

UNIFIED PLANNING WORK PROGRAM (UPWP)

Federal Fiscal Years 2024-2025 *Amended*

(OCT.1, 2024 – SEPT. 30, 2025)



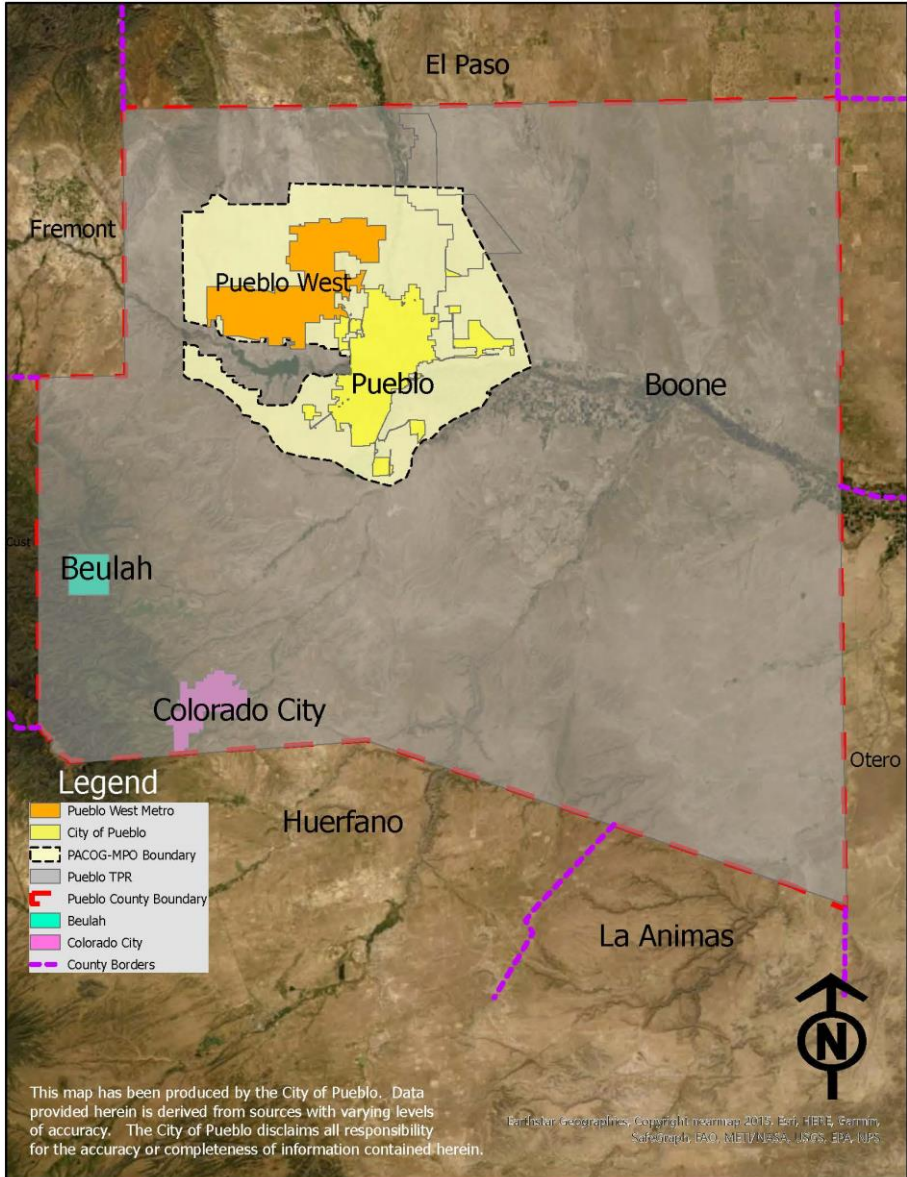
Pueblo Area Council of Governments

**Metropolitan Planning Organization (MPO)
Transportation Planning Region (TPR)**

ADOPTED:

PREPARED BY PUEBLO AREA COUNCIL OF GOVERNMENTS METROPOLITAN PLANNING
ORGANIZATION

PACOG PLANNING AREA



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INTRODUCTION

The purpose of the Unified Planning Work Program (UPWP) is to provide a management document containing descriptions and objectives for specific work tasks during the program period Federal Fiscal Years (FFYs) 2024 and 2025 (October 1, 2023 through September 30, 2025). This UPWP defines program areas with related objectives and allocates resources to these program activities and tasks.

The Pueblo Area Council of Governments (PACOG), which is the designated Metropolitan Planning Organization (MPO) for the Pueblo area as required by Title 23 of federal statutes, was organized in 1971. Membership of the Board of Directors consists of elected officials representing the City of Pueblo, Pueblo County, Pueblo City Schools (formerly District 60), Pueblo School District 70, Colorado City Metropolitan District, Pueblo West Metropolitan District, Pueblo Board of Water Works, and the Salt Creek Sanitation District. PACOG also serves as the state designated Transportation Planning Region (TPR) for Pueblo County and the PACOG Board also serves as the Regional Planning Commission (RPC) in that capacity.

PACOG transportation planning activities are carried out by the Urban Transportation Planning Division under contract with the City of Pueblo and may also use some resources of the City of Pueblo Departments of Public Works or Community Development, Pueblo County Departments of Planning and Public Works, and various external consulting firms, as needed.

Organization, Management & Funding

The general objectives of the FFY 2024-2025 UPWP are to:

1. Assist all participating agencies in achieving applicable comprehensive planning goals and in fulfilling the statutory requirements of The Infrastructure Improvement and Jobs Act (IIJA) which became law on November 15, 2021 that carried forward federal planning factors modified in the Fixing America's Surface Transportation Act (FAST-Act) and associated planning regulations adopted by the FHWA and FTA.
2. Assist all participating agencies in fulfilling their continuing responsibilities to the community including, but not limited to,
 - a) Using the products of the transportation planning process as a major contribution to other comprehensive planning activities and providing the mechanisms for the continued integration of transportation planning with land use and other comprehensive planning.
 - b) Updating and revising basic transportation planning, regional socioeconomic, environmental, land use, and transportation system operating data using applicable GIS or other technologies for these systems.
 - c) Modifying developed plans and programs as warranted by changes in travel patterns or urban conditions and translating plans into action programs for project implementation.
3. Carry out specific transportation planning functions required for the continued certification of the Pueblo area urban transportation planning process including:

- Develop and maintain the Unified Planning Work Program (UPWP)
- Develop and maintain the Transportation Improvement Program (TIP)
- Develop and maintain the Long-Range Transportation Plan (LRTP)
- Public involvement in the transportation planning process.

4. Other functions that PACOG completes on an as-needed basis:

- The Bicycle and Pedestrian Master Plan
- Pueblo Transit Plan
- Updates to financial forecast to the Long-Range Transportation Plan (LRTP) to the horizon of 2045.

FFY 2025 ANTICIPATED REVENUES AND COSTS

FFY 2025 Program Projection	
FY2025 Contract	\$380,181
Anticipated Carry-Over into 2025	\$328,768
Total expected revenue	\$708,949
Anticipated Expenses FFY 2025	\$672,604
Anticipated Carry-Over into 2026	\$36,345

FFY 2025 ESTIMATED EXPENSES

Non-Labor Direct Expenses		
		FY2025
Wo	Work Element Expense	Non-Labor Direct
	2410 Postage	\$100
2410	2410 Telephone	\$1,500
	2410 Advertising	\$1,000
2420	2410 Printing & Binding	\$1,500
	2410 Travel	\$6,800
2430	2410 Training and Education Registrations	\$1,000
	2410 Offices & Operating Supplies	\$750
	2410 Dues and Subscription	\$2,500
2440	2410 Computer Equipment	\$3,500
	2410 Office Equipment/Desk/Chairs	\$500
	2410 Professional Services	\$5,800
	2410 Subtotal	\$24,950
	2420 Software Maintenance MS2 or Diexsys	\$25,000
	2420 Contract Traffic Counts	\$8,000
	2420 Traffic Counters/Equip.	\$5,000
MPO Manag Planner	2420 Bike and Ped Counter	\$15,000
Transportati Administrative	2420 Subtotal	\$53,000
	2430 Software Maintenance TransCad	\$9,000
Total	2430 Subtotal	\$9,000
	2440 Professional Services	\$300,000
	2440 Subtotal	\$300,000
	Total	\$386,950

WORK ELEMENT 2410: PROGRAM ADMINISTRATION & COORDINATION

Objective - To manage, support, improve, adapt, administer, and coordinate the cooperative, continuous, and comprehensive transportation planning process as required by FAST Act.

STAFF TIME ALLOCATED FOR 2410	
MPO Manager	71%
Planner	18%
Transportation Tech	10%
Administrative Tech	2%
Total	100%

2411: AGREEMENTS AND BYLAWS

Activities:

- Complete and execute planning partner memorandum of understandings, as needed, to implement the transportation planning process.
- Assist in updating bylaws as necessary resulting in changes as approved by the PACOG Board identified in the Reorganization Study conducted in FY 2016/17.
- Adopt bylaws for Transportation Advisory Commission, including possible restructuring the Transportation Advisory Commission (TAC) to include Chair and Vice-Chair, to structure.
- Amend and update PACOG bylaws to include new TAC bylaws as well as other changes.
- Consolidate and update TAC Membership (freight, rail, other community partners such as Colorado State University Pueblo to possible be added)
- Assist in maintaining required materials as necessary. (i.e. Agendas, Minutes, Financial Records, etc.).

2412: UNIFIED PLANNING WORK PROGRAM

Activities:

- Mid-Year progress report.
- Complete year-end report for FY2024.
- Amend 2024 - 2025 UPWP as needed.
- Review and modify the format of the UPWP as needed.

TP2412 FY2025	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
Mid-Year Report for FY2025								☐				
Complete FY		☐	☐									

2024 Year-End Report													
Develop and Adopt FY 2025 UPWP												☐	☐

2413: BUDGET AND FINANCIAL MANAGEMENT

Activities:

- CDOT monthly Metropolitan Transportation Planning reimbursements.
- Prepare MPO Budget for PACOG Board adoption.
- Prepare Sub-Delegation Budget and Appropriation Ordinances for City of Pueblo
- Prepare for and participate in PACOG audit(s) if required under Single Audit Requirements.
- Forecast 2050 LRTP expenses.

TP2413 FY2025	Oct.	Nov.	Dec	Jan.	Feb	Mar.	Apr.	May	June	July	Au g	Sept.
Submit Monthly Reimbursement Reports	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Prepare MPO Budget for PACOG Board									☐	☐		
City of Pueblo – Sub-delegation Budget		☐	☐									
PACOG Audit - Transportation					☐	☐						

2414: STAFF AND PROFESSIONAL DEVELOPMENT

Activities:

- Actively participate in Statewide training and educational meetings hosted by CDOT/FHWA/FTA and other organizations within the State.
- Make applicable transportation planning training available to staff, committee members, and member agency partners.
- Develop staff training and document procedures as necessary.
- Develop, implement, and conduct an orientation program for new commission and committee members.
- Continue staff training on Travel Demand Model, TransCAD
- Staff Training courses conducted by Nation Highway Institute or National Transit Institute
- Staff Attendance at Transportation Research Board’s Annual Meeting.

- Staff participation in AMPO’s Annual Conference, AMPO’s Technical Conference
- GIS training as needed?

TP2414 FY2025	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Jul y	Aug.	Sept.
Training meetings	☐	☐			☐	☐			☐	☐		
Conferences and Workshops for MPO Staff	☐			☐				☐		☐		
PACOG Board & Committee Orientations				☐					☐			

2415: PUBLIC INVOLVEMENT ACTIVITIES

Products/Activities:

- Project specific public involvement.
- Review and update the Public Participation Plan (PPP) as needed.
- Amend Title VI and LEP Policy as needed.
- Issue press releases and advisories related to transportation planning and projects in the region.
- Develop and expand a stakeholder’s contact list for notification of planning activities.
- Maintain MPO website.
- Post notifications on PACOG/MPO social media feeds.
- Work collaboratively with local, state, and federal officials and agencies to help achieve established transportation goals and objectives.
- Actively participate in meetings and planning sessions of various public and private stakeholder groups that have direct or indirect involvement in transportation planning, land use planning, economic development, community development, infrastructure development.

TP2415 FY2025	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Jul y	Aug.	Sept.
Website Maintenance	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Open Houses as Needed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Meetings and General Public Questions – On-	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Going																				
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2416: EQUITY AND JUSTICE 40

Products/Activities:

- Improve access for non-motorized travel in Underserved Communities
- Improve access and service for public transportation in Underserved Communities
- Plan for safety of all road users through infrastructure improvements and speed management
- Reduce single-occupancy travel.
- Offer reduced public transportation fares as appropriate.
- Plan for demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services.
- When developing transit-oriented development, consider equitable and sustainable practices.
- Update website for ADA compliance and future documents

TP2416 FY2025	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
Improving Equity in Region	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

2417: MPO COMMITTEE MEETINGS

Activities:

- 10-12 PACOG Board meetings annually.
- 10-12 TAC meetings annually.

- Participate in local committee’s (i.e., ADA, PACE, Pueblo Department of Public Health, and Environment)
- Create subcommittees as needed.

TP2417 FY2025	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Jul y	Aug.	Sept.
Submit Monthly Reimbursement Reports	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Prepare MPO Budget for PACOG Board									☐	☐		
City of Pueblo – Sub-delegation Budget		☐	☐									
PACOG Audit – Transportation					☐	☐						

2418: COORDINATION WITH PUEBLO TRANSIT

Activities:

- Conduct meetings as needed with staff from Pueblo Transit to coordinate with MPO activities that will benefit transit operations within the Pueblo region.
- Coordinate with Pueblo Transit on LRTP Vision Plan and GIS mapping
- Assist with grant applications by providing Data and background supporting information.
- Incorporate transit planning as a requirement when selecting projects for funding.
- Partner with Pueblo Transit to resolve transportation issues affecting Transit within the region.
- Provide Pueblo Transit
 - Support for route expansion studies and analysis
 - Increased Ridership modeling and analysis
 - National Transit Database data collection for federal reporting.
 - Route consolidation and expansion planning
 - Facility Cost Analysis
 - Support Infrastructure improvements.

TP2418 FY2025	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Jul y	Aug.	Sept.
Coordination with Pueblo Transit	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

2419: MISCELLANEOUS ADMINISTRATIVE ACTIVITIES

Activities:

- Perform the routine administrative, personnel, contractual and management activities, and tasks necessary to maintain and support a viable long-range transportation planning process.
- Procure, upgrade and/or maintain computer systems, software and equipment required to carry out an efficient and effective transportation planning process.
- Annual Review with FHWA and FTA.

TP2419 FY2025	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Jul y	Aug.	Sept.
Annual Planning Process Certification											☐	☐
On-Going Activities	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

WORK ELEMENT 2420: DATA COLLECTION AND MANAGEMENT

Objective – to develop and maintain data necessary for informed decision making relating to the MPO transportation system.

STAFF TIME ALLOCATED FOR 2420	
MPO Manager	0%
Planner	0%
Transportation Tech	100%
Administrative Tech	0%
Total	100%

2421: TRAFFIC COUNTING AND DATA MANAGEMENT

Activities:

- Obtain, update, convert, refine, and maintain traffic count data for the Pueblo area. This includes national highway system, state highway system, county, and local roadways.

- Continue traffic counting program to support transportation modeling and impacts on urban or non-urban areas.
- Continue bike/pedestrian counting on trails within PACOG area.
- Continue to update GIS layer to include count data gathered by MPO, County, and any third party.

TP2421 FY2025	Oct.	Nov	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
Annual Traffic Count Program	☐	☐				☐	☐	☐	☐	☐	☐	☐
Contract Counts	☐											☐
Regional Trail User Count	☐								☐	☐		

2422: TRAFFIC CRASH MONITORING PROGRAM

Activities:

- Update, maintain, review, and verify crash database in Diexsys.
- Analyze traffic and collision data for trends.
- Prepare projections and reports for planning uses.
- Publish Crash Summary Data annually with 5-years historical crash data.
- Prepare Annual top 25 high crash locations to share with local agencies.
- Improve geo-referencing process locations of data.
- Develop summary reports and maps with crash data to assist planning partners in identifying potential safety improvement projects.
- Work with local agencies to build a Safety Action Plan

TP2422 FY2025	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Jul y	Aug.	Sept.
Crash Database Update			☐	☐	☐							
Accident Summary Report					☐	☐						

2423: MPO DATABASE MANAGEMENT

Activities:

- Prepare and maintain maps, records, booklets, etc. that summarize or depict the PACOG MPO census data.

Commented [HH1]: Census data? Like the DI / low income areas?

- Conduct other census related work and activities necessary to support transportation planning.
- Provide current transportation planning materials and maps as requested by citizens and various agencies within the MPO region.
- Participate in the Statewide Travel Demand Survey when CDOT initiates update.
- Organize and maintain MPO files and folders.

TP2423 FY2025	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Jul y	Aug.	Sept.
Socio-economic layer updates	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Participate in Statewide travel demand survey as needed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

2424: POPULATION, LAND USE AND GIS DATA COLLECTION

Activities:

- Update MPO Databases and GIS layers as information becomes available.
- Obtain, verify, and review Pueblo Transit System’s data for the Pueblo area.
- Ensure PACOG ArcGIS maps are accessible to partner agencies and public.
- Obtain, update, convert, refine, and maintain non-motorized transportation systems data for the Pueblo area. This includes bike routes, regional trail systems, designated mountain bike trails, and future bike and trail planning. Update local transportation system data to reflect changes to the future transportation network as modified by local or county government actions.
- Convert graphics from various planning documents, utilizing GIS software, to analyze the consistency between the LRTP and proposed developments.
- In coordination with CDOT, review the existing Functional Classifications and update as necessary based on the new 2020 census data.
- Create a live GIS map of TIP projects.
- Create and print new bicycle map.

Commented [HH2]: Update what?

TP2424 FY2025	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Jul y	Aug.	Sept.
As-Needed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

WORK ELEMENT 2430: TRANSPORTATION PLANS, PERFORMANCE MEASURES, GREEN HOUSE GAS REDUCTION, ACTIVE TRANSPORTATION, AND SCENARIO PLANNING

Objective- Monitor the adopted 2045 PACOG LRTP for compliance and make amendments as necessary.

STAFF TIME ALLOCATED FOR 2430	
MPO Manager	20%
Planner	49%
Transportation Tech	31%
Administrative Tech	0%
Total	100%

2431: METROPOLITAN TRANSPORTATION PLAN

Activities:

- 2045 LRTP Implementation.
- Develop 2050 LRTP framework, schedule, and release RFP.
- Ongoing updating and maintenance of a 6-year capital plan of projects for inclusion into the TIP.
- Monitor the approved 2045 LRTP and make amendments where significant changes have been identified.
- Coordinate with CDOT's implementation of GHG Emissions, and complete GHG Transportation Report.
- Review local plans for consistency with the LRTP.

TP2431 FY2025	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Jul y	Aug.	Sept.
As-Needed	□	□	□	□	□	□	□	□	□	□	□	□

2432: IMPLEMENTATION OF PERFORMANCE MEASURES

Activities:

- Develop baseline performance measures consistent with CDOT's measures.
- Coordinate with CDOT's implementation of performance measures as final rule making is completed.
- Amend performance measures as needed to be consistent with state-wide measures.

- Report annually on Goals of the established measures.

TP2432 FY2025	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Jul y	Aug.	Sept.
Complete with assistance from consultants developing a Safety Plan for the Region. Develop PM2 and PM3 Safety Targets and compare with State Targets.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

2433: TRAVEL DEMAND MODEL

Activities:

- Run project scenarios based on projects identified in the 2045 LRTP and new developments.
- Update local transportation system data to reflect changes to the future transportation network as modified by local or county government actions.
- Supply CDOT with Data from Model runs that contain “Regionally Significantly” projects
- Attend TransCAD training as needed.
- Provide Pueblo Planning Model (PPM) data as needed

TP2433 FY2025	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Jul y	Aug.	Sept.
Work with local TDM with assistance from a consultant if needed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

2434: TRANSPORTATION IMPROVEMENT PROGRAM

Prepare the Transportation Improvement Program to ensure that all expected funding sources are accurately accounted for and programmed, consistent with policies to ensure adoption by PACOG, CDOT, and FHWA.

Activities:

- Prepare, coordinate, and distribute required administrative modifications and amendments to the adopted TIP following a review of compliance/progress verification, along with submittal of corresponding request for inclusion in the State Transportation Improvement Program (STIP).
- Produce and distribute an annual list of projects obligated the prior FFY within.
- Plan, organize and facilitate the updating of the TIP on an annual basis and apply fiscal constraint to a proposed projects list. Validate or modify the list of programmed projects to be executed in subsequent years of the adopted TIP.
- Update and post project amendments to “TIP Tracker” on pacog.net.
- In accordance with state and federal requirements and policies, analyze the potential environmental and environmental justice impacts of proposed projects.

TP2435 FY2025	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Jul y	Aug.	Sept.
As-Needed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

2435: TRANSITION TO A CLEAN ENERGY, RESILIENT FUTURE

- Facilitate in location of EV Charging locations and equity.
- Begin framework for GHG Mitigation Plan, if necessary.
- Implement GHG mitigation strategies, if needed.
- Identify barriers to and opportunities for deployment of fueling and charging infrastructure.
- Evaluate opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips.
- Increasing access to public transportation
- Shift to lower emission modes of transportation
- Identify transportation system vulnerabilities to climate change impacts and evaluate potential solutions.

2436: COMPLETE STREETS

- Plan and coordinate with regional stakeholders to develop safe streets for all users through a comprehensive Complete Streets Policy.
- Enable pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists to have a safe, and accessible route to their destination.
- Provide an equitable and safe transportation network for travelers of all ages and abilities.

- Work with local agencies to update roadway standards and classifications.
- Work with local agencies to identify processes and procedures to encourage and implement a complete street policy.
- Provide peer to peer training opportunities to encourage and implement complete streets policies.

WORK ELEMENT 2440 ON-CALL ASSISTANCE, REGIONAL AND STATEWIDE PLANNING

Objective – These are intended to be planning activities that will be completed annually or completed in a specific FFY of the UPWP.

STAFF TIME ALLOCATED FOR 2440	
MPO Manager	56%
Planner	30%
Transportation Tech	14%
Administrative Tech	0%
Total	100%

2441: ON-CALL TRANSPORTATION TECHNICAL ASSISTANCE CONSULTANT

This element is developed as a placeholder for funding for consultant’s services to assist with planning activities, which provides flexibility to the MPO to use a portion of additional CPG funds later. General consultant services may be used for Long Range Transportation Plan activities, traffic count program, Travel Demand Modeling, Pavement Condition Rating, Safety Action plans or Planning studies.

- Aid on plans, reports, and/or studies that require computer simulation/visualization of corridors, projects, systems, or road networks as needed.
- Provide updated GIS data (shape files) to MPO such as:
 - New roadways
 - Proposed roadways
 - New trails/bike routes/bike lanes
 - Roadway classifications
- Provide Pueblo Transit
 - Route expansion studies and analysis
 - Increased Ridership modeling and analysis
 - National Transit Database data collection for federal reporting.
 - Route consolidation and expansion planning

- Facility Cost Analysis
- Infrastructure improvements.

2442: REGIONAL, STATEWIDE, AND FEDERAL PLANNING PARTICIPATION

Activities:

- Regular participation in regional planning activities in cooperation with PACOG member entities.
- Regular attendance at State Transportation Advisory Committee (STAC) meetings.
- Review major annexation plans for transportation impacts.
- Evaluate development impacts which may require amendments to the adopted Long Range Transportation Plan and/or Transportation Improvement Program.
- Review land use issues affecting the transportation system.
- Attendance at Transportation Commission (TC) meetings if necessary to represent the interests of the PACOG MPO/TPR.
- Participation and support the Southwest Chieftain North Front Range Passenger Rail Commission.
- Participation in joint or coordinated planning studies conducted cooperatively by the four Front Range MPOs.
- Regular participation in statewide committees for special studies that may have impacts in the PACOG MPO area, (i.e. Freight, Rail, Intracity transit)
- Work and coordinate with FLMA

TP2441 FY2025	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
Attend STAC and other regional meetings.	□	□	□	□	□	□	□	□	□	□	□	□

2443: PLANNING AND ENVIRONMENTAL LINKAGES

Activities:

- Implement planning and environmental linkages (PEL) as part of the transportation planning and environmental review process.
- Develop partnerships with resource agency staff.
- Provide PEL resources and educational training to local jurisdictions.
- Create PEL methodologies for transportation planning in PACOG region.

2444: SPECIAL PROJECTS AND OTHER TRANSPORTATION MODE PLANNING

This element is developed as a placeholder for funding of any special projects that may arise within the PACOG region.