



FY25 Transportation Work Plan

Northwest Missouri Regional Council of Governments

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INTRODUCTION

The Northwest Missouri Regional Council of Governments (NWMO RCOG) is designated as a “Transportation Planning Partner” by the Missouri Department of Transportation (MoDOT) and is charged with the responsibility of identifying local and regional transportation needs, prioritizing transportation needs, educating the public and general transportation stakeholders about the transportation planning and investment process, and coordinating transportation improvements with local, regional, and state development activities. To fulfill this responsibility and engage regional leaders, the NWMO RCOG’s Board of Directors approved a policy that establishes the process for appointing representation for the region’s Transportation Advisory Committee (TAC). The policy was developed to provide an equitable and established process for appointing members to the committee.

Regional Council Transportation Advisory Committee (TAC)

The TAC plays an important role in the transportation planning process. The TAC is assigned the duty of identifying and prioritizing transportation needs within the Northwest region’s five counties (Atchison, Gentry, Holt, Nodaway and Worth) and recommending these priorities to the NWMO RCOG’s Board of Directors. The board-approved TAC recommendations are then presented to MoDOT for consideration in the development of the Unfunded Needs Lists and the Statewide Transportation Improvement Program (STIP). The STIP is the tool used by MoDOT to make critical transportation investments in the State of Missouri. The TAC also plays an important role in the MoDOT Unfunded Needs Lists and how projects are determined for those three tiers.

The TAC consists of appointees from each county. Per the by-laws of the Northwest Missouri Regional Council of Government’s TAC, current TAC members are appointed by their respective county commissions to represent the interests of their jurisdictions. Members include county commissioners, city managers, city council members, and private citizens. The Chair of the TAC is a member of the NWMO RCOG’s Executive Committee, chosen by the TAC members by nomination and election.

The TAC meets on a quarterly basis to provide direction regarding the local planning process; and, in addition, it provides a forum for communication between elected officials, state transportation staff and the public regarding planning activities.

Regional Council Work Plan

Each year, the NWMO RCOG partners with the two neighboring regional planning commissions and the Metropolitan Planning Organization (MPO) within MoDOT’s Northwest District (Green Hills Regional Planning Commission, Mo-KAN Regional Council and St. Joseph MPO) to discuss both short-term and long-term transportation and planning goals, objectives, and activities. These activities are included in our annual Transportation Work Plan.

TASK 1 – Administration

Purpose: *This task covers general administration tasks related to the execution of the contract to include, but not limited to accounting, reporting, performance evaluation and general correspondence. All reporting will follow the guidelines described in 23 CFR 420.117(b), as well as maintain the required documentation for work elements as described in 23 CFR 420.111. This is necessary for reimbursement of RPC funds from MoDOT and provides the audit detail to justify the continued funding availability.*

End Documents:

- Invoices
- Activity and financial reports, on agreed upon timeframe.
- FY25 Performance Evaluation
- FY25 Transportation Planning Work Plan
- Financial audit
- Direct/Indirect Cost Documentation
- Title VI update, if required (Next update: May 2027)
- To receive the top evaluation score, a RPC must expend at or in excess of 1,200 hours of staff time devoted to the Work Plan and document that time.

Prior Year Accomplishments:

- Staff completed and submitted quarterly financial reports to MoDOT within 30 days of the end of each quarter.
- Staff completed and submitted quarterly activity reports to MoDOT within 30 days of the end of each quarter.
- Staff prepared and submitted annual performance evaluation.
- Staff prepared and submitted annual work plan by due date.
- Staff provided certification of direct and/or indirect costs, as requested.
- Staff completed audit and shared audit report with Office of Administration.

Task 1 Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Prepare invoices/financial reports on agreed-upon timeframe.	Fiscal Officer		October 31, 2024 January 31, 2025 April 30, 2025 June 30, 2025
Prepare progress and activity reports and submit them quarterly along with invoice/financial reports.	Regional Planner		October 17, 2024 January 20, 2025 April 17, 2025 June 19, 2025

Prepare and submit annual performance evaluation on time.	Regional Planner		April 21, 2025
Prepare and submit annual work plan on time.	Regional Planner Fiscal Officer		May 15, 2025
Provide certification of direct and/or indirect costs, as required.	Fiscal Officer		Ongoing, June 30, 2025
Complete audit and share audit report with Office of Administration.	Fiscal Officer		Ongoing, June 30, 2025
Participate in MACOG's quarterly Fiscal Officer meetings	Fiscal Officer		Ongoing, June 30, 2025
Prepare update of Title VI plan, if applicable. (Updated every 3 years.)	Regional Planner		Current plan expires May 2027
Total Staff Hours		194	

Task 1 Budgeted Funds:

Total Task Expense:	\$17,549.55
MoDOT 80% Share:	\$14,039.64
RPC 20% Share:	\$3,509.91

TASK 2 – Core Planning Activities/Public Engagement

Purpose: *To cover all planning and public engagement activities necessary to complete the identified activities, including regional needs identification and prioritization; updating the Regional Transportation Plan, including needs and priorities, data, multi-modal asset and prioritization information and sidewalk inventories, assessments and mapping; engaging the citizens, stakeholders, TAC and board to ensure a complete and accurate needs list; supporting statewide planning efforts and participating in MoDOT sponsored event and studies; and hold at least four TAC meetings per year. This task will also include all activities that encourage public engagement and education and enhance the general transportation for the region, including activities that provide opportunities to interface with the public, such as attending public hearings, hosting forums and workshops, TAC meetings, board meetings, newsletters, social media and other methods of communication and information sharing with the public. Planning activities may include (but are not limited to) GIS development, data generation, local development trends and assistance with local financing options for communities.*

End Documents:

- Updated version of the Regional Transportation Plan
- Update Regional Transportation Needs
- Inventory of transportation stakeholders (all modes) with contact information
- FY25 TAC Priorities for the region submitted to MoDOT.
- GIS/maps as developed.
- TAC agendas, minutes, and other documents from hosting at least four TAC meetings throughout the fiscal year.

Prior Year Accomplishments:

- Staff attended several meetings pertaining to or that discussed statewide and local transportation issues and concerns, to include:
 - Quarterly TAC meetings
 - Regional Council Board of Directors meetings
 - Northwest Missouri Coalition for Roadway Safety meetings
 - Northwest Missouri Coalition for Roadway Safety grant application meetings
 - MACOG meetings
 - Northwest Missouri District County Commissioners' meetings
- Staff provided planning assistance, project development, grant writing assistance and grant administration services to communities in our five-county area. Specifically, the Regional Council aided with the following transportation-related projects:
 - The Fiscal Officer is helping administer the City of Maryville's BUILD grant.
 - The Executive Director is administering a CDBG funded bridge replacement project for Gentry County and a street repair project for the City of Fairfax.
 - The Executive Director is administering CDBG funded long term recovery flood projects pertaining to roads in Holt County.

- Staff assisted with the planning and application for three RAISE Planning Grants, one of which was funded.
- Staff assisted with the planning and application for a Reconnecting Communities Grant. It was not funded.
- Staff applied for a MoDOT Highway Safety Grant.
- Staff applied for a Safe Streets and Roads for All Grant that was funded.
- Staff not on the TAP grant scoring committee completed a TAP application for one of our cities.
- Staff currently have several street, sidewalk, culvert, and bridge projects to assist with planning and completing the applications for as part of the FY23 and FY24 competitive rounds of CDBG funding that are currently open.
- Regional Planner assisted TAC with the scoring of roadway safety grants through the Northwest Missouri Coalition for Roadway Safety.
- Regional Planner assisted with scoring TAP grants and BRO/BFP projects.
- Program Assistant generated maps and compiled data for the Unfunded Needs/Prioritization process.
- Staff developed and wrote a Community Active Transportation Plan for the City of Rock Port.
- Staff members are working to find funding to allow each of our counties to have its own speed radar trailer.
- Staff provided transportation/traffic data to area business and communities when requested.
- The Armadillo traffic counter and speed trailer were deployed multiple times throughout the region.
- The Assistant Regional Planner is doing a complete overhaul of and update of our Regional Transportation Plan. It will go before the TAC at the May meeting and the NWMO RCOG Executive Board at its June meeting for approval.
- Staff participated in Regional Council Board of Directors meetings.
- The Northwest Missouri Transportation Planning Partners meeting is scheduled for June 12, 2024.
- Staff distributed information to transportation stakeholders on funding opportunities.
- Staff participated in meetings on scheduled transportation improvement projects.
- Staff shared transportation related information on the Regional Council website, Facebook page and in the monthly email blast.

Task 2 Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Participate in MoDOT sponsored events and processes, including Statewide Planning Partners meeting, district-level meetings; and monthly MoDOT Leadership calls. District level meetings include district prioritization meetings, high-priorities, unfunded needs prioritization meeting and project selection meetings for TAP and BRO/BFP projects.	Regional Planner		Ongoing, June 30, 2025
Provide regional needs identification and project prioritization, that includes public input, for use in the STIP development.	Regional Planner		Ongoing, June 30, 2025
Provide identification and prioritization of Tier 1, 2 and 3 High Priority, Unfunded Needs for use in statewide planning.	Regional Planner		Ongoing, June 30, 2025
Provide support towards the development of statewide planning efforts.	Regional Planner		Ongoing, June 30, 2025
Engage in specific transportation studies conducted by MoDOT.	Regional Planner		As needed
Update Regional Transportation Plan, to include Needs and Priorities, including soliciting, fielding, and following needs submitted by citizens; updated data gathered from Census, cities, counties, and other sources; update of multi-modal asset and prioritization information and update sidewalk	Asst. Regional Planner		Ongoing, June 30, 2025

assessments/mapping (as requested).			
Hold at least four TAC meetings, including preparation of agendas, minutes, other documents, and coordinate speakers.	Regional Planner Asst. Regional Planner		Ongoing, June 30, 2025
Perform GIS activities.	Asst. Regional Planner		Completed as needed, upon request.
Co-host annual events such as NW Transportation Planning Partners meeting, Freight Summit, etc., and participate in other events related to Transportation and/or roadway safety, as requested.	Regional Planner Asst. Regional Planner		Ongoing, June 30, 2025
Provide grant writing, grant administration and innovative financing services for transportation-related projects; and attend CDBG grant writing and administration training to help acquire funds for transportation-related projects.	Regional Planner Asst. Regional Planner Fiscal Officer Executive Director		Ongoing, June 30, 2025
Participate in Northwest Missouri Coalition for Roadway Safety activities.	Regional Planner		Ongoing, June 30, 2025
Will attend Northwest Missouri Regional Council of Governments Executive Board meetings to share information on the Transportation program.	Regional Planner Asst. Regional Planner		Ongoing, June 30, 2025
Assist interested communities with developing bike/pedestrian plans.	Regional Planner Asst. Regional Planner		Ongoing, June 30, 2025

Distribute transportation related information to communities and constituents; publish monthly newsletter/newsflash to include any MoDOT/transportation-related news items; utilize Regional Council social media and website to provide up-to-date transportation information. Prepare Regional Council's Annual Report and plan Annual Dinner which includes attendees from MoDOT.	Regional Planner Asst. Regional Planner		Ongoing, June 30, 2025
Attend MoDOT public information meetings.	Regional Planner Asst. Regional Planner		Ongoing, June 30, 2025
Total Staff Hours		1,490	

**Public information/education opportunities vary by year and may be expanded from the tentative schedule above as opportunities arise.*

Task 2 Budgeted Funds:

Total Task Expense:	\$69,333.23
MoDOT 80% Share:	\$55,466.58
RPC 20% Share:	\$13,844.65

TASK 3 – Professional Development

Purpose: *Includes activities necessary to support transportation planning staff activities. RPC will partner with MACOG on coordination of transportation planning activities, including fiscal officer's quarterly meetings, transportation planners quarterly meeting, transit and bike/ped information and other transportation-related work to benefit RPCs. This category should also include any memberships to professional, state, or national organizations and other staff activities to stay current on transportation issues and trends.*

End Documents:

- Certificates of achievement
- Conference attendance

Prior Year Accomplishments:

- Attended monthly MACOG Directors' meetings and trainings.
- Regional Planner attended Statewide Roadway Safety Conference in Columbia.
- Regional Planner attended the Missouri Bike and Pedestrian Federation's Active Transportation Summit.
- Regional Planner attended the Transportation Future Summit, held in Columbia.
- Staff attended quarterly Transportation Planners' and Fiscal Officer meetings.

Task 3 Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Attend MACOG meetings and MACOG annual professional development conference/retreat.	Executive Director		Ongoing, June 30, 2025
Participate in quarterly transportation planners' work group.	Regional Planner Asst. Regional Planner		Ongoing, June 30, 2025
Participate in transportation/roadway safety related webinars as opportunities become available.	Regional Planner Asst. Regional Planner		Ongoing, June 30, 2025
Attend Planning Partners Meetings	Regional Planner Asst. Regional Planner		Ongoing, June 30, 2025
Attend Missouri's 2024 Highway Safety & Traffic Conference	Regional Planner or Asst. Regional Planner		September 2024
Attend 2024 Missouri Active Transportation Summit	Regional Planner or Asst. Regional Planner		August 2024

Attend NADO Regional Transportation Conference	Asst. Regional Planner		July-August 2024
Attend Transportation Future Summit	Regional Planner or Asst. Regional Planner		September 2024
Total Staff Hours		200	

**Professional Development opportunities listed here are tentative and may be supplemented as additional options are announced.*

Task 3 Budgeted Funds:

Total Task Expense:	\$10,942.72
MoDOT 80% Share:	\$8,754.18
RPC 20% Share:	\$2,188.54

FY25 FINANCIAL SUMMARY BY TASK

FY 2024 Transportation Budget Overview				
Task	Name	RCOG Share	MoDOT Share	Task Total
1	Administration	\$ 3,509.91	\$ 14,039.64	\$ 17,549.55
2	Core Activities and Public Engagement	\$ 13,866.65	\$ 55,466.58	\$ 69,333.23
3	Professional Development	\$ 2,188.54	\$ 8,754.18	\$ 10,942.72
	Total	\$ 19,565.10	\$ 78,260.40	\$ 97,825.50

Total Project Expenses: \$ 97,825.50

80% MoDOT Allocation: \$ 78,260.40

20% Local Allocation: \$ 19,565.10

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FY25 TRANSPORTATION BUDGET OVERVIEW

FY2024 Transportation Budget	Administration-Task 1		Core and Public Engagement Activities-Task 2		Professional Development-Task 3		Total	
Staff (S/F)	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
Executive Director					40	2,470.47	40	\$ 2,470
Regional Planner	97	5,069.09	800	41,806.93	100	5,225.87	997	52,102
Fiscal Officer	97	4,885.04		-		-	97	4,885
Assistant Regional Planner		-	690	15,493.26	60	1,347.24	750	16,841
Staffing Total	194	\$ 9,954.13	1,490	\$ 57,300.19	200	\$ 9,043.57	1,884	\$ 76,297.89
Direct Expenses		Amount		Amount		Amount		Amount
Mileage		1,200.00						\$ 1,200
Lodging		1,000.00						1,000
Meals		375.00						375
Postage, Copies & Supplies		448.05						448
Meeting Expense		300.00						300
Conf. Fees & Dues		782.00						782
Other / Misc		1,400.00						1,400
Direct Total		\$ 5,505.05		\$ -		\$ -		\$ 5,505.05
Indirect Total		\$ 2,090.37		\$ 12,033.04		\$ 1,899.15		\$ 16,022.56
Grand Total	194	\$ 17,549.55	1,490	\$ 69,333.23	200	\$ 10,942.72	1,884	\$ 97,825.50

NORTHWEST REGION TAC MEMBERS

Atchison County

Curtis Livengood
Jeff Meyer
Kamron Woodring

Gentry County

Gary Carlson
Mike Sager
Vacant

Holt County

Carla Acton
Tom Bullock
David Carroll

Nodaway County

Chris Burns
Greg McDanel
Brian Engel

Worth County

Regan Nonneman
Anthony Steinhauser
Jubal Summers

NORTHWEST MISSOURI REGIONAL COUNCIL OF GOVERNMENTS

EXECUTIVE BOARD

Atchison County

Ryan Kingery
Curtis Livengood
Vacant
Vacant

Gentry County

Derek Brown
Gary Carlson
Lorie Carlson
Vacant

Holt County

Tom Bullock
Rick Dozier
Vacant
Vacant

Nodaway County

Bill Walker
Brian Williams
Vacant
Vacant

Worth County

Ben Abplanalp
Regan Nonneman
Tyler Paxson
Jubal Summers

At-Large

Doug Sutton
Pat Walter

NORTHWEST MISSOURI REGIONAL COUNCIL OF GOVERNMENTS TRANSPORTATION PROGRAM STAFF

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(All items on this page are as of May 16, 2024)

The FY25 Work Plan will be presented to the Northwest Missouri TAC on May 21, 2024, for its approval.

Once approved by the TAC, the FY25 Work Plan will be presented to the Northwest Missouri Regional Council of Governments Executive Board at their meeting on June 27, 2024.