



Unified Planning Work Program (UPWP) Federal Fiscal Year 2025

(October 1, 2024 – September 30, 2025)

Prepared by:

Gallatin Valley Metropolitan Planning Organization

And

Gallatin Valley Urban Transportation District

In cooperation with

City of Bozeman, Montana

City of Belgrade, Montana

County of Gallatin, Montana

Montana Department of Transportation

Federal Highway Administration

Federal Transit Administration

Approved by:

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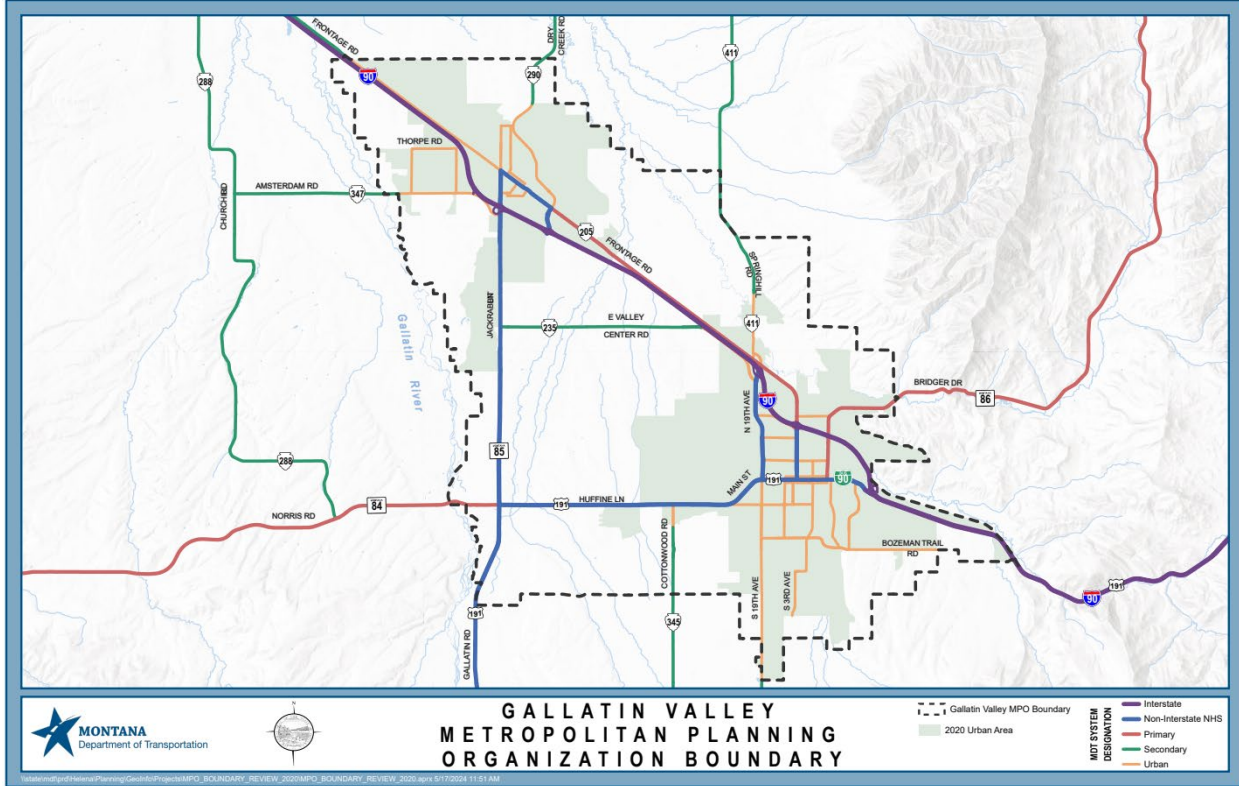
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Metropolitan Planning Area Boundary Map



SECTION 1 – INTRODUCTION

Abbreviations & Acronyms Used in the Work Program

| | |
|-----------------|--|
| ADA | Americans with Disabilities Act |
| CM | Certification Maintenance |
| CMAQ | Congestion Mitigation Air Quality |
| CTSP | Community Transportation Safety Plan |
| FHWA | Federal Highway Administration |
| FTA | Federal Transit Administration |
| FY/FFY | Fiscal Year/Federal Fiscal Year. The local and state government fiscal year runs from July 1 - June 30. The Federal fiscal year runs from October 1 - September 30. |
| FAST Act | Fixing America's Surface Transportation Act or FAST Act. The five-year surface transportation bill signed by President Obama on December 4, 2015. The new law replaces the previous act known as Moving Ahead for Progress in the 21st Century, or MAP-21. |
| GIS | Geographic Information System |
| IJA | Infrastructure Investment and Jobs Act (IIJA) was Passed by Congress on November 15, 2021, authorizing funding for Federal transportation programs for the five-year period from 2022-2026. |
| LRTP | The Long-Range Transportation Plan is the 20-year planning document for the Gallatin Valley Metropolitan Planning Area. The MPO updates the LRTP every five years through an extensive consultation process to address multimodal transportation needs and investments. |
| MDT | Montana Department of Transportation |
| MPO | Metropolitan Planning Organization is the agency designated by Federal law to administer the federally required transportation planning process in a metropolitan area. An MPO must be in place in every urbanized area with a population of 50,000 or greater. The MPO is responsible for the LRTP and the Transportation Improvement Program (TIP). The MPO is the coordinating agency for grants, billings, and policy-making for transportation. |
| NTD | National Transit Database |
| PL | PL funds are those available for MPOs to carry out the metropolitan transportation planning process required by 23 USC §134, including the development of metropolitan area transportation plans and transportation improvement programs. Apportionments of PL funds are addressed in 23 USC §104(f). |
| PPP | Public Participation Plan |
| RFP | Request for Proposals |
| SATO | Safe and Accessible Transportation Options |
| SOW | Scope of Work |
| TAM | Transit Asset Management |
| TAZ | Transportation Analysis Zone. Geographic units used in transportation planning to model and analyze travel behavior. |
| TDP | Transit Development Plan |
| TIP | Transportation Improvement Program. Updated regularly, the TIP lists priority projects and project segments scheduled for implementation over a five-year period. The TIP describes the cost, funding source, project location and scope of each project. |

- TPCC** Transportation Policy Coordinating Committee. The policy body for the MPO, TPCC, is responsible for prioritizing Federal aid projects in the Gallatin Valley Metropolitan Planning Area. Composed of local elected officials and appointed regional and state officials, the TPCC approves the LRTP, TIP and UPWP.
- TTAC** Transportation Technical Advisory Committee. Provides technical expertise to TPCC by reviewing and recommending revisions to the planning process, data collection, and forecasts, and federally mandated documents such as the LRTP. The MPO staff provides support to TTAC and TPCC.
- UPWP** Unified Planning Work Program. A document prepared annually by the Metropolitan Planning Organization describing transportation planning activities to be conducted during the Federal fiscal year (10/1 - 9/30).
- UTD** Urban Transportation District.

The Work Program and Its Purpose

The Unified Planning Work Program (UPWP) describes transportation planning activities that will occur in the metropolitan area during the Federal Fiscal Year (FFY) that runs from October 1 through September 30. The Gallatin Valley Metropolitan Planning Organization (MPO) develops the UPWP annually for review and approval by local, state, and federal transportation officials. The Gallatin Valley Transportation Technical Advisory Committee (TTAC) and Transportation Policy Coordinating Committee (TPCC) approve the final UPWP locally and then forward it to the Montana Department of Transportation (MDT), the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for final approval.

The UPWP contains work elements such as administration, public involvement and long and short-range planning. Each element describes objectives, accomplishments for the past fiscal year and planned activities for the next year. Each element identifies the agency responsible for proposed activities and resources needed, including staff hours, dollar amounts and funding sources.

The Gallatin Valley MPO is newly formed following the results of the 2020 Census which announced the Bozeman Urban Area population to be 59,080 meeting the population threshold of 50,000 requiring the designation and formation of an MPO per 23 U.S.C. §134. Therefore, this UPWP is the first for the Gallatin Valley MPO and is intended to describe the transportation planning activities that will occur in the metropolitan area for October 1, 2024 – September 30, 2025.

Federal Guidance

The Infrastructure Investment and Jobs Act (IIJA) was passed by Congress on November 15, 2021, authorizing funding for Federal transportation programs for federal fiscal years 2022-2026. The IIJA effectively replaced the Fixing America's Surface Transportation (FAST) Act and the prior infrastructure act Moving Ahead for Progress in the 21st Century (MAP-21) Act.

The IIJA retains FAST Act's ten planning factors. The MPO is required, per 23 USC 134(h)(1), to consider these factors when developing transportation plans, programs, and projects:

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 the accessibility and mobility of people and for 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, housing, and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, people, and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

Performance Measures

Passage by Congress of the Infrastructure Investment and Jobs Act continues MAP-21 and FAST Act's focus on performance-based planning and project selection.

Establishment of a performance- and outcome-based program was a key feature of MAP-21 and FAST Act and continues under the Infrastructure Investment and Jobs Act. The MPO will track performance measures and report to committees, agencies, and the public on progress toward meeting the measures.

The national goal areas that the performance measures address include safety, infrastructure condition, congestion reduction, system reliability, freight movement, environmental sustainability, and reduced delays in project delivery. Rather than establish independent performance measure targets for the Gallatin Valley Metropolitan Planning Area, the Transportation Policy Coordinating Committee will sign a Performance-Based Planning Agreement supporting state performance targets established by MDT, in coordination with Montana MPOs, on September 10, 2024.

The MPO supports the state targets for applicable performance measures under federal regulation 23 CFR §490 and will support the Gallatin Valley Urban Transportation District (UTD) for associated transit performance measures under federal code 49 USC 5326(c) and 49 USC 5329(d). Thus, the MPO will plan and program projects that contribute toward relevant targets for each performance measure.

Safety

Within this work program, staff hours and planning funds will contribute to continued implementation of the Bozeman SAFE Plan recommendations (Physical Improvements, Policy Enhancements, the 2013 Bozeman Community Transportation Safety Plan (CTSP) recommendations (Inattentive Driving Crashes, Seat Belts/ Occupant Protection Use, Bicycle and Pedestrian Crashes), as well as continued data collection and analysis. These efforts will work to address actions within the three emphasis areas identified in the CTSP (Alcohol and Impaired Driving Crashes, Occupant Protection/Seatbelt Use, and Bicycle and Pedestrian Crashes), as well as track progress on current measures to eliminate traffic fatalities and severe injuries.

Pavement and Bridge Condition

Efforts included in this work program, such as the Long-Range Transportation Plan and data collection, will track pavement and bridge condition as well as prioritize improvement of existing facilities. The plans and data will help identify the most critical needs, bringing overall system condition up to meet performance targets set for the state.

Freight

Ongoing data collection and analysis will support efforts at the state level to improve system performance for freight and the movement of goods and services.

Air Quality

The Gallatin Valley is an air quality attainment area and is therefore not subject to conformity requirements under the Clean Air Act or the on-road mobile source emissions performance measures under 23 CFR §490 for the criteria pollutants (PM_{2.5}, PM₁₀, CO, VOC, or NO_x). Therefore, there are no air quality requirements for the Gallatin Valley MPO per 23 CFR §450. However, the Gallatin Valley MPO will support the statewide CMAQ total emissions reduction performance measures, under 23 CFR §490, in its planning and programming processes as detailed in a separate Performance-Based Planning Agreement. Additionally, the GVMPO will support criteria pollutant reduction efforts to prevent the Gallatin Valley from exceedances and non-attainment designation. The GVMPO will monitor local air quality and adjust future work as needed.

Safe and Accessible Transportation Options (SATO)

The IIJA includes federal requirements to dedicate at least 2.5 percent of the annual PL allocation to safe and accessible transportation options and complete streets planning activities. Section 11206 of the IIJA defines complete streets activities as “standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.”

The IIJA does allow for flexibility for states or MPOs to opt out of SATO requirements if they can demonstrate adopted Complete Streets standards and policies and has developed an up-to-date Complete Streets prioritization plan. Currently, the Gallatin Valley MPO does not have an officially adopted Complete Streets policy, and the Long-Range Transportation Plan will include prioritized SATO projects. Opting out of SATO requirements must be submitted and approved by the U.S. Secretary of Transportation no later than 30 days before funds are apportioned.

To meet the SATO requirements of IIJA, this UPWP details eligible activities under each work element, along with estimated cost for each of those activities within the existing work plan. These dedicated funds and activities are summarized in Table 5. Based on the PL allocation for FY2024 and FY2025, a minimum of \$18,616 must be dedicated to SATO activities with \$25,165 in FFY 2025 based on allocated funds.

Public Involvement

Development of the UPWP included discussion at the July and August 2024 TTAC and TPCC meetings and included opportunities for public review and comment on the draft up to and including the date of adoption by the TPCC. The MPO provided opportunity for public input, included drafts in the publicly available committee agendas and informed the public on the MPO's website. These outreach efforts listed the meetings where the public could comment on the draft UPWP:

- Transportation Technical Advisory Committee, 7/10/24, 8/7/24
- Transportation Policy Coordinating Committee, 6/26/24, 7/24/24, 8/21/24

Final approval of the FFY 2025 UPWP was completed at the TPCC meeting on August 21, 2024.

The MPO will also accept comments and answer questions in person, by mail, e-mail and telephone following posting of the draft UPWP. The MPO has updated the document based on comments received from MDT and the public on the UPWP.

SECTION 2 – WORK PROGRAM

Program Support and Administration

100 Program Administration

Objectives

Administer the transportation planning process as staff to the Gallatin Valley Metropolitan Planning Organization (MPO), as well as support the transportation planning activities of local, state, and federal agencies. Provide staff support to the Transportation Policy Coordinating Committee and assist other boards, commissions, and committees in the planning process. Inform local governments and the public regarding transportation planning activities.

Keep transportation staff skills current and maintain staff exposure to current best practices and technologies related to multimodal transportation planning, safety, transportation demand management and other related activities. Staff will maintain Certification Maintenance (CM) credits with professional associations. Staff will attend trainings virtually and in-person; each staff will attend one in-state conference and one national conference. Maintain contact with, provide input to and receive feedback from various local, regional, state, and federal agencies, committees, and groups.

Accomplishments in FFY 2024

The Gallatin Valley MPO was designated by the governor on December 21, 2023. The local jurisdictions (City of Bozeman, City of Belgrade, and Gallatin County) worked to establish and form the MPO through 2023 and early 2024. Due to the above timeline, and this being the first UPWP for the Gallatin Valley MPO, to date there are no accomplishments to report which utilized federal transportation planning funding.

Proposed Activities in FFY 2025

- Begin the process necessary to carry out all federally required transportation planning activities in all portions of the Metropolitan Planning Area.
- Perform all administrative functions of the transportation planning work program. Program management activities may include, but will not be limited to, correspondence, public relations, employee guidance, program organization, consultant liaison, staff meeting attendance, employee supervision, Title VI and non-discrimination conformance, and preparation of contracts and various office tasks. Activities will also include the preparation of quarterly progress and expenditure reports and transmission of reports to MDT to maintain federal and state funding support.
- Conduct a self-certification to assure compliance with federal regulations outlined in 23 CFR §420, §450.306, and §450.336. The self-certification includes a review of the basic items required by law, including the Governor’s Designation (§450.310), Agreements (§450.314) and Public Involvement Policies (§450.316). This review will confirm that the basic documents are current and on file and that the MPO, TTAC and TPCC are fulfilling the roles and responsibilities as required.
- MPO staff will:
 - Participate in recognized and approved training programs and webinars to improve staff skills and capabilities. Staff will attend MPO training with MDT and others.

- Maintain planning expertise through enrollment in transportation planning courses.
- Pursue training and innovative practices related to safe and accessible transportation options planning activities.
- Obtain prior approval from MDT before attending any conferences or training that require out-of-state travel per 2 CFR §200.475.
- Attend one local conference (such as the Montana Association of Planners Conference) and one national conference (such as AMPO, APA, NACTO, or similar).
- Obtain and/or maintain relevant professional memberships.
- Participate in and encourage increased cooperation between state and local agencies, departments, and governing bodies. Serve as both coordinator and participant in many of these meetings and committee gatherings.
- Work with other MPOs and agencies to assess IJJA opportunities and challenges, including grant applications and implementation of new rules, such as the required SATO planning activities.
- Ensure MPO participation with other agencies and groups, as required by the IJJA.
- Work to incorporate IJJA performance measures into MPO transportation plans and programs. The MPO will track performance measures and provide regular reporting to the TTAC and TPCC and the public, subject to the availability of related data.
- Track and review grant notices, coordinate with the Cities, County, and MDT on grant application activities.
- Staff will evaluate the effectiveness of current logo and branding, potentially exploring adjustments if needed.

Product

The proposed activities will be to begin an effective and expeditious implementation of an ongoing administrative program, help to ensure a well-informed and competent staff, and foster a continuing, cooperative, and comprehensive (3-C’s) planning process. Products include federally required MPO agreements, updated policies, quarterly reports, and invoices, as well as annual maintenance agreements for software and data collection equipment.

- Have an adopted Title VI Plan
- Keep relevant governing bodies informed of staff activities and work plan progress.

Staffing

876 hours – GVMPO

Staffing Hours for Work Activity 100

| GVMPO POSITIONS | HOURS |
|------------------------|--------------|
| MPO Manager | 672 |
| Planner I | 204 |
| Total GVMPO | 876 |
| Total | 876 |

Non-personnel Costs for Work Activity 100

| Item | Cost |
|--|-------------|
| Productivity Software (Adobe) | \$1,500.00 |
| In-State Conferences with travel and lodging | \$2,500.00 |

| | |
|---|--------------------|
| Out-of-State Conferences with travel and lodging | \$5,500.00 |
| Travel | \$1,000.00 |
| Software Maintenance for Data Collection Equipment | \$500.00 |
| Computer station and IT equipment | \$2,500.00 |
| APBP, AMPO, APA/MAP Associations and Certifications | \$5,000.00 |
| Books, Manuals, Guides | \$1,000.00 |
| Civil Rights Accommodation Services | \$5,000.00 |
| Total | \$24,500.00 |

Funding for Work Activity 100 – Program Administration

FFY 2025

| Agency | PL** | State | Local* | Totals |
|---------------|-----------------|-----------------|------------|--------------------|
| GVMPO | \$78,355 | \$12,145 | \$0 | \$90,500.00 |
| | | | | |
| TOTALS | \$78,355 | \$12,145 | \$0 | \$90,500.00 |

* Local funds provided by the City of Bozeman (50%), City of Belgrade (25%), and Gallatin County (25%).

**PL Funds: 86.58% federal share, 13.42% state share.

Functional Agency Responsibility

The MPO will be responsible for administering the planning process.

101 Unified Planning Work Program (UPWP)

Objective

Define transportation and transportation-related planning activities anticipated within the MPA during the coming year.

Accomplishments in FFY 2024

The Gallatin Valley MPO was designated by the governor on December 21, 2023. The local jurisdictions (City of Bozeman, City of Belgrade, and Gallatin County) worked to establish and form the MPO through 2023 and early 2024. Due to the above timeline, and this being the first UPWP for the Gallatin Valley MPO, to date there are no accomplishments to report which utilized federal transportation planning funding.

Proposed Activities in FFY 2025

- Develop a UPWP that contains a task-by-task discussion of projects that are to be undertaken during the program year, funding and staffing information and a schedule for each project. This is estimated to occur on the following schedule:
 - March, April 2025 – Solicit input from TTAC, TPCC, stakeholders and public.
 - May 2025 – Present draft concepts at TTAC and TPCC
 - June 2025 – Review of draft plan; revisions
 - July 2025 – Finalization of UPWP; local approval
 - August, September 2025 – MDT and DOT reviews.
 - October 2025 – DOT UPWP Approval
- Review the UPWP at the local, state, and federal levels.

- Solicit public comments through TTAC and TPCC meetings regarding any proposed UPWP activity and incorporate such comments in the UPWP.
- Include SATO reporting as required by IIA Section 11206.
- Submit quarterly reports and invoices on eligible PL and 5303 activities during FFY 2025.

Product

The proposed activities will contribute to a well-defined work program that documents MPO and Transit transportation planning activities.

- Quarterly reports submitted.
- UPWP for FFY 2026 that has solicited public and stakeholder input through the TTAC and TPCC meetings.

Staffing

134 hours – GVMPO

Staffing Hours for Work Activity 101

| GVMPO POSITIONS | HOURS |
|------------------------|--------------|
| MPO Manager | 119 |
| Planner I | 15 |
| Total GVMPO | 134 |
| Total | 134 |

Funding for Work Activity 101 – Unified Planning Work Program (UPWP)

FFY 2025

| Agency | PL ** | State | Local* | Totals |
|---------------|----------------|----------------|------------|--------------------|
| GVMPO | \$9,091 | \$1,409 | \$0 | \$10,500.00 |
| TOTALS | \$9,091 | \$1,409 | \$0 | \$10,500.00 |

* Local funds provided by the City of Bozeman (50%), City of Belgrade (25%), and Gallatin County (25%).

**PL Funds: 86.58% federal share, 13.42% state share.

Functional Agency Responsibility

The MPO will coordinate with MDT and Gallatin Valley UTD to develop the UPWP.

102 Public Involvement and Service

Objective

Prepare and disseminate transportation-related information to the community.

Accomplishments in FFY 2024

The Gallatin Valley MPO was designated by the governor on December 21, 2023. The local jurisdictions (City of Bozeman, City of Belgrade, and Gallatin County) worked to establish and form the MPO through 2023 and early 2024. Due to the above timeline, and this being the first UPWP for

the Gallatin Valley MPO, to date there are no accomplishments to report which utilized federal transportation planning funding.

Proposed Activities in FFY 2025

- MPO staff will facilitate development of an MPO Public Participation Plan as required under 23 CFR 450.316.
 - Staff will develop a Public Participation Plan with estimated adoption between January – March 2025. In collaboration with TTAC, TPCC, stakeholders, and the public, the plan will provide internal guidance and predictability for the public.
 - Insights from the LRTP will likely refine participation strategies, and the plan will be assessed post-LRTP to ensure effective community involvement.
- The MPO will supply transportation information to City and County agencies, and outside parties, by assisting in the development of information for:
 - Private individuals or groups to aid in their decisions.
 - Legislative purposes at the local, state, and federal level.
 - Ensure consistency between the transportation planning goals of the LRTP and other applicable local plans and policies.
- Development and maintenance of the Gallatin Valley MPO web pages to share with the public information about transportation planning activities. Staff will explore the most effective strategies for disseminating the information, including working through partner channels to share the information.
- Through use of its web page, and other means, the MPO will prepare and distribute information to encourage public understanding and support and make plans and other transportation information available to the public.
- The MPO will prepare transportation information for use in coordinating other urban development programs.
- The MPO will solicit community involvement, disseminate, and communicate information related to the implementation of the Long-Range Transportation Plan.
- The MPO will expand outreach opportunities & tools to be resilient to changes in engagement strategy. MPO staff will continue to research and implement innovative methods to engage the community. Examples include virtual meeting tools, online engagement, and use of other stakeholder networks to reach underserved populations using culturally appropriate methods.

Product

The proposed activities will support a public involvement process that emphasizes community education regarding transportation concerns, needs and issues. Other products include:

- Gallatin Valley MPO Public Participation Plan and Title VI documents.
- Improvements to Gallatin Valley MPO website, www.gvmmpo.com, that includes all required aspects and a solid base for building it out as we develop transportation planning products. This includes the layouts, integrations and related to provide information to the public in an intuitive manner.
- Monthly updates posted to website – starting around April 2025 – related the program to support education, encouragement, participation, and partnership.
- For purposes of budget estimates, staff anticipates facilitating two LRTP public meetings, attending 15 existing community meetings and three special events associated with community engage and the LRTP. This may change as we develop our public participation

plan for the MPO, community engagement plan for the LRTP and project timelines with the consultant.

- Staff will incorporate new tools for community engagement into the website and stay up-to-date on the most recent information on best practices and ensure multiple language access on the website and be available for Spanish interpretation.

Staffing

650 hours – GVMPO

Staffing Hours for Work Activity 102

| GVMPO POSITIONS | HOURS |
|------------------------|--------------|
| MPO Manager | 344 |
| Planner I | 306 |
| Total GVMPO | 650 |
| Total | 650 |

Funding for Work Activity 102 – Public Involvement and Service

FFY 2025

| Agency | PL** | State | Local* | Totals |
|---------------|--------------------|-------------------|------------|-----------------|
| GVMPO | \$38,961.00 | \$6,039.00 | \$0 | \$45,000 |
| TOTALS | \$38,961.00 | \$6,039.00 | \$0 | \$45,000 |

* Local funds provided by the City of Bozeman (50%), City of Belgrade (25%), and Gallatin County (25%).

**PL Funds: 86.58% federal share, 13.42% state share.

Functional Agency Responsibility

The MPO, MDT, and Gallatin Valley UTD will be responsible for public involvement with their respective plans and responding to information requests.

Safe and Accessible Transportation Options (SATO)

The public involvement supporting the eligible SATO planning activities identified in work elements 300 and 301 account for an estimated 3 percent of total MPO staff time in this work element.

Long Range Planning – System Level

300 Long Range Transportation Plan

Objective

Oversee the development, preparation, and adoption of a Gallatin Valley MPO LRTP that addresses the long and short-range transportation needs of the metropolitan planning area and identifies new transportation policies and facilities.

Accomplishments in FFY 2024

The Gallatin Valley MPO was designated by the governor on December 21, 2023. The local jurisdictions (City of Bozeman, City of Belgrade, and Gallatin County) worked to establish and form the MPO through 2023 and early 2024. Due to the above timeline, and this being the first UPWP for the Gallatin Valley MPO, to date there are no accomplishments to report which utilized federal transportation planning funding.

Proposed Activities in FFY 2025

- Evaluate progress on goals and objectives outlined in the adopted planning documents from City of Belgrade, City of Bozeman, and Gallatin County, including and not limited to:
 - 2017 Belgrade Long Range Transportation Plan
 - 2017 Bozeman Transportation Master Plan
 - 2021 Greater Triangle Area Transportation Plan
 - 2021 Triangle Area Trails Plan
 - 2017 PRAT Plan – Parks, Recreation and Active Transportation Plan
 - 2022 Bozeman SAFE Plan
 - 2013 Bozeman Community Transportation Safety Plan
- Staff anticipates the LRTP process to last 18-24 months from consultant selection to adoption. While this is expected to span two years, the work conducted within this UPWP is estimated with the following timeline for the LRTP:
 - October - December 2024:
 - Develop and Issue RFP, select contracted consultant via committee and federal requirements.
 - Establish project timelines, administrative details,
 - Work with MDT to establish number of modeling scenarios we will run as part of the LRTP process.
 - January – March 2025:
 - Community engagement plan
 - Develop advisory structures, e.g., technical, political and community.
 - Review of existing plans, demographics, performance measures
 - Data Collection
 - Initial needs assessment
 - Draft vision, goals, and objectives
 - April - June 2025:
 - Kick off meetings: Technical, Policy, Public
 - Review and refinement of vision, goals, and objectives.
 - Discussion of performance measures
 - Additional technical analysis and needs assessment.
 - July – September 2025:
 - Review current and projected TAZ figures with land use agencies for modeling due diligence and build relationships with land-use planning staff.
 - First phase of scenario / alternatives for modeling assumptions
 - Prepare for continued work in FFY 2026, likely to include:
 - Ranking potential projects, developing a fiscally constrained project list, recommendations, and formal adoption.
- Consider the development and display of Data Dashboards for performance measures.
- The UTD is dedicating funds to conduct additional transit analysis within the MPO's LRTP. This may involve exploring the potential for high-frequency corridors, ADA enhancements,

station designs, or similar. The UTD board will determine the precise scope and direction of the additional transit analysis as part of the LRTP SOW development. This targeted funding, reserved for the transit section, will be kept distinct from PL funds.

Product

The proposed activities advance the MPO’s development of the Gallatin Valley MPO Long-Range Transportation Plan and will result in detailed analysis of existing conditions, public input, and long-range transportation needs. The MPO will update needed projects, policies, and programs for the region, produce a fiscally constrained project list, and provide recommendations to guide transportation improvements and support the LRTP’s guiding principles, goals, and objectives. Each of these components will contribute to the draft Long Range Transportation Plan, which is expected to be completed in FFY 2026.

Staffing

620 hours – GVMPO

Staffing Hours for Work Activity 300

| GVMPO POSITIONS | HOURS |
|------------------------|--------------|
| MPO Manager | 518 |
| Planner I | 102 |
| Total GVMPO | 620 |
| Total | 620 |

Non-personnel Costs for Work Activity 302

| Item | Cost |
|---------------------|------------------|
| Consultant Services | \$300,000 |
| Total | \$300,000 |

Funding for Work Activity 300 – Long Range Transportation Plan

FFY 2025

| Agency | PL** | State | Local* | Totals |
|---------------|---------------------|--------------------|---------------|------------------|
| GVMPO | \$301,298.40 | \$46,701.60 | \$0 | \$348,000 |
| TOTALS | \$301,298.40 | \$46,701.60 | \$0 | \$348,000 |

* Local funds provided by the City of Bozeman (50%), City of Belgrade (25%), and Gallatin County (25%).

**PL Funds: 86.58% federal share, 13.42% state share.

Functional Agency Responsibility

The MPO will be responsible for implementation of the Gallatin Valley MPO Long Range Transportation Plan.

Safe and Accessible Transportation Options (SATO)

A conservative estimated 5 percent of proposed cost in this work element will be supportive of eligible activities as outlined in IJJA throughout the LRTP development process. This figure was determined based on data collection, safety goal development, analysis, and recommended work to specifically enhance safety, accessibility, and multimodal transportation options for vulnerable road users such as people walking or riding a bicycle, and individuals experiencing ADA mobility challenges.

301 Sub-Area Transportation Plans

Objective

Begin understanding community needs by concentrating on areas identified as high priorities in local plans prior to the MPO's formation. Staff will conduct a “mini study” to analyze and propose alternative next steps to address a critical gap for people walking and bicycling at a key location under I-90. This study will examine long-term and short-term transportation options.

The mini study will provide new staff with valuable insights into bicycle and pedestrian safety at this important location. The findings will guide transportation planning and assist in data collection, including collecting traffic volumes and movements. This study will foster a collaborative regional planning process and examine a long-standing community issue.

Accomplishments in FFY 2024

The Gallatin Valley MPO was designated by the governor on December 21, 2023. The local jurisdictions (City of Bozeman, City of Belgrade, and Gallatin County) worked to establish and form the MPO through 2023 and early 2024. Due to the above timeline, and this being the first UPWP for the Gallatin Valley MPO, to date there are no accomplishments to report which utilized federal transportation planning funding.

Proposed Activities in FFY 2025

- Review and provide next step recommendations for bicycle and pedestrian transportation infrastructure at the spur connection between East Valley Center Rd and Frontage Rd, passing under I-90 and crossing rail ROW.
- This internal effort will follow the timeline below, pending hiring of a second staff member:
 - January – March 2025: Develop scope, engagement plan, and detailed timeline.
 - April – June 2025: Review existing conditions and collect data.
 - June – August 2025: Analyze data, develop alternatives, and draft communications.
 - August – September 2025: Finalize and distribute document for public review.
- Staff will involve TTAC, TPCC, stakeholders, and the public during the process.

Product

The proposed activities will contribute to development of:

- MPO staff will understand the history and context of the previous analysis of this intersection, better understand bicycle and pedestrian movements, and multimodal issues.
- Develop next steps alternatives to be carried forward as appropriate.
- This staff-led analysis will inform the LRTP being completed before finalizing the LRTP recommendations. The final document, encompassing analysis and alternatives, will be developed alongside the ongoing data collection, analysis, and verification of data,

including TAZ projections in the LRTP process.

Staffing

180 hours – GVMPO

Staffing Hours for Work Activity 302

| GVMPO POSITIONS | HOURS |
|------------------------|--------------|
| MPO Manager | 140 |
| Planner I | 40 |
| Total GVMPO | 180 |
| Total | 180 |

Funding for Work Activity 302 – Transportation Data

FFY 2025

| Agency | PL** | State | Local* | Totals |
|---------------|--------------------|-------------------|------------|--------------------|
| GVMPO | \$12,987.00 | \$2,013.00 | \$0 | \$15,000.00 |
| | | | | |
| TOTALS | \$12,987.00 | \$2,013.00 | \$0 | \$15,000.00 |

* Local funds provided by the City of Bozeman (50%), City of Belgrade (25%), and Gallatin County (25%).

**PL Funds: 86.58% federal share, 13.42% state share.

Functional Agency Responsibility

The MPO, MDT, City of Bozeman, City of Belgrade, County of Gallatin, and the Gallatin Valley UTD will cooperate to ensure the efficient acquisition and analysis of transportation data.

Safe and Accessible Transportation Options (SATO)

A conservative estimated 40 percent of MPO staff time will be supportive of eligible activities as outlined in the IIJA. This percentage accounts for staff time working on this bicycle, pedestrian, ADA safety study that will be supportive of SATO activities.

302 Transportation Data

Objective

Collect and maintain data necessary to review various transportation plans and programs. Support efforts to implement GIS program in coordination with cartographers and GIS specialists.

Accomplishments in FFY 2024

The Gallatin Valley MPO was designated by the governor on December 21, 2023. The local jurisdictions (City of Bozeman, City of Belgrade, and Gallatin County) worked to establish and form the MPO through 2023 and early 2024. Due to the above timeline, and this being the first UPWP for the Gallatin Valley MPO, to date there are no accomplishments to report which utilized federal transportation planning funding.

Proposed Activities in FFY 2025

The Gallatin Valley MPO will initiate our data and multimodal count program, which includes motorized and non-motorized traffic counts. Additionally, this will include assessing needs, designing a count and classification system – to understand the number and types of vehicles, acquiring hardware, and allocating staff resources. Additionally, we will develop systems for integrating the data with GIS, acknowledging that full integration is likely to extend beyond one year.

- Maintain socio-economic and land use transportation data to supplement the metropolitan transportation planning process.
- Collect, maintain, and disseminate traffic data meeting FHWA requirements and multimodal needs to supplement the metropolitan transportation planning process. Given that this is a new process with several unknowns, and considering limited staff capacity, there are funds allocated to an on-call consultant to potentially assist with program development and/or implementation if needed.
- Work with MDT on the determining the location, programming, and installation of four Continuous Count Stations within the MPA; two are anticipated to be purchased by MDT and two by the MPO.
- Collect and analyze data pertaining to performance measures developed for the regional transportation system, based on the guidelines of the LRTP.
- Begin GIS integrations and increase the use of GIS programs to monitor and make available transportation-related data through an LRTP Data Dashboard or similar.
- Capture and maintain travel demand model data for future uses including monitoring of plan progress.
- Gain insights into regional transportation modeling, and the trade-offs associated with locally hosting a regional model and working the MDT's modeling team.
- Attend relevant trainings and conduct research into best practices for multimodal data collection, analysis, and data management.
- Produce and contribute to the production of relevant data graphics, infographics, and related visual communication techniques.
- Work with federal, state, and local agencies to improve current performance tracking methods. The MPO will track performance measures and provide regular reporting to the TTAC and TPCC and the public, subject to the availability of related data.

Product

The proposed activities will ensure updated records pertinent to all aspects of transportation planning and that the MPO has the foundational aspects of a traffic data collection program in place to collect, store and share the data.

- Have the beginnings to a transportation data collection system that will include motorized and non-motorized counts.
- Have multimodal short-term count hardware and begin to develop the processes for deploying, collecting, and sharing transportation data.
- Collect and utilize transportation data from existing sources for use in our LRTP.
- Begin the integrations of the multimodal traffic data into GIS and the MPO website. This will be an ongoing process, but the MPO will have the beginnings of a sustainable process developed.
- Two continuous count stations, developed in conjunction with MDT: one on an arterial and a second on a collector or minor arterial.

Staffing

601 hours – GVMPO

Staffing Hours for Work Activity 302

| GVMPO POSITIONS | HOURS |
|------------------------|--------------|
| MPO Manager | 241 |
| Planner I | 360 |
| Total GVMPO | 601 |
| Total | 601 |

Non-personnel Costs for Work Activity 302

| Item | Cost |
|--|-----------------|
| Short-term count/classify hardware | \$8,000 |
| Bicycle-pedestrian short-term count hardware | \$16,000 |
| Installation tools | \$1,000 |
| On-Call Consultant | \$30,000 |
| Continuous Count Stations | \$25,000 |
| Total | \$86,000 |

Funding for Work Activity 302 – Transportation Data

FFY 2025

| Agency | PL ** | State | Local* | Totals |
|---------------|---------------------|--------------------|------------|---------------------|
| GVMPO | \$110,389.50 | \$17,110.50 | \$0 | \$127,500.00 |
| | | | | |
| TOTALS | \$110,389.50 | \$17,110.50 | \$0 | \$127,500.00 |

* Local funds provided by the City of Bozeman (50%), City of Belgrade (25%), and Gallatin County (25%).

**PL Funds: 86.58% federal share, 13.42% state share.

Functional Agency Responsibility

The MPO, MDT, City of Bozeman, City of Belgrade, County of Gallatin, and the Gallatin Valley UTD will cooperate to ensure the efficient acquisition and analysis of transportation data.

Safe and Accessible Transportation Options (SATO)

The transportation data collection and analysis supporting the eligible SATO planning activities identified in work elements 300 and 301 account for an estimated 1 percent of total MPO staff time in this work element.

Transportation Improvement Program (TIP)

600 Transportation Improvement Program (TIP)

Objective

Develop a viable five-year program of transportation projects with description, location, scope, cost, and funding source.

TIP Development Process

Project Selection: The MPO will identify and select projects for the TIP through an annual process. The process includes the TTAC, TPCC, agencies and interested persons. The intent of the process is to identify projects in the current LRTP that are suitable additions to the TIP for the upcoming five-year implementation period.

Project Phasing: For each project, the sponsoring agency or department establishes phases according to the project's priority, the amount of available funds and estimated completion time.

Project Information: Each project in the TIP includes the following information:

1. Sufficient information to identify the project (type of work, length, termini, etc.).
2. Estimated total cost and the amount of Federal funds to be obligated during the program year.
3. Proposed sources of Federal and non-Federal funds; and
4. Funding recipient and State and local agencies responsible for carrying out the project.

State Review of Project Costs: MDT reviews the cost of projects listed in the Funding Tables in light of available funding.

Final Review and Approval: The TTAC reviews the TIP and then forwards it to TPCC for review and approval. The MPO then submits the TIP to MDT for approval. MDT then submits to FHWA/FTA for review. The MPO submits the approved TIP to MDT for use in developing the Statewide Transportation Improvement Program (STIP). The STIP incorporates the MPO's TIP by reference. The STIP is submitted for approval by FHWA and FTA.

Gallatin Valley UTD will contribute to the development and maintenance (amendments/modifications) of the TIP annually and coordinate with MPO staff to ensure that the TIP accurately reflects transit projects.

Accomplishments in FFY 2024

The Gallatin Valley MPO was designated by the governor on December 21, 2023. The local jurisdictions (City of Bozeman, City of Belgrade, and Gallatin County) worked to establish and form the MPO through 2023 and early 2024. Due to the above timeline, and this being the first UPWP for the Gallatin Valley MPO, to date there are no accomplishments to report which utilized federal transportation planning funding.

Proposed Activities in FFY 2025

- The MPO will begin to develop the first TIP likely for FFY 2027-2031 during the LRTP planning process while including the public in the process and ensuring congruency with other plans.
- Estimated activities include developing goals and objectives that will help determine TIP priorities. Additionally, potential TIP projects will begin to surface through the review of existing conditions, public engagement, committee meetings, and analysis.

Product

The proposed activities will ensure a current and viable list of multi-modal transportation improvements for the Gallatin Valley MPA within a determined timeline.

- The MPO will progress in developing project lists during the LRTP process.

Staffing

9 hours – GVMPO

Staffing Hours for Work Activity 600

| GVMPO POSITIONS | HOURS |
|-----------------|----------|
| MPO Manager | 6 |
| Planner | 3 |
| Total GVMPO | 9 |
| Total | 9 |

Funding for Work Activity 600 – TIP

FFY 2025

| Agency | PL** | State | Local* | Totals |
|---------------|-----------------|-----------------|------------|-------------------|
| GVMPO | \$865.80 | \$134.20 | \$0 | \$1,000.00 |
| | | | | |
| TOTALS | \$865.80 | \$134.20 | \$0 | \$1,000.00 |

* Local funds provided by the City of Bozeman (50%), City of Belgrade (25%), and Gallatin County (25%).

**PL Funds: 86.58% federal share, 13.42% state share.

Functional Agency Responsibility

The MPO, the City of Belgrade, City of Bozeman, and Gallatin County will be responsible for the development and maintenance of the TIP.

Clean Air Planning

700 Air Quality and Environmental Planning

Objective

Proactively monitor air quality and consider methods for continued compliance with national standards. The coordination of air quality and transportation plans and programs will be implemented to the extent appropriate and in accordance with applicable requirements. Other environmental factors such as noise, water quality, aesthetics, etc., will be considered to the extent appropriate during major transportation planning decisions in accordance with applicable requirements.

Accomplishments in FFY 2024

The Gallatin Valley MPO was designated by the governor on December 21, 2023. The local jurisdictions (City of Bozeman, City of Belgrade, and Gallatin County) worked to establish and form the MPO through 2023 and early 2024. Due to the above timeline, and this being the first UPWP for the Gallatin Valley MPO, to date there are no accomplishments to report which utilized federal transportation planning funding.

Proposed Activities in FFY 2025

- Monitor local air quality to ensure the MPO meets requirements.

- Review local water, air quality and related plans to get a baseline understanding of needs and opportunities.
- Assess approaches to connect active transportation infrastructure with water and air quality.
- Potential coordination with air quality monitoring agencies, including Gallatin County Health Department and Montana Department of Environmental Quality as needed.

Product

The proposed activities will produce:

- Be well into the process of developing current and valid transportation plan that considers air quality, water quality, noise, and environmental linkages.
- Deeper understanding of how to mitigate environmental impacts associated with development of transportation projects.
- Conduct high-level environmental reviews as could be needed during the day-to-day operations of carrying out activities of the UPWP.

Staffing

50 hours – GVMPO

Staffing Hours for Work Activity 700

| GVMPO POSITIONS | HOURS |
|------------------------|--------------|
| MPO Manager | 40 |
| Planner I | 10 |
| Total GVMPO | 50 |
| Total | 50 |

Funding for Work Activity 700 – Air Quality & Environmental Planning

FFY 2025

| Agency | PL** | State | Local* | Totals |
|---------------|-------------------|-----------------|------------|-------------------|
| GVMPO | \$3,463.20 | \$536.80 | \$0 | \$4,000.00 |
| | | | | |
| TOTALS | \$3,463.20 | \$536.80 | \$0 | \$4,000.00 |

* Local funds provided by the City of Bozeman (50%), City of Belgrade (25%), and Gallatin County (25%).

**PL Funds: 86.58% federal share, 13.42% state share.

Functional Agency Responsibility

The MPO will incorporate air and water quality planning into local transportation planning.

Other Activities

900 Reserve

Objective

Provide for the accounting of available non-programmed funds in the current UPWP and provide funding toward additional transportation planning activities and/or studies as approved by the TTAC and TPCC.

Accomplishments in FFY 2024

None.

Proposed Activities in FFY 2025

This work element is utilized for accounting purposes only. No specific work activities may be charged to this work element.

Product

None.

SECTION 3 – FUNDING

**TABLE 1: FUNDING SUMMARY
FEDERAL FISCAL YEAR 2025**

| WORK ELEMENT | FUNDING SOURCES FY 2025 | | |
|--|-------------------------|-------|------------------|
| | PL* | LOCAL | EST. COST |
| 100 Administration | \$90,500 | | \$90,500 |
| 101 UPWP | \$10,500 | | \$10,500 |
| 102 Public Involvement | \$45,000 | | \$45,000 |
| 300 Long Range Plan | \$348,000 | | \$348,000 |
| 301 Planning Area Transportation Plans | \$15,000 | | \$15,000 |
| 302 Data | \$127,500 | | \$127,500 |
| 600 TIP | \$1,000 | | \$1,000 |
| 700 Air Quality | \$4,000 | | \$4,000 |
| 900 Reserve | \$218,576 | | \$218,576 |
| TOTAL | \$860,076 | | \$860,076 |

*PL Funds: 86.58% federal share, 13.42% state share.

TABLE 2: FUNDING COMPARISONS

| WORK ELEMENT | FY 2025 ESTIMATED COST | FY 2024 ESTIMATED COST |
|--|------------------------|------------------------|
| 100 Administration | \$90,500 | N/A |
| 101 UPWP | \$10,500 | N/A |
| 102 Public Involvement | \$45,000 | N/A |
| 300 Long Range Plan | \$348,000 | N/A |
| 301 Planning Area Transportation Plans | \$15,000 | N/A |
| 302 Data | \$127,500 | N/A |
| 600 TIP | \$1,000 | N/A |
| 700 Air Quality | \$4,000 | N/A |
| 900 Reserve | \$218,576 | N/A |
| TOTAL | \$860,076 | N/A |

TABLE 3: FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2025

| WORK ELEMENT | PL | LOCAL | TOTAL |
|--|-----|-------|-------|
| 100 Administration | 100 | 0 | 100 |
| 101 UPWP | 100 | 0 | 100 |
| 102 Public Involvement | 100 | 0 | 100 |
| 300 Long Range Plan | 100 | 0 | 100 |
| 301 Planning Area Transportation Plans | 100 | 0 | 100 |
| 302 Data | 100 | 0 | 100 |
| 600 TIP | 100 | 0 | 100 |
| 700 Air Quality | 100 | 0 | 100 |
| 900 Reserve | 100 | 0 | 100 |

TABLE 4: STAFF MONTHS BY WORK ELEMENT FISCAL YEAR 2025

| WORK ELEMENT | MPO Manager | Planner I | | | | TOTAL M.M. |
|--------------|-------------|-----------|--|--|--|------------|
| 100 | 4 | 1 | | | | 5 |
| 101 | 0.75 | <0.1 | | | | 0.85 |
| 102 | 2 | 2 | | | | 3.75 |
| 300 | 3 | 0.75 | | | | 3.75 |
| 301 | 0.75 | 0.25 | | | | 1 |
| 302 | 1.25 | 2 | | | | 3.25 |
| 600 | <0.1 | <0.1 | | | | 0.15 |
| 700 | 0.25 | <0.1 | | | | 0.25 |
| 900 | - | - | | | | |
| TOTAL | 12 | 6 | | | | 18 |

*This table indicates approximately how many man months individual staff members work in each work element.

TABLE 5: ELIGIBLE SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS (SATO) PLANNING ACTIVITY BY WORK ELEMENT FISCAL YEAR 2025

| WORK ELEMENT | FY 2025 ELIGIBLE SATO PLANNING ACTIVITY ESTIMATED COST | FY 2024 ELIGIBLE SATO PLANNING ACTIVITY ESTIMATED COST |
|--|--|--|
| 100 Administration | \$0 | \$0 |
| 101 UPWP | \$0 | \$0 |
| 102 Public Involvement | \$1,350 | \$0 |
| 300 Long Range Plan | \$17,400 | \$0 |
| 301 Planning Area Transportation Plans | \$6,000 | \$0 |
| 302 Data | \$415 | \$0 |
| 600 TIP | \$0 | \$0 |
| 700 Air Quality | \$0 | \$0 |
| 900 Reserve | \$0 | \$0 |
| TOTAL | \$25,165 | |

* PL Funding obligated after 8/13/2024 used for eligible SATO Planning activities have a 100% Federal Share. PL Funding obligated prior to 8/13/2024 used on eligible SATO Planning activities has a match rate of 86.58% federal share, 13.42% state share.

SECTION 4 – INDIRECT COST PLAN

Introduction

The following plan has been developed to provide a procedure to be followed in preparing reimbursement requisitions for 23 USC 104(d) and FTA Section 5303 funds received by the Gallatin Valley UTD on behalf of the MPO.

Identification of Costs

The costs encountered in carrying out this Unified Planning Work Program are delineated below by type:

Salaries & Wages

Regular Earnings
Additional Earnings
Vacation
Sick Leave

Benefits

PERS
Health/Dental Insurance
Life Insurance
F.I.C.A.
Workers' Comp

Supplies and Materials

Office Supplies
Computer Supplies
Computers & Services
Clothing & Uniform
Gasoline and Oil
Books & Reference

Maintenance

Office Equipment

Utilities

Telephone
General

Contracted Services

Consultants & Professional Svcs
Maintenance Contracts

Travel/Training

Training / In-State
Travel / Out-of-State

Other

Advertising
Subscriptions
Postage
Dues & Certifications
Insurance
Rents & Leases
General

Other Personal Services

Pension GASB68

Allocation of Costs

The MPO will charge direct costs to the work program line items to which they apply. The MPO will keep a record of staff time and expenditures to document expenses incurred against each line item.

Benefits will be calculated at the actual rate the benefits cost for each line item, as recorded by the Human Resources Department.

The degree of participation by each funding agency is based on the prorations that have been determined for each line item. Each funding agency will be billed their share of the total charges made against each line item according to the percentages indicated in Table 3 above.

Funding Sources

The degree of participation by each funding agency is based on the prorations which have been determined for each line item. Each agency will be billed their share of the total charges made against each line item according to the approved prorations.

Funding sources and amounts contained in the UPWP are as follows:

| | | |
|--|-------|-----------|
| | PL* | \$860,076 |
| | TOTAL | \$860,076 |

*The matching ratio is Federal PL – 86.58% and State Match – 13.42%.

Indirect Rate

The MPO will utilize a de minimis indirect cost rate of 10% as allowed for in 2 CFR 200.414(f) for the period October 1, 2024, through September 30, 2025.

SECTION 5 – TRANSIT

44.21.00 PROGRAM SUPPORT & ADMINISTRATION

01 Transit Systems Management (TSM)

Objectives

To provide program support, general administration, and grant administration, and training in support of transit planning activities.

Accomplishments in FFY 2024

The Gallatin Valley MPO was designated by the governor on December 21, 2023. The local jurisdictions (City of Bozeman, City of Belgrade, and Gallatin County) worked to establish and form the MPO through 2023 and early 2024. The UTD board was established in October 2023 and has been preparing to fully transition from its current structure in 2025. Due to the above timeline, and this being the first UPWP for the Gallatin Valley MPO, to date there are no accomplishments to report which utilized federal transportation planning funding.

Proposed Activities in FFY 2025

All administrative functions necessary in support of transit planning and development will be performed under this work element.

- Continuing to assess data-keeping and gathering practices with focus on further technology utilization and process improvements.
- Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation, Statewide and Urban Planning Section and Transit Section to maintain funding requirements.
- Staff will execute grant administrative functions; staff will continue research and development regarding the utilization of FTA funding, including furthering innovative funding practices and partnerships.
- Maintenance of coordination agreements with 5310 providers.
- Research feasibility and make recommendations for capital grants.
- Participation in recognized and approved training programs in order to improve skills and capabilities including further Grant Management programs as recommended.
- Policy development including procedures, regulations, codes, and practices to ensure compliance with federal, state, and local requirements as they relate to the transit planning process.
- Policy and procedure development necessary for the Gallatin Valley Urban Transportation District (GVUTD) to meet the requirements for eligibility of FTA funding.
- Coordination for transition of operations, assets, obligations, and responsibility for public transportation to the GVUTD.
- Participate with the TTAC, TPCC, citizen advisory boards, and other committees throughout the community as needed.
- Staff will update and maintain the FTA required Transit Asset Management Plan (TAM).
- Staff will develop and implement the required Public Transit Agency Safety Plan, including annual updates as well as further research and development of best practices.
- Staff will provide bus rider training to interested groups.

- Dissemination of information for public transportation to visitors (including tourists) to the area.

Product

- An ongoing administrative program to carry out the transit elements identified within this UPWP.
- Administrative oversight and execution of transit planning and development functions including federally required plans.
- Enhancement of transit staff skills and knowledge.
- Proper maintenance and administration of grant related activities.

Staffing

401 hours HRDC and/or GVUTD

Staffing Hours for Work Activity - TSM

| HRDC POSITIONS | HOURS |
|----------------|------------|
| Director | 315.5 |
| Coordinator | 85.5 |
| Total | 401 |

Non-personnel Costs for Work Activity - TSM

| | |
|----------------|----------------|
| Attorney costs | \$3,000 |
| Total | \$3,000 |

Funding for Work Activity – TSM

FFY 2025

| Agency | Local* | 5303** | Totals |
|---------------|----------------|------------------|------------------|
| HRDC | \$4,299 | \$ 17,197 | \$ 21,496 |
| TOTALS | \$4,299 | \$ 17,197 | \$ 21,496 |

* Local match provided by HRDC and/or GVUTD.

** 5303 Funds: 80% federal share, 20% local match.

Functional Agency Responsibility

The HRDC and/or GVUTD will be responsible for administering the planning process.

44.24.00 SHORT RANGE TRANSPORTATION PLANNING

01 Transit Development Plan (TDP)

Objectives

The TDP describes existing facilities and projects needed for the next three to five years.

Accomplishments in FFY 2024

The Gallatin Valley MPO was designated by the governor on December 21, 2023. The local jurisdictions (City of Bozeman, City of Belgrade, and Gallatin County) worked to establish and form the MPO through 2023 and early 2024. The UTD board was established in October 2023 and has

been preparing to fully transition from its current structure in 2025. Due to the above timeline, and this being the first UPWP for the Gallatin Valley MPO, to date there are no accomplishments to report which utilized federal transportation planning funding.

Proposed Activities in FFY 2025

- Streamline will update the TDP and long range strategic plan with consultant assistance; the recorded hours below reflect staff time dedicated to developing the TDP.

Product

The proposed activity will produce a compliant and up to date TDP.

Staffing

60 hours HRDC and/or GVUTD

Staffing Hours – TDP

| HRDC POSITIONS | HOURS |
|----------------|-----------|
| Director | 40 |
| Coordinator | 20 |
| Total | 60 |

Funding Work Activity TDP – FFY 2025

| Agency | Local* | 5303** | Totals |
|---------------|---------------|-----------------|-----------------|
| HRDC | \$ 520 | \$ 2,080 | \$ 2,600 |
| TOTALS | \$ 520 | \$ 2,080 | \$ 2,600 |

* Local match provided by HRDC.

** 5303 Funds: 80% federal share, 20% local match.

Functional Agency Responsibility

HRDC will develop and maintain an up-to-date TDP.

02 Future Service Analysis and Enhancement

Objectives

To facilitate considerations of means to ensure citizens will have acceptable and improved public transportation alternatives in the future.

Accomplishments in FFY 2024

The Gallatin Valley MPO was designated by the governor on December 21, 2023. The local jurisdictions (City of Bozeman, City of Belgrade, and Gallatin County) worked to establish and form the MPO through 2023 and early 2024. The UTD board was established in October 2023 and has been preparing to fully transition from its current structure in 2025. Due to the above timeline, and this being the first UPWP for the Gallatin Valley MPO, to date there are no accomplishments to report which utilized federal transportation planning funding.

Proposed Activities in FFY 2025

Functions necessary in support of future transit planning and development will be performed under this work element. These activities necessitate the ongoing needs for route development and planning, which is split between this element and current service enhancements. Activities are as follows:

- Continue investigating feasibility of expanding service beyond existing limits and engage county stakeholders in discussion regarding potential for service to outlying areas.
- Continue to analyze and evaluate current area government practices for right of way requirements.
- Continued financial analysis and planning in support of further modified frequency and service in conjunction with TDP implementation.
- Continue research on feasibility of, and make recommendations for, additional technology conveniences for passengers.
- Bus stop audit, analysis, and preparation for design standards guidebook to inform future improvements.
- Continuation of planning efforts regarding public and stakeholder involvement and input opportunities.
- Facilitation of public meetings to support system improvements as well as specialized services for seniors and individuals with a disability.
- Perform additional analysis of advertising revenue structure including comparisons to similar systems and populations to ensure equitable and sustainable advertising revenue generation.
- Analyze, develop, and recommend opportunities for MPO and Transit collaboration on projects eligible for multiple funding sources to support integration of transit and overall surface transportation structure.
- Plan and develop long range priorities for future transit enhancements through a strategic planning process.
- Coordination with cities and county on the MPO Long Range Transportation Plan. The UTD is allocating additional funding to enhance the transit section. The UTD board will approve the SOW for this expanded section before it is incorporated into the MPO's LRTP SOW.

Product

- Identification of and plans for efficient and effective transit service into the future.
- Financial and capital analyses for future transit enhancements.
- Identification and assistance in implementation of future system modifications.

Staffing

158.75 hours HRDC and/or GVUTD

Staffing Hours – Future Service Evaluation & Analysis

| HRDC POSITIONS | HOURS |
|----------------|---------------|
| Director | 106.25 |
| Coordinator | 52.5 |
| Total | 158.75 |

Non-personnel Costs for Activity Future Service Evaluation & Analysis

| | |
|---|------------------|
| Consultant for MPO LRTP Transit Section | \$ 50,000 |
| Facilitator for Strategic Planning | \$ 3,000 |
| Professional firm for Right of Way requirements | \$ 10,000 |
| Total | \$ 63,000 |

Funding – Future Service Evaluation & Analysis

FFY 2025

| Agency | Local* | 5303** | Totals |
|---------------|------------------|------------------|------------------|
| HRDC | \$ 14,041 | \$ 56,164 | \$ 70,205 |
| TOTALS | \$ 14,041 | \$ 56,164 | \$ 70,205 |

* Local match provided by HRDC.

** 5303 Funds: 80% federal share, 20% local match.

Functional Agency Responsibility

The HRDC will be responsible for supporting future transit planning and development.

03 Current Service Analysis and Enhancement

Objectives

To improve service, ridership, and effectiveness of the existing transit system.

Accomplishments in FFY 2024

The Gallatin Valley MPO was designated by the governor on December 21, 2023. The local jurisdictions (City of Bozeman, City of Belgrade, and Gallatin County) worked to establish and form the MPO through 2023 and early 2024. The UTD board was established in October 2023 and has been preparing to fully transition from its current structure in 2025. Due to the above timeline, and this being the first UPWP for the Gallatin Valley MPO, to date there are no accomplishments to report which utilized federal transportation planning funding.

Proposed Activities in FFY 2025

Functions necessary in support of planning and development of enhancements to the current systems will be performed under this work element. These activities necessitate the needs for route development and planning, which is split between this element and future service enhancements. Activities are as follows:

- Continue to develop and implement criteria for required items and make changes to amenities as needed; make recommendations on funding priorities.
- Continue development and implementation of education and outreach strategies to guide market research, promote public awareness, and engagement to increase ridership.
- Develop and implement further education and outreach programs to increase partnerships and other forms of participation.
- Develop, prepare, and update data for publishing.
- Procurement and implementation of further technology enhancements to the existing technology solutions system to gather data, improve efficiency, provide further customer conveniences, and enhance safety.

- Assess automated passenger counter implementation and audit plan for approval of data reporting with the National Transit Database (NTD).
- Research, develop, and implement service goals to achieve metrics related to FTA’s Small Transit Intensive Cities (STIC) funding.
- Assessment of current personnel usage for areas of improvement in utilization of resources and effectiveness; evaluate effectiveness of current operator staffing levels in support of Transit Development Plan recommended service implementation.
- Maintain monthly ridership figures and summary figures for effective decision-making, complete related National Transit Database reports.
- Solicit and record public reaction to any modified routes, schedules, education efforts, and technology enhancements.
- Assessment of current budgetary impact of recommended improvements.

Product

- Information relating to potential enhancements to existing service and system.
- Recommendations for immediate improvements.
- Information and recommendations on passenger education and outreach
- Analysis of current system functions.
- Budget alternatives.

Staffing

175 hours HRDC and/or GVUTD

Staffing Hours – Current Service Evaluation & Analysis

| HRDC POSITIONS | HOURS |
|----------------|------------|
| Director | 123 |
| Coordinator | 52 |
| Total | 175 |

Non-personnel Costs for Activity Current Service Evaluation & Analysis

| | |
|--|-----------------|
| Enhanced technology, data transfer, and on-site training | \$ 11,000 |
| Custom report building, soft launch, and license fees | \$ 4,000 |
| Total | \$15,000 |

Funding – Current Service Evaluation & Analysis

FFY 2025

| Agency | Local* | 5303** | Totals |
|---------------|-----------------|------------------|------------------|
| HRDC | \$ 4,548 | \$ 18,191 | \$ 22,738 |
| TOTALS | \$ 4,548 | \$ 18,191 | \$ 22,738 |

* Local match provided by HRDC.

** 5303 Funds: 80% federal share, 20% local match.

Functional Agency Responsibility

The HRDC will be responsible for support of planning and development of enhancements to the current system.

44.25.00 TRANSPORTATION IMPROVEMENT PROGRAM

01 Transportation Improvement Program (TIP)

Objectives

To maintain a viable five-year program of transit improvements for the Gallatin Valley MPO.

Accomplishments in FFY 2024

The Gallatin Valley MPO was designated by the governor on December 21, 2023. The local jurisdictions (City of Bozeman, City of Belgrade, and Gallatin County) worked to establish and form the MPO through 2023 and early 2024. The UTD board was established in October 2023 and has been preparing to fully transition from its current structure in 2025. Due to the above timeline, and this being the first UPWP for the Gallatin Valley MPO, to date there are no accomplishments to report which utilized federal transportation planning funding.

Proposed Activities in FFY 2025

Functions necessary in support of transit related project inclusion in the Transportation Improvement Program will be performed under this work element. Activities are as follows:

- Streamline will develop and compile information on operating and capital projects for which Streamline plans to utilize grant assistance for inclusion in the TIP; this includes utilizing and updating the Streamline’s Coordination Plan, and other plans as required.
- All applicable projects will be provided to the MPO for inclusion in the program.
- Staff will monitor inclusion in the TIP and STIP to ensure ability to obtain federal Sections 5307, 5310 & 5339 and other applicable grants are not affected.

Product

- Monitoring of plans including Transit Asset Management, the Capital Improvement Program, and other relevant plans for related projects.
- Annual inclusion of projects in TIP as necessary per FTA regulations.
- Amendments to TIP as necessary to include new projects.

Staffing

4.5 hours HRDC

Staffing Hours - TIP

| HRDC POSITIONS | HOURS |
|----------------|------------|
| Director | 2.25 |
| Coordinator | 2.25 |
| Total | 4.5 |

Funding – TIP

FFY 2025

| Agency | Local* | 5303** | Totals |
|--------|--------|--------|--------|
| HRDC | \$ 35 | \$ 142 | \$ 177 |
| TOTALS | \$ 35 | \$ 142 | \$ 177 |

* Local match provided by HRDC and/or GVUTD.

**** 5303 Funds: 80% federal share, 20% local match.

Functional Agency Responsibility

HRDC and/or GVUTD will provide transit-related information to the City of Bozeman for the MPO's inclusion in the TIP document.

44.27.00 OTHER ACTIVITIES

01 Implementation of the Americans with Disabilities Act (ADA)

Objectives

Work jointly with City of Bozeman, City of Belgrade, County of Gallatin, MDT and interested social service agencies to continue development of a coordinated transportation system for older adults and persons with disabilities. Provide technical assistance to the above agencies to encourage the most efficient use of community resources for specialized transportation and analyze criteria and orchestrate community participation in the development of a system ADA plan to include both accessible fixed-route service and comparable paratransit service, in a timely manner.

Accomplishments in FFY 2024

The Gallatin Valley MPO was designated by the governor on December 21, 2023. The local jurisdictions (City of Bozeman, City of Belgrade, and Gallatin County) worked to establish and form the MPO through 2023 and early 2024. The UTD board was established in October 2023 and has been preparing to fully transition from its current structure in 2025. Due to the above timeline, and this being the first UPWP for the Gallatin Valley MPO, to date there are no accomplishments to report which utilized federal transportation planning funding.

Proposed Activities in FFY 2025

- Continue to research and develop the use of FTA funding as provided in the IIJA Act.
- Increase efforts to provide outreach and education for social service professionals in the community and with senior groups.
- Continue to evaluate and update the ADA Paratransit Plan as needed.
- Review transportation projects including both new construction and retrofits with special consideration of provisions to meet planning goals related to older adults and persons with disabilities such as connectivity and accessibility in the public right of way.
- Support continued implementation of the Bozeman Health Public Health Community Plan.
- Provide accessibility accommodation at public meetings, walk audits, and other meetings as necessary.

Product

The proposed activities will ensure continued coordination of all specialized transportation activities.

- Monitoring of plans including the agency ADA Paratransit Plan
- Inclusion in community needs assessment evaluation
- Coordination with groups and/or governments for accessibility

Staffing

38 hours HRDC and/or GVUTD

Staffing Hours – Implementation of ADA

| HRDC POSITIONS | HOURS |
|----------------|-----------|
| Director | 28 |
| Coordinator | 10 |
| Total | 38 |

Funding – Implementation of ADA

FFY 2025

| Agency | Local* | 5303** | Totals |
|---------------|---------------|-----------------|-----------------|
| HRDC | \$ 342 | \$ 1,366 | \$ 1,708 |
| TOTALS | \$ 342 | \$ 1,366 | \$ 1,708 |

* Local match provided by HRDC and/or GVUTD.

** 5303 Funds: 80% federal share, 20% local match.

Functional Agency Responsibility

HRDC will continue to coordinate the development of a coordinated transportation system and community participation.

TRANSIT FUNDING

TABLE 1: TRANSIT FUNDING SUMMARY FEDERAL FISCAL YEAR 2025

| WORK ELEMENT | FUNDING SOURCES FY 2025 | | | STAFF HOURS |
|--|-------------------------|-----------------|------------------|---------------|
| | 5303* | LOCAL | EST. COST | |
| 44.21.00 Program Support & Administration | | | | |
| 01-Transit System Management (TSM) | \$17,197 | \$4,299 | \$21,496 | 401 |
| 44.24.00 Short Range Transp. Planning | | | | |
| 01-Transit Development Plan (TDP) | \$2,080 | \$520 | \$2,600 | 60 |
| 02-Future Service Analysis and Enhanc. | \$56,164 | \$14,041 | \$70,205 | 158 |
| 03-Current Service Analysis and Enhanc. | \$18,191 | \$4,548 | \$22,738 | 175 |
| 44.25.00 Transportation Improvement Prog. | | | | |
| 01-TIP | \$142 | \$35 | \$177 | 4.5 |
| 44.27.00 Other Activities | | | | |
| 01-Implementation of the ADA | \$1,366 | \$342 | \$1,708 | 38 |
| TOTAL | \$95,140 | \$23,785 | \$118,925 | 836.50 |

*5303 Funds: 80% federal share, 20% local match.

TABLE 2: TRANSIT FUNDING COMPARISONS

| WORK ELEMENT | FY 2025 ESTIMATED COST | FY 2024 ESTIMATED COST |
|--|------------------------|------------------------|
| 44.21.00 Program Support & Administration | | |
| 01-Transit System Management (TSM) | \$21,496 | \$0 |
| 44.24.00 Short Range Transp. Planning | | |
| 01-Transit Development Plan (TDP) | \$2,600 | \$0 |
| 02-Future Service Analysis and Enhanc. | \$70,205 | \$0 |
| 03-Current Service Analysis and Enhanc. | \$22,738 | \$0 |
| 44.25.00 Transportation Improvement Prog. | | |
| 01-TIP | \$177 | \$0 |
| 44.27.00 Other Activities | | |
| 01-Implementation of the ADA | \$1,708 | \$0 |
| TOTAL | \$118,925 | \$0 |

TABLE 3: TRANSIT FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2025

| WORK ELEMENT | 5303 | LOCAL | TOTAL |
|--|------|-------|-------|
| 44.21.00 Program Support & Administration | | | |
| 01-Transit System Management (TSM) | 80 | 20 | 100 |
| 44.24.00 Short Range Transp. Planning | | | |
| 01-Transit Development Plan (TDP) | 80 | 20 | 100 |
| 02-Future Service Analysis and Enhanc. | 80 | 20 | 100 |
| 03-Current Service Analysis and Enhanc. | 80 | 20 | 100 |
| 44.25.00 Transportation Improvement Prog. | | | |
| 01-TIP | 80 | 20 | 100 |
| 44.27.00 Other Activities | | | 100 |
| 01-Implementation of the ADA | 80 | 20 | 100 |

TABLE 4: TRANSIT STAFF MONTHS BY WORK ELEMENT FISCAL YEAR 2025

| WORK ELEMENT | Director | Operations Coordinator | Comms & Outreach Coordinator | | | TOTAL M.M. |
|-----------------|-------------|------------------------|------------------------------|--|--|------------|
| 44.21.00 | | | | | | |
| 01 | 3.50 | 1.00 | 0.25 | | | 4.75 |
| 44.24.00 | | | | | | |
| 01 | 1.00 | 0.50 | 0.25 | | | 1.75 |
| 02 | 0.75 | 0.50 | 0.25 | | | 1.50 |
| 03 | 1.50 | 0.75 | 0.50 | | | 2.75 |
| 44.25.00 | | | | | | |
| 01 | 0.50 | 0 | 0 | | | 0.5 |
| 44.27.00 | | | | | | |
| 01 | 0.50 | 0.25 | 0 | | | 0.75 |
| TOTAL | 7.75 | 3.00 | 1.25 | | | 12 |

Allocation of Costs

Expenditures identified include direct costs, benefits at the rate of 20% of direct salary or wages, and indirect costs at the rate of 0% of direct salary or wages. HRDC uses a cost allocation plan for actual expenditures.

Federal Transit Administration Section 5303 funding is available at an 80% reimbursement rate, meaning the local to FTA funding ratio for all categories is 20% local, 80% federal.

APPENDIX A

PUBLIC COMMENTS RECEIVED

MPO staff posted the draft of the Unified Planning Work Program on the City of Bozeman’s website with the agendas for TTAC and TPCC meetings. The MPO published the UPWP on the landing page of the MPO website from August 1 until August 20, welcoming public comment and noting the planned adoption of the document would take place on August 21, 2024. The vote on the final adoption by TPCC was held August 21, 2024.

The attendance numbers below do not include committee members or staff present.

TTAC – 7/10/24 & 8/7/24

Attendance at Meeting: 1

Public Comments on Draft UPWP: 6

TPCC – 7/24/24 & 8/21/24

Attendance at Meeting: 1

Public Comments on Draft UPWP: 2

A complete list of public comments is available at the following:

<https://www.bozeman.net/services/gvmpo/plans/unified-planning-work-program>