



Unified Planning Work Program

Federal Fiscal Year 2025

October 1, 2024 - September 30, 2025

Cheyenne Metropolitan Planning Organization

Unified Planning Work Program Consolidated Planning Grant

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In coordination with:
Wyoming Department of Transportation
Federal Highway Administration
Federal Transit Administration

Adopted by the MPO Policy Committee on August 28, 2024
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INTRODUCTION

The Unified Planning Work Program (UPWP) is prepared annually and describes the work activities, which will be undertaken by the Cheyenne Metropolitan Planning Organization (MPO). The MPO staff is devoted to intermodal transportation planning activities that continually strive to create a more effective, efficient, and safer transportation system.

The purpose of the UPWP is to provide local officials and participating agencies with a method to ensure the local and federal transportation planning resources are allocated in accordance with established governmental policies. It also provides a tool for the financial management of the programs. The UPWP gives a general overview of the planning process and a description of the planned work program for the coming fiscal year.

Consolidated Planning Grant (CPG)

The Cheyenne MPO continues to successfully utilize the Consolidated Planning Grant (CPG). The CPG combines the Federal Highway Administration's Planning Funds (PL) and the Federal Transit Administration's 5305d Planning Funds into one budget and at the 90.49/9.51 federal matching ratios. The CPG allows the Policy Committee to access Transit 5305d Planning Funds and use those funds for any transportation planning needs. The MPO bills Wyoming Department of Transportation (WYDOT) for the monthly activities. WYDOT in turn receives federal reimbursement from FHWA. The transit planning activities are combined with the MPO activities. The Cheyenne Transit Program's Administration and Operations Grant is still approved directly by the FTA and is not a part of this document.

Title VI Statement

The Cheyenne MPO is committed to compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Orders (EO) 12898 and 14096 on Environmental Justice (EJ) and all related nondiscrimination statutes, rules, regulations and executive orders. The MPO assures that no person or group(s) of persons shall, on the grounds of race, color, age, disability, national origin, gender, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination through the federally mandated metropolitan transportation planning process undertaken by the MPO.

It is also the policy of the MPO to ensure that all its plans, programs, procedures, policies, and activities do not have disproportionate adverse effects on minority and low income populations. Minority and low-income communities, as identified through the United States Census, will be engaged to facilitate their full and fair participation in the metropolitan transportation planning process.

MPO Structure

Policy Committee

Coordination of the overall transportation planning process for the Cheyenne Urban Area is provided by the Policy Committee of the Cheyenne Metropolitan Planning Organization. The membership of the Policy Committee includes the Wyoming Department of Transportation and elected representatives of the City of Cheyenne and Laramie County. The FHWA shall have a representative as an ex-officio member of the committee.

The Policy Committee reviews and approves the overall work program and the Transportation Improvement Program (TIP). The Policy Committee also makes policy determinations concerning the long- and short-range elements of transportation planning. The Policy Committee acts as the approval authority for the federally financed surface transportation projects in the urban area. Much of the coordination of the program and the discussion related to transportation issues takes place within the Policy Committee.

Technical Committee

Coordination and expertise at the technical level is provided by a variety of professional engineers, planners, and other technically oriented employees from participating agencies. Also represented in this technical process are Laramie County School District #1, Cheyenne Regional Airport, Cheyenne Transit Program, non-motorized transportation (Greenway), F.E. Warren Air Force Base, members from the trucking and railroad industries, local utility companies, Emergency Management, Cheyenne LEADS, and other groups such as local builders and developers. The Technical Committee provides a forum for discussion on issues as they relate to plans, programs, and individual projects and effectively establishes communication and coordination on a technical level.

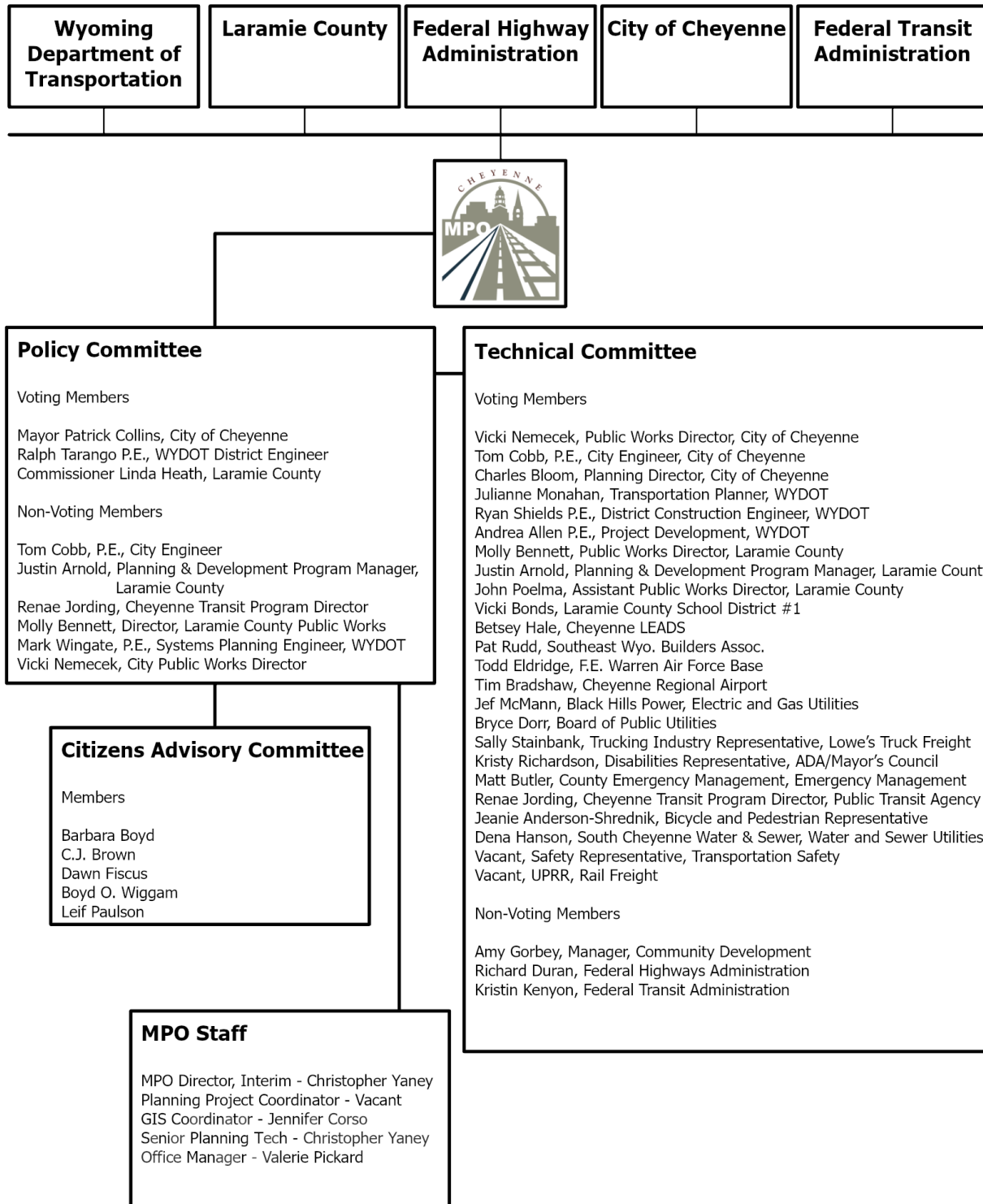
Citizens Committee

Citizens input is obtained through the Citizens' Advisory Committee. When necessary, the City and/or County Planning Commissions are utilized for public meetings or hearings. A significant amount of public access to the planning process is through the MPO's web site and Facebook. The MPO's public activity is also advertised through e-mail and standard media advertising.

City/County Departments & WYDOT

To further facilitate coordination at the local level, all transportation planning activities are coordinated with the City Planning and Development Department, County Planning Office, Public Works and WYDOT. This assures coordination and inter-relation of transportation projects with the overall comprehensive planning process for the area. The major types of projects requiring necessary and effective coordination are the developments of master plans, economic development, housing programs, recreational plans, and other plans for the city, county, urban (area-wide), and state jurisdiction concerns.

Organization Chart for the Cheyenne Metropolitan Planning Organization



Date: 9/27/2024

FY '25 Program Administration

FY '25 Consolidated Planning Grant Funding

The FY '25 UPWP approved CPG budget is \$1,099,956 with a funding split of 90.49% Federal share and 9.51% local match. The local match is equally split between the City of Cheyenne and Laramie County with each entity contributing 4.755%. Additionally, \$442,745.83 in funding is being carried forward from previous years.

Program Administration

Nearly half of the MPO budget is allocated to staffing to implement the objective of developing transportation projects, manage the transportation planning process, and recommend projects within the Cheyenne MPO Planning Boundary.

All activities included in program administration are conducted exclusively by MPO staff in accordance with the Master Agreement between the Cheyenne MPO, WYDOT, FHWA, and FTA. The work activities conducted by staff are highlighted below.

Personnel - \$522,261.83

The CPG provides funding for MPO staff to conduct the following activities:

- Grant Administration
- UPWP Preparation
- TIP Preparation
- Meetings and Minute Preparation
- Annual Listing of Federally Obligation Projects
- Quarterly Progress Reports
- Monthly Financial Reports
- Interagency Coordination
- Project/Development & Management

Daily Administrative Duties

The City Planning & Development Department and the MPO equally share an office manager position. The office manager processes all financial transactions along with preparation of minutes and other administrative duties.

Monthly Activities

Regular meetings with city/county staff for program/project monitoring, preparation of reports to city council/county commissioners, and management of consultant contracts are regular monthly activities.

Quarterly Activities

MPO staff will assist with preparation of the Policy Committee, Technical Committee, and Citizens Advisory Committee meetings. Additionally, the MPO will prepare financial and narrative reports to FHWA and FTA as required.

Yearly Activities

Preparation of the annual UPWP, biennial TIP, transportation planning budgets, short range planning documents, grant applications, and other required documents of FHWA and FTA.

Other activities performed by MPO staff include the collection and analysis of information and data on land use, traffic, roadway conditions, and transportation systems. Collected information is utilized to update planning as necessary.

Operating Costs - \$164,583.00

The budget for operating costs to the MPO includes cost and rent allocation to the city, travel and training, office supplies, postage, repairs and maintenance, and copy machine rental including some eligible expenses allocated to Cheyenne Transit.

FY ' 25 Funding Breakdown for Program Administration		
Federal Share	Local Match	Total
\$621,525.89	\$65,318.94	\$686,844.83

FY '25 Programs

MPO GIS Support - \$8,500

The MPO was instrumental in organizing and planning the GIS program in its early years. Now that the GIS program is self-sufficient, the MPO contributes through software licensing and cooperative plan updates. Work by the GIS Executive Committee continues. The MPO Director serves as one of the six voting members of the GIS Cooperative. All GIS program coordination is accounted for in this line item.

AutoCAD 3D Support License - \$3,500

The MPO contributes 1/6 share to the city for the annual license. The Planning Technician uses the software to help Planning and Engineering with providing conceptual drawings.

TransCAD Support License - \$2,000

The GIS Coordinator utilizes ESRI GISPRO software to update work history to be uploaded into Cheyenne's TDM. The GIS files (land use, business location) are to be uploaded into TransCAD. The Senior Planning Technician will be tasked with learning the TransCAD so that the MPO can perform updates the on current and 25-year road network runs and special scenarios for future ideas and/or what if options.

Equipment Purchases - \$8,500

This line item is equally split between the MPO and Cheyenne Transit. The MPO will be purchasing four replacement Countcam2 cameras to perform annual traffic counts throughout the planning area. Transit will utilize their funds for general equipment upgrades.

On-Going Traffic Modeling - \$64,875

The MPO collects annual traffic counts to assist with maintaining the travel demand forecast modeling. Recently, the MPO selected Quality Traffic Data, LLC, to conduct 400 24-hour traffic counts this fall for a cost of \$44,875. Additionally, \$15,000 is budgeted for assistance from Kimley Horn to maintain the forecasting model (contract FY '24) and \$5,000 for StreetLogic Pro (a.k.a. Spack Solutions) to process video camera traffic counts.

Cheyenne Transit Support Software - \$69,289

Annual licensing for transit modeling software including routing and scheduling.

FY ' 25 Funding Breakdown for Programs		
Federal Share	Local Match	Total
\$122,168.74	\$12,839.26	\$135,008.00

FY '25 Projects

CONNECT2050 Long Range Transportation Plan Update

Work to be accomplished by Consultant and MPO Staff help with existing and future land use maps

The CONNECT2050 Long Range Transportation Plan Update intends to establish a roadmap for the region that can result in a transportation system that contributes to the overall wellbeing of the region and its residents while also meeting federal requirements. This collaboration between a consultant and MPO staff will review existing land use in the expanded Cheyenne MPO area. This review will update current population densities, current employment densities which is summarized by Traffic Analysis Zone (TAZ) from the regional travel demand model. The review of the Roadway Capital Recommendations will continue to form the backbone of the region's transportation system, providing service to multiple modes include personal vehicles, freight, transit, bicycles, and pedestrians. Using the region's previous LRTP as a base and supplemented with roadway capital projects from a number of different sources.

FY ' 25 Funding Breakdown for CONNECT2050 Long Range Transportation Plan Update		
Federal Share	Local Match	Total
\$135,735.00	\$14,265.00	\$150,000.00

Parsley Extension - College to High Plains Wallick Drive - Parsley to Division

Work to be accomplished by Consultant

A comprehensive study was conducted in 2016 to examine three proposed road alignments for the east-west High Plains corridor from I-25 to College Avenue. The selected route produced 35% design plans which now conflict with proposed development on one of the larger tracts. As such, the alignment will be shifting slightly south. Moving forward, this project will mostly be development driven.

The north-south corridor identified as Parsley Boulevard from College Avenue to the proposed High Plains Road is now a critical linkage within the transportation network to accommodate future development. A minor arterial is proposed for this corridor, which would eventually connect to High Plains Road. Additionally, intersection improvements will be necessary at Parsley & College with a realignment to the west.

Another important connection is a future collector road from Parsley extended to Division Road. This segment is known as Wallick Drive, which is slated for design and construction for 2024 from South Greeley Highway to Division.

These two concurrent corridor studies will provide for 35% design for the anticipated industrial and residential development over the next decade.

FY ' 25 Parsley/Wallick Corridor Studies		
Federal Share	Local Match	Total
\$135,735.00	\$14,265.00	\$150,000.00

East Allison Corridor

Work to be accomplished by Consultant

This project was listed in the FY '23 UPWP. With a reprioritizing in FY '24, this project was started in-house, this project is being postponed until FY '25 and an RFP will be developed to finish this project.

This section is between South Greeley Highway (U.S. 85) to College Drive (WYO 212). Laramie County has \$2.43 million programmed using funds for future reconstruction of the section between South Greeley Highway to Avenue C. This planning project started in-house but is now on hold. This project included one public outreach for the necessary improvements to the corridor. A complete project will review all documents and include a second public outreach for necessary improvements to the corridor. If connecting East Allison from Avenue C to the platted ROW in the Niobrara Energy Park, acquisition of ROW will be necessary. Drainage improvements and utilities will be included in this planning project.

FY ' 25 East Allison Corridor Studies		
Federal Share	Local Match	Total
\$49,846.34	\$5,238.57	\$55,084.91

Travel Demand Model Update

Work to be accomplished by Consultant

The Travel Demand Model will be updated by validating the 2023 average daily traffic volumes collected by the MPO. The validation of a new 2023 base line Travel Demand Model will be compared with the 2023 average daily traffic volumes collected by the MPO. The previous calibrated Travel Demand Model performed in 2019 was used to aid in the completion of the CONNECT2045 Long Range Transportation Plan adopted in December of 2020. After the new 2023 base line Travel Demand Model Update is validated, runs will be generated for the year 2050 to assist in updating the CONNECT2050 Long Range Transportation Plan.

FY ' 25 Travel Demand Model Update		
Federal Share	Local Match	Total
\$40,607.39	\$4,267.61	\$44,875.00

Safe Routes and Roads for All (SS4A)

Work to be accomplished by Consultant

The Safe Streets and Roads for All (SS4A) program is a FHWA funded Grant directly to the MPO in support for planning, infrastructure, behavioral, and operational initiatives to prevent death and serious injury on roads and streets involving all roadway users, including pedestrians, bicyclists, public transportation users and operators, personal conveyance, micromobility users, motorists, and commercial vehicle operators.

The SS4A program supports the development of comprehensive safety action plans that identify the most significant roadway safety concerns in a community and the implementation of projects and strategies to address roadway safety issues. The Safe Streets and Roads for All (SS4A) Grant is for up to \$200,000 with a 20% match. The 20% match will be covered by City of Cheyenne and Laramie County.

FY ' 25 Funding Breakdown for Safe Routes and Roads for All (SS4A)		
Federal Grant	20% Local Match	Total
\$200,000.00	\$50,000.00	\$250,000.00

FY ' 25 Funding Breakdown of 20% Match for Safe Routes and Roads for All (SS4A)		
City Match 65%	Laramie County Match 35%	Total
\$32,500.00	\$17,500.00	\$50,000.00

FY '24 Rollover Projects

Passenger Rail Station Site Selection Study

Work to be accomplished by Consultant

The Project Study will evaluate three potential station sites. Two sites include the existing Union Pacific Railroad (UPRR) depot location (or vicinity) and the Reed Avenue Corridor (or vicinity). The third site is the current Burlington Northern/Santa Fe maintenance facility. There is an additional site beyond the identified three within the Cheyenne area. The Project Study will analyze the identified sites, establish criteria and create an initial site matrix identifying potential additional sites. The Project Study will evaluate the size of site, potential transit interface, passenger rail rider accessibility, street access, parking, fit within the community and neighborhood, planned uses for the adjacent areas, development, redevelopment, and adaptive reuse opportunities, pedestrian and bicycle access; impacts on railroad operations, proximity to other transportation modes and other relevant circumstances. The potential station sites will be evaluated in detail through a second matrix process with input from representatives/officials of the community.

Passenger Rail Station Site Selection Study		
Total Project Contract: FY '24 = 197,944.50, Remaining in FY'25 = \$149,293.38		
Federal Share	Local Match	Total
\$135,095.58	\$14,197.80	\$149,293.38

West Crow Creek Greenway Plan

Work to be accomplished by Consultant

The section of proposed Greenway on Crow Creek between Martin Luther King Park and Gate 2 of F.E. Warren Air Force Base is a critical link to the original Greenway Plan. This proposed greenway section is more important today since the GBSD Missile Program is about to start and the City is about to put out for bid the construction the Enhanced Used Lease (EUL) commercial and housing project in the southwest corner of I-25 and Happy Jack Road. This Greenway corridor will plan and coordinate with 5 key road crossings: 19th Street which is expected to begin very soon, BNSF/Westland Road, I-25 and Happy Jack Road (WYO 210). If the Air Force Base wants a connection into the base the project could extend under Happy Jack and terminate at Gate 2.

West Crow Creek Greenway Plan		
Total Project Contract: FY '24 = \$134,997.54, Remaining in FY'25 = \$80,818.60		
Federal Share	Local Match	Total
\$73,132.75	\$7,685.85	\$80,818.60

Outstanding Projects from FY '24

Work to be accomplished by Consultant

The following projects will be completed in FY '25: Laramie County Rights-of-Way Impact Fee Study and Safe Routes to School (This project is entirely being funded from a TAP Grant and private funding for the local match. It is part of the MPO work plan for FY '24, but not included in any of the budget figures.).

FY ' 24 Encumbered		
Federal Share	Local Match	Total
\$360,985.53	\$37,937.59	\$398,923.12

Project Timeline

First Quarter - Oct - Nov – Dec ‘24:

- Kickoff Projects – CONNECT2050 Long Range Transportation Plan Update, Travel Demand Model Update, HPMS Traffic Counts, and Complete Laramie County Road Impact Fees.
- Conduct public meetings for FY ‘25 projects.
- Complete Quarterly Reports

Second Quarter - Jan – Feb – Mar ‘25:

- RFQ Process for Parsley Extension – College to High Plains/Wallick Drive – Parsley to Division. Complete Safe Routes to School.
- Kickoff Project - Parsley Extension – College to High Plains/Wallick Drive – Parsley to Division.
- Complete West Crow Creek Greenway.
- Conduct public meetings for FY ‘25 projects.
- Complete Quarterly Reports

Third Quarter - Apr – May - Jun ‘25

- Complete Passenger Rail Station Selection Study.
- Conduct public meetings for FY ‘25 projects.
- Complete Quarterly Reports

Fourth Quarter - Jul – Aug – Sep ‘25

- Begin UPWP FY25. Adopt UPWP FY25. AMPO Conference.
- Conduct public meetings for FY ‘24 projects.
- Complete Quarterly Reports

UPWP FY '25 Budget

UPWP FY '25 CPG Funding			
	CPG	Local Match	TOTAL
FY '25 Allocation	\$995,350.18	\$104,605.82	\$1,099,956.00
FY ' 24 Rollover	\$81,760.30	\$8,592.56	\$90,352.86
FY '24 Encumbered Projects	\$360,985.53	\$37,937.59	\$398,923.12
Total	\$1,438,096.02	\$151,135.96	\$1,589,231.98
UPWP FY '25 Budget Summary			
Personnel	\$472,594.73	\$49,667.10	\$522,261.83
Operations	\$122,168.74	\$12,839.26	\$135,008.00
Programs	\$120,364.37	\$12,649.63	\$133,014.00
Projects - FY '25	\$361,982.65	\$38,042.38	\$400,025.03
FY '24 Encumbered Projects	\$360,985.53	\$37,937.59	\$398,923.12
Total	\$1,438,096.02	\$151,135.96	\$1,589,231.98

UPWP FY '25 Project Breakdown			
	CPG	Local Match	TOTAL
CONNECT2050 LRTP Update	\$135,735.00	\$14,265.00	\$150,000.00
Parsley/Wallick Corridor	\$135,735.00	\$14,265.00	\$150,000.00
East Allison Corridor	\$49,905.26	\$5,244.77	\$55,150.03
Travel Demand Model Update	\$40,607.39	\$4,267.61	\$44,875.00
Total	\$361,982.65	\$38,042.38	\$400,025.03

Planning Factors and Federal Planning Emphasis Areas

IIJA Planning Factors

- 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 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 the preservation of the existing transportation system;
- 9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- 10) Enhance travel and tourism.

Metropolitan Planning Factors Considered in the FY '25 UPWP										
UPWP Elements	Metropolitan Planning Factors									
	1	2	3	4	5	6	7	8	9	10
MPO Program Administration	x	x	x	x	x	x	x	x	x	x
FY '25 Programs	x	x	x	x	x	x	x	x	x	x
FY '25 Projects										
CONNECT2050 LRTP Update	x	x	x	x	x	x	x	x	x	x
Parsley/Wallick Corridor	x	x		x	x	x	x	x		
East Allison Corridor	x	x		x	x	x	x	x		
Travel Demand Model Update	x	x	x	x	x	x	x	x		x

Federal Planning Emphasis Areas

Federal Planning Emphasis Areas On December 30, 2021, the FHWA and FTA Offices of Planning jointly issued updated Planning Emphasis Areas (PEAs) to be incorporated into MPO planning documents as they are updated. The PEAs include:

- 1) Tackling the Climate Crisis—Transition to a Clean Energy, Resilient Future;
- 2) Equity and Justice⁴⁰ in Transportation Planning;
- 3) Complete Streets;
- 4) Public Involvement;
- 5) Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination;
- 6) Federal Land Management Agency (FLMA) Coordination;
- 7) Planning and Environmental Linkages (PEL); and
- 8) Data in Transportation Planning;

The Planning Emphasis Areas are addressed in the UPWP FY'25 by work program tasks.

Metropolitan Federal Planning Emphasis Areas Considered in the FY '25 UPWP								
UPWP Elements	Federal Planning Emphasis Areas							
	1	2	3	4	5	6	7	8
MPO Program Administration	x	x	x	x	x			x
FY '25 Programs	x	x	x	x	x		x	x
FY '25 Projects								
CONNECT2050 LRTP Update	x	x	x	x	x	x	x	x
Parsley/Wallick Corridor	x	x	x	x	x			x
East Allison Corridor	x	x	x	x	x			x
Travel Demand Model Update	x	x	x	x	x			x