



# Unified Planning Work Program (UPWP)

Federal Fiscal Year 2025  
(October 1, 2024 – September 30, 2025)

Prepared by:

Missoula Metropolitan Planning Organization

And

Missoula Urban Transportation District

In cooperation with

City of Missoula, Montana

County of Missoula, Montana

Montana Department of Transportation

Federal Highway Administration

Federal Transit Administration

Approved by:

TTAC: August 1, 2024

TPCC: August 20, 2024

MDT: September 19, 2024

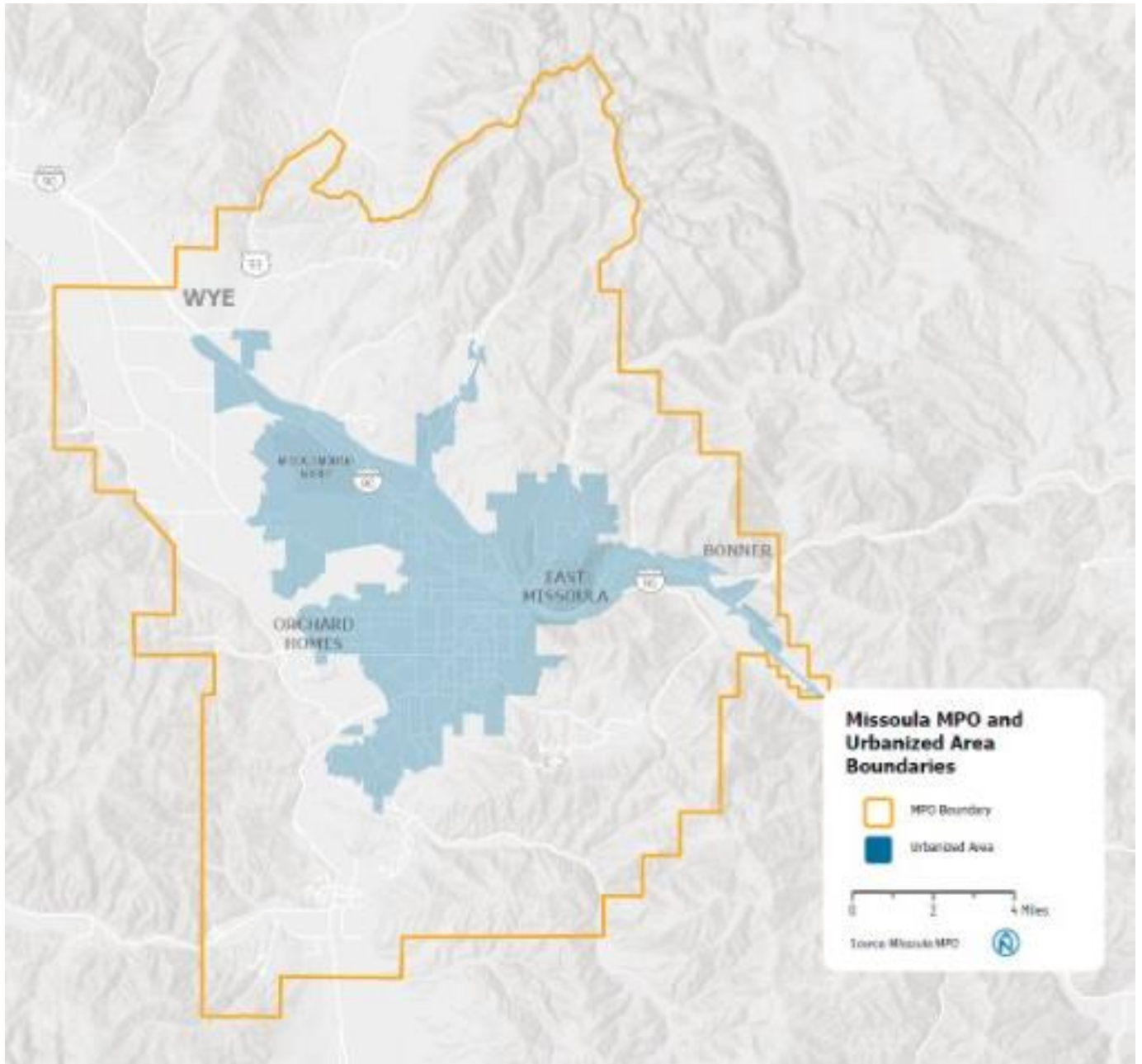
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## SECTION 1—INTRODUCTION

### Abbreviations & Acronyms Used in the Work Program

<b>APA</b>	American Planning Association
<b>ATP</b>	Active Transportation Plan
<b>CPDI</b>	Community Planning, Development, & Innovation Department
<b>CTSP</b>	Community Transportation Safety Plan
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FFY/FFY</b>	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 to September 30.
<b>FAST Act</b>	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 21 <sup>st</sup> Century, or MAP-21.
<b>IIJA</b>	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.
<b>L RTP</b>	The Long Range Transportation Plan is the 30-year planning document for the Missoula Metropolitan Planning Area. The MPO updates the L RTP every four years through an extensive consultation process to address multimodal transportation needs and investments.
<b>MPO</b>	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 L RTP and the Transportation Improvement Program (TIP). The MPO is the coordinating agency for grants, billings and policy-making for transportation.
<b>MIM</b>	Missoula In Motion is a program that provides public outreach and education services to promote the use of transit, ridesharing, bicycling and walking.
<b>MRTMA</b>	Missoula-Ravalli Transportation Management Association
<b>MUTD</b>	Missoula Urban Transportation District (Mountain Line)
<b>PL</b>	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).
<b>PWM</b>	City of Missoula Public Works & Mobility houses the staff for the Metropolitan Planning Organization
<b>STAC</b>	Specialized Transportation Advisory Committee
<b>TDP</b>	Transit Development Plan. The TDP is the strategic guide for public transportation in Missoula over the next 5 years and beyond. The TDP is MUTD's contribution to the Missoula Transportation Improvement Program (TIP).

- 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 and funding source for each project.
- TO** Transportation Options
- TPCC** Transportation Policy Coordinating Committee. The policy body for the MPO, TPCC is responsible for prioritizing Federal aid projects in the Missoula urbanized 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).

## The Work Program and Its Purpose

The Unified Planning Work Program (UPWP) describes transportation planning activities that will occur in the Missoula area during the Federal Fiscal Year (FFY) that runs from October 1 through September 30. The Missoula Metropolitan Planning Organization (MPO) develops the UPWP annually for review and approval by local, state and federal transportation programs participants. The Missoula 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.

## Federal Guidance

The 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. The IIJA effectively replaced the Fixing America's Surface Transportation (FAST) Act and the prior infrastructure act Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act.

The IIJA retains FAST Act and MAP-21's eight planning factors and two new factors. The MPO is required 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 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.
10. Reduce or mitigate stormwater impacts of surface transportation.

## 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 worked to address performance measures as part of the 2020 LRTP update adopted by TPCC on June 15, 2021. 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; reliability of systems for reducing congestion, freight movement, environmental sustainability, and reduced delays in project delivery. Rather than establish independent performance measure targets for the Missoula MPO planning area, the Transportation Policy Coordinating Committee voted to support the state targets established by MDT on May 15, 2018.

The MPO supports the State targets for applicable performance measures for safety, pavement and bridge condition, system performance, freight, and CMAQ, and will support the Missoula Urban Transportation District (MUTD) for associated transit performance measures. 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 implementation of the Community Transportation Safety Plan (CTSP) recommendations, as well as continued data collection and analysis. These efforts will work to address actions within the three emphasis areas identified in the 2018 CTSP (Intersections, Non-motorized, and Risky Behaviors), as well as track progress on current measures to reduce traffic fatalities and severe injuries.

### **Pavement and bridge condition**

Ongoing 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. A Pavement Condition Assessment, last updated for all locally-maintained streets in 2020, will support efforts by the MPO, City and County to improve the efficiency of roadway maintenance efforts.

### **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 MPO will continue to fund air quality research and analysis to ensure that plans, projects and other investments in our transportation system will contribute to improvements in Missoula's air quality. Funding will continue to support air quality analysis as part of the LRTP Update, and that the overall plan will reduce impacts to the region's air quality.

## **Complete Streets Planning**

The IIJA includes new 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 these requirements if they can demonstrate adopted Complete Streets standards and policies and has developed an up-to-date Complete Streets prioritization plan. Currently, the Missoula MPO does not have an officially adopted



Complete Streets policy, although the City does, and our Long-Range Transportation Plan does include prioritized complete streets projects. Opting out of Complete Streets requirements must be submitted and approved by the Secretary no later than 30 days before funds are apportioned.

To meet the Complete Streets requirements for the 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 1 along with other programmed PL and 5303 funding. Based on our PL allocations for FY2025, a minimum of approximately \$38,000 must be dedicated to Complete Streets activities. Each eligible activity is noted with a "\*" under proposed 2025 activities.

## Public Involvement

Development of the FFY 2025 UPWP included discussion at the June 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 ran legal ads in The Missoulian newspaper on July 20, July 27, August 3, August 10, and August 17, noting the August 20, 2024 adoption date and stating that the draft UPWP was available to the public. The ads also listed the meetings where the public could comment on the draft UPWP:

- Transportation Technical Advisory Committee, August 1, 2024
- Transportation Policy Coordinating Committee, August 20, 2024

Final approval of the FFY 2025 UPWP was completed at the TPCC meeting on August 20, 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 TWO — WORK PROGRAM

### 41.11.00 Program Support and Administration

#### 100 A Program Administration

##### Objectives

Administer the transportation planning process as staff to the Missoula-area Metropolitan Planning Organization (MPO), as well as support the transportation planning activities in the City of Missoula Infrastructure & Mobility Division of Public Works & Mobility (PWM). Inform the Missoula Consolidated Planning Board, local governments, and public regarding transportation planning activities.

##### Accomplishments in FFY 2024

- MPO staff worked to assure conformance with federal, state, and local administrative requirements, as well as maintenance of transportation planning operations.
- Staff performed all administrative functions of the transportation planning work program.
- Program management activities included but were not limited to correspondence, public relations, employee guidance, program organization, consultant liaison, meetings with staff and other organizations, employee supervision, negotiations and preparation of contracts.
- Staff prepared quarterly progress and expenditure reports and transmitted those reports to MDT to maintain federal and state funding support.
- Staff updated the City of Missoula Transportation Planning website as needed: <http://www.ci.missoula.mt.us/1465/Transportation-Planning>
- Staff maintained the Missoula MPO website: [www.missoulampo.com](http://www.missoulampo.com)
- General administrative activities included:
  - Assimilation of planning documents
  - Review of guidelines, regulations, legislation and codes
  - Maintenance of files, software, library documents, daily correspondence and MPO web page
  - Preparation of necessary periodic reports
- Administrative activities also included staff training, transportation committee documentation, various office tasks and updates of staff activities.

##### Proposed Activities in FFY 2025

- Under the interlocal agreement between the City and County of Missoula, the Infrastructure & Mobility Planning Division will continue to carry out federally mandated transportation planning activities in all portions of the Metropolitan Planning Area, both in and out of the Missoula city limits.
- MPO staff will 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, maintenance of the Missoula Infrastructure & Mobility Division and Missoula MPO web pages and Facebook page regarding transportation planning activities, Title VI and non-discrimination assurance and 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.
- MPO staff will conduct a self-review to assure compliance with federal regulations outlined in 23 CFR 420 and 450.306. The self-review may include 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.

**Product**

The proposed activities will continue the effective and expeditious implementation of an ongoing administrative program. Products include updated agreements and policies, quarterly reports and invoices, as well as annual maintenance agreements for MPO TransCad software and data collection equipment. Title VI assurance documentation will be provided and updated as needed.

**100 B Transportation Staff Training****Objective**

Keep transportation staff skills current and maintain staff exposure to current best practices and technologies related to transportation planning, safety, transportation demand management and other related activities.

**Accomplishments in FFY 2024**

MPO staff participated in virtual and in-person conferences on transportation planning topics including:

- Oct 12 – USDOT Project Delivery Center of Excellence (COE) Thought Leadership Series
- Nov 2 – ITE Conference, Helena
- Nov 2 – Montana Housing Conference - Missoula Planning Discussion
- Nov 8 – Big Sky Passenger Rail Authority
- Jan 26 – Economic Outlook Seminar
- Feb 7-12 – FRA Long Distance Service Study regional meeting
- April 1 – Big Sky Leadership, Transportation Discussion
- April 3-4 – Traffic Monitoring Training (Helena)
- April 5 – Replica User Overview
- April 11-16 – APA Conference (Minneapolis)
- April 23 – Parks to Passes community collaboration event\* (Deer Lodge)
- May 6-10 – NACTO\* (Miami)
- June 6 – FRA Long Distance Service Study regional meeting
- June 7 – Big Sky Passenger Rail Authority annual conference
- June 19-21 – Mountain West ITE Conference (Big Sky)

MUTD staff participated in webinars and trainings including:

- American Public Transportation Association (APTA) legislative seminar
- APTA International Conference and Presentation
- APTA Marketing, Communications, and Customer Experience Workshop
- APTA Mobility Conference
- APTA Safety Spotlight Series
- APTA Small Operations Committee meetings
- Bus Coalition post-election webinar and Fundamentals Training
- Clever Devices Training
- Community Transportation Association of America (CTAA) transit system roundtable
- CTAA Emerging Leaders Academy
- DBE Preparation
- Federal Funding & Legislation Webinar
- FTA Bus Procurement Best Practices Webinar
- FTA Drug and Alcohol training
- Hosted PASS Training

- Human Trafficking Awareness Webinar
- Missoula Aging Services Confident Rider Program
- Montana Safety Fest
- MTA Fall Conference
- National Transit Database (NTD) Training and Webinars
- Reasonable Suspicion Training
- RIR Webinar for Triennial Audit
- Safety & Security Training
- Supervisor Training
- SWTA Summer U Workshops
- Track-It Training
- Transit App Training
- Transit Supervisor Certification Courses
- Triennial Audit and Review
- Triennial Review Workshop FY2024 Virtual Agenda
- TSI Training and Transit Safety

### **Proposed Activities in FFY 2025**

- MPO & MUTD staff will participate in recognized and approved training programs and webinars to improve staff skills and capabilities\*
- Continue to maintain memberships in professional associations, such as American Planning Association, American Institute of Certified Planners, and Association of Metropolitan Planning Organizations.
- MPO staff will maintain planning expertise through enrollment in transportation planning and air quality courses\*
- MPO staff will continue pursuing training and innovative practices related to complete streets\*
- MPO staff will continue to obtain prior approval of MDT before attending any conferences that require out-of-state travel.
- MUTD will continue to maintain membership in APTA
- MUTD will host a state-wide TSI Supervisors certification course

### **Product**

The proposed activities will help to ensure a well-informed and competent staff.

## **100 C Inter-Agency Cooperation**

### **Objective**

Maintain contact with, provide input to and receive feedback from various local, regional, state and federal agencies, committees and groups.

### **Accomplishments in FFY 2024**

MPO Staff:

- Participated in the Transform Brooks BRT planning project to ensure coordination with the MPO and member agencies such as MDT.
- Worked with City and County staff on MDT coordination and partnering efforts

MPO and MUTD staff members actively participated in numerous meetings including:

- Bicycle/Pedestrian Advisory Board\*
- City and County Development Review Teams\*

- City Council and Board of County Commissioners
- APTA ZEB Safety Group
- CTAA SUN Member Meetings
- Federal Highway Administration
- Housing Policy Steering Committee
- Small MPO and Transit Provider Coordination Meetings
- Midtown Association Master Plan Implementation Committee Meetings\*
- Missoula Consolidated Planning Board and City Council committees
- Missoula Downtown Association
- Missoula Economic Partnership – Comprehensive Economic Development Strategy Steering Committee
- Missoula Invest Health
- Missoula Parking Commission Advisory and Technical Assistance Committees
- Small Urban Transit & MPO Meet-Up
- Missoula Chamber of Commerce Leadership Class
- Missoula County Employee Benefits Plan Advisory Meeting
- Missoula County Zoning Code Update Steering Committee
- Climate Smart Missoula
- Community Forum
- CTSP Emphasis Area Teams\*
- CTSP Transportation Safety Advisory Committee\*
- Downtown Master Plan Implementation Committee\*
- Midtown “Mojo” Committee (Brooks St. corridor)\*
- Missoula Consolidated Planning Board and City Council committees
- Missoula Downtown Association Master Plan Implementation Committee
- Missoula Invest Health
- Missoula Redevelopment Agency
- City and Montana Department of Transportation coordination meetings
- County and Montana Department of Transportation coordination meetings
- Mountain Line Board of Directors Planning and Service Committees
- Neighborhood/homeowner associations and council meetings
- Specialized Transportation Advisory Committee (STAC)
- Three Rivers Collaborative
- Transportation Options Consortium
- TTAC and TPCC
- TTAC Grant Sub-committee
- North Riverside Parks & Trails Master Plan Steering Committee
- Scooter Share Planning (MUTD & City of Missoula)
- APTA operations and legislative meetings
- The COAD Task Force for the Homeless
- At-Risk Housing Coalition Meeting
- ASUM outreach effort meeting
- Human Trafficking Task Force Meeting
- VA Transportation Coordination
- UDASH Team Communications Outreach
- Missoula In Motion Communication Plans
- Missoula Aging Services
- MTA Conference
- Missoula Parking Commission
- MPO Survey Planning

- MTA Conference
- Long Range Transportation Plan (LRTP) update coordination with MUTD and consultant
- South Avenue SS4A grant award coordination
- DowntownSAM project Work Group and Project Leadership Team meetings
- Capital Improvement Projects (CIP) coordination
- Parks to Passes Grant App, previously Great American Rail Trail (GART), coordination
- Travel Demand Model Proposal Review and Selection
- Our Missoula Code Reform – Core Team
- PROST Bluepoint Planning Tour (Midtown Area)
- Missoula Travel Demand Model Update
- US 93: Missoula to Florence Corridor Study, City of Missoula Transportation Planning
- Front-Main project meetings
- UM Transit and Mountain Line
- Transform Brooks project meetings
- Northside/Westside Public Meetings
- Climate Pollution Reduction Grant (CPRG) Coordination
- South Russell - Strategy/Coordination of Various Proposed Projects
- Scott St Project development meetings
- Missoula Economic Resilience Roundtable
- Growth Plan/Transportation Plans/Utility Plan Coordination
- Missoula Infrastructure Coalition meetings
- The Bus Coalition Board Retreat and monthly board meetings

### **Proposed Activities in FFY 2025**

MPO staff will continue to:

- 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.
- Continue to work with other MPOs and agencies to assess IIJA Act opportunities and challenges, including grant applications and implementation of new rules such as the required complete streets planning activities\*
- Expand MPO participation with other agencies and groups, as required by the IIJA Act.
- Work to incorporate IIJA Act performance measures into MPO transportation plans and programs\*
- Coordinate transportation grant applications through the TTAC Grant Sub-committee\*
- Continue to collect and analyze data pertaining to performance measures developed for the regional transportation system, based on the guidelines of the LRTP\*
- 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.
- Track and review grant notices, coordinate with the City, County, and MDT on grant application activities

MUTD staff will continue to:

- Participate in interagency planning activities as needed.
- Meet with the public through workshops to plan, educate and implement system improvements.
- Coordinate with MPO and other agency staff on new planning initiatives.
- Complete a Comprehensive Operational Analysis and Long Range Strategic Plan.
- Review recommendations from the On-Demand Transit Study plan.
- Have collaborative planning efforts on the TOD RAISE grant planning study on Brooks Street.

- Work on the plan for MUTD’s new Maintenance, Operations, and Administration Building (MOAB).
- Participate in monthly meeting with FTA and regional administrators.
- Participate in monthly meeting with FTA, regional administrators

**Product**

The proposed activities will foster a continuing, cooperative and comprehensive (“3-Cs”) planning process.

**Staffing**

**3,393** hours Missoula Public Works & Mobility (PW&M)

**1,002** hours – Missoula Urban Transportation District (MUTD / Mountain Line)

**Complete Streets**

A conservative estimated 10 percent of MPO staff time will be supportive of eligible complete streets activities as outlined in IIJA, Section 11206(c), including “development of transportation plans...” (IIJA, section 11206(c)(3) and “regional...planning to address travel demand and capacity constraints through alternatives to new highway capacity, including through intercity passenger rail” (IIJA, section 11206(c)(4).

**100 A, B and C**

PWM POSITION	HOURS
Administrative Specialist Lead	1,730
Transportation Manager	655
Sustainability Specialist	50
Associate Planner	450
Associate Planner	150
Associate Planner	150
Admin Services Manager	104
Business Manager	104
<b>Total</b>	<b>3,393</b>

MUTD POSITION	HOURS
Planning, Technology & Strategic Projects Director	360
General Manager	200
Operations Director	200
Finance Manager	80
Communications Specialist	60
Associate Planner	35
Transit Analyst	35
Accountant	32
<b>Total</b>	<b>1,002</b>

**Non-personnel costs**

<b>PWM</b>	
\$1,000	Printing
\$7,000	Office Supplies
\$5,000	Ads/Publications/Dues/ Subscriptions
\$1,500	Software Maintenance
\$10,000	Travel
\$5,500	Training
\$58,177	City of Missoula – Fixed Charge
<b>\$88,177</b>	<b>TOTAL</b>

**Funding 100.A, 100.B, 100.C – Program Support & Administration**

FFY 2025

Agency	PL	State	FTA	Local	Totals
PWM*	\$229,943	\$35,641	\$9,520	\$2,380	\$277,484
MUTD	\$ -	\$ -	\$45,139	\$ 11,285	\$ 56,424
TOTALS	\$229,943	\$35,641	\$54,659	\$13,665	\$333,908

FFY 2024

Agency	PL	State	FTA	Local	Totals
PWM*	\$172,559	\$26,747	\$14,031	\$ 3,508	\$216,844
MUTD	\$ -	\$ -	\$41,244	\$10,311	\$ 51,555
TOTALS	\$172,559	\$26,747	\$55,275	\$13,819	\$268,399

\* - Local match provided by MUTD.

### **Functional Agency Responsibility**

The MPO will be responsible for administering the planning process. The MDT Planning Division and MUTD will be responsible for their respective administration and department operations.



# 101 Unified Planning Work Program (UPWP)

## Objective

Define transportation and transportation-related planning activity, including air quality analysis, anticipated within the area during the coming year regardless of funding sources.

## Accomplishments in FFY 2024

Staff developed a UPWP that described transportation and air quality planning activities for the Missoula area. Staff updated planning documents for future financial needs and UPWP reporting.

## Proposed Activities in FFY 2025

The MPO will:

- 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.
- Include complete streets reporting as required by IIJA Section 11206.
- Review the UPWP at the local, state and federal levels annually.
- Solicit public comment through TTAC and TPCC meetings regarding any proposed UPWP activity and incorporate such comments in the FFY 2025 UPWP.
- Submit quarterly reports and invoices on eligible PL and 5303 activities throughout FFY 2025.

MUTD will:

- Continue to work with MPO staff to develop the UPWP annually and program transit-related planning activities and staff resources.
- Submit quarterly reports on eligible 5303 activities throughout FFY 2025.

## Product

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

## Staffing

**350** hours – Missoula Public Works & Mobility (PWM)

**28** hours - Missoula Urban Transportation District (MUTD / Mountain Line)

## Complete Streets

While many of the activities and funding identified in the UPWP are dedicated to planning for and implementing complete streets, the development of the work plan itself does not constitute a complete streets activity based on our interpretation of IIJA Section 11206(c). Therefore, this work program element is not assumed to contribute to the required 2.5 percent of PL funding.

## 101

PWM POSITION	HOURS
Transportation Manager	50
Sustainability Specialist	0
Associate Planner	50
Associate Planner	200
Administrative Specialist Lead	50
<b>Total</b>	<b>350</b>

MUTD POSITION	HOURS
Accountant	16
General Manager	12
<b>Total</b>	<b>28</b>

**Funding 101 – Unified Planning Work Program (UPWP)**

FFY 2025

Agency	PL	State	FTA	Local	Totals
PWM*	\$15,259	\$2,365	\$1,523	\$381	\$19,528
MUTD	\$-	\$-	\$ 706	\$ 176	\$ 882
<b>TOTALS</b>	<b>\$ 15,259</b>	<b>\$ 2,365</b>	<b>\$ 2,229</b>	<b>\$ 557</b>	<b>\$ 20,410</b>

FFY 2024

Agency	PL	State	FTA	Local	Totals
PWM*	\$11,901	\$1,845	\$1,188	\$297	\$15,231
MUTD	\$ -	\$ -	\$1,676	\$419	\$2,095
<b>TOTALS</b>	<b>\$11,901</b>	<b>\$1,845</b>	<b>\$2,864</b>	<b>\$716</b>	<b>\$17,326</b>

\* - Local match provided by MUTD

**Functional Agency Responsibility** The MPO will coordinate with MUTD to develop the UPWP.

## 102 Public Involvement and Service

### Objective

Prepare and disseminate transportation-related information to the community.

### Accomplishments in FFY 2024

MPO staff:

- Processed phone and walk-in requests. The data most often requested by agency officials and members of the public included: traffic counts; census data; the status of transportation projects; and IIJA Act information. Transportation staff generated reports and comments on transportation impacts of proposed subdivision and zoning proposals. Staff prepared and sent out e-newsletters concerning a wide range of transportation-related activities. The MPO supplied information for newspaper articles and Missoula's Transportation Options program. MPO staff updates and maintains transportation data published to the MPO website and shares the Missoula Urban Traffic Count data which is published annually by MDT: [www.missoulampo.com/](http://www.missoulampo.com/)
- Attended and presented at numerous public meetings with regards to transportation data, and existing plans & programs, such as the Common Good Neighborways Project\*.
- Created interactive online engagement tools, using the MPO website, Engage Missoula, and online interactive maps to help gather public input on multiple projects, such as the Neighborhood Traffic Management Program and other planning activities\*
- Created tools and resources for virtual meetings, online engagement, and use of other individualized outreach efforts such as mailers and surveys to adapt outreach efforts for in person or virtual engagement.
- Created a Public Participation Plan for the Long-Range Transportation Plan update, and completed Phase 1 and Phase 2 outreach activities.
- Assisted with the formation and staff support of the DowntownSAM Work Group, which will provide advice and recommendations during design and construction of the RAISE grant project.
- The MPO completed a regional transportation survey with assistance from the Bureau of Business and Economic Research (more detail under 300 – Long Range Transportation Plan).

MUTD staff:

- MUTD participated in numerous planning processes, providing data and comments from a transit-related perspective for the Higgins Street Plan, Midtown Master Plan, and the RAISE Brooks Street Plan.
- MUTD met and continues to meet with local organizations to ensure transit is at the table and part of community solutions. MUTD employees attend and / or serve on the Missoula County Human Trafficking Task Force, the At-Risk Housing Coalition, the Homelessness Outreach Team open meetings, the Specialized Transportation Advisory Committee, the Missoula Downtown Association Board, the Missoula Midtown Association, and others.
- Staff regularly table at community events and work closely with Missoula in Motion and UDASH to do cross promotions of all sustainable transportation options in Missoula.
- MUTD continues to utilize 12 digital screens on board its electric buses to help further disseminate information about Mountain Line, including how to bike and bus, community services accessible by bus, and rider alerts.
- Coordinated a City-wide campaign to recognize transit operators from both Mountain Line and UDASH. Conducted a training / education session on using the bus with UM housing staff.
- Held How to Ride training during Missoula Aging Services Stepping On Class.
- Staff performed a Ridership Survey report review & analysis.

### Proposed Activities in FFY 2025

- The MPO will continue to 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;
  - Revising land use plans, ordinances or regulations in order to assure consistency with the transportation planning goals of the LRTP\*
- The MPO will provide transportation-related information and comments on proposed subdivision and zoning proposals
- Through use of its web page, social media 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 continue to disseminate and communicate information related to the implementation of the Long-Range Transportation Plan\*
- The MPO will continue to expand outreach opportunities & tools to be resilient to changes in engagement strategy. Staff will continue to research and implement innovative methods to engage the community during ongoing restrictions and limitations for in-person engagement. Examples include virtual meeting tools, online engagement, and use of other stakeholder networks to reach underserved populations.
- MPO staff will update Public Participation Plan in response to suggestions from the FHWA audit and outcomes of the Long-Range Transportation Plan. The updated plan will incorporate innovative outreach and engagement tools, and expected to be completed by Q4 of FY25 or Q1 of FY26.

MUTD will continue to:

- Provide comments on development and annexation proposals and participate in Missoula urban area planning discussion to provide a transit perspective.
- Provide opportunities for public comment and feedback through its web site, social media and customer service line.
- Disseminate information on improved services and how to utilize the service.
- Assist the public with transportation needs.
- Responded to public inquiry requests as received.

### **Product**

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

- Updated Public Participation Plan

### **Staffing**

**930** hours – Missoula Public Works & Mobility (PW&M)

**232** hours - Missoula Urban Transportation District (MUTD / Mountain Line)

### **Complete Streets**

In FFY 2025, MPO staff is committing a large part of the public outreach efforts to updating the Long-Range Transportation Plan and continuing to provide information on various transportation projects like the Higgins Ave Corridor/Downtown SAM and South Ave SS4A grant awarded project. These efforts are based on a foundation of meeting mode split goals of the MPO through planning and constructing complete street projects that serve all modes. Therefore, a conservative estimate of 50 percent of staff time is planned for eligible complete street activities as described in IIJA Section 11206(c). Tasks that meet the complete streets requirements are noted above by an asterisk (\*).



## 102

PWM POSITION	HOURS
Transportation Manager	100
Administrative Specialist Lead	100
Sustainability Specialist	0
Associate Planner	150
Associate Planner	430
Associate Planner	150
<b>Total</b>	<b>930</b>

MUTD POSITION	HOURS
Communications Specialist	100
General Manager	60
Planning, Technology & Strategic Projects Director	32
Transit Analyst	20
Associate Planner	20
<b>Total</b>	<b>232</b>

### Funding 102 – Public Involvement and Service

FFY 2025

Agency	PL	State	FTA	Local	Totals
PWM*	\$41,834	\$6,484	\$2,856	\$714	\$51,888
MUTD	\$-	\$-	\$ 7,021	\$ 1,755	\$ 8,777
<b>TOTALS</b>	<b>\$41,834</b>	<b>\$6,484</b>	<b>\$9,877</b>	<b>\$2,469</b>	<b>\$60,665</b>

FFY 2024

Agency	PL	State	FTA	Local	Totals
PWM*	\$38,469	\$5,963	\$2,227	\$557	\$47,215
MUTD	\$ -	\$ -	\$5,881	\$1,470	\$7,351
<b>TOTALS</b>	<b>\$38,469</b>	<b>\$5,963</b>	<b>\$8,108</b>	<b>\$2,027</b>	<b>\$54,566</b>

\* - Local match provided by MUTD

### Functional Agency Responsibility

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

### 300 Long Range Transportation Plan Update

#### Objective

Oversee the development, preparation and adoption of an updated LRTP as well as accompanying socio-economic and traffic data that address long and short-range transportation needs of the urbanized area and identify new transportation policies and facilities.

#### Accomplishments in FFY 2024

- Staff coordinated with community partners to plan and implement projects in the 2020 LRTP.
- Staff prepared and processed amendments to the 2020 LRTP as necessary.
- Staff monitored progress on completion of projects in the 2020 Missoula LRTP.
- Staff continued developing Data Dashboards to demonstrate federal performance measures.
- MUTD Staff generated ridership reports for monthly and annual NTD reporting.
- MUTD Staff performed GTFS management, GIS analysis, data management, fixed route scheduling, mobile app management, and web map management.
- MUTD Staff has completed all MDT quarterly reporting to date.
- Staff continued to integrate the 2020 LRTP into the Community Growth Policy and MUTD Strategic Plan
- Staff evaluated progress on goals and objectives outlined in *Missoula Connect* Long Range Transportation Plan in preparation for the 2025 update.
- MPO and MUTD Staff developed and posted an RFP to secure consultant services for the 2025 LRTP & TSP update.
- MPO and MUTD Staff selected a Consultant.
- MPO and MUTD Staff kicked off the 2025 LRTP Update and the Transit Plan Update. Completed tasks include:
  - Public outreach meetings (Q3-4 FFY 2024)
  - Refining performance measures and existing/future conditions report (Q3-4 FFY 2024)
  - LRTP Project List update, evaluation and initial project scoring (Q3-4 FFY 2024)
  - Needs assessment and scenario modeling (Q4 FFY 2024)

#### Proposed Activities in FFY 2025

The MPO will:

- Coordinate with agencies and organizations to plan for and implement projects in the 2020 LRTP until the 2024 LRTP update is completed.\*
- Continue to work on the 2025 LRTP update, and conduct long-range planning activities to support the required update, including\*:
  - Conduct public outreach: Phase 3 will begin in October and wrap up by December 31, 2024
  - Updated Scenario, Project Prioritization, Fiscally Constrained Plan recommendations, and Programs/Policies updated: complete by December 31, 2024
  - Draft Plan: complete by February 2025
  - LRTP plan adoption: complete by April 2025
- Continue to integrate the 2020 LRTP and 2024 Plan update into the Community Growth Policy and MUTD Strategic Plan (the 2024 Plan update will not be complete in time for adoption into the Growth Policy, however draft recommendations and 2020 Plan elements will be coordinated with adoption of a 2024 Growth Policy).
- Continue to develop Data Dashboards to display performance measures.

#### Products

The proposed activities advance the MPO's 2025 Update of the Missoula 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 2025 Long Range Transportation Plan, which is expected to be completed in FFY 2025.

**Staffing**

**1,880** hours Missoula Public Works & Mobility (PW&M)

**Complete Streets**

The foundation of Missoula Connect Long-Range Transportation Plan (LRTP) is based on achieving mode split goals and ensuring a complete multi-modal transportation system. As such, all activities related to updating the LRTP could be considered eligible under IIJA Section 11206(c)(2) & (3). However, since LRTP update activities are not specifically tracked based on complete streets purpose and scope, this UPWP uses an estimate of 50 percent towards the required 2.5 percent of PL funding. Focus in the 2025 update is anticipated to be on updating projects (including complete streets), policies, and meeting the needs of a growing region. The Travel Demand Model, since it takes a regional view of traffic and transportation growth, is assumed to meet the eligibility requirements of IIJA Section 11206(c)(4) “regional...planning to address travel demand and capacity constraints...” in the context of the LRTP update. Tasks that meet the complete streets requirements are noted above by an asterisk (\*).

**300**

<b>PWM POSITION</b>	<b>HOURS</b>
Administrative Specialist Lead	100
Transportation Manager	450
Sustainability Specialist	200
Associate Planner	330
Associate Planner	400
Associate Planner	250
Temp -- Short-term hire	150
<b>Total</b>	<b>1,880</b>

**CONSULTANTS:**

**Long-Range Plan Update: \$125,000 (carryover from FFY24 UPWP)**

**Funding 300 – Long Range Transportation Plan Update**

FFY 2025

Agency	PL	State	FTA	Local	Totals
PWM*	\$199,040	\$30,851	\$-	\$-	\$229,892
<b>TOTALS</b>	<b>\$199,040</b>	<b>\$30,851</b>	<b>\$-</b>	<b>\$-</b>	<b>\$229,892</b>

FFY 2024

Agency	PL	State	FTA	Local	Totals
PWM*	\$275,243	\$42,663	\$ -	\$ -	\$317,906
<b>TOTALS</b>	<b>\$275,243</b>	<b>\$42,663</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$317,906</b>

\* - Local match provided by PWM

**Functional Agency Responsibility**



The MPO will be responsible for implementation of the 2020 Missoula Long Range Transportation Plan and 2024 Update.

## **301 Metropolitan Planning Area Transportation Plans**

### **Objective**

Prepare and update transportation plans for the Metropolitan Planning Area (MPA). Address long and short-range transportation needs of the MPA such as corridor plans, neighborhood transportation plans and transportation facilities master plans. Identify new transportation policies and facilities for implementation in the MPA.

Metropolitan Planning Area transportation plans are components of the LRTP and the overall transportation planning process. Transportation, land use and growth management planning are integrally related. These processes have demonstrated that proximity to designated urban service areas will determine which areas will be the fastest growing in the Missoula region. The MPA area plans and the LRTP update process will share transportation analysis to ensure proactive planning for the region.

### **Accomplishments through FFY 2024**

#### **Higgins Avenue Corridor Plan**

- MPO staff continued to plan for and implement the Higgins Avenue Corridor Plan over the last 3 federal fiscal years. The Corridor Plan was finalized and adopted in FFY 2023, using input from the steering committee, MDT, TTAC, TPCC, and City Council. In Q2 of FFY 2023, staff submitted a RAISE grant application that included Higgins, Front/Main two-way restoration, riverfront trail improvements, and downtown accessibility features. That grant was awarded in late 2023.
- In FFY 2024, the Grant Agreement was adopted by City Council.
- In FFY 2024, the DowntownSAM Citizen Working Group began meeting regularly with City Staff and will continue to do so throughout the duration of the project.
- In Q3 and Q4, the City initiated hiring a project manager and consultant for the DowntownSAM RAISE grant project, and issued an RFP for consultant services.

#### **Front/ Main Conversion**

- The MPO continued coordination with the Missoula Redevelopment Agency to develop plans for the Front/Main Conversion, including several in person workshops to discuss construction design, submission of a successfully awarded RAISE grant application for the DowntownSAM project, and adoption of a DowntownSAM Grant Agreement. The Citizen Working Group continues to meet regularly.

#### **Bicycle Facilities Master Plan (BFMP)**

- MPO staff worked to implement recommended projects and policies in support of the BFMP.
- MPO staff monitored and implemented transportation elements of adopted comprehensive plans. Activities included using traffic model projections to determine future transportation needs, addressing non-motorized transportation needs and developing recommendations, working with the CPDI Permits staff to review land use patterns which are compatible with non-motorized and transportation option strategies.
- Per the City of Missoula Strategic Plan, MPO staff provided leadership, guidance and facilitation of growth discussions on transportation impacts of land use, water and air quality, economy, housing and zoning plans and policies with CPDI planning staff, City Council, neighborhoods and other affected jurisdictions.
- Staff participated in the TPCC, Downtown Master Plan Implementation Committee, City and County Development Review Teams.
- Staff assisted in planning for future infrastructure on a localized basis in rapidly growing areas.
- Staff participated in environmental review processes as they occurred.

## **Transportation Options Action Plan**

- The project team also continued to prepare and develop a framework for implementation of the TO Action Plan as part of the Our Missoula Growth Policy and Code Reform process.

## **Grant Applications**

- MPO staff coordinated with the City of Missoula, Missoula County and MDT on grant applications: a 2024 Climate Pollution Reduction Grants (CPRG) Program grant for the Downtown Missoula TREE (Tree Revitalization for Energy and the Environment) Project\* and a 2024 RURAL grant for funding to complete the Russell Street Project.
- MPO staff assisted with coordination activities such as grant agreements, consultant selection, and coordination efforts for successful grant applications, including the 2022 South Ave SS4A South Ave\* grant, 2024 Downtown SAM RAISE grant\*, 2024 RCN East Missoula grant, 2023 SS4A Reserve St grant.
- Grants awarded during FFY 2024 include the Safe Streets and Roads for All (SS4A) Reserve St Supplemental Safety Action Plan planning grant and the Reconnecting Communities and Neighborhoods (RCN) Reconnecting East Missoula\* construction grant.

## **Proposed Activities in FFY 2025**

The MPO will:

- Work with the City of Missoula and Missoula County to develop a regional Electric Vehicle Charging Station deployment plan. The partnership will include a shared Sustainability Specialist who will focus on developing EV plans, policies, and coordinate developing necessary infrastructure to support EV charging. EV planning will follow this general schedule:
  - Public outreach and Engagement: fall 2024
  - Draft recommendations: Q1 of FFY 2025
  - Draft plan: Q2 of FFY 2025
  - Plan adoption: Q2 or Q3 of FY 2025
- Continue to participate in the Transform Brooks St. RAISE planning grant project.\*
- Support implementation of the Midtown Master Plan, which will focus on the area along the Brooks Street Corridor, as well as on complete street and neighborhood greenway networks.\*
- Support the Missoula County Wye Area Infrastructure Plan, providing funding and staff coordination to ensure adequate transportation infrastructure for planned future growth in the area.\*
- Support and participate in the City of Missoula Parks, Recreation, Open Space and Trails (PROST) Master Plan update.\*
- Continue to develop a Street Typologies plan and associated design standards.\*
- Support the City of Missoula and Missoula County in evaluating the fiscal impacts of growth in the region. Results will support the MPO's efforts to ensure development of a sustainable and efficient transportation network.
- Support Big Sky Passenger Rail Authority efforts to evaluate feasibility of restoring passenger rail service to the southern tier of Montana by supporting activities within the MPO planning area.\*
- Participate in other regional rail and freight planning or grant activities impacting the Missoula MPO planning area.
- Oversee implementation of the CTSP and provide annual reports to MDT through the Transportation Safety Advisory Committee.
- Assist with and provide transportation expertise during preparation of neighborhood and area-based comprehensive plans, and local Growth Policies particularly as they address transportation needs and issues.\*
- Monitor and implement transportation elements of adopted comprehensive plans.\*

- Provide leadership, guidance and facilitation of transportation related discussions regarding land use, water and air quality, economy, housing and zoning with CPDI planning staff, City Council, neighborhoods and other affected jurisdictions.
- Participate in the Missoula Invest Health steering committee, assist with planning for increased healthy transportation options, coordination of data, and ensuring coordinated efforts.\*
- Participate in an advisory capacity for various Missoula Redevelopment Agency projects, such as the Brooks Street TOD planning study and the North Reserve/Scott Street infrastructure plan.\*
- Review and provide recommendations to design standards for public and private transportation infrastructure to improve implementation of transportation planning outcomes or policies.\*
- Plan for future infrastructure on a localized basis in rapidly growing areas.\*
- Integrate transportation planning consideration into environmental reviews as they occur.
- Support implementation of recommendations from the EPA Technical Assistance for North Reserve/Scott Street Area Plan.\*
- Continue to coordinate and write grants for the region’s transportation priorities, including Russell Street, North Reserve/Scott Street, Mullan BUILD, the Brooks Corridor, Reserve Street, electric vehicle infrastructure, and other grants for projects eligible for specific funding sources.
- Assist with the coordination and management of the South Ave SS4A, RAISE Downtown SAM, SS4A Reserve St, RCN Reconnecting East Missoula grant projects.\*
- Anticipated timeline for the SS4A Reserve St Grant:
  - Approval of the Professional Services Agreement with Kittelson & Associates, Inc. on August 1, during Q4 of FFY2024. The notice to proceed will allow the team to begin the first phase of the project.
  - Public and Stakeholder engagement is expected to begin in August 2024 and continue during the entirety of the project.
  - Document Review, Future Conditions, and Existing Conditions is expected to run from August 2024 to March 2025
  - A Final Plan Draft is expected in December 2025

## Product

The proposed activities will contribute to development of:

- A 2025 CTSP Annual Progress Report
- Wye Infrastructure Plan
- Brooks Corridor BRT Feasibility Plan
- PROST Plan
- Electric Vehicle Infrastructure Deployment Plan & Policies
- Reserve Street Safety Action Plan

## Staffing

**1,850** Hours Missoula Public Works & Mobility (PW&M)

## Complete Streets

The bulk of planned work for FFY 2025 includes complete streets eligible activities, such as implementation or development of plans that “create a network of active transportation facilities...” including “...facilities with public transportation service or improved access to public transportation” (IIJA Section 11206(c)(3)(A) & (B)), and “regional...planning to address travel demand and capacity constraints...including through intercity passenger rail” (IIJA Section 11206(c)(4)). While it can be difficult to estimate staff hours committed to these efforts, based on the anticipated primary project tasks of completing a Street Typologies Plan, Reserve Street Safety Action Plan, infrastructure master plan implementation, passenger rail planning, PROST Master Plan, and the Transform Brooks BRT study, a conservative 50 percent of staff time for Area Plans was used to calculate PL funding for the complete

streets requirement. Tasks that meet the complete streets requirements are noted above by an asterisk (\*).

### 301

<b>PWM POSITION</b>	<b>HOURS</b>
Transportation Manager	300
Sustainability Specialist	700
Associate Planner	150
Associate Planner	250
Associate Planner	300
Temp -- Short-term hire	150
<b>Total</b>	<b>1,850</b>

#### CONSULTANTS:

**Federal Grant Applications and Rail Planning Activities: \$50,000**

#### Funding 301 – Metropolitan Planning Area Transportation Plans

FFY 2025

Agency	PL	State	FTA	Local	Totals
PWM*	\$132,656	\$20,562	\$-	\$-	\$153,218
TOTALS	\$132,656	\$20,562	\$-	\$-	\$153,218

FFY 2024

Agency	PL	State	FTA	Local	Totals
PWM*	\$208,550	\$32,326	\$ -	\$ -	\$240,876
TOTALS	\$208,550	\$32,326	\$ -	\$ -	\$240,876

\* - Local match provided by PWM

#### Functional Agency Responsibility

MPO staff will address long and short-range transportation needs of the planning areas and will identify new transportation policies and facilities for implementation in such areas.

## 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 CPDI cartographers and GIS specialists.

### Accomplishments in FFY 2024

- The MPO maintained and provided data to agencies and individuals.
- The MPO staff provided CPDI planning staff with traffic counts, population, housing and employment data to review subdivision and rezoning requests.
- MPO staff coordinated and processed City and County traffic counts related to the Missoula Urban Traffic Count Program (MUTCP).
- Other City and County staff requested and used traffic count data for design work.
- MPO staff updated the MPO website to provide transportation data in the form of Web Maps, reports, and other studies.
- MPO staff collected bicycle and pedestrian traffic data utilizing long-term automated counts, including permanent counters and mobile automated counters for locations throughout the MPO area.
- Volunteer bicycle and pedestrian counts.
- MUTD provided ridership, safety, and operational data to NTD.

### Proposed Activities in FFY 2025

The MPO will:

- Continue to collect bike/ped data utilizing automated bike/ped counters. The counters allow MPO staff to conduct the following studies: non-motorized traffic measurements along facilities not previously studied (e.g. popular local streets and Neighborhood Greenways); bike/ped counts at intersections to assess mode splits at specific intersections; pre-post bike/ped activity studies along facilities with planned non-motorized improvements to assess project impact.
- Produce a Missoula Bicycle and Pedestrian Report utilizing the volunteer, temporary and permanent bike/ped counts to evaluate changes in trends over time.
- Maintain socioeconomic and land use transportation data to supplement travel demand modeling.
- Submit Missoula Urban Area traffic count data to MDT by February 1.
- Work with City of Missoula, Missoula County and MDT to update Missoula local functional classification system based on work completed in the Street Typologies project.
- Capture and maintain travel demand model data for future uses including monitoring of plan progress.
- Coordinate with MDT to update the Missoula Urban Traffic Count Program (MUTCP).
- Increase the use of GIS programs to monitor and make available transportation-related data through an LRTP Data Dashboard.
- Continue to coordinate and provide data associated with the MUTCP.
- Continue the spring and fall bike and pedestrians traffic counting program.
- Continue to provide updated MUTD maps and demographic information to Mountain Line.

MUTD will:

- Collect and analyze ridership data from the Automated Passenger Counter hardware and software
- Submit monthly ridership data to NTD and complete annual NTD reporting.
- Analyze data collected for ridership and services.
- Purchase newer data collection software to analyze ridership data further
- Perform GTFS and transit data management and updates.
- Perform Bus Stop inventory to document assets.

**Product**

The proposed activities will assure updated records pertinent to all aspects of transportation planning.

**Staffing**

**807** hours - Missoula Public Works & Mobility (PW&M)

**247** hours - Missoula Urban Transportation District (MUTD / Mountain Line)

**Complete Streets**

Data collection and analysis can be used to support complete streets planning activities, however since those specific eligible activities are largely captured under other FFY 2025 UPWP work elements, none of the staff time or PL funds associated with this work element are applied to the 2.5 percent PL funding requirement.

**302**

PWM POSITION	HOURS
Administrative Specialist Lead	0
Transportation Manager	67
Sustainability Specialist	0
Associate Planner	300
Associate Planner	300
Associate Planner	140
<b>Total</b>	<b>807</b>

MUTD POSITION	HOURS
Transit Analyst	108
General Manager	50
Associate Planner	37
Planning, Technology & Strategic Projects Director	32
Communications Specialist	20
<b>Total</b>	<b>247</b>

**Funding 302 – Transportation Data**

FFY 2025

Agency	PL	State	FTA	Local	Totals
PWM*	\$50,671	\$7,854	\$-	\$-	\$58,525
MUTD			\$7,432	\$ 1,858	\$ 9,289
<b>TOTALS</b>	<b>\$ 50,671</b>	<b>\$ 7,854</b>	<b>\$ 7,432</b>	<b>\$ 1,858</b>	<b>\$ 67,815</b>

FFY 2024

Agency	PL	State	FTA	Local	Totals
PWM*	\$46,727	\$7,243	\$ -	\$ -	\$53,970
MUTD			\$13,909	\$3,477	\$17,386
CITY & COUNTY**	\$7,316	\$1,134			\$8,450
<b>TOTALS</b>	<b>\$54,043</b>	<b>\$8,377</b>	<b>\$13,909</b>	<b>\$3,477</b>	<b>\$79,806</b>

\* - Local match provided by MUTD

\*\* - The City and County are reimbursed \$4,902 and \$1,548, respectively, from PL funds for HPMS traffic counting.

**Functional Agency Responsibility**

The MPO, MDT, City and County of Missoula and MUTD will cooperate to ensure the efficient acquisition and analysis of transportation data.

## **303 Transportation Options – Education and Outreach**

### **Objective**

The MPO Manager oversees and implements programs that provide education and outreach to the public about various transportation options that result in a reduction of single-occupancy-vehicles and vehicle miles traveled throughout the Missoula urban area. These programs include Missoula In Motion (MIM) and the City Bicycle and Pedestrian Program, which both utilize Federal Congestion Mitigation and Air Quality funding through the MPO to provide the public, including individuals and businesses, information regarding the various modes of transportation available within the Missoula area. Biking, busing, walking and carpooling are part of a coordinated effort with other transportation partners such as Mountain Line, the Missoula Ravalli Transportation Management Association, the Missoula Parking Commission, and the Associated Students of the University of Montana.

### **Accomplishments in FFY 2024**

- Administered and implemented the MIM and City Bicycle Pedestrian Program work plans, which include Community outreach to businesses, schools, advocacy organizations, etc.
- Continued to utilize RideAmigos to implement a comprehensive transportation options platform and new Missoula in Motion website including carpool matching, trip planning, school-pool, and trip-logging platform.
- Implemented Way to Go Missoula, Way to Go for Workplaces, Way to Go Mini-Grants, etc., which encourage the use of active transportation that reduces single-occupancy vehicle use.
- Conducted and participated in safety and education events related to transportation options, such as Night of Lights related to bicycle safety, Sunday Streets, City and County Health Fairs, Missoula County Public Schools events, Parks and Recreation bicycle classes, etc.
- Participated in planning and design of new roadway projects and scheduled maintenance of existing infrastructure as they pertain to cyclists and pedestrians to ensure compliance with long range plans and facilities master plans.
- Hosted monthly coordination meetings of the Transportation Options Consortium, which brings together transportation providers to discuss coordination and improvement of Transportation Options services, such as biking, walking, busing, and vanpool/carpool options. The Consortium is comprised of Transportation Options providers in the Missoula region.
- MPO staff continued to explore opportunities for implementing recommendations contained in the 2023 Transportation Options Action Plan.

### **Proposed Activities in FFY 2025**

The MPO will:

- Continue to oversee and implement the MIM and Bicycle/Pedestrian Program work plans.
- Continue to participate in the Transportation Options Consortium, coordinated by the MPO.
- Provide strategic direction in Transportation Options program implementation.
- Develop and implement Transportation Options strategies that facilitate affordable transportation, reduce the number of single-occupant vehicle trips and increase the knowledge of transportation options for Missoula residents.
- Continue Individualized Marketing efforts by providing Missoulians with transportation option resources and education.
- Continue implementation of the Transportation Options Action Plan and development of supporting guides.

### **Product**

The proposed activities will assure continued public involvement, education and encouragement regarding transportation options.



**Staffing****200 hours** - Missoula Public Works & Mobility (PW&M)**Complete Streets**

Transportation Options activities will support utilization and effectiveness of complete streets facilities, plans and policies; however, the activities identified in this work element do not directly lead to planning or policies identified as eligible under IIJA Section 11206(c). Therefore, none of the staff time is applied towards the 2.5 percent PL funding requirement.

**303**

<b>PWM POSITION</b>	<b>HOURS</b>
Transportation Manager	100
Associate Planner	100
<b>Total</b>	<b>200</b>

**Funding 303 – Transportation Options**

FFY 2025

Agency	PL	State	FTA	Local	Totals
PWM*	\$9,661	\$1,497	\$-	\$-	\$11,159
<b>TOTALS</b>	<b>\$9,661</b>	<b>\$1,497</b>	<b>\$-</b>	<b>\$-</b>	<b>\$11,159</b>

FFY 2024

Agency	PL	State	FTA	Local	Totals
PWM*	\$8,791	\$1,363	\$ -	\$ -	\$10,154
<b>TOTALS</b>	<b>\$8,791</b>	<b>\$1,363</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$10,154</b>

\* - Local match provided by PWM.

**Functional Agency Responsibility**

The MPO will work with MIM, MRTMA, Parking Commission, Bicycle/Pedestrian Office, Mountain Line and the University of Montana to continue implementation.

## 304 Travel Demand Modeling

### Objectives

Continue the enhancement and maintenance of the MPO’s travel-demand model. The model assesses impacts of development proposals and multimodal transportation projects on the regional transportation system. Impacts may include, but are not limited to: vehicle miles traveled, mode choice, congestion and air quality. The model assists in regional, community and neighborhood planning processes by projecting transportation needs and impacts.

### Accomplishments in FFY 2024

The MPO:

- Secured consultant services for updating the Travel Demand Model (TDM)
- (in-progress) Updated the TDM to include current land use, employment, transportation, and population data
- (in-progress) Incorporated increased sensitivity to non-motorized facilities and transit service in the TDM
- (in-progress) Prepared TDM for the 2025 Long Range Transportation Plan update

### Proposed Activities in FFY 2025

The MPO will:

- As necessary, work on numerous model runs associated with new development areas and their impact on the transportation system.
- Incorporate the TDM model update into the 2025 LRTP update.

### Product

The proposed activities will ensure a complete travel demand model that includes existing, committed and recommended transportation projects for forecasting, air quality conformity and scenario modeling.

### Staffing

**300** hours Missoula Public Works & Mobility (PW&M)

### Complete Streets

Travel Demand Modeling, much like Transportation Data, is supportive of complete streets planning and policy development, however the modeling that is more directly applied to eligible activities is already counted under Work Element 300 – Long Range Planning. Therefore, none of the PL funds programmed under Work Element 304 – Travel Demand Model are applied to the required 2.5 percent for complete streets.

## 304

PWM POSITION	HOURS
Sustainability Specialist	0
Associate Planner	150
Associate Planner	150

**Total 300**

### CONSULTANTS:

**Model Update: \$40,000 (carryover from FY24)**

### Funding 304 – Travel Demand Modeling

FFY 2025

Agency	PL	State	FTA	Local	Totals
PWM*	\$49,124	\$7,614	\$-	\$-	\$56,738
TOTALS	\$49,124	\$7,614	\$-	\$-	\$56,738

FFY 2024

Agency	PL	State	FTA	Local	Totals
PWM*	\$84,582	\$13,110	\$ -	\$ -	\$97,692
TOTALS	\$84,582	\$13,110	\$ -	\$ -	\$97,692

\* - Local match provided by PWM

### Functional Agency Responsibility

The MPO, MDT, City and County of Missoula, MUTD and ASUM Transportation will cooperate to ensure the efficient acquisition and analysis of modeling data.

### 500 Planning for Older Adults and Persons with Disabilities

#### Objectives

Work jointly with MUTD, City, County, 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. Recent population forecasts show that the number of persons 65 and over is increasing rapidly with a corresponding impact on transportation system needs.

#### Accomplishments in FFY 2024

- The MPO and MUTD provided staff support to the STAC, which included monitoring ridership, ranking requests for capital assistance, and responding to requests for information and providing technical assistance.
- The MPO worked with Missoula Aging Services on transportation issues related to older adults. Staff provided information to STAC regarding transportation projects and issues of particular concern to older people and persons with disabilities.
- The MPO assisted agencies requesting lift-equipped vehicles.
- The MPO continued supporting implementation of the ADA Transition Plan outlining facility improvement targets and costs.
- MUTD prepared MDT operating assistance applications, Missoula County funding requests, and met with Missoula County regarding specialized transportation needs and services.
- MUTD has completed the tenth year of operation of the Senior Van.
- The Senior Van provided rides to seniors in FFY 2024.
- MUTD continued to provide Paratransit and Shuttle Van rides to qualifying older adult and person with disabilities.
- MUTD worked with Missoula Aging Services on transportation issues related to Paratransit and Shuttle Van service.
- MUTD Staff participated in rider scheduling, paratransit applications, reviews, and generated ridership data for paratransit.
- MUTD Staff participated in planning for accessibility, functional needs, special transportation services, and senior rider education and improvements.
- The MPO facilitated several interdisciplinary and inclusive walking audits with persons with disabilities and other stakeholder groups to continue addressing safety and accessibility concerns in the community.

#### Proposed Activities in FFY 2025

The MPO will:

- Continue to participate in STAC.
- 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 ADA Transition Plan
- Continue holding walking audits for various regional planning projects.
- Provide for translators and other accessibility accommodations at public meetings, walk audits, and other meetings as necessary.

MUTD will:

- Continue to participate in STAC.
- Prepare operating assistance applications, Missoula County funding requests, and meet with Missoula County Commissioners regarding specialized transportation needs and services.

- Assist social service agencies with the procurement of accessible vehicles.
- Continue Shuttle Van and Paratransit Service, monitor changes, and conduct outreach and education to seniors regarding services available and bus rider training.
- Coordinate with local transportation providers in the Missoula Area and complete a coordinated service plan.

**Product**

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

**Staffing**

**200** hours Missoula Public Works & Mobility (PW&M)

**60** hours - Missoula Urban Transportation District (MUTD / Mountain Line)

**Complete Streets**

Planning for older adults and individuals with disabilities is related to complete streets planning and policy development through activities such as Inclusive Interdisciplinary Walk Audits and supporting accessibility of infrastructure (IIJA Section 11206(c)(3)(B), "to integrate active transportation facilities with public transportation service or improve access to public transportation"), and planning and policy around the accessibility of transit (IIJA Section 11206(c)(3)(D), "to increase public transportation ridership"). All MPO staff time for this work element is included in the calculation for the complete streets PL funding requirement.

**500**

<b>PWM POSITION</b>	<b>HOURS</b>
Transportation Manager	50
Associate Planner	50
Associate Planner	100
<b>Total</b>	<b>250</b>

<b>MUTD POSITION</b>	<b>HOURS</b>
Operations Director	40
General Manager	10
Communications Specialist	10
<b>Total</b>	<b>60</b>

**CONSULTANTS:**

**Translators/Accessibility Meeting Accommodation: \$1,000**

**Funding 500 – Planning for Older Adults & Persons with Disabilities**

FFY 2025

	PL	State	FTA	Local	Totals
PWM*	\$ 7,848	\$ 1,216	\$ 2,475	\$ 619	\$ 12,159
MUTD	\$ -	\$ -	\$ 3,152	\$ 788	\$ 3,940
<b>TOTALS</b>	<b>\$ 7,848</b>	<b>\$ 1,216</b>	<b>\$ 5,627</b>	<b>\$ 1,407</b>	<b>\$ 16,099</b>

FFY 2024

	PL	State	FTA	Local	Totals
PWM*	\$9,766	\$1,514	\$1,930	\$482	\$13,692
MUTD	\$ -	\$ -	\$2,646	\$662	\$3,308
<b>TOTALS</b>	<b>\$9,766</b>	<b>\$1,514</b>	<b>\$4,576</b>	<b>\$1,144</b>	<b>\$17,000</b>

\* - Local match provided by MUTD

The MPO and MUTD will work with other local, state and social service agencies to plan for older adults and persons with disabilities.

## **501 Transit Systems Management (TSM)**

### **Objective**

Develop a current year transit marketing plan; market research; specific marketing strategies; route and schedule improvements; facility maintenance; and operations, and personnel training.

### **Accomplishments in FFY 2024**

- MUTD continued to implement marketing strategies to increase ridership and promoted general awareness of the public transit system. (Specific outreach examples are referenced in section 102.)
- The agency continued programs such as its special Saturday Market service.
- MUTD continued its use of Google Transit, which is accessible on multiple devices and helps riders plan their transit trips using Google Maps. It also provides a real-time passenger information system that allows live bus tracking and user subscription to text and email notifications of system schedules and notices.
- Maintained mobile app to include up-to-date bus stop closures and route detours.
- Updated system map for current service.
- Conducted trainings with riders to use Paratransit scheduling software, which allows MUTD to maximize service efficiency and resulted in more rider scheduling control.
- Maintained and updated website and social media regularly.
- Provided public outreach through social media, press, and in person events.
- Completed marketing audit to review marketing efforts in the last few years and evaluate what is working and what can work better. The audit will include high-level questions about MUTD, communication goals, and evaluate whether specific projects are helping us meet those goals effectively

### **Proposed Activities in FFY 2025**

MUTD will:

- Create and implement schedules.
- Inventory assets (facility, bus stops, and other amenities).
- Develop current year marketing plan and implement.
- Maintain facility and equipment for the safety of employees and the public.
- Promote, maintain and update its website and Google Transit scheduling tool.
- Continue development and implementation of creative outreach programs to increase ridership
- Provide bus rider training to groups.
- Promote, maintain and update its real time passenger information system to all users to access live bus tracking and subscription to text and email notifications of system schedules and notices.
- Continue to utilize a new Paratransit app to increase ease of scheduling rides and offer more information and control to riders.
- Develop a comprehensive communications and marketing plan to better reach the public with information and opportunities to use transit services, contributing to ridership and accessibility goals.

### **Product**

The proposed activities will produce marketing strategies and updated route and schedule information.

### **Staffing**

**580** hours – Missoula Urban Transportation District (MUTD / Mountain Line)

**Complete Streets**

Although the activities identified under this work element are likely eligible under IIJA Section 11206(c)(3)(B)&(D), no PL funds are currently programmed under this work element. Therefore, there is no direct contribution towards the 2.5 percent PL funding requirement.

**501**

<b>MUTD POSITION</b>	<b>HOURS</b>
Communications Specialist	210
General Manager	130
Associate Planner	110
Transit Analyst	110
Operations Director	20
<b>Total</b>	<b>580</b>

**Funding 501 – Transit Systems Management (TSM)**

FFY 2025

Agency	PL	State	FTA	Local	Totals
MUTD	\$ -	\$ -	\$14,583	\$ 3,646	\$ 18,229
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$14,583</b>	<b>\$ 3,646</b>	<b>\$ 18,229</b>

FFY 2024

Agency	PL	State	FTA	Local	Totals
MUTD	\$ -	\$ -	\$25,641	\$6,410	\$32,051
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$25,641</b>	<b>\$6,410</b>	<b>\$32,051</b>

**Functional Agency Responsibility**

Mountain Line will complete all TSM activities.

## **502 Preparation of Updated Transit Development Plan (TDP)**

### **Objective**

Update Mountain Line's TDP. The TDP describes existing facilities and projects needed for the next five years.

### **Accomplishments in FFY 2024**

- MUTD continued to review and implement phases in the short and long-range transit plan which serves as MUTD's current TDP.
- MUTD conducted a Stakeholder meeting with representatives from City, County, MDT.
- MUTD completed programming needs assessment with staff.
- MUTD staff narrowed site selection to one location.
- Deadhead analysis was completed.
- NEPA review for the site was completed.
- Appraisal of these parcels was completed.
- MUTD developed conceptual plans for the site and made the design scalable to be feasible at various levels of funding.
- MUTD staff investigated funding sources and scenarios.
- MUTD was awarded \$39,000,000 in federal discretionary Low-No Emissions Program funding for the Mountain Line Maintenance Operations and Administration Base (MOAB).
- Staff put out an RFP for A&E won by Wendell Architecture PC and is working with Wendell to define the new MOAB space. In coordination with the MPO, a contract with Nelson/Nygaard Consulting Associates was signed for the MUTD Strategic Plan and MPO Long Range Transportation Plan.

### **Proposed Activities in FFY 2025**

- MUTD will complete a long-range strategic plan.
- MUTD will update the Bus Stop Master Plan (BSMP).
- MUTD will prepare to build a BSMP Design Guidebook to inform future improvements as determined by strategic planning.
- MUTD will continue working on the development of a new MOAB, negotiating real estate and financial terms, completing a design charrette for the leading site, organizing the design-construction team, and securing gap financing.
- Collaborate with the Missoula Redevelopment Agency to complete a Brooks corridor BRT/TOD planning study to assess safety and operational improvements for all modes of transportation from Reserve to Mount. (See section 503)
- The Brooks BRT/TOD could result in recommendations for improvements beyond the Reserve St and Mount Ave limits. (See section 503)
- Conduct outreach throughout planning processes to ensure robust public input into agency efforts.

### **Product**

- Proposed activity will produce a short and long-range transit plan and a compliant and updated TDP.
- Brooks BRT/TOD corridor plan (See section 503)

### **Staffing**

**775** hours – Missoula Urban Transportation District (MUTD / Mountain Line)

### **Complete Streets**

No PL funds are programmed for this work element, so there is no contribution towards the 2.5 percent PL funding requirement for complete streets.



## 502

MUTD POSITION	HOURS
Planning, Technology & Strategic Projects Director	240
Communications Specialist	160
Associate Planner	120
Transit Analyst	120
General Manager	115
Operations Director	20
<b>Total</b>	<b>775</b>

### Funding 502 – Preparation of Updated TDP

FFY 2025

Agency	PL	State	FTA	Local	Totals
MUTD	\$ -	\$ -	\$28,046	\$ 7,012	\$ 35,058
TOTALS	\$ -	\$ -	\$28,046	\$ 7,012	\$ 35,058

FFY 2024

Agency	PL	State	FTA	Local	Totals
MUTD	\$ -	\$ -	\$ 33,351	\$ 8,338	\$ 41,689
TOTALS	\$ -	\$ -	\$ 33,351	\$ 8,338	\$ 41,689

### Functional Agency Responsibility

Mountain Line will maintain an updated TDP.

## 503 Federal Grant Funding

### Objective

Preparation of Brooks Street TOD Plan and construction of new MOAB.

### Accomplishments in FFY 2024

- MUTD and the Missoula Redevelopment Agency were successfully awarded \$847,000 in RAISE funding to prepare a Brooks Street TOD plan in FFY 2022, and kicked off the planning process in FFY 2024.
- MUTD was awarded \$39,000,000 in federal discretionary Low-No Emissions Program funding for the Mountain Line Maintenance Operations and Administration Base (MOAB)

### Proposed Activities in FFY 2025

- Develop a BRT plan for the Brooks corridor.
- Acquire land and proceed on development of plans for MUTD’s new MOAB.

### Product

Proposed activity will produce a Brooks Street Corridor TOD plan and A&E plans for a new MOAB.

### Complete Streets

The Transform Brooks BRT project meets the eligibility requirements of IIJA Section 11206(c)(3)(B)&(D), however no PL funds are included in this work element. Therefore, none of the funding from 503 – Federal Grant Funding is included in the calculation of the required 2.5 percent of PL funding for complete streets.

### CONSULTANTS

The Transform Brooks BRT study will be funded in part with federal funds of \$847,000 and a local match of \$80,000 (programmed in FY24). This is a carry-over from the FY2024 UPWP, and is not reflected in the FY2025 UPWP budget.

#### FFY 2025

Agency	PL	State	RAISE	Local	Totals
MUTD	\$ -	\$ -	\$271,791	\$ 25,668	\$ 297,459
TOTALS	\$ -	\$ -	\$271,791	\$ 25,668	\$ 297,459

#### Through FFY 2024

Agency	PL	State	RAISE	Local	Totals
MUTD	\$ -	\$ -	\$575,209	\$ 54,332	\$ 629,541
TOTALS	\$ -	\$ -	\$575,209	\$ 54,332	\$ 629,541

### Functional Agency Responsibility

MUTD will maintain the preparation of the BRT plan.

### 600 Transportation Improvement Program (TIP)

#### Objective

Maintain a viable five-year program of transportation projects.

#### TIP Development Process

*Project Selection:* The MPO will identify and select projects for the TIP through a process that begins in spring of each year. The process includes the TTAC, TPCC, agencies and interested citizens. 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. While anyone can request inclusion in the TIP of a project on the Federal Aid System, the local government within whose jurisdiction the project falls can veto the action at the policy level.

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

*Certification by MPO:* The MPO must certify compliance with the local process for involving private enterprise during the development of the transit program of projects contained in the associated Funding Tables of the TIP. The MPO must also ensure that there have been no private sector complaints concerning provision of transit service.

*Final Review and Approval:* The TTAC reviews the TIP and then forward it to TPCC for review and approval. The MPO then submits the TIP to MDT for concurrence, then to FHWA, FTA, and EPA for review and acceptance. Following FHWA, FTA and EPA approval, the MPO submits the approved TIP to MDT for use in developing the Statewide Transportation Improvement Program (STIP).

MUTD 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-planning projects.

#### Accomplishments in FFY 2024

- The TPCC adopted the FFY 2024-2028 TIP on November 14, 2023, and MDT, FHWA, and FTA adopted the TIP on January 4, 2023.
- The MPO utilized the FFY 2024-2028 TIP.
- The TPCC approved the following amendments to the FFY 2024-2028 TIP:
  - Amendment #1 on March 19, 2024
  - Amendment #2 on June 18, 2024.
  - Amendment #3 on August 20, 2024
- MUTD staff attended meetings on APTA, STAC, scheduling, routing, service improvement, bus stop improvement and planning.

#### Proposed Activities in FFY 2025

- The MPO will anticipate adoption and approval of the FFY 2026-2029 TIP prior to September 30, 2025.
- The MPO will continue to amend the FFY 2024-2028 TIP as necessary.

**Product**

The proposed activities will assure a current and viable five-year program of multi-modal transportation improvements for the Missoula urbanized area.

**Staffing**

**550** hours - Missoula Public Works & Mobility (PW&M)

**158** hours - Missoula Urban Transportation District (MUTD / Mountain Line)

**Complete Streets**

Many of the projects included in the MPO’s Transportation Improvement Program include complete streets infrastructure improvements, however the use of PL funds in this particular work element do not directly contribute towards planning or policy development of complete streets activities listed in IIJA Section 11206(c).

**600**

PWM POSITION	HOURS
Administrative Specialist Lead	100
Transportation Manager	50
Sustainability Specialist	0
Associate Planner	250
Associate Planner	100
Associate Planner	50
<b>Total</b>	<b>400</b>

MUTD POSITION	HOURS
General Manager	100
Finance Manager	40
Planning, Technology & Strategic Projects Director	18
<b>Total</b>	<b>158</b>

**Funding 600 – TIP**

FFY 2025

Agency	PL	State	FTA	Local	Totals
PWM*	\$25,538	\$3,958	\$952	\$238	\$30,686
MUTD	\$-	\$-	\$ 3,356	\$ 839	\$ 4,196
<b>TOTALS</b>	<b>\$25,538</b>	<b>\$3,958</b>	<b>\$ 4,309</b>	<b>\$ 1,077</b>	<b>\$ 34,882</b>

FFY 2024

Agency	PL	State	FTA	Local	Totals
PWM*	\$16,779	\$2,601	\$742	\$186	\$20,307
MUTD	\$ -	\$ -	\$4,940	\$1,235	\$6,175
<b>TOTALS</b>	<b>\$16,779</b>	<b>\$2,601</b>	<b>\$5,682</b>	<b>\$1,421</b>	<b>\$26,482</b>

\* - Local match provided by MUTD

**Functional Agency Responsibility**

The MPO and MUTD will be responsible for the development and maintenance of the TIP.

## 700 Air Quality and Environmental Planning

### Objective

Coordinate air and water quality planning, as well as noise and land use revisions, with transportation planning programs. Work closely with the Health Department and other agencies to develop methods to analyze and mitigate impacts associated with development. Coordinate with Missoula In Motion

### Accomplishments in FFY 2024

MPO & MUTD staff:

- Provided traffic counts and other types of transportation information to numerous agencies and citizens.
- Continued to implement strategies detailed in the LRTP for improving air quality, including:
  - Participation on Transportation Options Consortium.
  - Develop and oversee MIM and Bicycle Pedestrian Program activities related to transportation options education and outreach.
- MUTD has applied for several grants for alternative fuel buses to improve air quality.
- MPO and MUTD staff worked with MDT to prepare emissions reductions estimates for CMAQ funded programs.
- MPO staff provided transportation data and assistance to the City's Sustainability Program and Climate Smart Missoula for the development of a city-wide greenhouse gas inventory.

### Proposed Activities in FFY 2025

- The MPO will collaborate with the Missoula City-County Health Department on updating air pollution regulations.
- Air Quality analysis modeling will be completed for the 2024 Long-Range Transportation Plan in order to demonstrate continued air quality conformity of our planning process.
- The MPO will analyze needs and implement solutions to maintain compliance with the IIJA Act and continue to:
  - Foster communication with federal, state and local air quality agencies to ensure adequate consultation between agencies and conformity with regulations.
  - Participate in gathering traffic count data for the local street network to improve air quality modeling capability through validation of the Travel Demand Model.
  - Provide information to the City-County Health Department for its air quality monitoring activities.
  - Consider any water quality, noise and land use revisions that affect transportation planning programs under this work element.
  - Gather information about the air quality benefits and capital and operating costs associated with the use of alternative fuels.
- MUTD staff will continue to apply for grants for alternative fuel buses to improve air quality.
- MUTD staff will continue to install, expand, and maintain infrastructure for electric vehicle transition

### Product

The proposed activities will produce:

- A current and valid transportation plan that considers air and water quality as well as noise and changes in land use.
- Documentation and implementation of methods to analyze and mitigate impacts associated with development.
- Updated MOVES analysis

**Staffing**

**240** hours - Missoula Public Works & Mobility (PW&M)

**190** hours – Missoula Urban Transportation District (MUTD / Mountain Line)

**Complete Streets**

The activities identified in this work element for FFY 2025 do not directly include planning or policy development related to the eligible complete streets activities identified in IIJA Section 11206(c).

**700**

<b>PWM POSITION</b>	<b>HOURS</b>
Transportation Manager	50
Sustainability Specialist	100
Associate Planner	0
Associate Planner	100
<b>Total</b>	<b>250</b>

<b>MUTD POSITION</b>	<b>HOURS</b>
Planning, Technology & Strategic Projects Director	100
Transit Analyst	80
General Manager	10
<b>Total</b>	<b>190</b>

**Funding 700 – Air Quality & Environmental Planning**

FFY 2025

Agency	PL	State	FTA	Local	Totals
PWM*	\$ 9,739	\$ 1,510	\$ 1,714	\$ 428	\$ 13,390
MUTD	\$ -	\$ -	\$ 9,673	\$ 2,418	\$ 12,091
<b>TOTALS</b>	<b>\$ 9,739</b>	<b>\$ 1,510</b>	<b>\$ 11,387</b>	<b>\$ 2,847</b>	<b>\$ 25,482</b>

FFY 2024

Agency	PL	State	FTA	Local	Totals
PWM*	\$9,543	\$1,479	\$1,336	\$334	\$12,692
MUTD	\$ -	\$ -	\$ 1,029	\$ 257	\$ 1,286
<b>TOTALS</b>	<b>\$9,543</b>	<b>\$1,479</b>	<b>\$2,365</b>	<b>\$591</b>	<b>\$13,979</b>

\* - Local match provided by MUTD

**Functional Agency Responsibility**

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

## 41.27.00 Implementation of the Americans with Disabilities Act (ADA)

### 703 Implementation of the ADA

#### Objective

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 MPO continued implementation of the Pedestrian Facilities Master plan including identifying funding sources and locations to improve ADA access.

#### MUTD staff:

- Continued to apply its ADA complimentary paratransit plan in coordination with other local organizations and individuals.
- Worked with other community agencies toward updating existing agreements and researching coordination of services between all providers.
- Provided support to STAC.
- Provided ADA training to all operators.
- Met with social service professionals in the community and with senior groups through Missoula Aging Services to increase awareness and answer questions about ADA Paratransit service, the Senior Van and accessibility on Mountain Line Fixed Route Bus service.
- Completed an annual update to the Missoula Area Coordination Plan.
- Procured a new Paratransit scheduling and dispatch software to improve services.

#### Proposed Activities in FFY 2025

#### MUTD will:

- 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, with anticipated completion in Q4 of FFY 2025
- Offer state-wide Paratransit training for Operators.
- Inventory bus stop amenities for ADA.
- Conduct annual update to the Missoula Area Coordination Plan

#### Product

An ADA Paratransit Plan update.

#### Staffing

**80** hours – Missoula Urban Transportation District (MUTD / Mountain Line)

#### Complete Streets

No PL funds are programmed for this work element, and therefore there is no contribution towards the required 2.5 PL funding for complete streets planning and policy development.

## 703

MUTD POSITION	HOURS
Transit Analyst	40
Operations Director	30
General Manager	10
<b>Total</b>	<b>80</b>

### Funding 703 – ADA Implementation

FFY 2025

Agency	PL	State	FTA	Local	Totals
MUTD	\$ -	\$ -	\$ 3,733	\$ 933	\$ 4,666
TOTALS	\$ -	\$ -	\$ 3,733	\$ 933	\$ 4,666

FFY 2022

Agency	PL	State	FTA	Local	Totals
MUTD	\$ -	\$ -	\$ 4,742	\$ 1,185	\$ 5,927
TOTALS	\$ -	\$ -	\$ 4,742	\$ 1,185	\$ 5,927

### Functional Agency Responsibility

Mountain Line will continue to coordinate the development of a system ADA Paratransit plan.



## 41.17.00 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 FFY 2024**

None.

#### **Proposed Activities FFY 2025**

Reserve funds are proposed to be carried over into FFY2026 in anticipation of continued reduced PL allocations due to addition of two new MPOs in 2023.

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

#### **Product**

None.

# SECTION 3 — COST ALLOCATION PLAN

## Introduction

The following plan has been developed to provide a procedure to be followed in preparing reimbursement requisitions for PL-104(f) and FTA Section 5303 Technical Studies Grant funds received by the Missoula Public Works & Mobility Department.

## Identification of Costs

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

Direct	Indirect	Fringe Benefits
Salaries	Legal Services	FICA
Mileage	Office Vehicle	PERS
Advertising	Office Machine	Industrial Accident
Travel	Maintenance	Unemployment Ins.
Staff Recruitment	Jury Duty	Sick Leave
Printing & Publication	Personnel/HR Services	Vacation
Staff Training		Paid Holidays
Consultants		Health Insurance
Rent		Military Leave
Other		
Telephone		
Office Supplies		
Dues & Subscriptions		

## 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.

Indirect costs as defined above are budgeted to be **11.83% of direct salary expenditures** during FFY 2025. This figure will be used provisionally and revised as necessary during the audit conducted following the 2024 fiscal year, which may result in either additional payment or a repayment of funds upon determination of the actual rate. If the indirect cost exceeds 13.4195%, a cost allocation plan must be developed.

Fringe benefits will be calculated at a rate of **35.71% of the direct salaries** charged to each line item.

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 the Funding Proration Table.

**TABLE 1 – FFY 2025 Funding Summary**

<b>Federal Fiscal Year 2025 Funding Summary</b>											
(October 1, 2024 - September 30, 2025)											
WORK ELEMENT	FFY 24	FFY 25	FUNDING SOURCE				FUNDING DISBURSEMENT			Eligible Complete Streets***	
	Budget	Budget	PL*	STATE	FTA**	LOCAL	PWM	MUTD	CONSULTANT		
			86.58%	13.42%	80.00%	20.00%					
<b>41.11.00 - PROGRAM SUPPORT AND ADMINISTRATION</b>											
100 - Administration	\$ 262,580	\$ 333,908	\$ 229,943	\$ 35,641	\$ 54,659	\$ 13,665	\$ 277,484	\$ 56,423		\$ 16,214	
101 - UWP	\$ 22,831	\$ 20,410	\$ 15,259	\$ 2,365	\$ 2,229	\$ 557	\$ 19,528	\$ 882		\$ -	
102 - Public Involvement	\$ 84,070	\$ 60,665	\$ 41,834	\$ 6,484	\$ 9,877	\$ 2,469	\$ 51,888	\$ 8,777		\$ 23,569	
<b>41.13.01 - LONG RANGE TRANSPORTATION PLANNING: SYSTEM LEVEL</b>											
300 - Plan Update	\$ 75,833	\$ 229,892	\$ 199,040	\$ 30,851			\$ 104,892	\$ -	\$ 125,000	\$ 145,520	
301 - Planning Area Transportation Plans	\$ 456,121	\$ 153,218	\$ 132,656	\$ 20,562			\$ 103,218	\$ -	\$ 50,000	\$ 91,966	
302 - Data	\$ 136,270	\$ 67,815	\$ 50,671	\$ 7,854	\$ 7,432	\$ 1,858	\$ 58,525	\$ 9,290	\$ -	\$ -	
303 - TO	\$ 16,174	\$ 11,159	\$ 9,661	\$ 1,497	\$ -	\$ -	\$ 11,159	\$ -	\$ -	\$ -	
304- Model	\$ 28,106	\$ 56,738	\$ 49,124	\$ 7,614			\$ 16,738		\$ 40,000	\$ -	
<b>41.14.00 - SHORT RANGE TRANSPORTATION PLANNING</b>											
500 - Older People & People w Disabilities	\$ 16,483	\$ 16,099	\$ 7,848	\$ 1,216	\$ 5,627	\$ 1,407	\$ 12,159	\$ 3,940	\$ 1,000	\$ 10,781	
501 - TSM	\$ 43,715	\$ 18,229	\$ -	\$ -	\$ 14,583	\$ 3,646	\$ -	\$ 18,229		\$ -	
502 - TDP Update	\$ 32,478	\$ 35,058	\$ -	\$ -	\$ 28,046	\$ 7,012	\$ -	\$ 35,058		\$ -	
503 - Federal Grant Funding		\$ -			\$ -	\$ -					
<b>41.15.00 - TRANSPORTATION IMPROVEMENT PROGRAM</b>											
600 - TIP/AE	\$ 42,955	\$ 34,882	\$ 25,538	\$ 3,958	\$ 4,309	\$ 1,077	\$ 30,686	\$ 4,196		\$ -	
<b>41.16.02 - CLEAN AIR PLANNING</b>											
700 - Air Quality	\$ 14,455	\$ 25,482	\$ 9,739	\$ 1,510	\$ 11,387	\$ 2,847	\$ 13,390	\$ 12,091		\$ -	
<b>41.16.15 - AMERICANS WITH DISABILITIES ACT</b>											
703 - Americans with Disabilities Act	\$ 5,927	\$ 4,666	\$ -	\$ -	\$ 3,733	\$ 933	\$ -	\$ 4,666		\$ -	
<b>SUBTOTALS</b>	<b>\$ 1,237,998</b>	<b>\$ 1,068,220</b>	<b>\$ 771,313</b>	<b>\$ 119,554</b>	<b>\$ 141,882</b>	<b>\$ 35,471</b>	<b>\$ 699,668</b>	<b>\$ 153,552</b>	<b>\$ 216,000</b>	<b>\$ 288,051</b>	
<b>41.17.00 - OTHER ACTIVITIES</b>											
900 - Reserve	\$ 646,267	\$ 362,082	\$ 313,491	\$ 48,591	\$ -	\$ -	\$ -	\$ -		\$ -	
<b>TOTALS</b>	<b>\$1,884,265</b>	<b>\$1,430,302</b>	<b>\$1,084,803</b>	<b>\$168,146</b>	<b>\$ 141,882</b>	<b>\$ 35,471</b>	<b>\$699,668</b>	<b>\$153,552</b>	<b>\$216,000</b>	<b>\$ 288,051</b>	

\*PL funds: 86.58% federal share, 13.42% state share.

\*\* FTA funds: 80% federal share, 20% local share. FTA funds in the UPWP are only 5303, however 5307 funds may be used to supplement or support planning activities.

\*\*\* The 2.5% PL Funding set-aside for Eligible Safe and Accessible Transportation Options and Complete Streets Planning activities have a FFY2022 match ratio of 86.58% Federal Share/13.42% State Share and are eligible for 100% Federal Share in FFY2024 and FFY2025

**TABLE 2 – FFY 2025 Funding Prorations**

WORK ELEMENT	RECIPIENT	PL	STATE	FUNDING SOURCE		TOTALS
				FTA	LOCAL	
100 Administration	PWM	69%	11%	3%	1%	83%
	MUTD			14%	3%	17%
101 UWP	PWM	75%	12%	7%	2%	96%
	MUTD			3%	1%	4%
102 Public Involvement	PWM	69%	11%			80%
	MUTD			16%	4%	20%
300 Plan Update	PWM	87%	13%			100%
301 Area Plans	PWM	87%	13%			100%
302 Data	PWM	75%	12%			86%
	MUTD			11%	3%	14%
303 TDM	PWM	87%	13%			100%
500 E & H	PWM	49%	8%	15%	4%	76%
	MUTD			20%	5%	24%
501 TSM	MUTD			80%	20%	100%
502 TDP	MUTD			80%	20%	100%
503 Fed Grant Funding	MUTD			0%	0%	0%
600 TIP/AE	PWM	73%	11%	3%	1%	88%
	MUTD			10%	2%	12%
700 Air Quality	PWM	38%	6%	7%	2%	53%
	MUTD			38%	9%	47%
703 ADA	MUTD			80%	20%	100%
900 Reserve	PWM	87%	13%			100%

## Appendix A: Public Comment Received

MPO staff posted the draft of the Unified Planning Work Program on the City’s e-scribe website with the agendas for TTAC and TPCC meetings. The MPO published legal ads in The Missoulian newspaper on July 20, July 27, August 3, August 10, and August 17, 2024, noting that the planned adoption of the document would take place on August 20, 2024. The ads listed the following meetings that provided opportunities for public comment on the draft UPWP. *The attendance numbers below do not include committee members or staff present.*

No public comments were received prior to the TTAC and TPCC meetings.

TTAC – Thursday, August 1, 2024

Attendance at Meeting:	1
Public Comments on Draft UPWP:	0

TPCC - Tuesday, August 20, 2024

Attendance at Meeting:	1
Public Comments on Draft UPWP:	0