19,724,441
New Hampshire	Boston	716,007
	Nashua	1,686,023
	Total	2,402,030
New Jersey	Allentown	229,886
	Atlantic City	1,760,138
	New York--Newark	43,645,025
	Philadelphia	8,154,852
	Poughkeepsie--Newburgh	79,560
	Trenton	2,102,143
Total	55,971,604	
New Mexico	Albuquerque	8,221,323
	El Paso	340,600
	Total	8,561,923
New York	Albany--Schenectady	3,225,241
	Bridgeport--Stamford	247,633
	Buffalo	5,073,471
	New York--Newark	66,090,305
	Poughkeepsie--Newburgh	2,235,251
	Rochester	3,906,163
	Syracuse	2,235,137
Total	83,013,201	
North Carolina	Asheville	1,889,846
	Charlotte	7,949,222
	Concord	1,446,980
	Durham	2,340,706
	Fayetteville	2,089,397
	Greensboro	2,099,687
	Hickory	1,428,893
	Myrtle Beach--Socastee	136,556
	Raleigh	5,958,738
	Wilmington	1,481,161
	Winston-Salem	2,633,103
Total	29,454,289	
Ohio	Akron	4,089,704
	Canton	2,005,323
	Cincinnati	9,238,955
	Cleveland	12,787,423
	Columbus	9,824,175
	Dayton	5,199,864
	Huntington	242,546
	Toledo	3,441,117
	Youngstown	2,499,593
Total	49,328,700	
Oklahoma	Oklahoma City	8,980,567
	Tulsa	6,832,894
	Total	15,813,461
Oregon	Eugene	2,018,930
	Portland	12,160,987
	Salem	1,930,892
	Total	16,110,809

DISTRIBUTION OF HIGHWAY INFRASTRUCTURE PROGRAM FUNDS FOR ACTIVITIES
ELIGIBLE UNDER SECTION 133(b) OF TITLE 23, UNITED STATES CODE (U.S.C.), FOR COSTS RELATED
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WITHIN A STATE WITH POPULATION OVER 200,000 PURSUANT TO THE CORONAVIRUS RESPONSE AND
RELIEF SUPPLEMENTAL APPROPRIATIONS ACT, 2021, TITLE IV OF DIVISION M, PUBLIC LAW 116-260

STATE	URBANIZED AREA	HIGHWAY INFRASTRUCTURE PROGRAM SUBALLOCATION
Pennsylvania	Allentown	5,127,268
	Harrisburg	3,604,727
	Lancaster	3,260,291
	Philadelphia	30,497,102
	Pittsburgh	14,061,715
	Reading	2,159,346
	Scranton	3,094,018
	York	1,881,907
	Youngstown	<u>320,162</u>
	Total	64,006,536
Rhode Island	Boston	3,580
	Norwich--New London	278,366
	Providence	<u>12,249,728</u>
	Total	12,531,674
South Carolina	Augusta-Richmond County	920,351
	Charleston--North Charleston	4,876,370
	Charlotte	613,170
	Columbia	4,888,579
	Greenville	3,561,147
	Myrtle Beach--Socastee	<u>1,734,149</u>
	Total	16,593,766
Tennessee	Chattanooga	2,488,558
	Knoxville	4,592,425
	Memphis	7,327,884
	Nashville-Davidson	<u>7,969,907</u>
	Total	22,378,774
Texas	Austin	13,535,359
	Brownsville	2,161,668
	Conroe--The Woodlands	2,383,741
	Corpus Christi	3,179,828
	Dallas--Fort Worth--Arlington	50,885,081
	Denton--Lewisville	3,637,873
	El Paso	7,673,397
	Houston	49,121,054
	Killeen	2,162,115
	Laredo	2,341,935
	Lubbock	2,358,089
	McAllen	7,240,746
	San Antonio	<u>17,467,502</u>
		Total
Utah	Ogden--Layton	4,281,728
	Provo--Orem	3,786,083
	Salt Lake City--West Valley City	<u>8,008,199</u>
	Total	16,076,010
Virginia	Richmond	7,486,938
	Roanoke	1,649,707
	Virginia Beach	11,303,678
	Washington, DC	<u>17,555,262</u>
	Total	37,995,585
Washington	Kennewick--Pasco	1,327,696
	Portland	2,262,776
	Seattle	19,253,203
	Spokane	<u>2,440,778</u>
	Total	25,284,453
West Virginia	Huntington	<u>1,670,355</u>
	Total	1,670,355
Wisconsin	Appleton	1,744,029
	Green Bay	1,666,297
	Madison	3,240,784
	Milwaukee	11,106,036
	Minneapolis--St. Paul	2,227
	Round Lake Beach--McHenry--Grayslake	<u>246,588</u>
		Total
GRAND TOTAL		1,414,986,372



Memorandum

Subject: **INFORMATION:** Highway Infrastructure Programs - Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (HIP-CRRSAA) Implementation Guidance Date: February 24, 2021

From: Hari Kalla
Associate Administrator
Office of Infrastructure

Brian R. Bezio
Chief Financial Officer

To: Division Administrators
Directors of Field Services

Reply to Attn. of:
HISM-10

The attached implementation guidance provides information to Federal-aid Division Offices, State transportation agencies, local governments, and grantee recipients, on Highway Infrastructure Program funding appropriated by title IV of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021, division M, Public Law 116-260, as it relates to funding, Federal share, eligibility, and other requirements.

If there are questions, please contact David Bartz at (512) 417-5191 or by e-mail at David.Bartz@dot.gov, or contact Christopher Newman at (202) 366-4652 or Christopher.Newman@dot.gov, of the Office of Stewardship, Oversight and Management (HISM-10).

If there are questions concerning financial management and Fiscal Management Information System project agreements, please contact Tony DeSimone at (317) 226-5307 or by e-mail at Anthony.DeSimone@dot.gov, of the Office of Financial and Management Programs (HCFB-31).

Attachment

Highway Infrastructure Programs - Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (HIP-CRRSAA)

Implementation Guidance (February 24, 2021)

Title IV of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), division M, Public Law (Pub. L. No. 116-260), enacted on December 27, 2020, appropriated an additional \$10,000,000,000 for Highway Infrastructure Programs (HIP). Of such amount, \$9,840,057,332 shall be set aside and apportioned for activities eligible under section 133(b) of title 23, United States Code (U.S.C.) (Section III.A.). Such funds may also be used for Special Authority purposes (referred to in this document as “Special Authority”) (Section III.B.) or may be transferred to public tolling agencies or a ferry system that provides a public transportation benefit (Section III.C.), as described in this guidance. This guidance addresses only the funding provided to the States and refers to these funds as HIP-CRRSAA funds. The purpose of this guidance is to provide information on the HIP-CRRSAA as it relates to funding, Federal share, eligibility, and other requirements.

The remainder of the funding is set aside for other activities that are not the subject of this guidance. This includes \$114,568,862 set aside for activities eligible under the Tribal Transportation Program as described in 23 U.S.C. 202; \$35,845,307 set aside for activities eligible under the Puerto Rico Highway Program as described in 23 U.S.C. 165(b)(2)(C)(iii); and \$9,528,499 set aside for activities eligible under the Territorial Highway Program as described in 23 U.S.C. 165(c)(6).

I. General

- A. Program Purpose:** The purpose of the HIP-CRRSAA is to provide funding to address coronavirus disease 2019 (COVID-19) impacts related to Highway Infrastructure Programs. The non-traditional cost categories eligible under the HIP-CRRSAA appropriation and discussed below (Sections III.B. and III.C.) are statutorily eligible cost objectives authorized by Congress (see 2 CFR 200.1, defining cost objective).
- B. Appropriation of Funds:** The HIP heading in the CRRSAA appropriates \$10,000,000,000 from the General Fund of the Treasury for fiscal year (FY) 2021. Of this funding, \$9,840,057,332 is available for activities eligible under 23 U.S.C. 133(b), and other eligible uses described in that heading and discussed in detail below. As allowed under the HIP-CRRSAA, FHWA proportionally applied an administrative takedown to fund the oversight of activities carried out with these funds. After the \$9,840,057 administrative takedown, a total of \$9,830,217,275 was apportioned to the States on January 15, 2021 by Federal Highway Administration (FHWA) Notice N4510.851. These HIP-CRRSAA funds are in addition to any other funds, including contract authority, provided in FY 2021.
- C. Obligation Authority:** As a general fund appropriation, HIP-CRRSAA funding is not subject to any obligation limitation that applies to Federal-aid contract authority.

Specifically, the amounts made available shall not be subject to any limitations on obligations for Federal-aid highways or highway safety construction programs set forth in any Act.

- D. Period of Availability for Obligation and Expenditure:** HIP-CRRSAA funds remain available for obligation through September 30, 2024. Any such amounts not obligated on or before September 30, 2024, shall lapse. Once the period for obligation has expired, these funds will only remain available for adjusting and liquidating obligations as authorized in accordance with 31 U.S.C. 1553. Obligated HIP-CRRSAA balances are available for expenses properly charged to the account and incurred until September 30, 2029. After that date, any unexpended balances of obligated HIP-CRRSAA funds shall be cancelled in accordance with 31 U.S.C. 1552 and shall no longer be available for obligation or expenditure.
- E. Federal Share:** The Federal share payable with HIP-CRRSAA funds shall be, at the option of the State, up to 100%. HIP-CRRSAA funds may not be used as the non-Federal match for other Federal programs unless there is specific statutory authority (2 CFR 200.306(b)(5)). HIP-CRRSAA does not provide authority for use of HIP-CRRSAA funds as a non-Federal match for other Federal programs, including Federal-aid programs under title 23, United States Code. In general, financing proposals that result in only minimal amounts of HIP-CRRSAA funds in projects should be avoided unless they are based on sound project management decisions (23 CFR 630.106(g)).
- F. Applicability of Title 23 and Other Statutory Requirements:** Except as otherwise provided, the applicable statutory provisions contained in title 23, U.S.C. are applicable to projects and activities carried out with HIP-CRRSAA funds. Specific requirements that apply to all HIP-CRRSAA apportioned funds include Buy America (23 U.S.C. 313) and the National Environmental Policy Act of 1969 (42 U.S.C. 4321, et seq.).
- G. Fund Administration:** Except as otherwise provided, HIP-CRRSAA funds shall be administered as if apportioned under chapter 1 of title 23, U.S.C. The State, through its Department of Transportation (DOT) in accordance with 23 U.S.C. 302, is the direct recipient of HIP-CRRSAA funds apportioned pursuant to the HIP heading in the CRRSAA and is responsible for administration of these funds. If the State DOT acts as a pass-through entity of Federal assistance, the State DOT maintains the pass-through responsibilities specified in 2 CFR 200.332.
- H. Project Agreement:** Specific Improvement Type Codes are provided for use in the Fiscal Management Information System (FMIS) for the obligation of HIP-CRRSAA funds for Special Authority purposes. See Section III.B. of this guidance.
- I. Disadvantaged Business Enterprises:** Section 1101(b) of Public Law 114-94 (FAST Act), Disadvantaged Business Enterprises, applies to all HIP-CRRSAA apportioned funds.

- J. Deobligations of Other Title 23 Obligated Funds:** Project Agreements should not be modified to replace one Federal fund category with another unless specifically authorized by statute. (23 CFR 630.110(a)).
- K. Advance Construction:** HIP-CRRSAA funds are available for Advance Construction (AC) “conversion” (obligation and outlay) (23 U.S.C. 115(b)). For expenses to be recognized and eligible for AC “conversion,” the activity / project must have been authorized prior to incurrence of costs, as per 23 CFR 1.9(a) and general grant administration requirements. AC projects must be included in the Statewide Transportation Improvement Program (STIP) (23 U.S.C. 115(c)), except as otherwise provided.
- L. Real Property Rights:** If HIP-CRRSAA funds are used on a facility, the sale, lease, or other disposition of real property rights in the facility must be in accordance with 23 CFR Part 710. If HIP-CRRSAA funds are used to acquire real property, proceeds from the disposition of any interest in the property shall be used for purposes eligible under title 23, U.S.C.

II. Funding Distribution and Transfers

- A. Apportionment to States:** HIP-CRRSAA funds have been apportioned to the States in the same ratio as the distribution of obligation authority under section 120(a)(5) of the Department of Transportation Appropriations Act, 2021, tit. I, div. L., Pub. L. 116-260.
- B. Suballocation to Urbanized Areas with Population Over 200,000:** HIP-CRRSAA funds are suballocated to urbanized areas with a population over 200,000 as described in 23 U.S.C. 133(d)(1)(A)(i) in the ratio that the funds suballocated to such area in FY 2021 bears to the combined amount of funds apportioned to the State under 23 U.S.C. 104(b)(2) for FY 2020 and FY 2021.
- C. Set-Asides:** The CRRSAA makes no further set-aside or suballocations of these HIP-CRRSAA funds.
- D. Transfers:** For those projects more suitably administered by another Federal agency (including flex funding transfers to the Federal Transit Administration), transfers may be made in accordance with FHWA Order 4551.1, dated August 12, 2013, Fund Transfers to Other Agencies and Among Title 23 Programs (<https://www.fhwa.dot.gov/legsregs/directives/orders/45511.cfm>).
- E. HIP-CRRSAA Program Codes:** The FMIS Program Codes for these HIP-CRRSAA funds are:

Program Code	Program Description	CFDA Number
Z970 (Parent)	Highway Infrastructure - COVID Supplemental - 23 U.S.C. 133(b) activities in any area of the State	20.205
Z971 (Child)	Highway Infrastructure - COVID Special Authority - special eligibilities in any area of the State	20.205
Z972 (Parent)	Highway Infrastructure - COVID Supplemental - 23 U.S.C. 133(b) activities in urbanized areas with a population over 200,000	20.205
Z973 (Child)	Highway Infrastructure - COVID Special Authority - special eligibilities in urbanized areas with a population over 200,000	20.205

III. Eligible Activities and Requirements: HIP-CRRSAA funds may be obligated for activities eligible under 23 U.S.C. 133(b). At the discretion of the State, such funds may also be used for HIP-CRRSAA Special Authority purposes (Section III.B.) or may be transferred to public tolling agencies or a ferry system that provides a public transportation benefit (Section III.C.) as provided in HIP-CRRSAA.

Due to the differing application of certain title 23 provisions and planning requirements, it is not anticipated States will pursue obligation of funds under the HIP-CRRSAA Special Authority purposes on projects that could otherwise be funded under the HIP-CRRSAA 23 U.S.C. 133(b) authority or with Federal-aid apportioned funds. If a State is contemplating such an obligation, this should be discussed with the FHWA Division Office, HISM-10, and HCFB-31, so funds management and sound internal controls can be determined.

A. Activities Eligible Under 23 U.S.C. 133(b): This section applies to HIP-CRRSAA funds obligated under the authority for activities eligible under 23 U.S.C. 133(b).

- 1. FMIS Program Codes:** HIP-CRRSAA funds obligated for activities eligible under 23 U.S.C. 133(b) should be obligated with Program Code Z970 (activities in any area of the State) or Z972 (activities in urbanized areas with a population over 200,000).
- 2. Eligible Activities - 23 U.S.C. 133(b):** Additional information on 23 U.S.C. 133(b) eligible activities is located in Section D.1.b. of the Surface Transportation Block Grant Program (STBG) Implementation Guidance (Revised by the FAST Act) issued March 7, 2016 (<https://www.fhwa.dot.gov/specialfunding/stp/160307.cfm>).

- 3. Location of Projects:** HIP-CRRSAA funds obligated under the authority for activities eligible under 23 U.S.C. 133(b) are subject to 23 U.S.C. 133(c), which specifies that projects may not be undertaken on a road functionally classified as a local road or a rural minor collector unless the road was on a Federal-aid highway system on January 1, 1991, except: (1) for a bridge or tunnel project (other than the construction of a new bridge or tunnel at a new location); (2) for a project described in paragraphs (4) through (11) of 23 U.S.C. 133(b); (3) for a project described in 23 U.S.C. 101(a)(29), as in effect on the day before the date of enactment of the FAST Act (December 4, 2015); and (4) as approved by the Secretary. Further, 23 U.S.C. 133(g)(1), allowing a portion of Surface Transportation Block Grant funds to be obligated on roads functionally classified as minor collectors, does not apply to HIP-CRRSAA funds obligated under the authority for activities eligible under 23 U.S.C. 133(b).
- 4. Applicability of Planning Requirements:** HIP-CRRSAA funds obligated under the authority for activities eligible under 23 U.S.C. 133(b) are subject to 23 U.S.C. 133(d)(5), which requires programming and expenditure of funds for projects to be consistent with sections 134 and 135 of title 23, U.S.C. Such HIP-CRRSAA-funded projects must be identified in the Statewide Transportation Improvement Program/Transportation Improvement Program (STIP/TIP) and be consistent with the Long-Range Statewide Transportation Plan and the Metropolitan Transportation Plan(s), as applicable.
- 5. Treatment of Projects:** As required under HIP-CRRSAA, projects for activities eligible under 23 U.S.C. 133(b) shall be subject to the requirements of 23 U.S.C. 133(i) (shall be treated as projects on a Federal-aid highway under chapter 1 of title 23, U.S.C.). Additional information on Treatment of Projects is provided in section J of the STBG Implementation Guidance (Revised by the FAST Act) issued March 7, 2016 (<https://www.fhwa.dot.gov/specialfunding/stp/160307.cfm>).
- 6. Increased Costs on Existing Federal-aid Projects:** For an existing project that has increased costs and exceeds the estimate in the current project authorization using other apportioned Federal-aid funding, where a State seeks authorization for a modification to obligate HIP-CRRSAA funds under the authority for activities eligible under 23 U.S.C. 133(b) for changes to the authorized project, HIP-CRRSAA funds may be obligated under such authority provided the modification results in additional costs that are above the already committed State/Federal funds for the project (23 CFR 630.110(a)). The added activity must otherwise meet the HIP-CRRSAA requirements, and Federal funds shall not be paid on account of any cost incurred prior to authorization (23 CFR 1.9(a)).
- 7. Cost Incurred Prior to Obligation:** HIP-CRRSAA funds obligated under the authority for activities eligible under 23 U.S.C. 133(b) shall not participate in costs incurred prior to the date of project agreement, except as provided by 23 CFR 1.9(b). (23 CFR 630.106(b)).
- 8. Documentation:** An obligation is a definite commitment of the Federal government that creates a legal liability for payment based upon a documented

and binding agreement between a Federal agency and an authorized grant recipient or other legal entity (including another Federal agency). This documentation must support that the obligation is for purposes authorized by law. Section 1501 of title 31, U.S.C., defines the documentary evidence requirements for Federal government obligations. Additional discussion, including record retention, is provided in the Project Funds Management Guide for State Grants Update memo issued May 23, 2018 (<https://www.fhwa.dot.gov/cfo/projfundsmgt.cfm>).

- B. Activities Eligible Under Special Authority:** This section applies to HIP-CRRSAA funds obligated under the Special Authority eligibility for costs related to preventive maintenance, routine maintenance, operations, personnel, including salaries of employees (including those employees who have been placed on administrative leave) or contractors, debt service payments, availability payments and coverage for other revenue losses.
- 1. FMIS Program Codes:** HIP-CRRSAA funds obligated under the HIP-CRRSAA Special Authority eligibility should be obligated with Program Code Z971 (special eligibilities in any area of the State) or Z973 (special eligibilities in urbanized areas with a population over 200,000).
 - 2. Eligible Costs - Special Authority:** The non-traditional cost categories noted above under the HIP-CRRSAA appropriation are statutorily eligible cost objectives authorized by Congress (see 2 CFR 200.1, defining cost objective). Except for States, Tribal governments, Puerto Rico, or territorial governments seeking to use HIP-CRRSAA funds for “coverage for other revenue losses,” or public tolling agencies or a ferry system that provides a public transportation benefit seeking reimbursement for “coverage for other revenue losses of a tolled facility or ferry system” (see Section III.C.), Congress did not require that a State or other non-Federal entity demonstrate (document) a revenue loss to seek reimbursement for the non-traditional cost objectives Congress made eligible under the appropriation. Consistent with 2 CFR 200.405, Special Authority costs statutorily eligible for reimbursement under the HIP-CRRSAA, other than “coverage for other revenue losses,” are eligible for reimbursement whether or not the State or other non-Federal entity experienced a revenue loss. Provided the State or other non-Federal eligible entity incurred a cost for these other identified “Special Authority” cost objective(s) and the State or other non-Federal entity demonstrates that a cost was incurred and is allocable to the identified HIP-CRRSAA cost objective(s), the cost is an allowable cost under the HIP-CRRSAA appropriation and 2 CFR 200.403 of the Cost Principles (pertaining to factors affecting allowability of costs under a Federal award). These factors include that costs must be necessary, reasonable, and allocable to the performance of the Federal award, except where otherwise authorized by statute (2 CFR 200.403(a)).
 - 3. Location of Projects:** The location requirements specified in 23 U.S.C. 133(c), do not apply to HIP-CRRSAA Special Authority projects.

- 4. Applicability of Planning Requirements:** HIP-CRRSAA Special Authority projects are not required to be included in a metropolitan transportation plan, a long-range statewide transportation plan, a transportation improvement program or a statewide transportation improvement program under sections 134 or 135 of title 23, U.S.C., or chapter 53 of title 49, U.S.C., as applicable. Consistent with this provision, programming and expenditure of HIP-CRRSAA funds for Special Authority purposes are not subject to planning requirements in 23 U.S.C. 134-135 or 23 CFR Part 450 that relate to the development of STIPs and TIPs. When a metropolitan planning organization (MPO) for a transportation management area (TMA) is responsible for selecting projects for HIP-CRRSAA funding in the TMA, the selection is done in consultation with the State and any affected public transportation operator (23 U.S.C. 134(k)(4)(A)). When the State selects National Highway System (NHS) projects for HIP-CRRSAA funding in a TMA, the selection is done in cooperation with the MPO for the TMA (23 U.S.C. 134(k)(4)(B)). When the State selects projects for HIP-CRRSAA funding in any other area of the State, the selection is done in cooperation with the MPO, nonmetropolitan local officials with responsibility for transportation, or Regional Transportation Planning Organization, as applicable (23 U.S.C. 134(j)(5) and 135(g)(6)).
- 5. Treatment of Projects:** The treatment of projects requirements, under 23 U.S.C. 133(i), do not apply to HIP-CRRSAA funds if the funds are used for an activity not eligible under 23 U.S.C. 133(b).
- 6. Construction:** Construction, as defined in 23 U.S.C. 101(a)(4), completed with HIP-CRRSAA funds is subject to: (1) the maintenance requirements in 23 U.S.C. 116(b); (2) the letting of contracts requirements in 23 U.S.C. 112; and (3) the prevailing rate of wage requirements in 23 U.S.C. 113. Preventive maintenance projects funded with HIP-CRRSAA funds are construction projects because: (a) preventive maintenance is made eligible for Federal assistance under 23 U.S.C. 116(e); (b) preventive maintenance is defined to include pavement preservation programs and activities in 23 U.S.C. 116(a); and (c) the title 23 definition of construction includes preservation (23 U.S.C. 101(a)(4)(B)). Additionally, operations projects funded with HIP-CRRSAA funds are construction projects if they meet the definition of construction in 23 U.S.C. 101(a)(4).
- 7. Non-Construction:** Non-construction activities carried out with HIP-CRRSAA funds are not subject to: (1) the maintenance requirements in 23 U.S.C. 116(b), (2) the letting of contracts requirements in 23 U.S.C. 112; or (3) the prevailing rate of wage requirements in 23 U.S.C. 113. Non-construction activities include “non-construction” operations (Section III.B.8.c.), routine maintenance, personnel, including salaries of employees (including those employees who have been placed on administrative leave) or contractors, debt service payments, availability payments and coverage for other revenue losses.
- 8. Eligible Activities:** Examples of the scopes of projects that may be funded under the HIP-CRRSAA Special Authority include, but are not limited to: preventive maintenance on non-Federal-aid highways, routine maintenance on any public

road, State DOT operations costs (not otherwise Federal-aid reimbursed, such as indirect costs), State DOT personnel costs (not otherwise Federal-aid reimbursed, such as indirect costs), debt service payments for highway surface transportation facilities (not otherwise Federal-aid reimbursed), and transit operating costs for local public agencies. Specific eligible activities are listed below.

- a. Preventive Maintenance:** Preventive Maintenance is discussed in 23 U.S.C. 116(e). Consistent with 23 U.S.C. 116(e), preventive maintenance activities may also be eligible under the HIP-CRRSAA eligibility for activities eligible under 23 U.S.C. 133(b) (discussed in Section III.A.), if the activities meet the requirements discussed in Section III.A. If obligating under the 133(b) authority, as discussed in Section III.A., then obligations should be made using the applicable 23 U.S.C. 133(b) eligibility program codes (Section III.A.1.). HIP-CRRSAA funds obligated for preventive maintenance shall not participate in costs incurred prior to the date of project agreement, except as provided by 23 CFR 1.9(b). (23 CFR 630.106(b)). *Improvement Type Codes: 60-Highway Infrastructure Preventive Maintenance, 47-Bridge Preservation, or 53-Tunnel Preventive Maintenance (as applicable).*
- b. Routine Maintenance:** Routine Maintenance is described in the February 25, 2016 memo, Guidance on Highway Preservation and Maintenance (<https://www.fhwa.dot.gov/preservation/memos/160225.cfm>). Routine maintenance is the responsibility of the State under 23 U.S.C. 116(b), is not included in the 23 U.S.C. 101(a)(4) definition of construction, and is, therefore, not subject to title 23 construction requirements. Routine maintenance is an eligible use of funds under the HIP-CRRSAA Special Authority. However, if the routine maintenance activity is performed by contract, States and subrecipients are required to follow 2 CFR 200.317 and 1201.317, respectively. Routine maintenance may also be performed by State or local forces through normal operations. HIP-CRRSAA Special Authority provides for Federal participation in routine maintenance costs incurred prior to the date of project agreement. *Improvement Type Code: 61-Routine Maintenance.*
- c. Operations:** The HIP-CRRSAA Special Authority provides for direct funding of operations costs. Operations costs may include, but are not limited to, labor costs, administrative costs, costs of utilities, and rent, for the highway surface transportation operations of State DOTs or local governments. Except where otherwise authorized by statute, costs must: 1) be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the non-Federal entity, and 2) be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost (2 CFR 200.403). Therefore, it is essential that each item of cost incurred for the same purpose be treated consistently in like circumstances, either as a direct or an indirect cost, in order to avoid possible double-charging of Federal awards (2 CFR 200.412).

HIP-CRRSAA Special Authority provides for Federal participation in non-construction operations costs incurred prior to the date of project agreement. HIP-CRRSAA funds obligated for operation projects that meet the definition of construction in 23 U.S.C. 101(a)(4), shall not participate in costs incurred prior to the date of project agreement, except as provided by 23 CFR 1.9(b). (23 CFR 630.106(b)). *Improvement Type Code: 62-Operations. To facilitate proper tracking, personnel costs should be coded under the Personnel Improvement Type Code (Section III.B.8.d.).*

- d. **Personnel:** This item includes salaries of employees (including those employees who have been placed on administrative leave) or contractors. Also consult the direct / indirect discussion under Operations (Section III.B.8.c). HIP-CRRSAA Special Authority provides for Federal participation in personnel costs incurred prior to the date of project agreement. *Improvement Type Code: 27-Administration.*
- e. **Debt Service Payments:** Section 122 of title 23, U.S.C., makes bond-related costs eligible for Federal reimbursement on any Federal-aid project eligible under title 23, U.S.C. The definition of “construction” in 23 U.S.C. 101 also includes a reference to bond-related costs. The HIP-CRRSAA provides that debt service may be reimbursed notwithstanding any other provision of law. Thus, whether or not the projects financed complied with title 23 or are being reimbursed under 23 U.S.C. 122, such debt service is eligible for reimbursement for highway surface transportation projects. Use of HIP-CRRSAA funds for debt service payments for projects other than highway surface transportation projects would be inconsistent with the purpose of the appropriation, which provides funds for “Highway Infrastructure Programs.” See 31 U.S.C. 1301(a). Where a State bond issuance funds both highway surface transportation and non-highway surface transportation projects, HIP-CRRSAA funds may only participate in the debt service costs allocable to the highway surface transportation projects associated with the bond issuance. HIP-CRRSAA Special Authority provides for Federal participation in debt service payment costs incurred prior to the date of project agreement. *Improvement Type Code: 45-Debt Service.*
- f. **Availability Payments:** HIP-CRRSAA funds are available for availability payments under the HIP-CRRSAA Special Authority. For example, to the extent a State is in default on, or needs funds for availability payments related to highway surface transportation, such availability payments are eligible for reimbursement with HIP-CRRSAA funds. HIP-CRRSAA Special Authority provides for Federal participation in availability payment costs incurred prior to the date of project agreement. *Improvement Type Code: 44-Other.*
- g. **Coverage for Other Revenue Losses:** This eligibility is for costs/expenses related to highway surface transportation, beyond those specifically listed above, that cannot be met due to revenue losses. In order to use HIP-CRRSAA funds for “coverage for other revenue losses,” States, Tribal governments, Puerto Rico, or territorial governments need to demonstrate

(document) a revenue loss to seek reimbursement for the “coverage for other revenue losses” non-traditional cost objective (see similar discussion in Section III.C.2). HIP-CRRSAA Special Authority provides for Federal participation in coverage for other revenue loss costs incurred prior to the date of project agreement. Revenue losses do not include reduced collection of Federal taxes and fees, such as Federal motor fuel taxes, not directly available to the non-Federal entity as revenue. *Improvement Type Code: 44-Other.*

9. Routine Police Service and Other General Costs of Government: The cost of routine police service is not eligible for HIP-CRRSAA funding. Selected items of cost are discussed in 2 CFR 200.420 of the Cost Principles, and general costs of government are discussed in 2 CFR 200.444. Unallowable costs include costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation (2 CFR 200.444(a)(5)). Therefore, routine police services are not eligible activities with HIP-CRRSAA funds.

10. Documentation: An obligation is a definite commitment of the Federal government that creates a legal liability for payment based upon a documented and binding agreement between a Federal agency and an authorized grant recipient or other legal entity (including another Federal agency). This documentation must support that the obligation is for purposes authorized by law. Section 1501 of title 31, U.S.C., defines the documentary evidence requirements for Federal government obligations. As discussed in Section III.B.2., above, provided the State incurred a cost for the identified “Special Authority” cost objective(s) and the State demonstrates that a cost was incurred and is allocable to the identified HIP-CRRSAA cost objective(s), the cost is an allowable cost under the HIP-CRRSAA appropriation and 2 CFR 200.403. Documentation must be adequate to demonstrate that the costs incurred are eligible under the Special Authority eligibility. Additional discussion, including record retention, is provided in the Project Funds Management Guide for State Grants Update memo issued May 23, 2018 (<https://www.fhwa.dot.gov/cfo/projfundsmgt.cfm>).

C. Public Tolling Agencies and Ferry Systems that Provide a Public Transportation Benefit: A State may transfer HIP-CRRSAA funds to:

- State, multi-State, international, or local public tolling agencies that own or operate a tolled facility that is a public road, bridge, or tunnel; or
- a ferry system that provides a public transportation benefit.

Such public tolling agency or ferry system must have been in operation within their State in FY 2020.

Funds transferred in this manner may be used to cover costs related to operations, personnel, including salaries of employees (including those employees who have been placed on administrative leave) or contractors, debt service payments, availability payments, and coverage for other revenue losses of a tolled facility or ferry system.

1. **FMIS Program Codes:** HIP-CRRSAA funds transferred to public tolling agencies or a ferry system that provides a public transportation benefit should be obligated with Program Code Z971 (special eligibilities in any area of the State) or Z973 (special eligibilities in urbanized areas with a population over 200,000).
2. **Eligible Costs - Tolling Agencies and Ferry Systems:** The non-traditional cost categories noted above under the HIP-CRRSAA appropriation are statutorily eligible cost objectives authorized by Congress (see 2 CFR 200.1, defining cost objective). In order to use HIP-CRRSSAA funds for “coverage for other revenue losses of a tolled facility or ferry system,” a public tolling agency or a ferry system providing a public transportation benefit needs to demonstrate (document) a revenue loss to seek reimbursement for such non-traditional cost objective that Congress made eligible under the appropriation. However, Congress did not require that a public tolling agency or a ferry system providing a public transportation benefit demonstrate (document) a revenue loss to seek reimbursement for the other non-traditional cost objectives Congress made eligible under the appropriation. Consistent with 2 CFR 200.405, those other costs statutorily eligible for reimbursement under the HIP-CRRSAA are eligible for reimbursement whether or not the tolling agency or ferry system experienced a revenue loss. Therefore, provided the tolling agency or ferry system incurred a cost for the identified “Special Authority” cost objective(s), other than revenue losses for a tolled facility or ferry system, and the tolling agency or ferry system demonstrates that a cost was incurred and is allocable to the identified HIP-CRRSAA cost objective(s), the cost is an allowable cost under the HIP-CRRSAA appropriation and 2 CFR 200.403. Consistent with the HIP-CRRSAA provision, transfers of HIP-CRRSAA funding are limited to: (1) public tolling agencies, or (2) a ferry system that provides a public transportation benefit, for the eligible cost objectives as described in Section III.B.8., items: c. Operations, d. Personnel, e. Debt Service Payments, f. Availability Payments, and g. Coverage for Other Revenue Losses. The specified Improvement Type Codes provided in Section III.B.8. should be used in FMIS for the obligation of HIP-CRRSAA funds to be transferred to a tolling agency or ferry system.
3. **Applicability of Certain Title 23 Requirements:** The applicability of certain title 23 requirements, is provided in Section III.B. items: 3. Location of Projects, 4. Applicability of Planning Requirements, 5. Treatment of Projects, 6. Construction, 7. Non-Construction, 9. Routine Police Service and Other General Costs of Government, and 10. Documentation. Tolling agencies and ferry systems not currently subject to title 23, U.S.C., requirements should discuss the impacts of accepting HIP-CRRSAA funds with their State and FHWA Division Office, HISM-10, HCFB-31, and HOTM-1.
4. **Limitation on the Use of Revenues:** The limitations on the use of revenues in subsections (a)(3) and (c)(4) of 23 U.S.C. 129 shall not apply with respect to HIP-CRRSAA funds transferred for a tolled facility or ferry system, even if such tolled facility or ferry system is already subject to such provisions due to the use of prior Federal-aid highway funds. However, because the exception in the HIP-

CRRSAA heading is “for funds made available under this heading in this Act,” use of HIP-CRRSAA funds on a tolled facility or ferry system does not remove current limitations on the use of revenues under 23 U.S.C. 129(a)(3) and (c)(4) associated with prior use of Federal-aid highway funds.

- 5. Recommended Method to Carry Out Projects:** The recommended method to carry out projects with the public tolling agency or ferry system is through a subrecipient / subaward type grant agreement between the entity and the State.

Except for the statutes and regulations cited herein, the contents of this guidance do not have the force and effect of law and are not meant to bind the States or the public in any way. This guidance is intended only to provide information and clarity regarding existing requirements under the law or Federal agency policies.



Background

- The Unified Planning Work Program is the primary budgeting document for planning activities for the fiscal year.
- The document represents the planning activities that WAMPO will undertake during the fiscal year.
- CPG (Consolidated Planning Grant) comprises of funds made available to WAMPO from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), for transportation planning purposes as outlined in the annual UPWP (Unified Planning Work Program).

UPWP 2021 monthly reports are submitted periodically to KDOT each month. In the month of December 2020 Audit team recommended to develop a process for the submittal of UPWP monthly reports. WAMPO staff coordinated with KDOT team members and agreed to present quarterly report at TPB meeting.

Hence this update of UPWP quarterly report.

Update Item:

- No action required for this agenda item

Attachment:

- [WAMPO January 2021 tp March 2021 Quarterly UPWP report](#)

A Summary of UPWP (Unified Planning Work Program) tasks and accomplishments are presented by month, for the year 2021, based on the Task codes & Sub-Task codes identified in 2021 UPWP (Unified Planning Work Program).

Task 1: Management & Administration

Sub-Task 1.1 – Operations, Management, Clerical & Administration (CP/PS/MS)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$464,250

January 2021

- Management and monitoring staff functions
- Coordination with local jurisdictions with respect to Transportation committee tasks
- Prepared UPWP/PWP reports for submittal
- Sent reminders to WAMPO jurisdictions to submit membership dues
- Review payroll data for submission to AGH for paycheck processing
- Reconcile paycheck/insurance data
- Troubleshoot IT issues
- Coordinated revision of UPWP 2021
- Revised UPWP 2021, obtained approval from TAC
- Maintaining/updating WAMPO website

February 2021

- Management and monitoring staff functions
- Coordination with local jurisdictions with respect to Transportation committee tasks
- Prepared UPWP reports for submittal
- Sent reminders to WAMPO jurisdictions to submit membership dues
- Review payroll data for submission to AGH for paycheck processing
- Reconcile paycheck/insurance data
- Troubleshoot IT issues
- Revised UPWP 2021, obtained approval from TPB
- Maintaining/updating WAMPO website

March 2021

- Management and monitoring staff functions
- Recruitment activities for full-time employees and interns
- Reviewing draft revised TPB and TAC bylaws prior to their adoption
- Maintaining/updating WAMPO website

Sub-Task 1.2 – Budget and Financial Monitoring Systems and Preparation of 2021 UPWP (PS/CP)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$50,000

January 2021

- Prepared CPG data for reporting to KDOT
- Populate MTP December expense reports to submit to KDOT
- Paid invoices in a timely manner
- Reconciled QuickBooks and bank data
- Calculate payroll data and match with expense report
- Prepare extension contract for 2020 Audit
- Advertise GIS Analyst/Transportation planner

February 2021

- Prepared CPG data for reporting to KDOT
- Paid invoices in a timely manner
- Reconciled QuickBooks and bank data
- Calculate payroll data and match with expense report
- Report bank discrepancies to Commerce rep: Candice
- Calculate payroll data and match with expense report
- Advertise GIS Analyst/Transportation planner, and conduct interviews

March 2021

- Compiled requested documents to AGH for 2020 audit
- Reconciled bank to general ledger
- Import payroll data into accounting system and reconcile against payroll register
- Coordinate with vendors for missing 2020 invoices
- Compiled January UPWP reimbursement request
- Compiled February UPWP reimbursement request
- Final yearend balance sheet reconciliations for 2020 and adjusting journal entries
- Prepared RFP for 2021 audit
- Prepared and submitted monthly documents to City of Wichita
- Reviewed financial reports
- Updated database monitoring for vendors and grant revenues
- Advertise GIS Analyst/Transportation planner, and conduct interviews

Sub-Task 1.3 – TPB and TAC Support (CP/MS)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$40,000

January 2021

- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and distributed minutes to member jurisdictions, as well as posting on our website.
- Uploaded meeting recordings to YouTube and WAMPO website
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and KDOT for meetings and supporting technical materials

February 2021

- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and distributed minutes to member jurisdictions, as well as posting on our website.
- Uploaded meeting recordings to YouTube and WAMPO website
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and state for meetings and supporting technical materials

March 2021

- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and distributed minutes to member jurisdictions, as well as posting on our website.
- Uploaded meeting recordings to YouTube and WAMPO website

- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and state for meetings and supporting technical materials

Sub-Task 1.4 – Professional Development, Education & Training (CP/All)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$37,000

January 2021

- Attended TRB (Transportation Research board) meetings and Webinars

February 2021

- National Performance Management Research Data Set webinar

March 2021

- Webinar on using ACS data in ArcGIS
- Webinar on Census urban area criteria

Task 2: Long-Range Planning

Sub-Task 2.1 – Overall Development of the MTP (CP/NF)

Lead Agency: WAMPO with Stakeholder Partnerships

Timeframe: On-going

Budgeted Amount: \$135,000

January 2021

- Develop MTP 2050 Work that is due in June 2025
- Ongoing Committees work for the long range plan development
- Coordinate meetings of Active Transportation Committee, Safety & Health Committee meeting, and Freight plan development with TranSystems

February 2021

- Develop MTP 2050 Work that is due in June 2025
- Ongoing Committees work for the long range plan development
- Coordinate meetings of Active Transportation Committee, Safety & Health Committee meeting, and Freight plan development with TranSystems

March 2021

- Develop MTP 2050 Work that is due in June 2025
- Ongoing Committees work for the long range plan development
- Coordinate meetings of Active Transportation Committee for Tuesday March 2. Compiled Active Transportation plans from local jurisdictions within WAMPO area

Task 3: Multimodal Planning

Sub-Task 3.1 – Bicycle & Pedestrian Planning (MS/CP)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$25,000

January 2021

- N/A (No Activity in this subtask, in this month)

February 2021

- N/A (No Activity in this subtask, in this month)

March 2021

- N/A (No Activity in this subtask, in this month)

Sub-Task 3.2 – Transit and Paratransit Planning (MS/Wichita Transit/CP)

Lead Agency: WAMPO & Wichita Transit

Timeframe: On-going

Budgeted Amount: \$14,000

January 2021

- Coordinated with Wichita Transit on preparations for the upcoming 5310 call for projects and needed application revisions.
- Corresponded with Wichita Transit regarding the administrative funding numbers.
- Wichita Transit staff will continue to participate in annual ongoing planning activities (short-range planning, grant development, maintenance planning and reporting and other activities)
- Continued 5310 sub recipient oversight
- Editing paratransit section of the WAMPO website
- Assist various member jurisdictions with answers to 5310 applications
- Continued Discussions selection process for the 5310 applications
- Assisted various member jurisdictions with answers to 5310 applications
- Staff worked on contacting selection committee members, for evaluating 5310 applications

February 2021

- Coordinated with Wichita Transit on preparations for the 5310 projects and needed application revisions.
- Corresponded with Wichita Transit regarding the administrative funding numbers.
- Wichita Transit staff will continue to participate in annual ongoing planning activities (short-range planning, grant development, maintenance planning and reporting and other activities)
- Staff worked with selection committee members & Wichita Transit, for evaluating 5310 applications

March 2021

- Coordinated with Wichita Transit on preparations for the upcoming 5310 call for projects and needed application revisions.
- Staff assisted Wichita Transit, in evaluating 5310 applications

Task 4: Community Engagement

Sub-Task 4.1 – Public Participation (MS, CP)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$40,000

January 2021

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Mass Communications for this month included:
 - TIP Amendment
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Mass Communications for this month included:
 - January TPB Meeting Notice (01/5/21)
 - TPB Reminder Note (01/12/21)
- Mass Communications for this month included:
 - January TAC Meeting Notice (01/25/21)
 - TAC Reminder Note (01/18/21)

February 2021

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Mass Communications for this month included:
 - TIP Amendment

- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Mass Communications for this month included:
 - February TPB Meeting Notice (02/9/21)
 - TPB Reminder Note (02/2/21)
- Mass Communications for this month included:
 - February TAC Meeting Notice (02/22/21)
 - TAC Reminder Note (02/15/21)

March 2021

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Mass Communications for this month included:
 - March TPB Meeting Notice (03/9/21)
 - TPB Reminder Note (03/2/21)
- Mass Communications for this month included:
 - March TAC Meeting Notice (03/22/21)
 - TAC Reminder Note (03/15/21)
 -

Sub-Task 4.2 – Inter Agency Coordination (MS, CP)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$30,000

January 2021

- Coordinate with Wichita Transit on 5310 applications

February 2021

- Coordinate with Wichita Transit on 5310 applications

March 2021

- Coordinate with Wichita Transit on 5310 applications

Task 5: Short Range Programming

Sub-Task 5.1- Suballocated Management Program Management (CP, NF)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$10,000

January 2021

- Completed monthly suballocated funding balance reports
- Computed year end balance
- Prepared suballocated funding management procedures for TAC meeting
- Prepared Transportation Alternatives Annual Report

February 2021

- Completed monthly suballocated funding balance reports
- Computed year end balance
- Document prepared for suballocated funding management, for the TAC meeting
- Year-end balance of funds were determined in coordination with KDOT team members

March 2021

- Completed monthly suballocated funding balance reports
- Computed year end balance

Sub-Task 5.2 – Transportation Improvement Program Management (CP, NF)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$44,000

January 2021

- Current TIP: 2021 - 2024
 - 2021 – 2024 TIP Amendment #2: Opened Amendment for Public Comment, developed meeting materials and presented Amendment to the TAC.
 - Developed a new TIP Amendment summary for public comment posting and meetings
 - 2021 – 2024 TIP Amendment #2: Discussed need for Amendment with KDOT and FHWA, reviewed project information and entered into Project Tracker
 - Administrative adjustments
- Developed new database tool for tracking MTP and TIP projects
- Prepared Annual List of Obligated Projects

February 2021

- Current TIP: 2021 - 2024
 - 2021 – 2024 TIP Amendment #2: Developed meeting materials and presented Amendment to the TPB, submitted approved Amendment to KDOT for STIP insertion
 - Administrative adjustments
- Summarizing information on MTP and TIP projects for presentation to TPB
- Developed new database tool for tracking MTP and TIP projects

March 2021

- Current TIP: 2021 - 2024
 - 2021 – 2024 TIP Amendment #3: Discussed need for Amendment with KDOT, reviewed project information and entered into Project Tracker
 - Administrative adjustments
- Preparing materials for TAC meeting
- Summarizing information on MTP and TIP projects for presentation to TPB
- Developed new database tool for tracking MTP and TIP projects

Task 6: Transportation Data and Modeling**Sub-Task 6.1 – Performance Measures (CP/NF)**

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$64,500

January 2021

- Staff reviewed data needs for technical reports.
- Ongoing data review and update for MTP needs

February 2021

- Staff reviewed data needs for technical reports.
- Ongoing data review and update for MTP needs

March 2021

- No activity for this month in this subtask

Sub-Task 6.2 – Travel Demand Model (CP/NF)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$70,000

January 2021

- Conference call with TDM consultant

- Sorted out issue with TDM invoices
- Reviewed Travel Demand Model/User's Guide/Documentation

February 2021

- Conference call with TDM consultant
- Sorted out issue with TDM invoices

March 2021

- Conference call with TDM consultant

Sub-Task 6.3 – Transportation Data (CP/NF)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$100,000

January 2021

- Researched data analysis techniques
- Data preparation for TPB meeting
- Developed new database tool for tracking MTP and TIP projects
- Staff
- ArcGIS Pro development
- Biweekly meetings on GIS data & safety data research

February 2021

- Population data for member jurisdictions reviewed
- Researched data analysis techniques
- Summarizing information on MTP and TIP projects for presentation to TPB
- Developed new database tool for tracking MTP and TIP projects
- ArcGIS Pro development
- Biweekly meetings on GIS data & safety data research

March 2021

- Developed new database tool for tracking MTP and TIP projects
- Addresses data requests

Sub-Task 6.4 – Transportation Systems Management and Operations (CP/NF)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$30,000

January 2021

- N/A (No Activity in this subtask, in this month)

February 2021

- N/A (No Activity in this subtask, in this month)

March 2021

- N/A (No Activity in this subtask, in this month)



Agenda Item 3
Public Comment Opportunity
Commissioner David Dennis, TPB Chair

The Public Comment Opportunity is an open forum for the public to provide comments about specific items on this month's agenda, as well as any other issues directly pertaining to WAMPO's policies, programs, or documents.

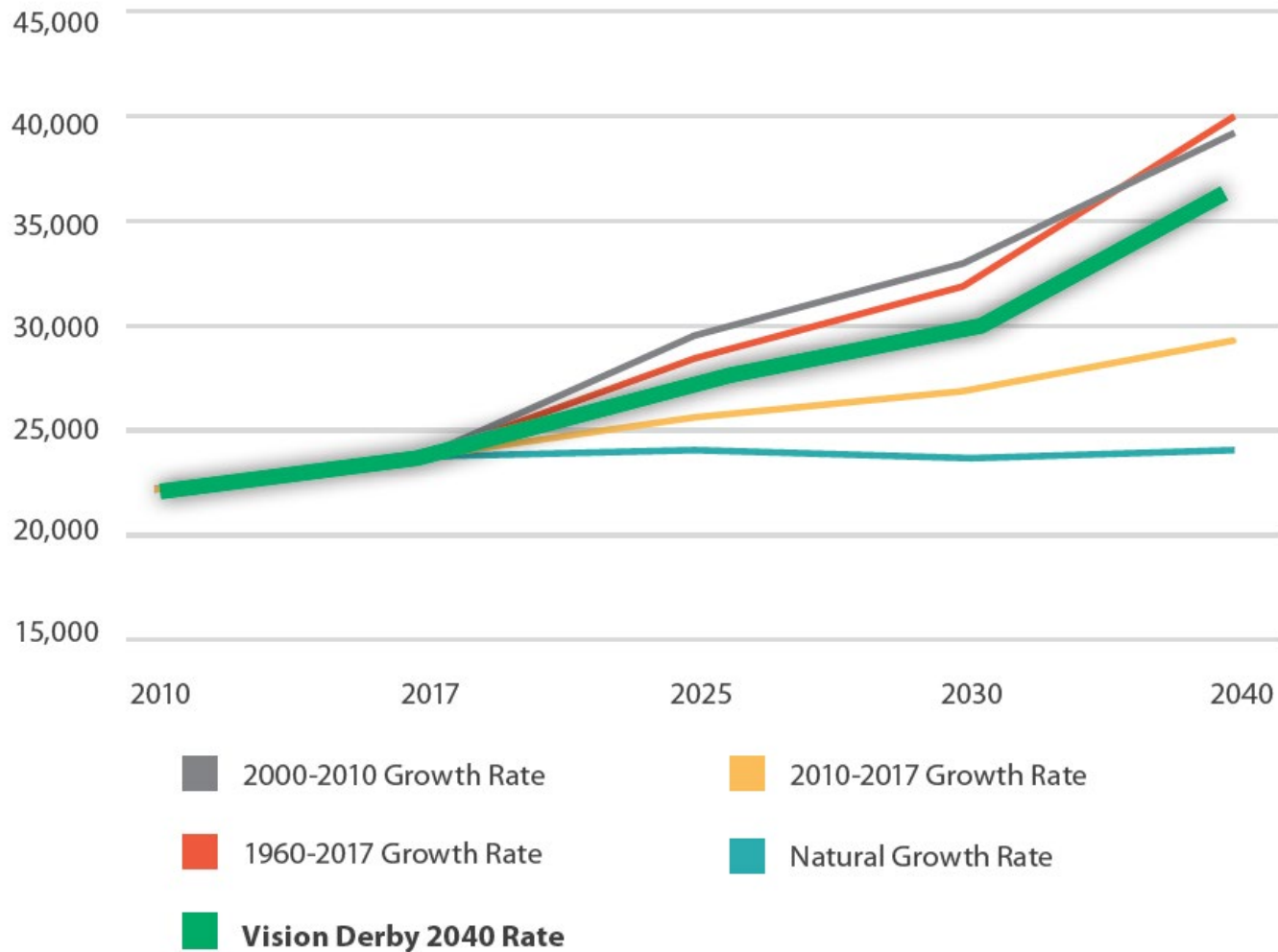
Comments are limited to two (2) minutes per individual.



Connecting with the Region

Growth Patterns

Population Projection



Housing Occupancy and Affordability



TOTAL UNITS



OWNER-OCCUPIED

59% Kansas
56% USA



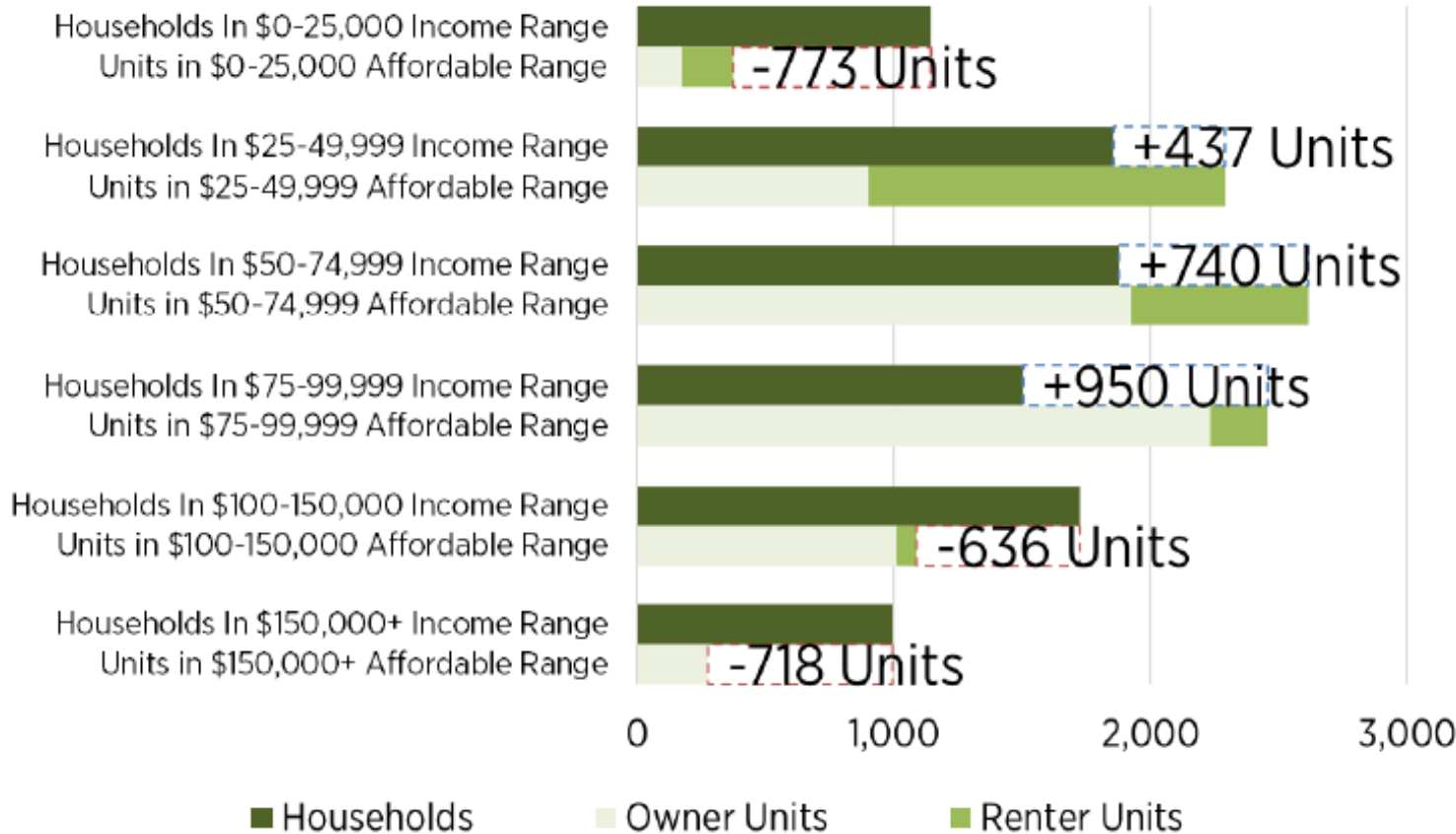
RENTER-OCCUPIED

30% Kansas
32% USA



VACANT

11% Kansas
12% USA

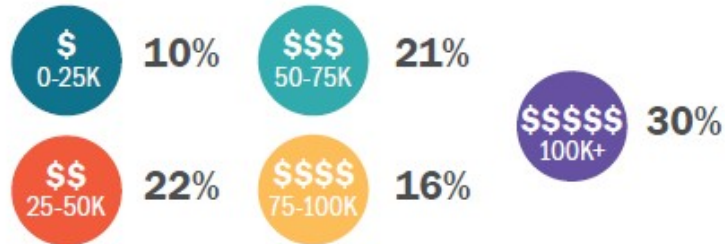


Income and Employment

MEDIAN HOUSEHOLD INCOME

\$70,678 Derby
\$53,953 Wichita Metro
\$55,447 Kansas
\$57,652 USA

DERBY ANNUAL HOUSEHOLD INCOME RANGE



TOP EMPLOYMENT FIELD OF DERBYITES

-  **Manufacturing**
2,624 people
-  **Educational Services**
1,499 people
-  **Health Care/Social Assistance**
1,603 people
-  **Retail Trade**
1,220 people

POPULATION 16+ IN THE CIVILIAN LABOR WORKFORCE

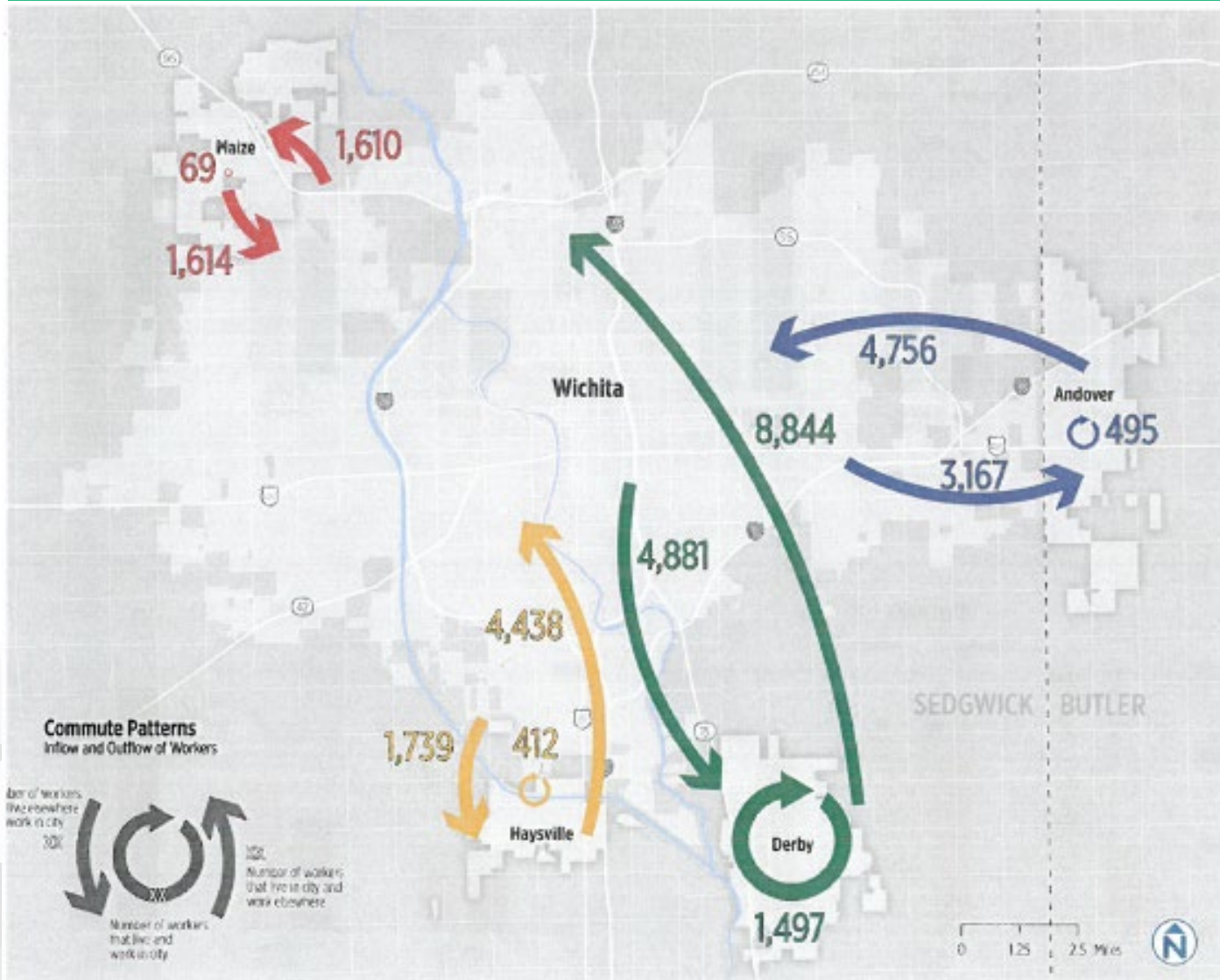
69.7%

TOTAL WORKFORCE ESRI 2018

12,102

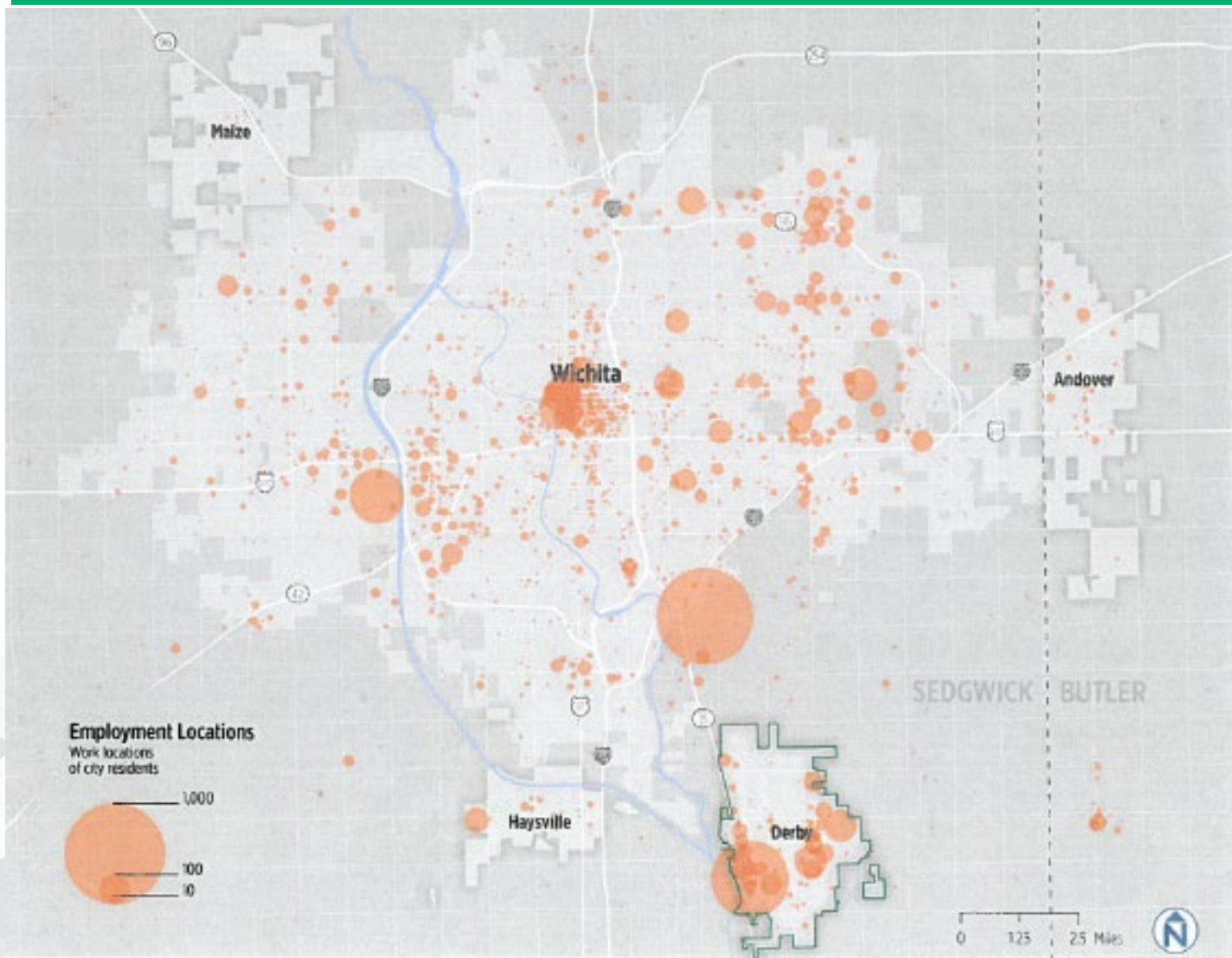
Source: U.S. Census Bureau; American Community Survey

Commuting Patterns



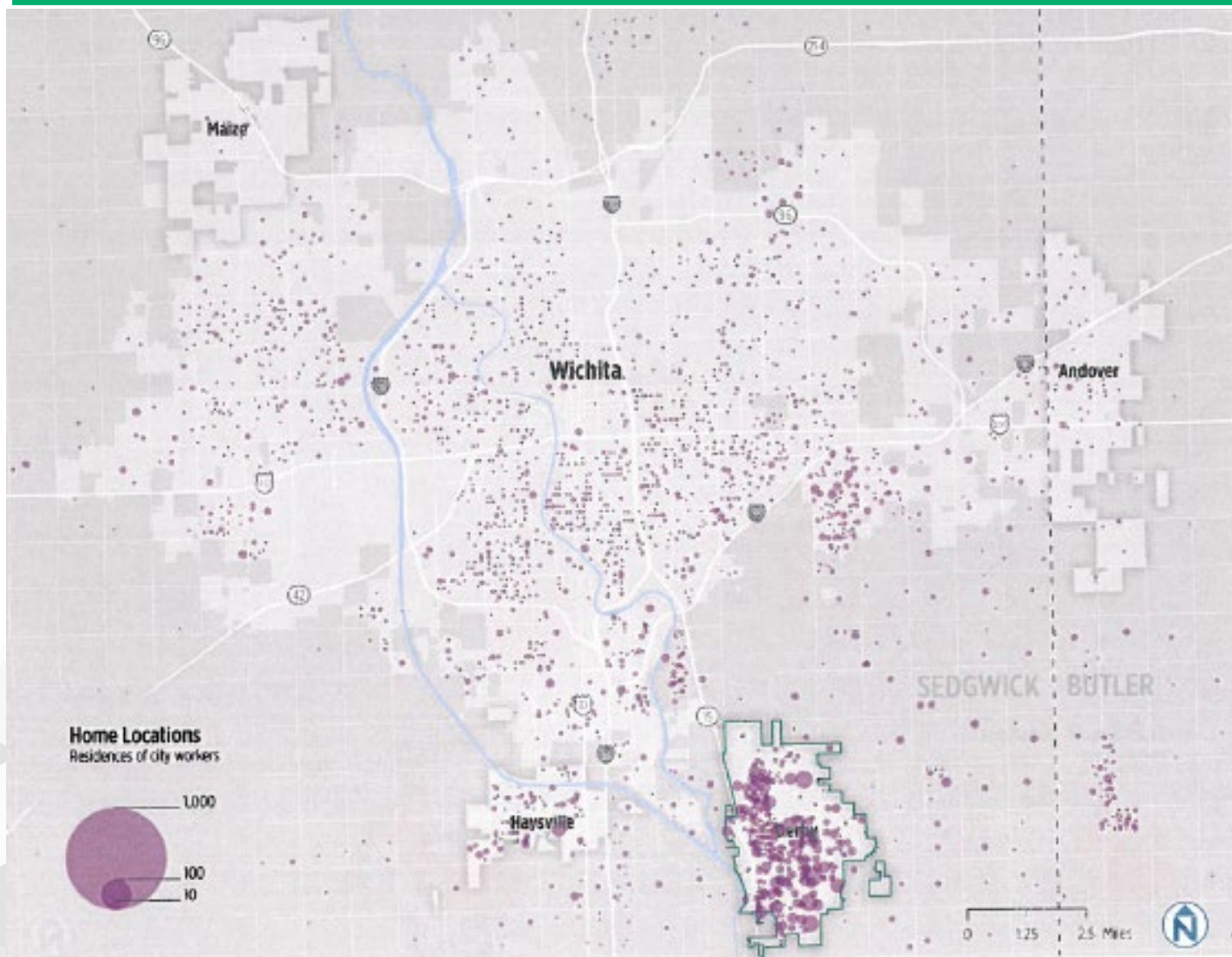
SOURCE: 2015 Longitudinal Employer-Household Dynamics (LEHD)

Commute Destinations



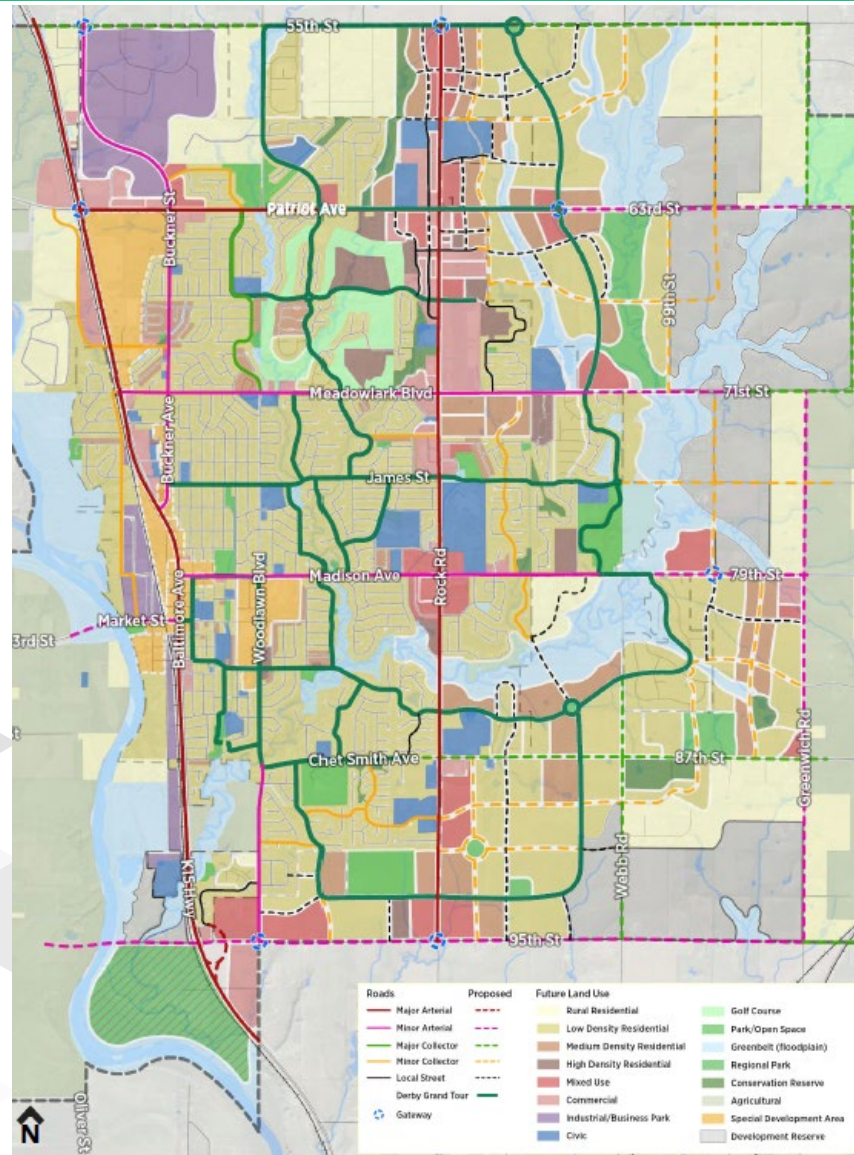
SOURCE: 2015 Longitudinal Employer-Household Dynamics (LEHD)

Commute Origins



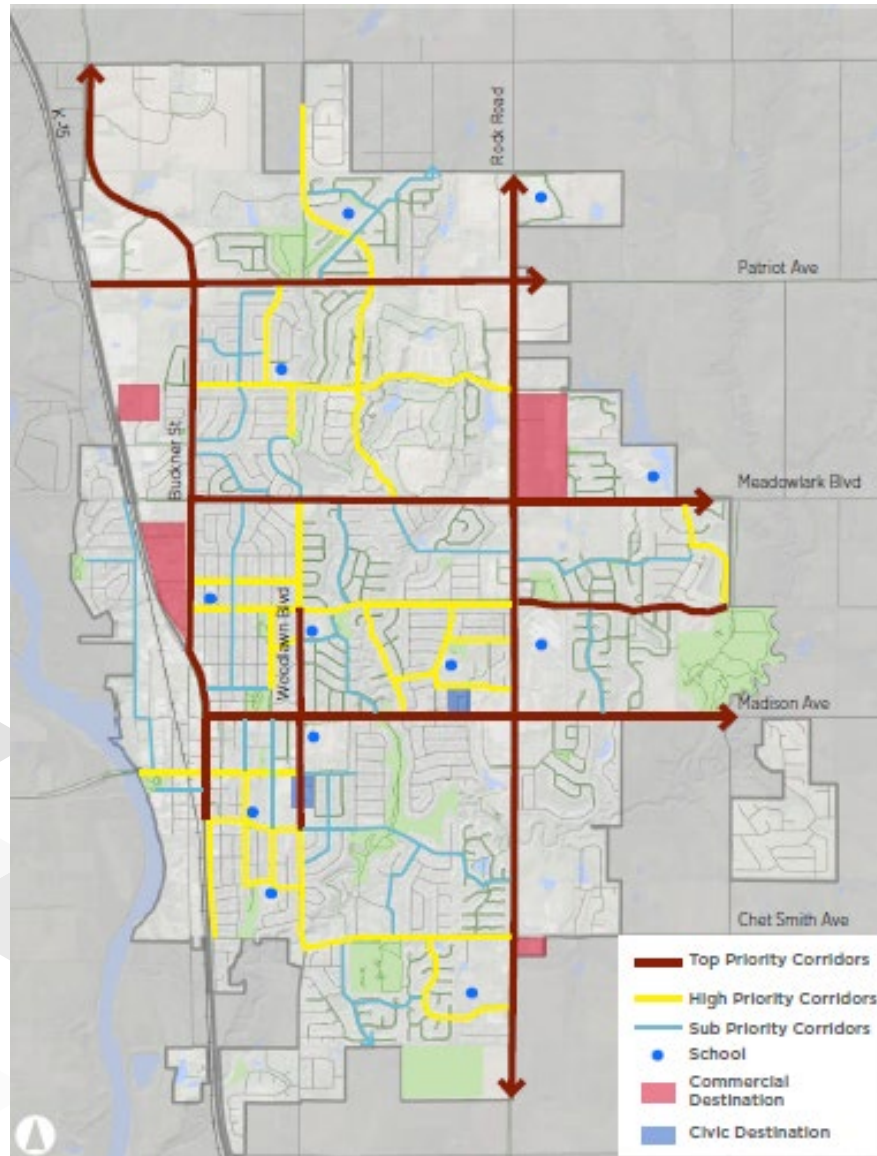
SOURCE: 2015 Longitudinal Employer-Household Dynamics (LEHD)

Planned Growth

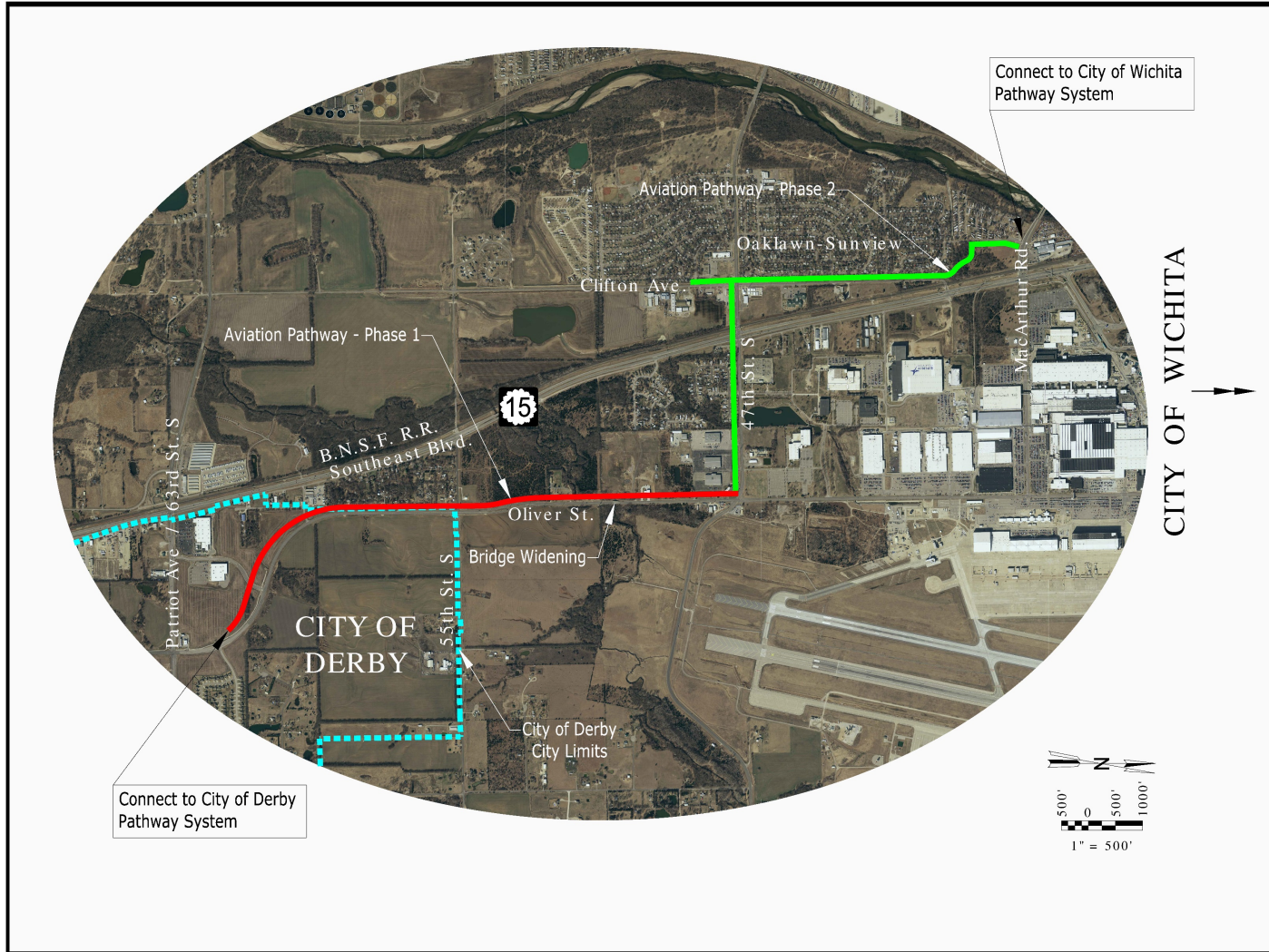


Transportation Connections

Walkable Development Plan



Aviation Pathway



Mulvane Pathway



WICHWay ITS

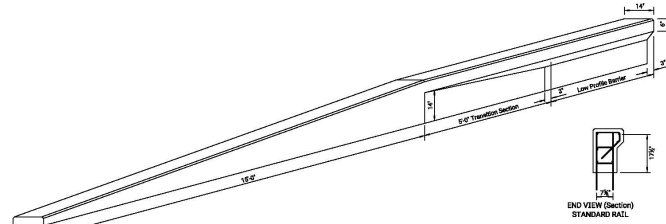
K-15 at 47th Street - North



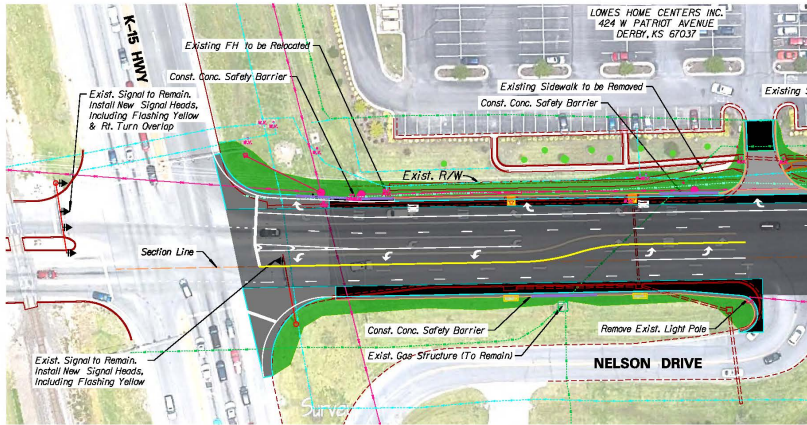
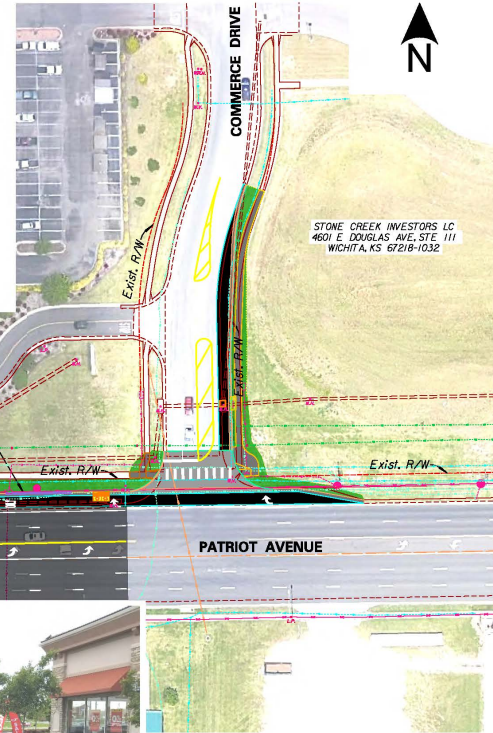
Patriot and K-15 Turn Lane

LEGEND

- EXISTING POWER POLE
- TRAFFIC SIGNAL (EXISTING)
- NEW TRAFFIC SIGNAL HEAD
- CONCRETE SAFETY BARRIER
- NEW INLET



PERMANENT CONCRETE SAFETY BARRIER (LOW PROFILE)



Concrete Safety Barrier Example

ULTIMATE CONCEPT
with Concrete Safety Barrier



Nelson Drive Realignment



Rock Road – 55th Street to Freedom



Derby Grand Tour



Patriot Parkway

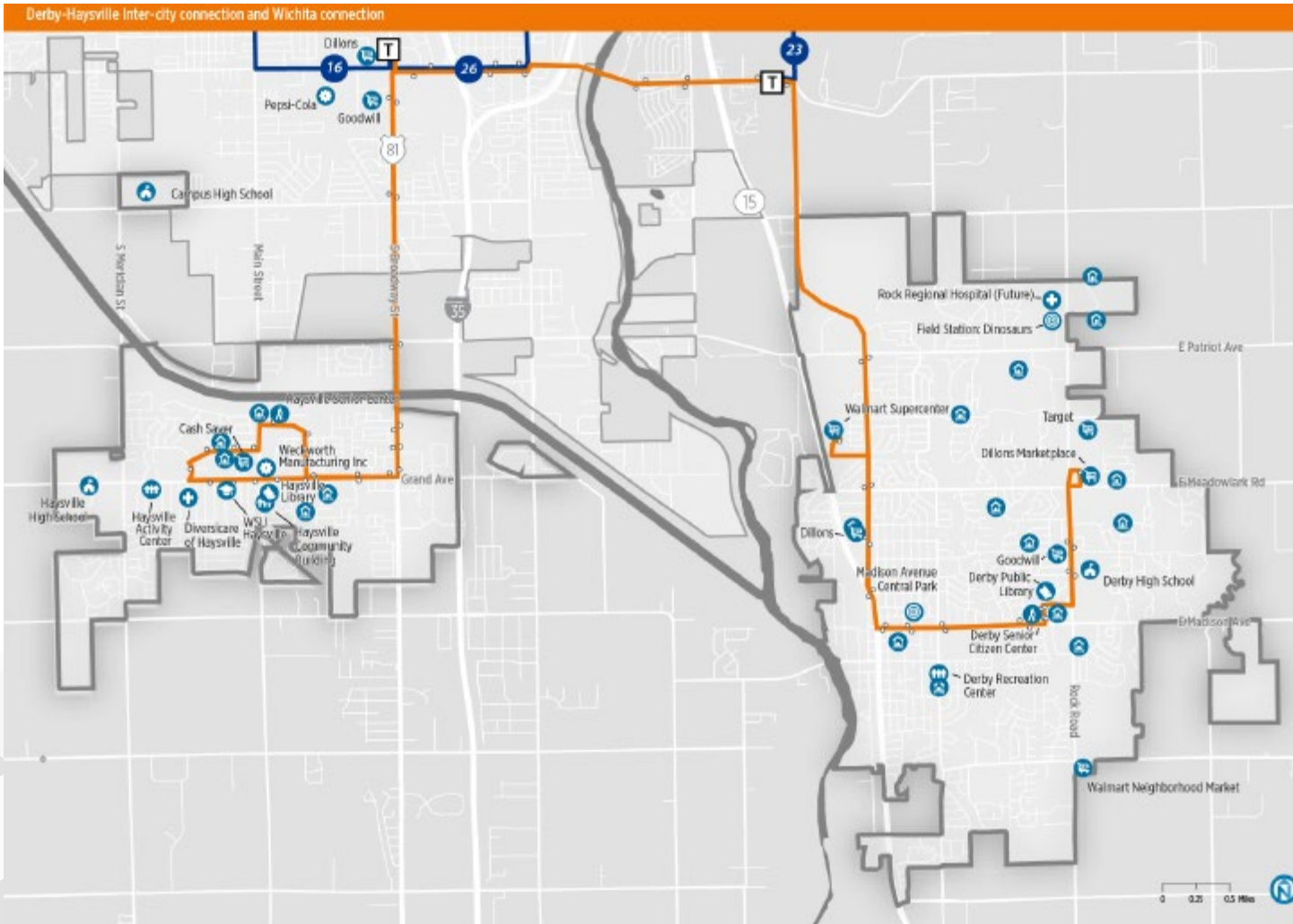


- 1 Replace the continuous left turn lane from K-15 to Rock Road with a parkway median.
- 2 Add left turn pockets where necessary.

- 3 Remove continuous auxiliary lanes and replace with right turn pockets where necessary.
- 4 Patriotic public art walk.



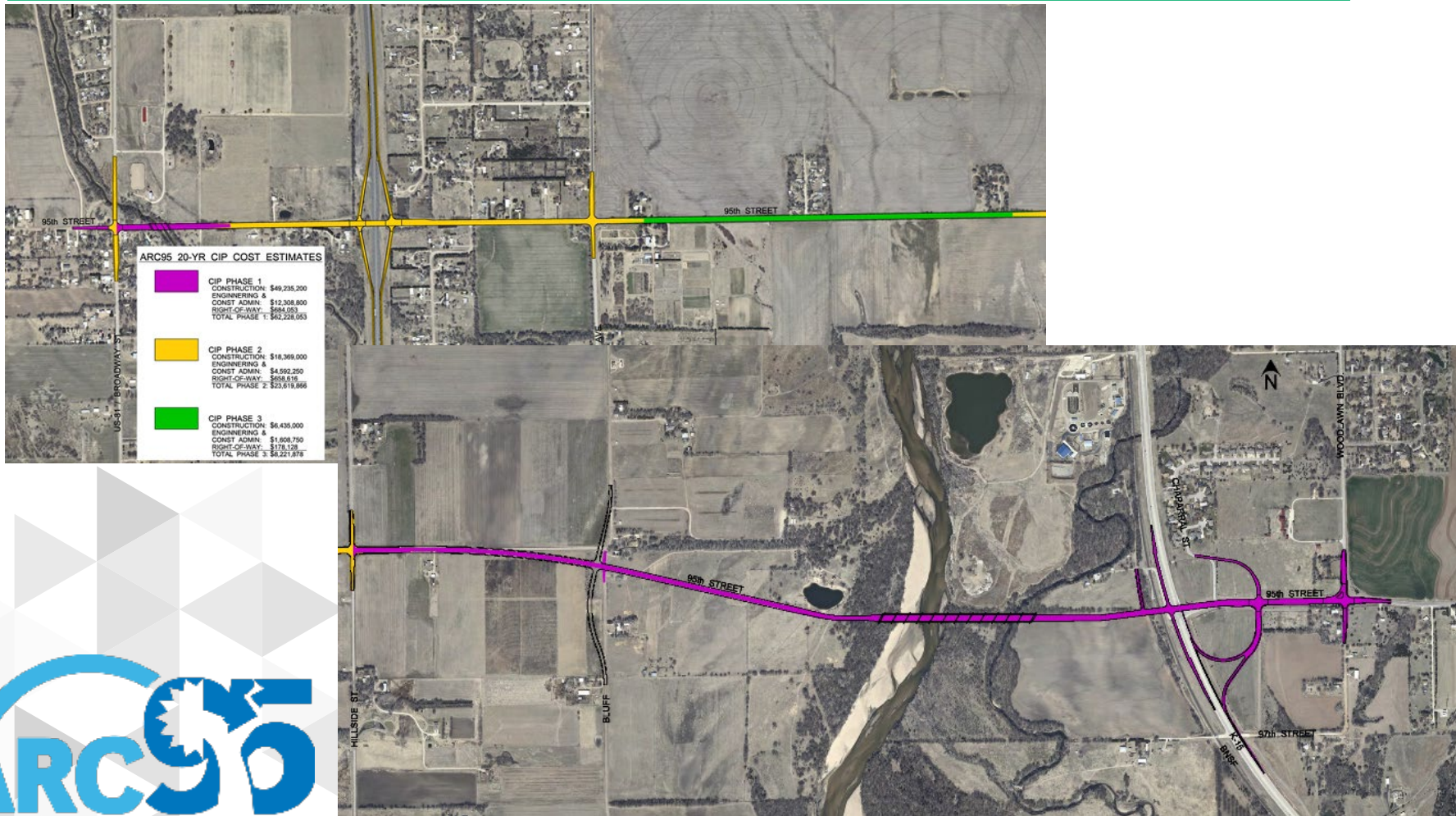
Transit Connections



Quiet Zone



ARC 95



Crossing at Arkansas River and K-15



ARC 95 Project Benefits

- Enhance safety and emergency response
- Improve traffic flow
- Mitigate future congestion
- Enhance freight movement
- Improve multimodal access
- Accelerate economic development
- Provide grade separated crossing of BNSF



ARC 95 Project Costs

Phase 1 - \$62 million (Hillside to Woodlawn)

- \$700,000 right-of-way
- \$12.3 million design
- \$49 million construction

Phase 2 - \$24 million (includes \$7.5 million for KTA interchange)

Phase 3 - \$8 million (Hydraulic to Hillside)



ARC 95 Regional Partners



Coming together to plan for future improvements to the 95th Street corridor.



*Sedgwick County...
working for you*





Agenda Item 4B: Update Status of Audit

Allen, Gibbs & Houlik, L.C. & WAMPO Staff

Background

1. 2020 Audit work started early part of this year 2021.
2. WAMPO is requesting proposals from qualified consultants to:
Provide services for fiscal years ending December 31, 2021, December 31, 2022 and December 31, 2023.

Status Update:

1. WAMPO staff are working to prepare for the field visit scheduled by Auditors team "Allen, Gibbs & Houlik, L.C." during the week of April 12 through 16. During this field visit, Auditors team will meet with WAMPO staff and review financial reports that are compiled by staff. Following these tasks in April, TPB should have a report on 2020 audit.
2. Staff is expecting to receive proposals by April 30, 2021. We would like you to send this RFP attached to qualified consultants. Please let the staff know if you would like to be on the Selection Committee to choose a consultant. Staff would like to improve past findings, and achieve a best product through future audit work tasks.

Attachment:

- [RFP for 2021 – 2023 Audit](#)

Request for Proposals

Financial & Single Audit Services



Agency Overview

The Wichita Area Metropolitan Planning Organization (WAMPO) serves as the Metropolitan Planning Organization (MPO) and the Transportation Management Area (TMA) for the greater Wichita metropolitan area. WAMPO is responsible, in cooperation with the Kansas Department of Transportation (KDOT) and Wichita Transit, for carrying out the metropolitan transportation planning process. WAMPO facilitates regional discussions for transportation improvements for the twenty-two individual jurisdictions and three counties that comprise the WAMPO region.

Background

WAMPO is the Metropolitan Planning Organizations (MPO) for the Wichita metropolitan region. MPOs are federally required regional policy bodies in urbanized areas with populations over 50,000. MPOs recognize the critical links between transportation and other societal goals such as economic health, air quality, social equity, environmental resource consumption, and overall quality of life. Locally, the Wichita Area Metropolitan Planning Organization (WAMPO) is responsible, in cooperation with the KDOT and Wichita Transit, for carrying out the metropolitan transportation planning process.

The U.S. Department of Transportation has been assigned as the cognizant agency in accordance with the provisions of the Single Audit Amendments and U.S. Office of Management and Budget OMB Circular A-133, Audits of States and Local Governments and Non-Profit Organizations.

Scope of Services

WAMPO is requesting proposals from qualified consultants to:

- Provide services for fiscal years ending December 31, 2021, December 31, 2022 and December 31, 2023.
- For each fiscal year, perform a single audit to be conducted in accordance with Audits of State and Local Governments and Non-Profit Organizations (OMB Circular A-133) and any supplemental directives with reports provided accordingly. The audit must be conducted simultaneously to the audit of the organization's financial statements.
- The auditor shall issue a report on internal control over financial reporting and on compliance and other matters, based on the audit of the financial statements in accordance with Government Auditing Standards.
- The auditor will assist in complying with reporting requirements considered and/or mandated by GASB and will be called upon to assist with planning and implementation of new GASB Statements. The assistance may include training on new reporting requirements or new auditing standards.
- The proposal should outline other value added services that will be available to WAMPO at nominal or no additional cost, such as training, newsletters or other information that is relevant to WAMPO's operations.
- All working papers and reports must be retained, at the auditor's expense in accordance with the prevailing audit standards. The auditor will be required to make working papers available upon request to WAMPO or its designees.
- Additionally, the audit firm will be required to respond to reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance, consistent with prevailing Statements on Auditing Standards.
- In addition to the audit services, WAMPO may require the auditors to be available for consultation on various financial issues or special audits throughout the year that are outside the scope of the annual audit.

Request for Proposals

Financial & Single Audit Services



Assistance to Be Provided to the Auditor

1. WAMPO staff will be available during the audit to assist the firm by providing information and documentation as needed.
2. WAMPO staff will make arrangements with the Sedgwick County Information Technology staff to assist the auditors with access to the required WAMPO related financial data and information. Access will be provided Monday through Friday during normal business hours and as time allows for Sedgwick County.
3. WAMPO shall provide a reasonable work space, a telephone and access to a photocopying and fax machine. Excessive long distance phone and fax costs will be at the auditor's expense.

Proposal Content

In responding to this request, please provide the following information. (Not including all of the information requested may be grounds for disqualification of the responder's proposal.)

- 1) A detailed list of task and subtasks you expect to complete.
- 2) A proposed timeline in order to complete each audit.
- 3) The principal individual who will be responsible for the work, and others who you anticipate will play significant roles. A resume for each should be submitted.
- 4) Your commitment to provide the personnel necessary to perform the functions required.
- 5) A description of prior auditing experience including the names, addresses, contact persons, and telephone numbers of prior organizations audited. Experience should include the following categories:
 - a. Prior experience auditing an agency like WAMPO.
 - b. Prior experience auditing similar programs funded by the State of Kansas and Federal government.
 - c. Prior experience in providing financial and single audit services to organizations in the government or nonprofit sector, as well as associations of a comparable size to WAMPO.
- 6) A minimum of four references is requested. Please include the following for each reference: organization, contact name, title, phone number, email address, and scope of services provided. Also include the names of the assigned partner and manager.
- 7) Describe any relationships which may jeopardize your objectivity or independence with respect to WAMPO.
- 8) Your firm's audit approach, including review of internal controls over financial reporting and internal controls over compliance. Include hours, according to staff level, for each phase of the engagement. Include your proposed schedule to complete each phase of the engagement.
- 9) The key personnel who will be assigned to this engagement, including experience on similar engagements, educational background, and relevant CPA experience for the past three years.
- 10) The communication process used by the firm to discuss issues with management and the audit committee.
- 11) Your fee proposal, which includes:
 - a. An estimate of costs for each audit, including a description of how the price was determined, hourly rate, an estimated number of hours by staff level, any expenses you seek reimbursement. The fee for each audit presented must be all inclusive.
 - b. For additional work, such as consultation on financial matters and special audits, set forth the hourly rate and any expenses for which you seek reimbursement.
 - c. Any requirements regarding payment of services.

Request for Proposals

Financial & Single Audit Services



- 12) A copy of your firm's most recent peer review letter, related letter of comments, and the firm's response to the letter of comments.
- 13) Review, complete, and submit the completed versions of the following RFP Attachments with the proposal:
 - RFP Attachment 1 (KANSAS DEPARTMENT OF TRANSPORTATION SPECIAL ATTACHMENT).
 - RFP Attachment 2 (CONTRACTUAL PROVISIONS ATTACHMENT).
 - RFP Attachment 3 (KDOT TRAVEL POLICY)

Submission of Proposals

Submit one (1) original and two (2) copies of the sealed proposal, and a copy of the proposal saved on a USB flash drive or CD as a pdf document, mailed to the address below. All copies of the proposals must include all required attachments. Proposals must be received no later than **April 30, 2021**.

Chad Parasa, Director
Wichita Area Metropolitan Planning Organization
271 W. 3rd St., Suite 208
Wichita, KS 67202

On the outside of the envelope please include "Proposal to Provide Financial Audit Services" and the firm's name. WAMPO reserves the right to refuse proposals not providing the information requested or by the time requested within this proposal.

Proposal Evaluation and Selection Process

Financial & Single Audit proposals will be evaluated by a Screening and Selection Committee. At the discretion of the Screening and Selection Committee, selected accountants/accounting firms submitting the top ranked proposals based from the evaluation criteria may be requested to make oral presentations as part of the evaluation process.

All proposals, including supporting documentation, shall become the property of WAMPO. The Consultant Screening and Selection Committee and WAMPO reserve the right to reject any and all proposals. During the evaluation process, WAMPO may request additional information or clarification from proposers or allow corrections on omissions.

The Consultant Screening and Selection Committee will make recommendations regarding the selection to the WAMPO Transportation Policy Body (TPB) and request authorization to enter into a contract with the approved firm.

Evaluation Criteria

Proposals will be evaluated based on the following criteria.

1. Mandatory elements: (0 points)
 - a. The audit firm is independent and licensed to practice in the State of Kansas.
 - b. The firm has no conflict of interest with regard to any other work performed by the firm for the City of Wichita.
 - c. The firm submits a copy of its most recent peer review report and the previous peer review if the most recent review is not an unqualified pass rating.
 - d. The proposal submitted adheres to the guidelines presented in this RFP.
 - e. The firm's compliance with equal opportunity and non-discrimination programs outlined in Exhibit A.

Request for Proposals

Financial & Single Audit Services

2. Knowledge and understanding of the scope of services: Demonstrated understanding of the RFP objectives and work requirements and methods and work plans to meet the RFP objectives. (25 points)
3. Management approach and staffing plan: Qualifications of project staff, particularly the project manager, as well as the key personnel's involvement in performing and reviewing the required work. Experience and education focused on government accounting and auditing will be considered. (25 points)
4. Qualifications of the firm: Technical experience in performing work for engagements of similar services, record of completing work on schedule, strength and stability of the firm and proposed subcontractors. The response from references will be considered. (25 points)
5. Staff capacity: Capacity and ability to provide quality personnel in a workable timeframe that can meet the needs of the City. (25 points)
6. Overall: Demonstration of compliance with non-discrimination Equal Employment opportunity/Affirmative Action Program requirements (Exhibit A), organization of proposal, the ability of the firm to respond to the Committee's questions and the overall impression of the firm. (10 points.)
7. Fees and expenses are a consideration however, cost is not the single determining factor in the selection of the audit firm.

The final decision is not necessarily tied to the highest score or lowest cost. Both the Consultant Screening and Selection Committee and WAMPO TPB reserve the right to make a determination based of what is in the best interest of the agency.

Notification of Award

It is expected that a decision selecting the successful audit firm will be made by May 28, 2021. Upon conclusion of final negotiations with the successful audit firm, all agencies that submitted a proposal in response to this Request for Proposal will be informed in writing, of the name of the successful audit firm.

Tentative Schedule

Note: The following schedule is tentative and subject to change.

Deadline to submit RFP: April 30, 2021

Selection Committee Meetings: May 18 – May 28, 2021

Consultant Contract Approval: June 16, 2021

Use of Disadvantaged Business Enterprise (DBE) Firms

WAMPO is required by the Kansas Department of Transportation (KDOT) to follow the KDOT DBE review process for all procurement processes, as per the KDOT MPO DBE Program Guidance effective June 2011. WAMPO encourages the use of Disadvantaged Business Enterprise (DBE) firms in this project. The KDOT Office of Civil Rights set no DBE Participation Goal for this project.

Disclaimer

WAMPO reserves the right to retail all proposals or any ideas submitted in a proposal. Submission of a proposal indicates acceptance by the vendor of the conditions contained in the RFP and an agreement to enter into a contract. Receipt of the RFP by a consultant or submission of a proposal by a consultant confers no rights upon the consultant nor obligates WAMPO in any manner. WAMPO reserves the right to make an award based on the greatest benefit to WAMPO and not necessarily the lowest price. Firms submitting proposals are to absorb all costs in preparation and presentation of

Request for Proposals

Financial & Single Audit Services



their proposals. WAMPO will not be liable for any costs incurred by consultants in the preparation and delivery of their responses to the RFP, nor for any subsequent discussions and/or product demonstrations. WAMPO will not be liable for any costs incurred by consultants while becoming familiar with the particulars stated in this RFP. All proposals, including supporting documentation, shall become the property of WAMPO. WAMPO reserves the right to negotiate separately with any proposer after the opening of the RFP when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiation will not constitute acceptance, rejection, or a counter offer on the part of WAMPO.

Terms of Contract

The services will be procured through a not-to-exceed contract between WAMPO and the selected consultant if and when the desired services become necessary. The estimated date for entering into the contract is June 16, 2021. Contract negotiation will be expedited. During the contract negotiation process, the consultant will be required to provide the following:

- 1) Detailed break out of its payroll charges and general overhead rate items; and
- 2) Documentation that the proposed rates have been approved by a federal government agency or a cognizant state agency for use in a federally funded project.

The contract will be subject to cancellation by WAMPO upon thirty (30) days written notice.

Payments

The selected consultant will submit invoices for work completed to WAMPO. Payments shall be made to the consultant by WAMPO on a monthly basis after all agreed-to services have been completed to the satisfaction of WAMPO.

Federal and State Funds

The services requested within this RFP will be partially funded with funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). As such, the services requested by this RFP will be subject to federal and state requirements and regulations. The services performed under any resulting agreement shall comply with all applicable federal, state, and local laws and regulations. In addition, this contract will be subject to the requirements of 49 CFR 18 and KDOT's DBE Program requirements. Cost eligibility/requirement will be subject to 48 CFR 31.2.

Questions

Questions regarding the RFP should be submitted in writing or by electronic mail. Questions and answers will be included as amendments to the RFP if deemed relevant and/or important. Any amendments or significant responses will be posted the WAMPO website. Telephone inquiries will not be accepted. Questions should be addressed to:

Patricia Sykes
Financial Analyst
271 W. 3rd Street, Suite 208
Wichita, Kansas 67202
patricia.sykes@wampo.org

KANSAS DEPARTMENT OF TRANSPORTATION

Special Attachment
To Contracts or Agreements Entered Into
By the Secretary of Transportation of the State of Kansas

PREAMBLE

The Secretary of Transportation for the State of Kansas, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d to 2000d-4) and other nondiscrimination requirements and the Regulations, hereby notifies all contracting parties that it will affirmatively ensure that this contract will be implemented without discrimination on the grounds of race, color, national origin, sex, age, disability, income-level or Limited English Proficiency (“LEP”).

CLARIFICATION

Where the term “contractor” appears in the following “Nondiscrimination Clauses”, the term “contractor” is understood to include all parties to contracts or agreements with the Secretary of Transportation, Kansas Department of Transportation. This Special Attachment shall govern should this Special Attachment conflict with provisions of the Document to which it is attached.

ASSURANCE APPENDIX A

During the performance of this contract, the contractor, 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 its Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration (FHWA), the Federal Transit Administration (“FTA”) or the Federal Aviation Administration (“FAA”) as they may be amended from time to time which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** 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 Subcontractors, Including Procurements of Material 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 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 FHWA, Federal Transit Administration (“FTA”), or Federal Aviation Administration (“FAA”) 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 FHWA, FTA, or FAA as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor’s noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA, FTA, or FAA 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 the 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 FHWA, FTA, or FAA 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.

ASSURANCE APPENDIX E

During the performance of this contract, the contractor, 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:

- 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);
- The 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 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL No. 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 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 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 nondiscrimination 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 LEP, and resulting agency guidance, national origin discrimination includes discrimination because of 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)

State of Kansas
Department of Administration DA-146a
(Rev. 07-19)

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the _____ day of _____, 20____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to

comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

6. **Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority to Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.*
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

KDOT POLICY FOR
CONSULTANT CONTRACT REIMBURSEMENT
FOR
HOTEL AND PER DIEM

Attention Contract Partners:

The following policy for hotels and per diem rates will be effective January 1, 2021 for contracts with consultants and sub-consultants statewide.

	Daily Meals (max.)	Per Meal Allowance		Lodging before tax	Max Lodging Addl 50%*
Standard rate for all Kansas locations except Wichita & KC/OP	\$55.00	Breakfast \$8.25 Lunch \$19.25 Dinner \$27.50		\$96.00	\$144.00
Wichita (includes Sedgwick County)	\$61.00	Breakfast \$9.15 Lunch \$21.35 Dinner \$30.50		\$103.00	\$154.50
KC/Overland Park (includes Johnson, Wyandotte, & Leavenworth counties)	\$66.00	Breakfast \$9.90 Lunch \$23.10 Dinner \$33.00		\$123.00	\$184.50

*Prior approval required

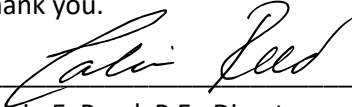
No out-of-state hotel bills will be reimbursed without advanced written approval (for prime and/or sub-consultant). An amount above these daily rates or un-approved out-of-state stays will not be reimbursed.

Per diem will be allowed only with overnight travel. Per diem reimbursement/invoicing must be submitted with hotel receipt. Submit company's policy prior to starting work. A summary must be provided with billings recapping costs per day per individual. Please notify your sub-consultants of these rates.

Mileage will be limited to the IRS rate of \$0.560/mile unless the company has audited vehicle usage rates for their company vehicles. Receipts are required for: Airport parking (limited to \$14/day); Tolls, Rental vehicles (economy class only), and Equipment Rentals. Equipment, vehicles, reproduction/printing, CADD, GPS, etc., charged as direct expense must have an audited rate to be used. Direct equipment expenses without an audited rate and "snacks" for meetings will not be allowed.

Reimbursement rates may change as State and/or Federal policies change.

Thank you.



Calvin E. Reed, P.E., Director
Division of Engineering and Design
Kansas Department of Transportation

1/14/2021

Date

C: Pam Anderson, Chief, Bureau of Fiscal Services

REGIONAL GROWTH PLAN

An economic strategy for the greater Wichita region that is targeted, collaborative and data-driven

This multi-year plan pinpoints strategic areas for economic growth and provides actionable steps for how we can work together as a region to make generational change occur and achieve collective outcomes. The plan was completed in 2018 using targeted data and extensive stakeholder input and can be downloaded at regionalgrowthplan.com

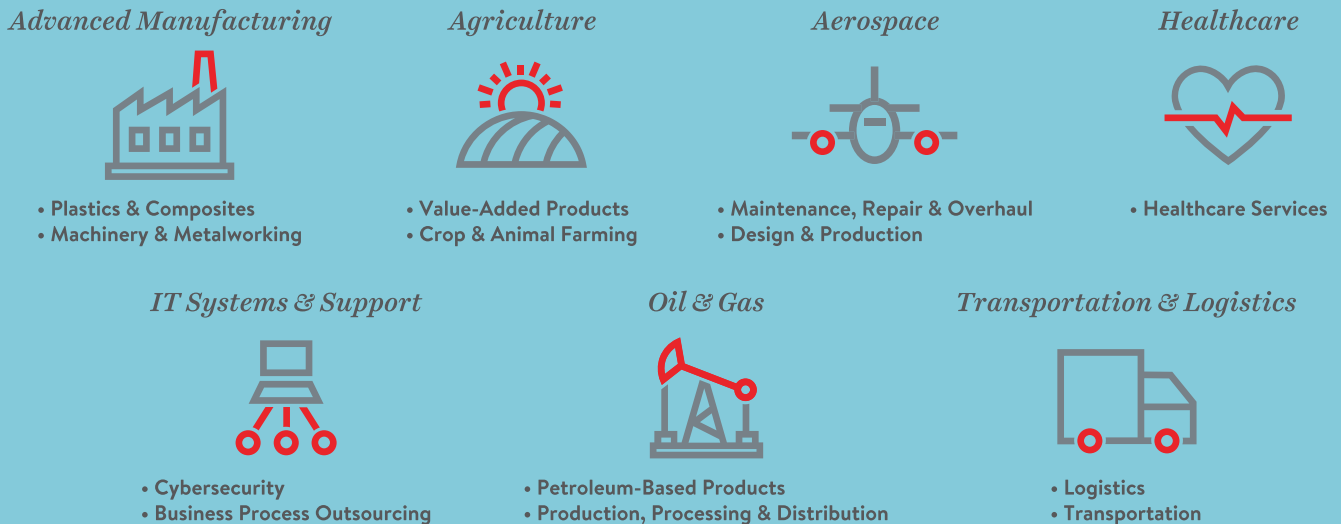
Five Strategic Pillars

Foundational elements necessary to drive economic growth



Target Sector Framework

Key industries and niche sectors representing the region's core economic strengths and economic opportunity



Top Ten Key Initiatives

Most impactful and highest priority efforts for the region to pursue and accelerate positive change

- 1 Identify and attract top talent for the greater Wichita region's priority employment sectors
- 2 Develop a robust, coordinated, and results-driven business retention and expansion (BRE) program
- 3 Purposefully establish a regional ecosystem for innovation, intellectual property (IP) creation, commercialization and product development
- 4 Invest in a high-capacity, nationally focused earned media program
- 5 Effectively engage site consultants and industry influencers
- 6 Develop a reskilling initiative transitioning underemployed talent for careers in targeted industries
- 7 Leverage the region's information and communications technology (ICT) council to guide and inform the sector's strategic growth
- 8 Leverage public-private partnerships to develop a Cybersecurity Center of Excellence and advanced cyber-range in the greater Wichita region
- 9 Elevate the urgency to develop high-capacity broadband in the greater Wichita region
- 10 Launch a regional talent development cooperative



Strategic Update

The 2015 BREG (Blueprint for Regional Economic Growth) plan was spurred by the understanding that the ten counties in the greater Wichita region are not only economically interconnected, but stand to benefit from an intentional and collaborative approach to regional economic development.

In 2018, the Greater Wichita Partnership and its partners engaged Market Street Services to facilitate an eight-month process that assessed where the greater Wichita region is now in terms of its competitive position, evaluate the state of cluster development and BREG implementation, and update the regional plan’s cluster framework and corresponding strategic recommendations. The new plan, titled the Regional Growth Plan, will help regional partners achieve heightened

economic growth and prosperity through increasingly refined and targeted economic development activities.

The 2018 Regional Growth Plan process benefits from funding support from key partners across the ten-county greater Wichita region including: Butler County, City of El Dorado, City of Wichita, Greater Hutch, Greater Wichita Partnership, Harvey County Economic Development, and Sedgwick County. The Regional Growth Plan process is occurring at an opportune time for greater Wichita. Importantly, it is complemented by Project Wichita, a strategic visioning initiative whose development is concurrent with the creation of the Regional Growth Plan.

The following comprised the stages of the strategic process:

PHASE 1 CLUSTER ASSESSMENT

This phase examined recent changes in economic and workforce composition in the region. The analysis leveraged quantitative and qualitative research including over 20 individual and group interviews with key community leaders and economic development practitioners to gain their feedback and subject matter expertise. Over 50 face-to-face touchpoints with key leaders were ultimately leveraged .

PHASE 2 ORGANIZATIONAL ASSESSMENT

This report built on the Cluster Assessment by evaluating the implementation of the BREG initiative in the context of local and regional economic development entities, partnerships, communications, and collaboration. Analysis included perspectives on the activities related to cross-cutting initiatives recommended in the 2015 BREG process.

PHASE 3 REGIONAL GROWTH PLAN

Leveraging the findings of the Cluster and Organizational Assessments, the Regional Growth Plan reflects a reimagining and refocusing of the 2015 BREG plan to establish the greater Wichita region’s strategic economic priorities for the coming five years.

PHASE 4 IMPLEMENTATION GUIDELINES

While the Regional Growth Plan represents what the greater Wichita region will pursue in the next five years to develop its regional economy, the Implementation Guidelines detail how public and private partners across the ten-county region can advance efficient and effective implementation.

KEY CLUSTER ASSESSMENT FINDINGS

DEMOGRAPHIC AND ECONOMIC TRENDS

An examination of key attributes and an assessment of how South Central Kansas has fared over the past decade provided insights on the region's dynamics and economic opportunities.

- South Central Kansas' tight labor market continues to be a challenge. Population growth in South Central Kansas has been slow over the past decade, stifled by domestic outmigration of residents. Likewise, the labor force in South Central Kansas has also been shrinking in recent years. Between 2011 and 2016, the labor force fell by 2.1 percent for a net loss of 8,380 available workers.
- Fueled by a downturn in aviation, the economic downturn that began in late 2007 hit South Central Kansas especially hard. In 2017, South Central Kansas had roughly 14,000 fewer jobs than it did in 2007; only six out of 20 business sectors have surpassed their 2007 employment level.
- Given the area's slow population growth, South Central Kansas will need to capitalize on the skills and strength of its existing workforce and training institutions in the near-term. The region's high concentration of manufacturing operations is evident in its most concentrated sector: production occupations. Many of South Central Kansas's most concentrated occupations have transferable skills that can be applied to a variety of manufacturing operations.
- South Central Kansas's employment losses over the past decade have affected the overall occupational composition of the workforce. The majority of the occupations that have been growing are lower paying and lower skilled positions. At the same time, when adjusted for inflation, wages have remained relatively stagnant over the past ten years.
- Despite flat growth in wages, there have been improvements in resident well-being across a variety of other indicators. Regional poverty rates are low and have fallen over the past five years, while the region's per capita income has grown on par with national trends.

2018 TARGET SECTOR FRAMEWORK



REGIONAL GROWTH PLAN

The groundwork laid by the 2015 BREG initiative and the key learnings from its implementation activities formed the basis of the 2018 Regional Growth Plan. Feedback from hundreds of regional stakeholders and existing and new quantitative analysis have informed updated strategies and implementation dynamics to continue the greater Wichita region's positive momentum and trajectory from the 2015 process.

The 2018 Regional Growth Plan is comprised by high-level priority **STRATEGIC PILLARS** that are each comprised of **KEY INITIATIVES** broken into Multi-Sector and Sector-Specific sections. Strategic Pillars include:

Strategic Pillar I: Talent Pipeline

Strategic Pillar II: Existing Business Efforts

Strategic Pillar III: High-Impact Marketing and Attraction

Strategic Pillar IV: Targeted Innovation

Strategic Pillar V: Catalytic Infrastructure

Tactical strategies in the Regional Growth Plan incorporate under a single framework what were separate "Cluster Plans" and "Cross-Cutting Initiatives" in the 2015 BREG process. **The new structure will help reduce the redundancy and potential for confusion and disconnection that were reported as issues by implementers of 2015 BREG.** Success in developing priority targets and building clusters will thus be contingent on effectively addressing challenges and opportunities in the Strategic Pillars and Key Initiatives, either from a multi-sector or sector-specific perspective.

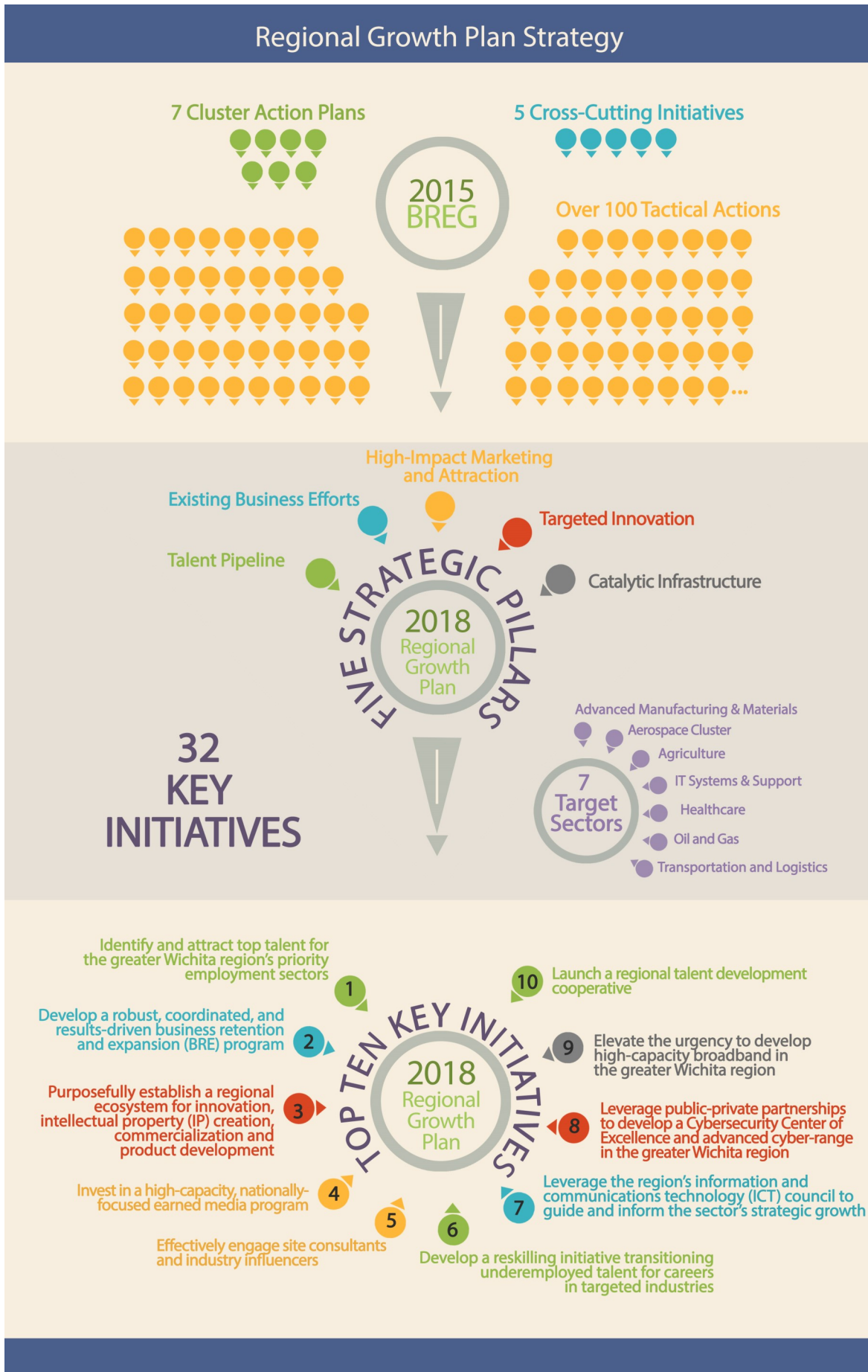
Top 10 Key Initiatives encompass tactical priorities that will further hone regional efforts and investments. These initiatives were identified as the most impactful, highest priority activities for the region to pursue through implementation. They are the "biggest rocks" that will cause the widest ripples across the South Central Kansas economy and move the needle on the full breadth of Regional Growth Plan initiatives.

Though the Regional Growth Plan is in and of itself holistic in focus, it must also be seen in the broader context of Project Wichita, the potentially transformational strategic initiative spanning the full breadth of the region's competitive challenges and opportunities. **It must be also stressed that this Regional Growth Plan is designed as a collaborative effort among partners across the ten counties of the greater Wichita region.** It is not the plan of any one organization but will require coordinated and collaborative implementation from organizations spanning the private, public, institutional, and non-profit sectors.

Although no organization can single-handedly advance all its initiatives, it is critical that an organization "owns" the strategy's implementation from the perspective of administrating, coordinating, tracking, and measuring its activities. A range of public, private, non-profit, and philanthropic partners will be called upon to support implementation by dedicating time, personnel, resources, and other forms of support.

The Implementation Guidelines report describes how partners in the greater Wichita region can coordinate and structure the activation and sustainable advancement of the Regional Growth Plan. It provides a framework through which the community can build effective partnerships across organizations and between professional staff and volunteers. **Regional economic development will become more collaborative and coordinated across the full breadth of the ten-county greater Wichita region.** The results will be improved growth of high-value targeted business sectors and strong wealth-creation for workers and their families.

The following graphic demonstrates the evolution from the 2015 BREG process to the 2018 Regional Growth Plan resulting in a targeted focus on the region's highest priority strategic opportunities:





Greater Wichita
Partnership

2020 YEAR-END JOBS UPDATE

The Greater Wichita Partnership team is focused on the economic recovery and growth of the region. As we work to fast-forward economic recovery initiatives, we continue to be focused on our three **key priority areas** – **jobs**, **talent** and **quality of place**. These priorities are driven by strategic, research-based plans, including the **Regional Growth Plan**, the **Talent Marketing Blueprint**, **Project Wichita** and **Project Downtown**. Discover how we are driving progress in the priority area of jobs by viewing the following breakdown of 2020 accomplishments.

JOBS

We support the creation of jobs through business expansion and retention, company attraction and entrepreneurship cultivation

Business Growth

2020 YTD

2,657

TOTAL JOBS
2015-2020 YTD: 10,359

\$171M

CAPITAL INVESTMENT
2015-2020 YTD: \$2.47B

\$157M

TOTAL ANNUAL PAYROLL
2015-2020 YTD: \$514M

2020 Project Announcements





Greater Wichita
Partnership



anderson & forrester™



Deloitte.

FlightSafety
international



keycentrix™

MARTIN 
DEFENSE GROUP



NetApp®



Reiloy USA
REIFENHÄUSER GRUPPE



Since January, the Partnership team has seen an increase in the number of prospects for the Greater Wichita region. The team is aggressively working on each one, providing targeted support and information along with coordinating site visits and business retention and expansion (BR&E) calls. These prospects, while in various stages of development, forecast the opportunity for approximately 6,800 jobs.

Business attraction & support

Aerospace Task Force formed

In response to the 737 Max suspension, the Greater Wichita Partnership along with 14 other local, state and federal partners came together in January as the Aerospace Task Force. The Partnership supported the task force with coordination support, communications, marketing assistance and supplier outreach.

The task force coordinated a unified response to the needs of impacted workers and affected businesses, named the Air Capital Commitment. The Air Capital Commitment is a dedication that when things get tough, we rally together to provide the immediate support and long-term resources for our people, our companies and our community.

As part of the Air Capital Commitment, the Partnership developed and launched a one-stop website in January to provide information and connections to resources for workers affected by the production suspension and related layoffs.

COVID-19 RESPONSE

COVID-19 Community Task Force formed

In first quarter 2020, the Partnership worked with partners from the Aerospace Task Force to transition the group into the COVID-19 Community Task Force. The group has expanded to include more than 40 participating non-profit, civic, public and private organizations. The task force meets bi-weekly to address economic issues related to the pandemic, including to:

- Share information, including immediate needs and critical issues
- Work together to streamline efforts, identify barriers and find solutions
- Organize and initiate efforts for short-, mid- and long-term economic responses and recovery for individuals and businesses

The COVID-19 Community Task Force has provided support by securing and connecting PPE, testing, child care, economic recovery projects and more.

COVID-19 support provided by the Partnership

As the business impacts related to the COVID-19 pandemic evolved, the Partnership provided information and resources for businesses during the challenging and changing times.

- In the first several months of the pandemic, the Partnership communicated directly with hundreds of regional companies about the availability and updates to the Payroll Protection Program (PPP) and Economic Injury and D loans from the Coronavirus Aid, Relief, and Economic Security (CARES) Act.



- The Partnership team partnered with eight organizations to create the Wichita Region Economic Recovery Report. The report communicates economic challenges due to the pandemic and a roadmap for recovery based on identified economic development projects, with a goal of spurring economic growth in the region.
- Alongside a coalition of regional partners, the Partnership submitted a letter for a local and significant Economic Development Administration grant and regional letters of support for two other potential federal opportunities.
- In early stages of the pandemic, Partnership staff and the Wichita Regional Chamber of Commerce contacted over 100 companies and organizations to assist the Sedgwick County Health Department in finding local producers and suppliers of Personal Protective Equipment (PPE) for healthcare workers and County first responders.

Recommendations for economic development incentives provided to public sector

Following the engagement of Ady Advantage in 2019 and insight from the Strategic Advisory Team (SAT), City and County officials were provided strategic recommendations on how to make our communities' local incentive guidelines responsive, competitive, and equitable among leading regions across the country. The City Council approved changes to these local incentive guidelines in October of this year and the County Commission approved mid-December. This effort was identified in the [Regional Growth Plan](#) as a key step in facilitating economic growth and making our region more competitive in company attraction.

Kansas Framework for Growth in final stages

Over the last year, the Kansas Department of Commerce initiated a process to develop a comprehensive strategy for economic growth for the State of Kansas, named the Kansas Framework for Growth. This plan builds upon existing plans throughout the state, including the [Regional Growth Plan](#) and the incentive analysis completed by the Partnership's Strategic Advisory Team with Ady Advantage.

The Department of Commerce hosted numerous online workshops and presentations, including to the Partnership's Executive Board and Strategic Advisory Team (SAT), to gather additional community and stakeholder feedback.

Molera Alvarez visits region to further FDI opportunities

In February, the Partnership hosted trade promotions firm Molera Alvarez to expand foreign direct investment (FDI) opportunities in the region. The firm met with local companies to discuss economic development partnerships and opportunities.



Hosted CMMC event for supply-chain defense diversification



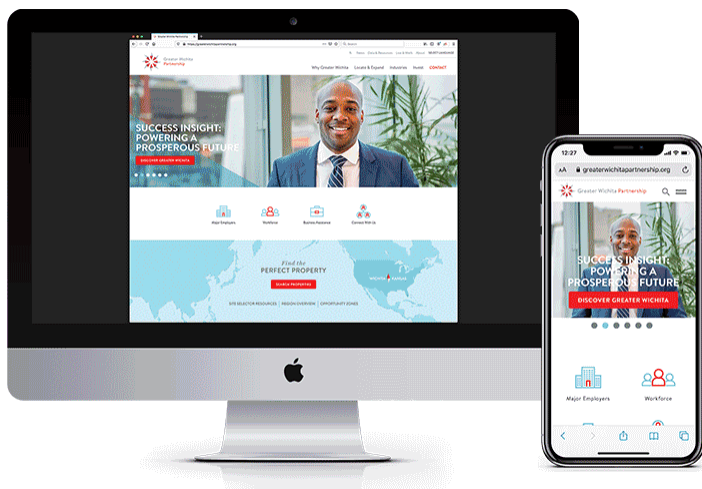
With new regulations from the Department of Defense, the Partnership worked with Ennovar at Wichita State University, Kansas Manufacturing Solutions and FlagshipKansas.tech to host DoD Compliance 411, a free webinar for area manufacturing companies. The webinar focused on how to navigate the complex process of the Cybersecurity Maturity Model Certification (CMMC), a key step in securing defense diversification contract work.

Following the CMMC event in July, our business development team worked with Wichita State to secure EDA grant funding to the South Central Kansas Economic Development District (SCKEDD) to increase the number of CMMC certified local manufacturers.

Kansas Department of Commerce senior leadership hosted In September, the Partnership's business development team provided in-person, socially-distanced tours of Wichita and the region to familiarize Kansas Department of Commerce team members with the area as they sell Greater Wichita throughout the country.

MRO virtual show and digital advertising strategy developed

To promote regional MRO competitive advantages and attract prospects, the Partnership team attended the virtual **MRO TransAtlantic convention**, which hosted virtual attendees from 98 countries across the globe. This integrated event combined both MRO Americas and MRO Europe, which in previous years had been held separately, resulting in increased potential for exposure and connections. The Partnership team participated in the show from Oct. 27-29 with a virtual booth and held multiple prospect meetings. To amplify business attraction efforts at the MRO TransAtlantic convention, a robust digital advertising campaign has been launched, targeting convention attendees. Concurrently, strategic advertising efforts have been launched in three target markets (Oklahoma City, Los Angeles, and Dallas) to drive awareness of MRO advantages in the Air Capital. Prospects in over 81 countries were reached as part of the campaign.



New Partnership website launched with prospect lead generation as primary goal

Based on extensive research and data analysis, a new Partnership website launched in July, focusing on business attraction and lead generation.

Insight from partners across the region combined with extensive target audience insights served as the foundation for the



strategic redesign. The new website will serve as the primary foundation for all advertising efforts, and supports our business development team in selling our region's competitive advantages.

The new website was developed in collaboration with local agency, **Howerton+White** and was identified in the **Regional Growth Plan** as a priority for high-impact marketing.

National digital marketing campaign under development

To increase national awareness of Greater Wichita and generate business development leads, a digital advertising campaign is being developed based on in-depth market research. The goal of this effort is to amplify the online presence of the region in Google searches, so that prospects across the nation are aware of the opportunities in Greater Wichita. The campaign will integrate search and display, programmatic and retargeting advertising efforts.

New email campaign proactively positions Greater Wichita as a location where businesses thrive

The Partnership launched a new, strategic email campaign to market the Greater Wichita region to site selectors across the nation. The campaign – named “Success Insight” – provides stories that make our region and companies successful, outside of traditional data and numbers. The campaign will proactively position Greater Wichita as a location where businesses thrive.

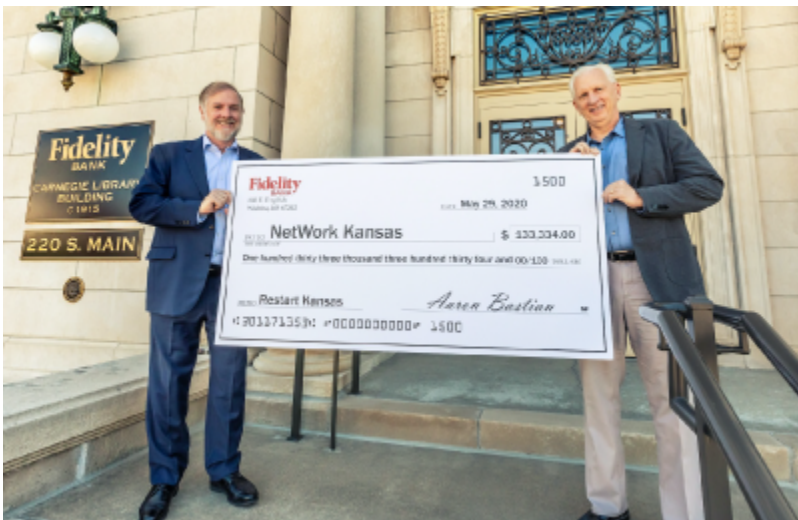
National lead generation firms engaged

The Partnership has engaged three national lead generation firms to drive regional business growth within our key target industry sectors. Each of these firms specializes in various industry sectors, geographic locations and types of development and will assist our business development team by connecting potential projects to the Partnership and the region.

Virtual foreign direct investment (FDI) efforts

The Partnership's business development team pitched Greater Wichita's business advantages to three German companies and one Finnish company in an effort to spur foreign direct investment. The Partnership team plans to follow-up with these companies frequently.

Entrepreneurship





Restart Kansas fund created to support Kansas small businesses

The Partnership supported NetWork Kansas in the formation of the Restart Kansas County Loan Fund, created for small businesses in participating counties across the state. Nearly \$1.6 million has been secured for the fund, which provides low-interest loans for up to \$20,000 to support the immediate needs of local businesses due to the COVID-19 pandemic. Seven businesses in the Wichita region received the loans, all of which were minority-owned businesses.

In addition to the Partnership team supporting the formation of this loan program with NetWork Kansas, Partnership investors including Fidelity Bank, INTRUST Bank, Emprise Bank and Evergy have supported the fund financially.

Accelerate Wichita partners with Chapman & Co. and regional partners

Accelerate Wichita has partnered with [Chapman & Company](#) and regional partners to define short-, mid- and long-term strategies to grow the entrepreneurship ecosystem in Greater Wichita. This work will engage stakeholders to identify the systemic elements necessary to achieve continued entrepreneurial growth and establish key metrics and measurable goals.

View the [2020 End of Year Update](#)

View the [2020 Talent Update](#)

View the [2020 Quality of Place Update](#)