

## HAMPO MPO FY 2021 UPWP

### Oversight Agencies Comment Log

#### FHWA Comments

##### **General**

- I encourage this MPO to create a separate section somewhere at the beginning of this document to summarize and highlight its noteworthy accomplishments during FY 2020.

*MPO's Response: The FY 2021 UPWP has been revised to include a section highlighting past MPO accomplishments.*

- Please revisit last year's comments to see if they were addressed. If not, how they will be addressed during FY 2021.

*MPO's Response: MPO staff reviewed comments received on the FY 2020 UPWP and has address all comments with the exception on the size of the document. MPO staff has reviewed each section of the FY 2021 UPWP to ensure information included is as concise without removing pertinent details from the document.*

##### **Section A – UPWP Development and Participation process:**

- 3rd paragraph, second sentence: Please revise “annual priorities” to be consistent with actual “Annual Priorities” section of remove this paragraph entirely as annual priorities look beyond the goals of an MTP.

*MPO's Response: The FY 2021 UPWP has been revised accordingly.*

- 5th paragraph, first sentence: Please edit to include PC. Currently, CAC is highlighted twice.

*MPO's Response: The FY 2021 UPWP has been revised accordingly.*

- UPWP Amendments: Remove last paragraph/sentence stating UPWP amendments to the FY 2021 UPWP are on pg. 4.

*MPO's Response: The FY 2021 UPWP has been revised accordingly.*

##### **Section B – FY 21 Planning Focus Areas:**

- Please include 2020 Census as a FY 2021 priority and outline associated activities under the relevant Tasks / Subtasks

*MPO's Response: The FY 2021 UPWP document has been updated to include the 2020 Census as planning priority for FY 2021 along with associated tasks included for relevant tasks/subtasks.*

- I recommend activities to re-evaluate and update the MPO's Bylaws, Participation Plan, COOP, etc.

*MPO's Response: The FY 2021 UPWP has been updated to include activities to review and update the MPO's bylaws and PPP where necessary.*

- Performance management continues to be a priority, please, include annual TPM target setting as a priority and outline associated activities to accomplish this task;

*MPO's Response: The FY 2021 UPWP has been updated to include TPM as a planning focus area for upcoming fiscal year.*

- Freight Planning tasks with identified activities. This MPO has a fairly current Freight Plan, how is it being implemented and evaluated; how is coordination and with who; ways to assess/evaluate any implemented freight related projects and/or strategies? Freight representation; etc.

*MPO's Response: The FY 2021 UPWP has been revised to include Freight Planning as a priority focus as well as more detailed activities for the upcoming fiscal year.*

- Public Involvement to coincide with the MTP update

*MPO's Response: The Public Involvement of the FY 2021 UPWP has been updated accordingly to coincide with the MTP update.*

### **Section C – Performance Based Planning:**

- PEAs: Please remove the federal PEAs to include acronym and the FHWA/FTA letter in the Appendix as these PEAs are dated. Furthermore, these areas should now be a part of your planning and programming process.

*MPO's Response: PEAs have been removed from the FY 2021 UPWP along with FHWA/FTA letter from the appendix.*

- Planning Activity Factors Matrix: This matrix contain several N/As. Based on the overall metropolitan planning process, some of these tasks should not be N/As for addressing the federal planning factors, Congestion Management for instance. How is this region monitoring and addressing congestion? Currently, this MPO is looking at congestion management as a required product of TMAs instead of identifying activities to address any current and/or future congestion in this region.

*MPO's Response: the FY 2021 Planning Activity Factors Matrix was reviewed, and all updates have been made. The current planning activity factors matrix directly corresponds with the FY 2021 UPWP tasks and activities as outlined in the summary budget table on page 58.*

### **Section D: UPWP Tasks and Phases:**

- 4.11 MTP - Please add amendments to the FY 2045 MTP as potential activities during FY 2021. This can follow the same list of activities as the TIP as the TIP is a subset of the MTP

*MPO's Response: section 4.11 MTP of the FY 2021 UPWP has been updated to include amendment of the FY 2045 MTP as a potential activity during FY 2021*

### **UPWP Budget Summary:**

- There are inconsistencies with naming Systems Planning/Systems Analysis. Please revise for consistency.

*MPO's Response: FY 2021 UPWP Summary budget table was updated to ensure consistency. All system planning references have been changes to system planning.*

## GDOT Comments

### **General Comments:**

- FY 2021 Planning Focus Areas: Please also add activities to re-evaluate and update the MPO's MOU (As 2020 Census information becomes available, MPO boundary may change, etc.)

*MPO's Response: MPO has updated FY 2021 UPWP to include MOU update as a planning priority for the upcoming fiscal year.*

- Planning Activity Factors Matrix: As noted by FHWA, The MPO has "n/a" listed for several work elements that do not have funding allocated (congestion management, air quality management, air quality planning, etc.) While these may not require specific documents, the MPO is addressing these elements through the MTP and TIP process. The MPO should consider use the work elements listed in the chart under Section A. UPWP Development and Participation Process (Page 1 of Document)

*MPO's Response: MPO staff has updated FY 2021 planning activity factors matrix to remove all work elements that originally had "n/a" to reflect the FY 2021 UPWP summary budget table and included a footnote explaining the changes.*

### **FY 2021 UPWP Budget Summary:**

- Please fix the minor formatting issues in the table (Subtotal Task 4 heading should be formatted identical to other headings, and make sure the Total Planning Funds are conveyed clearly, to help our Financial Office easily identify these funds for programming).

*MPO's Response: MPO has updated the FY 2021 UPWP to correct formatting of summary budget table as well as highlighted total planning funds for FY 2021 per agencies recommendation.*

- 1.4 Equipment and Supplies: MPO should consider allocating a small amount of funding for this task to prevent any possible budget adjustments that may be needed should any equipment or supplies need to be purchased during the fiscal year.

*MPO's Response: MPO update FY 2021 UPWP summary budget table to include funding for equipment and supplies for FY 2021.*

- Special Studies 4.13: Please only show the amount of special PL funds expected to be spent during FY 2021 instead of the total contract amount

*MPO's Response: MPO has updated summary budget table to reflect MTP funding expected to be spent in FY 2021 instead of the total contract amount. A footnote has also been incorporated noting that these are funding estimates given that the current fiscal year has not ended, and the totals are subject to change based on consultant invoicing for activities through June 30<sup>th</sup>. An administrative modification will be made once the Fiscal Year has ended and all invoices have been received.*

### **Minor comments:**

- Make sure the overall document is corrected edited, formatted, and consistent throughout (page numbers, headers, table of contents, etc.)

*MPO's Response: MPO has reviewed final draft of the FY 2021 UPWP to ensure all formatting errors were addressed and consistent throughout the document.*

- Make sure the Table of contents is formatted to show correct page numbering throughout the document; "Task 2. Public Involvement" does start as page 0, after page 24.

*MPO's Response: MPO has reviewed final draft of the FY 2021 UPWP to ensure all page numbering and formatting errors were addressed and consistent throughout the document.*