



Unified Planning Work Program Checklist

Item	Page Number	Comment	Regulation or Law Cited
1 FORMAT GUIDELINES			
Bound document			
Dated (left hand corner)			
Page numbers			
2 COVER/TITLE PAGE			
Name of MPO agency and area represented			
FY of UPWP, contact information, web site			
Agencies providing funds or support			
3 INTRODUCTION/PREFACE			
Table of Contents			
MPO Approval Resolution (signed)			
Committee Members & Responsibilities			[See 23 CFR 450.310 (d)]
Staff Members, Positions & Responsibilities			
Maps - MPO Planning, Urbanized & A.Q. Areas			[See 23 CFR 450.312]
Planning Factors			[See 23 CFR 450.306 (a)(1-8)]
UPWP - Definition of UPWP and purpose			[See 23 CFR 420.111]
4 WORK ELEMENTS* - Each Work Item should include the following:			
Work Element Number & Title			
Description, including Objective/Purpose and Products			23 CFR 420.111(b)(1) & 450.308(c)
Schedule for Completion			23 CFR 450.308(c)
Agency Responsible			23 CFR 450.308(c)
Estimated Cost			23 CFR 420.111(e)
Funding Sources			23 CFR 450.308(c)
ISSUES TO ADDRESS (May be addressed under various work items listed below or as standalone work items)			
Safety/Security			
Multimodal Planning			
-Freight			
-Transit			
-Bike/Pedestrian			
Travel Demand Modeling			
Conformity Analysis (Air quality areas of concern only)			
ITS Architecture			23 CFR 940
Congestion Management Process (TMAs only)			23 CFR 450.320
ADA Transition Plans			FHWA Civil Rights Guidance: www.fhwa.dot.gov/civilrights/programs/ada sect504qa.cfm#q12
ADMINISTRATION Work Element			
Major Purchases/Training/Audits			
General Committee Meetings			
UNIFIED PLANNING WORK PROGRAM Work Element			
UPWP Development & Maintenance			23 CFR 420.111 & 450.308
Annual Performance & Expenditure Report			23 CFR 420.117(b)
PUBLIC INVOLVEMENT & REPORTING Work Element			
Participation Plan Development & Maintenance			23 CFR 450.316
Annual Listing of Obligated Projects			23 CFR 450.322
DATA COLLECTION & ANALYSIS Work Element			
Census/Socioeconomic Data			
Transportation Systems/Urban Boundaries			
Performance Measures			
PROJECT IDENTIFICATION & PRIORITIZATION Work Element			
Project Identification Form (PIF) Development & Maintenance			
District Transportation Plan (DTP) Coordination			
CMAQ Coordination			
Dedicated-STP & Dedicated-TAP Project Selection (TMAs only)			
TRANSPORTATION IMPROVEMENT PROGRAM Work Element			
TIP Development & Maintenance			23 CFR 450.324
METROPOLITAN TRANSPORTATION PLAN Work Element			
MTP Development & Maintenance			23 CFR 450.322
TRANSIT Work Element			
SPECIAL STUDIES Work Element(s): Corridor studies, sub-area studies, etc. (as needed)			
5 UPWP SUMMARY			
Funding Sources & Matching Rates			23 CFR 450.308(c) & 420.111(b)
Estimated Effort - Person-Weeks/Hours			
Expenditures by Work Item & Funding Source			
6 APPENDICES			
Planning Agreement			23 CFR 450.314 (a)

* The Work Elements organizational structure presented in this table is provided as an example only; MPOs may adjust the organizational structure to suit their needs.