

UNIFIED PLANNING WORK PROGRAM (UPWP)

REVIEW CHECKLIST

MPO: _____ UPWP Draft # _____

Date of Review: _____ Reviewed By: _____

The below is for the MPO to review and submit with their UPWP. Check the box indicating that the related item has been included in your UPWP. Please Include the page number in the second column.

- p. Review the entire document for correct structure. This includes, but not exclusive to, page numbers are consistent, table of contents agrees with the rest of the document, no overlapping of text, etc.
- p. A disclaimer should be included in the document. **See Appendix A.**
 “This UPWP was prepared as a cooperative effort of the U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Alabama Department of Transportation (ALDOT), and local governments in partial fulfillment of requirements of Title 23 USC 134 and 135. Amended by Infrastructure Investment and Jobs Act, Section 11201, November 2021. The contents of this document do not necessarily reflect the official views or policies of the U.S. Department of Transportation.”
- p. A resolution should be included in the document. This signed resolution will probably not be available during the draft process of the UPWP. The resolution is usually approved once all comments are addressed and the UPWP is in its Final form. **See Appendix B.**
- p. If the resolution references *Notice of Proposed Rulemaking for June 13, 2014*, replace it with May 2021. This applies mainly to RPOs.
- p. Verify the membership listings. The MPO Policy Board should include Bradley B. Lindsey, P.E. as an ALDOT member. The TCC should include Robert B. Dees, P.E. as an ALDOT member. Verify that the Region Engineer is correct. Verify that the FHWA representative is Mark Bartlett, P.E. and the FTA representative is Yvette Taylor, PhD.
- p. A “purpose” section or “definition of the UPWP should be included along with a description of the organization.
- p. A description of the Public Involvement Process should be included in the UPWP.
- p. The UPWP should include a narrative section at the beginning of the document. Each MPO should include a discussion of the planning priorities and challenges facing their specific Metropolitan Planning Area.
- p. An Indirect Cost Allocation Plan is required if the agency is using PL Funding for Indirect Cost. If an agency chooses not to use Federal Funding for Indirect Cost,

they must include a statement in the UPWP certifying this. The Indirect Cost Plan must be a part of the UPWP.

- p. Verify that all Planning Factors (Scope of the Planning Process) are listed. Per Federal Regulations (23 CFR 450.306(b)), the Planning Factors are:
 1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
 2. Increase the safety of the transportation system for motorized and non-motorized users.
 3. Increase the security of the transportation system for motorized and non-motorized users.
 4. Increase the accessibility and mobility of people and freight.
 5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
 6. Enhance the integration and connectivity of the transportation system across and between modes, for people and freight.
 7. Promote efficient system management and operation.
 8. Emphasize preservation of the existing transportation system.
 9. Improve transportation system resiliency and reliability and reduce or mitigate the stormwater impacts of surface transportation.
 10. Enhance travel and tourism.

- p. Verify that the Livability Indicators are included in the document.
 1. Percent of jobs and housing located within one-half (1/2) mile of transit service (Also percentage of non-regional principal 1 projects within a Justice 40 Area)
 2. Percent of household income spent on housing and transportation (Also percentage of non-regional principal 2 projects within a Justice 40 Area)
 3. Percent of workforce living within a thirty (30) minute or less commute from primary job centers
 4. Percent of non-transit (5310, etc.) transportation projects dedicated to enhancing accessibility of existing transportation systems
 5. Percent of non-transit (5310, etc.) transportation projects where more than one federal funding source is utilized
 6. Percent of housing located in walkable neighborhoods with mixed use destinations located nearby

- p. **Appendix C** is not included in the latest guidance.

- p. Verify that a section for Performance Measures is included in the UPWP. All Performance Measures should be listed, including 14 PTASP measures for MPOs and an additional 8 for TMAs. **See Appendix D.**

- p. There should be a section stating the MPO's work related to General Directive 24-1. If another agency is responsible for that work, it should be stated. **See Appendix D.**

p. There should be a section stating the MPO’s work related to their Safety Committee. If another agency is responsible for that work it should be stated. **See Appendix D.**

p. Each task in the UPWP should be consist in format throughout & include the following:

1. Task Number & Title
2. Purpose
3. Previous Work Completed
4. Responsible Agency or Agencies
5. Proposed Funding Source(s) – Tied to Funding Tables
6. Schedule of Milestones or Benchmarks & Estimated Completion Date
7. End Product(s)

p. There should be individual tasks assigned for Safety, Freight, and Transit Planning.

p. The MPOs should include the following language in the Safety, Freight, and Transit tasks:

“The MPO will work and coordinate with the Alabama Department of Transportation (ALDOT) on setting goals, objectives, performance measures, and targets required by the IJA.”

p. If the MPO has any planned Corridor Studies, they need to be listed as a separate task.

p. The UPWP should include at least one task that references Air Quality.

p. The UPWP should include a task for ADA Transition Plans. This can be a part of another larger task as well.

p. If the Equipment Task lists any items over \$1,500, this listing will alleviate the need to ask special permission from ALDOT and FHWA provided that the item is purchased within 20% of the amount listed in the UPWP (Note: providing a cost for a specific item within a task is required to alleviate the special permission letter).

p. There should be a task called, “Future Planning Activities,” or similar. This task is intended to house dollars not expected to be expended in FY-2026. Creating “Future Planning Activities” as a subtask is allowed.

p. At least 2.5% of the current year’s apportionment is required to be spent on Complete Streets activities. A MPO may choose to opt-out of this requirement; see provisions below. This requirement should be monitored both in the development of the UPWP and during invoicing.

Opting out of the Complete Streets requirements means that a MPO is choosing not to spend 2.5% of their funding on Complete Streets. If the MPO chooses to opt out they must submit a letter requesting to opt-out of the Complete Streets requirements. A sample letter is attached to this document. **See Appendix E**

- p. An MPO who chooses to opt out of the Complete Streets requirements must have two things in place, Complete Streets standards/policies and a Complete Streets prioritization plan.
- p. ALDOT must supply a single opt-out request to FHWA and FTA by July 1st for all MPOs that choose to opt out.
- p. All Complete Streets activities within a UPWP are eligible for reimbursement at 100% funding. A list of Complete Streets activities are available here: https://www.fhwa.dot.gov/planning/spr-pl_match_waiver_memo.pdf. Again, the percentage of the UPWP that is eligible for this funding does not have a limit.
- p. The task using the non-Federal match waiver (i.e. 100% money) should be called, "Safe and Accessible Transportation Options." This task should only include activities that the latest guidance considers Complete Streets activities.
- p. In the funding tables, verify that FHWA and FTA are specified where appropriate.
- p. In one or more funding tables, designate a column that identifies funding spent on consultant work.
- p. Verify that the funding tables match the funding specified in the individual tasks throughout the document.
- p. Verify the funding specified in the UPWP matches the Funding Letters sent out earlier in the year.
- p. A map is not a requirement for the document, but if one is included, all maps should have sourcing information or reference information.
- p. A list of current and planned studies should be included in the document. **See Appendix F.**