



# Unified Planning Work Program (UPWP)

Federal Fiscal Year 2020  
(October 1, 2019 – September 30, 2020)

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:

TPCC:

MDT:

FHWA:

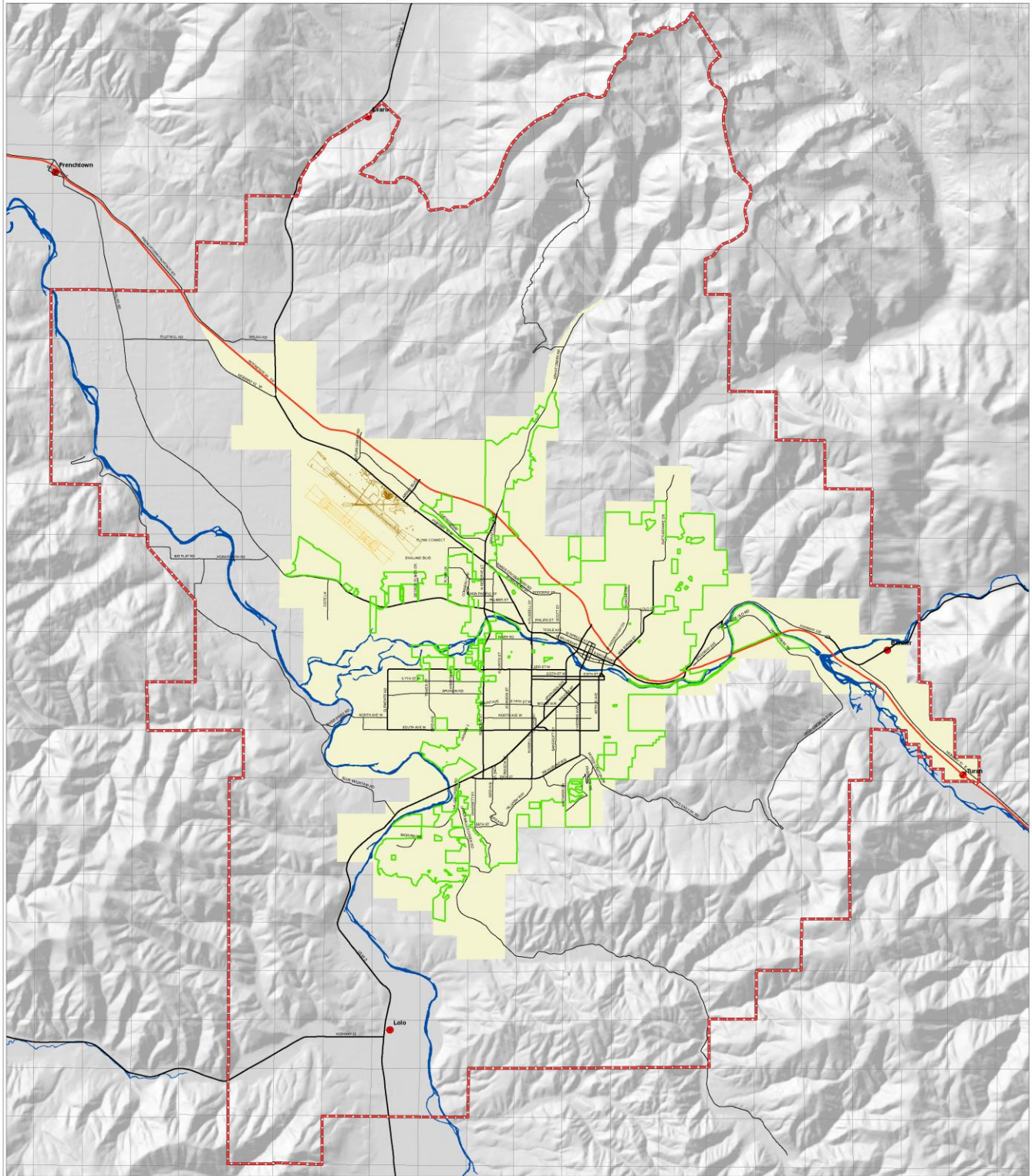
FTA:

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## TABLE OF CONTENTS

<b>TABLE OF CONTENTS .....</b>	<b>3</b>
<b>SECTION 1—INTRODUCTION .....</b>	<b>5</b>
<b>Abbreviations &amp; Acronyms Used in the Work Program.....</b>	<b>5</b>
<b>The Work Program and Its Purpose.....</b>	<b>7</b>
<b>Federal Guidance.....</b>	<b>7</b>
<b>Performance Measures.....</b>	<b>7</b>
<b>Public Involvement .....</b>	<b>8</b>
<b>41.11.00 Program Support and Administration .....</b>	<b>9</b>
100 A Program Administration .....	9
100 B Transportation Staff Training.....	11
100 C Inter-Agency Cooperation .....	13
101 Unified Planning Work Program (UPWP).....	16
102 Public Involvement and Service .....	17
<b>41.13.01 Long Range Planning—System Level .....</b>	<b>19</b>
300 Long Range Transportation Plan Update .....	19
301 Metropolitan Planning Area Transportation Plans .....	21
302 Transportation Data.....	24
303 Transportation Options – Education and Outreach .....	26
304 Travel Demand Modeling .....	28
<b>41.14.00 Short Range Transportation Planning .....</b>	<b>30</b>
500 Planning for Older Adults and Persons with Disabilities .....	30
501 Transit Systems Management (TSM).....	32
502 Preparation of Updated Transit Development Plan (TDP) .....	34
<b>41.15.00 Transportation Improvement Program (TIP) .....</b>	<b>36</b>
600 Transportation Improvement Program (TIP).....	36
<b>41.27.00 Clean Air Planning.....</b>	<b>38</b>
700 Air Quality and Environmental Planning.....	38
<b>41.27.00 Implementation of the Americans with Disabilities Act (ADA) .....</b>	<b>40</b>
703 Implementation of the ADA.....	40
<b>41.17.00 Other Activities .....</b>	<b>42</b>
900 Reserve .....	42
<b>SECTION 3 — COST ALLOCATION PLAN.....</b>	<b>43</b>
<b>TABLE 1 – FFY 2019 Funding Summary .....</b>	<b>44</b>
<b>TABLE 2 – FFY 2019 Funding Prorations.....</b>	<b>45</b>
<b>Appendix A: Public Comment Received .....</b>	<b>46</b>

# Transportation Planning Area



- Cities & Towns
  - Metropolitan Planning Area
  - City Limits
  - FHWA Urbanized Area
- Airport**
  - Existing
  - Proposed
  - Township, Range & Section

Missoula County - City of Missoula  
**MPO**  
 METROPOLITAN PLANNING ORGANIZATION

Missoula State Plane, NAD 83, Meters  
 Map by: David Gray, Transportation Planner III,  
 Missoula Development Services  
 Date: October 18, 2014  
 File: Transportation.mxd

Sources: Missoula MPO, MDOT, USGS, NDB  
 Missoula City/County Health Department

## SECTION 1—INTRODUCTION

### Abbreviations & Acronyms Used in the Work Program

<b>APA</b>	American Planning Association
<b>ATP</b>	Active Transportation Plan
<b>CTSP</b>	Community Transportation Safety Plan
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FY/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 - 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>L RTP</b>	The Long Range Transportation Plan is the 25-year planning document for the Missoula Metropolitan Planning Area. The MPO updates the LRTP every four years through an extensive consultation process to address multimodal transportation needs and investments.
<b>MDS</b>	City of Missoula Development Services houses the staff for the Metropolitan Planning Organization.
<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 LRTP 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 <a href="#">23 USC §134</a> , including the development of metropolitan area transportation plans and transportation improvement programs. Apportionments of PL funds are addressed in <a href="#">23 USC §104(d)</a> .
<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 Mountain Line's contribution to the Missoula Transportation Improvement Program (TIP).
<b>TIP</b>	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.
<b>TO</b>	Transportation Options
<b>TPCC</b>	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

Congress passed the new surface transportation bill, *Fixing America's Surface Transportation* (the FAST Act) on December 3, 2015. The Fast Act replaced *Moving Ahead for Progress in the 21<sup>st</sup> Century*, or MAP-21.

The FAST Act retains MAP-21's eight planning factors and adds 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 FAST Act continues MAP-21'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 continues under the FAST Act. The MPO worked to address performance measures as part of the 2016 LRTP update adopted by TPCC on February 21, 2017. 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 an update to the Community Transportation Safety Plan, as well as continued data collection and analysis. These efforts will identify new or revised emphasis areas, 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.

### **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.

## **Public Involvement**

Development of the FFY 2020 UPWP 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 21, July 28, August 4, and August 11, noting the August 20, 2019 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 drafts UPWP:

- Transportation Technical Advisory Committee, August 1, 2019
- Transportation Policy Coordinating Committee, August 20, 2019

The MPO also accepted comments and answered 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 Development Services (MDS). Inform the Missoula Consolidated Planning Board, local governments, and public regarding transportation planning activities.

##### Accomplishments in FFY 2019

- 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 2020

- Under the interlocal agreement between the City and County of Missoula, the Transportation 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 Development Services Transportation Division and Missoula MPO web pages and Facebook page regarding transportation planning activities, Title VI and non-discrimination conformance, negotiations, 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 on-going 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.

## **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 2019**

MPO staff participated in conferences and webinar presentations on transportation planning topics including:

- 10/10/2018: 4 MPO staff members attended the CHSP State Safety Meeting in Helena, MT
- 10/12/2018: 1 MPO staff member attended the TREC Webinar: Transportation Behavior Change...Now with SCIENCE!
- 10/19/2018: 2 MPO staff member attended the PlanningWebcast Webinar: Transportation Corridor Planning for Improved Land Use Outcomes.
- 10/25/2018: 1 MPO staff member attended the PBIC Webinar: Left Turn Crashes Involving Pedestrians
- 10/29/2018: 3 MPO staff members attended a The Health Equity Summit hosted by the Institute of Health and Humanities: Stories and Collaborative Strategies for Western Montana
- 11/2/2018: 2 MPO staff members attended the TREC Webinar: Is Public Transit's 'Green' Reputation Deserved?
- 11/5/2018: 2 MPO staff members attended the Roadsys, LLC Webinar: Are you ready for the Future of Multi-Modal Data Collection?
- 12/6/2018: 2 MPO staff members attended the TRB Webinar: Future of the Interstate
- 12/14/2018 & 5/31/2019: 2 MPO staff members attended the Climate Smart Missoula Workshops: Climate Ready Communities
- 12/18/2018: 2 MPO staff members attended the TMIP Webinar: Introducing the Exploratory Modeling and Analysis Tool
- 1/16/2019: 1 MPO staff member attended the APBP Webinar: Bus Stops with Bikeways: Designing Transit Stops with On-Street Bicycle Facilities
- 2/15/2019: 2 MPO staff members attended the TMIP Webinar: Equity Analysis Data, Measures, and Methods for MPOs and Transit Agencies
- 2/27/2019: 2 MPO staff members attended the TREC Webinar: Rethinking Streets for Bikes
- 4/13/2019-4/17/2019: 2 MPO staff members attended the APA National Planning Conference in San Francisco, CA
- 4/24/2019 – 4/25/2019: 2 MPO staff members attended the FHAP Grants Management Training in Helena, MT
- 6/2/2019-6/5/2019: 1 MPO staff member attended TRB's 17<sup>th</sup> National Transportation Planning Applications Conference in Portland, OR

MUTD staff participated in conferences including:

- 11/11/2018-11/14/2018 1 MUTD staff member attended an NTI Training Workshop
- 3/5/2019-3/6/2019 1 MUTD staff member attended ICS 300 Training for Emergency Management
- 3/11/2019 1 MUTD staff member attended Joint AAIT Training for Safety preparedness
- 3/11/2019 – 3/15/2019 2 staff members attended Transportation Safety Institute (TSI) Transit Training
- 3/16/2019-3/19/2019 1 MUTD staff member attended the APTA Legislative Conference
- 4/8/2019-4/12/2019 1 MUTD staff member attended TSI Transit training
- 4/12/2019-4/15/2019 1 MUTD staff member attended the APTA CEO Conference

- 5/19/2019-5/23/2019 1 MUTD staff member attended the APTA Mobility Training

**Proposed Activities in FFY 2020**

- MPO & MUTD staff will participate in recognized and approved training programs 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 to obtain prior approval of MDT before attending any conferences that require out-of-state travel.

**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 2019**

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
- Climate Smart Missoula
- Community Forum
- CTSP Emphasis Area Teams
- CTSP Transportation Safety Advisory Committee
- Downtown Master Plan Update Advisory Committees
- Federal Highway Administration
- Housing Policy Steering Committee
- Midtown "Mojo" Committee (Brooks St. corridor)
- Missoula Consolidated Planning Board and City Council committees
- Missoula Downtown Association
- Missoula Invest Health
- Missoula Redevelopment Agency
- Montana Department of Transportation
- Mountain Line Board of Directors Planning and Service Committees
- Neighborhood/homeowner associations and councils meetings
- Specialized Transportation Advisory Committee (STAC)
- Three Rivers Collaborative
- Transportation Options Consortium
- TTAC and TPCC
- TTAC Grant Sub-committee

### **Proposed Activities in FFY 2020**

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 FAST Act opportunities and challenges.
- Expand MPO participation with other agencies and groups, as required by the FAST ACT.
- Work to incorporate FAST Act performance measures into MPO transportation plans and programs.
- Work with MDT staff as needed to complete the review and, if necessary, amendment of the Memorandum of Agreement, metropolitan planning funds (PL) and 5303 Funding Agreements.
- 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.

MUTD staff will continue to:

- Participate in interagency planning activities as needed.
- Meet with the public through workshops to plan and implement system improvements.

- Coordinate with MPO and other agency staff on new planning initiatives.

### Product

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

### Staffing

**2,405** hours - Missoula Development Services Transportation Division

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

## 100 A, B and C

100.A, 100.B, 100.C

<b>MDS POSITION</b>	<b>HOURS</b>
Admin Assistant II	1,400
Transportation Manager	605
Planner III	100
Planner II	150
Planner II	150
<b>Total</b>	<b>2,405</b>

<b>MUTD POSITION</b>	<b>HOURS</b>
General Manager	160
Fin. & Admin. Manager	174
Project Specialist	100
Community Outreach	0
Operations	120
Admin. Support	35
<b>Total</b>	<b>589</b>

### Hard Costs

<b>MDS</b>	
\$2,000	Printing
\$6,660	Office Supplies
\$5,050	Ads/Publications/Dues/ Subscriptions
\$2,900	Software Maintenance
\$2,380	Phone and Data Fees
\$9,000	Travel
\$5,500	Training
\$29,566	City of Missoula – Fixed Charge
<b>57,490</b>	<b>TOTAL</b>

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

FFY 2019

Agency	PL	State	FTA	Local	Totals
MDS*	\$121,402	\$18,817	\$ 9,544	\$ 2,386	\$152,150
MUTD	\$ -	\$ -	\$36,704	\$ 9,176	\$ 45,880
TOTALS	\$121,402	\$18,817	\$46,248	\$11,562	\$198,030

FFY 2020

Agency	PL	State	FTA	Local	Totals
MDS*	\$127,935	\$19,830	\$ 7,704	\$ 1,926	\$157,394
MUTD	\$ -	\$ -	\$29,076	\$ 7,269	\$ 36,344
TOTALS	\$127,935	\$19,830	\$36,779	\$ 9,195	\$193,739

\* - Local match provided by MUTD.

**Functional Agency Responsibility**

The MPO will be responsible for administering the planning process. The MDT Planning Division and Mountain Line 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 2019

Staff developed a UPWP that described transportation and air quality planning activities for the Missoula area.

### Proposed Activities in FFY 2020

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.
- 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 2020 UPWP.

MUTD will:

- Continue to work with MPO staff to develop the UPWP annually and program transit-related planning activities and staff resources.

### Product

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

### Staffing

**400** hours – Missoula Development Services Transportation Division

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

#### 101

MDS POSITION	HOURS
Transportation Manager	50
Planner III	50
Planner II	50
Planner II	200
Admin Assistant II	50

**Total 400**

MUTD POSITION	HOURS
General Manager	20
Fin & Admin Manager	15
Project Specialist	0
Ops Manager	10

**Total 45**

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

FFY 2019

Agency	PL	State	FTA	Local	Totals
MDS*	\$ 11,177	\$ 1,732	\$ 1,527	\$ 382	\$ 14,818
MUTD	\$ -	\$ -	\$ 2,509	\$ 627	\$ 3,136
TOTALS	\$ 11,177	\$ 1,732	\$ 4,036	\$ 1,009	\$ 17,954

FFY 2020

Agency	PL	State	FTA	Local	Totals
MDS*	\$ 12,251	\$ 1,899	\$ 1,233	\$ 308	\$ 15,690
MUTD	\$ -	\$ -	\$ 2,630	\$ 657	\$ 3,287
TOTALS	\$ 12,251	\$ 1,899	\$ 3,862	\$ 966	\$ 18,978

\* - 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 2019

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 FAST Act information. Transportation staff generated reports on transportation impacts of proposed subdivision and zoning proposals. Staff prepared and sent out frequent 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/blank](http://www.missoulampo.com/blank)
- Conducted 2 public meetings for the Missoula Community Transportation Safety Plan on November 27, 2018 and March 12, 2019. Staff also attended and presented at public meetings throughout the process. The MPO provided additional information and opportunities to participate through the MPO website.
- Attended and presented at numerous public meetings with regards to transportation data, existing plans and programs, and the Pedestrian Facilities Master Plan.

MUTD staff:

- Provided comments related to transportation and pedestrian infrastructure on development and annexation proposals. Mountain Line participated in numerous planning processes, providing data and comments from a transit-related perspective. Mountain Line participated in numerous public workshops to plan for improvements on transit routes and specialized service for seniors and disabled. Mountain Line staff also provided information for legislative purposes at the state and national level.

### Proposed Activities in FFY 2020

- 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.
- Several public meetings/workshops will be held while the MPO updates the Long Range Transportation Plan to distribute information and collect public comment.

Mountain Line 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.
- assist the public with transportation needs.

**Product**

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

**Staffing**

**1,180** hours – Missoula Development Services Transportation Division

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

**102**

<b>MDS POSITION</b>	<b>HOURS</b>
Transportation Manager	100
Admin Assistant II	330
Planner III	150
Planner II	200
Planner II	400

**Total 1,180**

<b>MUTD POSITION</b>	<b>HOURS</b>
General Manager	10
Fin & Admin Manager	0
Communication Outreach	105
Operations	0
Admin. Support	40

**Total 155**

**Funding 102 – Public Involvement and Service**

FFY 2019

Agency	PL	State	FTA	Local	Totals
MDS*	\$ 34,748	\$ 5,386	\$ 2,863	\$ 716	\$ 43,713
MUTD	\$ -	\$ -	\$11,529	\$ 2,882	\$ 14,411
<b>TOTALS</b>	<b>\$ 34,748</b>	<b>\$ 5,386</b>	<b>\$14,392</b>	<b>\$ 3,598</b>	<b>\$ 58,124</b>

FFY 2020

Agency	PL	State	FTA	Local	Totals
MDS*	\$ 37,574	\$ 5,824	\$ 2,311	\$ 578	\$ 46,286
MUTD	\$ -	\$ -	\$ 5,098	\$ 1,275	\$ 6,373
<b>TOTALS</b>	<b>\$ 37,574</b>	<b>\$ 5,824</b>	<b>\$ 7,409</b>	<b>\$ 1,852</b>	<b>\$ 52,659</b>

\* - Local match provided by MUTD

**Functional Agency Responsibility**

The MPO, MDT and Mountain Line 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 2019

- Staff coordinated with agencies and organizations to plan and implement projects in the 2016 LRTP.
- Staff prepared and processed amendments to the LRTP as necessary.
- Staff monitored progress on completion of projects in the 2016 Missoula LRTP.
- Staff initiated the planning process for the 2020 LRTP, an update to the 2016 LRTP. Completed activities include:
  - Developed a scope of work for the 2020 update
  - Preparation and distribution of Request for Proposals (RFP)
  - Secured consultant services for Travel Demand Model update, transportation survey, and pavement assessment
  - Consultation with State and Federal agencies regarding specific areas/topics to be addressed in update
  - Data collection and analysis
  - Transportation survey development and distribution
  - Travel Demand Model update
  - Conduct public outreach

#### Proposed Activities in FFY 2020

The MPO will:

- Coordinate with agencies and organizations to plan for and implement projects in the 2016 LRTP.
- Prepare and process amendments to the LRTP as necessary.
- Monitor completion of projects in the 2016 LRTP.
- Continue the planning process for the 2020 LRTP, with anticipated adoption in the winter of 2020/2021. Activities expected to occur within FFY 2020 include, but not limited to:
  - Conduct public outreach
  - Review and refine performance measures
  - Needs assessment and scenario modeling
  - Long Range Transportation Plan project development and scoring
  - Develop fiscally constrained project list
  - Develop MPO recommendations
  - Writing and graphic production for Draft 2020 LRTP

#### Products

The proposed activities advance the MPO's 2020 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 develop a project scoring methodology, 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 2020 Long Range Transportation Plan.

#### Staffing

**2,000** hours - Missoula Development Services Transportation Division

### 300

<b>MDS POSITION</b>	<b>HOURS</b>
Admin Assistant II	100
Transportation Manager	400
Planner III	350
Planner II	450
Planner II	400
Temp -- Short-term hire	300

**Total 2,000**

#### **CONSULTANTS:**

**Transportation Survey: \$25,000 (FY 2019 UPWP carryover)**

**Long Range Transportation Plan update: \$200,000**

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

FFY 2019

Agency	PL	State	FTA	Local	Totals
MDS*	\$90,775	\$14,070	\$ -	\$ -	\$104,845
TOTALS	\$90,775	\$14,070	\$ -	\$ -	\$104,845

FFY 2020

Agency	PL	State	FTA	Local	Totals
MDS*	\$242,382	\$37,570	\$ -	\$ -	\$279,952
TOTALS	\$242,382	\$37,570	\$ -	\$ -	\$279,952

\* - Local match provided by MDS

#### **Functional Agency Responsibility**

The MPO will be responsible for implementation of the 2016 Missoula Long Range Transportation Plan.

## 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 in FFY 2019

- **Community Transportation Safety Plan (CTSP):** Using crash data from local and state law enforcement agencies, the three emphasis area teams continued to carry out action steps designed to implement the 2013 Missoula Area CTSP strategies for reducing the number of fatalities and severe injuries from crashes related to driver behavior and transportation infrastructure. MPO staff continued to work with the selected consultant team to develop the 2019 update to the Missoula CTSP. After an analysis of the key safety issues in Missoula three emphasis areas were identified (Intersection Crashes, Non-Motorized Users, and High Risk Behavior). The 2019 Missoula CTSP was approved by TPCC in June, 2019.
- **Pedestrian Facilities Master Plan (PFMP):** MPO Staff continued to develop the 2019 update to the Pedestrian Facilities with TPCC approval in January, 2019.
- **East Missoula Highway 200 Corridor Plan:** MPO staff developed and distributed a Request for Proposal (RFP) for the East Missoula Highway 200 Corridor Plan. The most qualified applicant was chosen to assist MPO staff in the development of the plan.
- **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 MDS 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 MDS 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 participated in and provided transportation expertise in an advisory capacity for various technical committees and advisory planning groups, such as the Mountain Line Long Range Strategic Plan and Bus Stop Master Plan, the Midtown "Mojo" Committee, the Missoula Land Use Update Technical Advisory Committee, the Missoula County Zoning Audit Steering Committee, and others.
- Staff assisted in planning for future infrastructure on a localized basis in rapidly growing areas.
- Staff participated in environmental review processes as they occurred.

### Proposed Activities in FFY 2020

The MPO will:

- Guide the development of the East Missoula Highway 200 Corridor Plan.
- Lead and/or participate in the study of Brooks St. to assess safety and operational improvements for all modes of transportation.

- 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 MDS planning staff, City Council, neighborhoods and other affected jurisdictions.
- Participate in the Missoula Invest Health steering committee, and assist with planning for increased healthy transportation options.
- 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.

### Product

The proposed activities will contribute to development of:

- A 2019 CTSP Annual Progress Report
- East Missoula Highway 200 Corridor Plan

### Staffing

**1,075** Hours - Missoula Development Services Transportation Division

### 301

MDS POSITION	HOURS
Admin Assistant II	50
Transportation Manager	100
Planner III	350
Planner II	400
Planner II	175

**Total 1,075**

### CONSULTANTS:

**East Missoula Corridor Study: \$300,000 (FY 2019 UPWP carryover)**

### Funding 301 – Metropolitan Planning Area Transportation Plans

FFY 2019

Agency	PL	State	FTA	Local	Totals
MDS*	\$ 472,983	\$ 73,313	\$ -	\$ -	\$ 546,296
TOTALS	\$ 472,983	\$ 73,313	\$ -	\$ -	\$ 546,296

FFY 2020

Agency	PL	State	FTA	Local	Totals
MDS*	\$296,249	\$45,919	\$ -	\$ -	\$342,168
TOTALS	\$296,249	\$45,919	\$ -	\$ -	\$342,168

\* - Local match provided by MDS



**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 MDS cartographers and GIS specialists.

### **Accomplishments in FFY 2019**

- The MPO maintained and provided data to agencies and individuals.
- The MPO staff provided MDS 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 and short-term volunteer counts. Automated counts were collected continuously at 8 locations along the Milwaukee and Bitterroot Trails and volunteer counts were taken over 2-hour periods at 17 stations within the Missoula area. The bicycle and pedestrian data was analyzed and presented in the 2018 Missoula Bicycle and Pedestrian Report.
- The MPO has acquired 6 temporary automated bike/ped counters to expand the count program.
- MPO staff coordinated with the City and County Public Works departments to initiate a comprehensive urban area pavement condition assessment.
- Mountain Line provided ridership, safety, and operational data to NTD.

### **Proposed Activities in FFY 2020**

- The MPO will:
  - Develop and implement a plan to collect bike/ped data utilizing the new automated bike/ped counters. The new counters will allow MPO staff to conduct the following studies: non-motorized traffic measurements along facilities not previously studied (e.g. popular local streets); bike/ped counts at MUTCP 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 the 2019 Missoula Bicycle and Pedestrian Report.
  - Maintain socio-economic 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 to maintain a current Missoula local functional classification system.
  - 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.
  - Increase the use of GIS programs to monitor and make available transportation-related data.
  - 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.
  - Complete the comprehensive urban area pavement condition assessment started in FY 2019.
- Mountain Line will continue to collect and analyze ridership data from the Automated Passenger Counter hardware and software.
- Mountain Line will continue to analyze data collected for ridership and services.

### **Product**

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

**Staffing****1,365** hours - Missoula Development Services Transportation Division**339** hours - Missoula Urban Transportation District (MUTD / Mountain Line)**302**

<b>MDS POSITION</b>	<b>HOURS</b>
Admin Assistant II	100
Transportation Manager	100
Planner III	400
Planner II	370
Planner II	395
<b>Total</b>	<b>1,365</b>

<b>MUTD POSITION</b>	<b>HOURS</b>
General Manager	54
Fin & Admin Manager	65
Communications Outreach	80
Project Specialist	60
Admin. Support	80
Operations	0
<b>Total</b>	<b>339</b>

**CONSULTANTS****Pavement Quality Assessment: \$135,000 (FY 2019 UPWP carryover)****Funding 302 – Transportation Data**

FFY 2019

Agency	PL	State	FTA	Local	Totals
MDS*	\$192,286	\$29,805	\$ -	\$ -	\$222,091
MUTD			\$15,320	\$ 3,830	\$ 19,150
CITY & COUNTY**	\$ 7,316	\$ 1,134			\$ 8,450
<b>TOTALS</b>	<b>\$199,602</b>	<b>\$30,939</b>	<b>\$15,320</b>	<b>\$ 3,830</b>	<b>\$249,691</b>

FFY 2020

Agency	PL	State	FTA	Local	Totals
MDS*	\$174,020	\$26,973	\$ -	\$ -	\$200,993
MUTD			\$14,585	\$ 3,646	\$ 18,232
CITY & COUNTY**	\$ 7,316	\$ 1,134			\$ 8,450
<b>TOTALS</b>	<b>\$181,336</b>	<b>\$28,107</b>	<b>\$14,585</b>	<b>\$ 3,646</b>	<b>\$227,675</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 and \$2,000 is provided for phone lines for 2 traffic count stations.

**Functional Agency Responsibility**

The MPO, MDT, City and County of Missoula and Mountain Line 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 2019**

- 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, Commuter Challenge, 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.

### **Proposed Activities in FFY 2020**

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.
- Strategic planning facilitation for Missoula In Motion and Missoula Bicycle and Pedestrian Program

### **Product**

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

### **Staffing**

**595 hours** - Missoula Development Services Transportation Division

### 303 Transportation Options

<b>MDS POSITION</b>	<b>HOURS</b>
Transportation Manager	495
Planner II	100

**Total 595**

#### Funding 303 – Transportation Options

FFY 2019

Agency	PL	State	FTA	Local	Totals
MDS*	\$ 20,848	\$ 3,231	\$ -	\$ -	\$ 24,079
TOTALS	\$ 20,848	\$ 3,231	\$ -	\$ -	\$ 24,079

FFY 2020

Agency	PL	State	FTA	Local	Totals
MDS*	\$ 20,207	\$ 3,132	\$ -	\$ -	\$ 23,339
TOTALS	\$ 20,207	\$ 3,132	\$ -	\$ -	\$ 23,339

\* - Local match provided by MDS.

#### 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 2019

- MPO Staff completed numerous model runs associated with new development areas and their impact on the transportation system.
- Preparation and distribution of Request for Proposals (RFP) for Travel Demand Model update
- Secured consultant services to update Travel Demand Model.
- Updated the Travel Demand Model to include current land use, employment, transportation, and population data.

### Proposed Activities in FFY 2020

The MPO will:

- Continue refinement of model inputs.
- Provide scenario runs for proposed roadway and transit projects.
- Continue to provide travel demand modeling support for area planning processes.
- Integrate enhanced select link and project analysis to determine regional impacts on the transportation system.
- Continue the annual maintenance agreement in FFY 2019.
- Utilize the Travel Demand Model for scenario planning for the 2020 Long Range Transportation Plan 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

**680** hours - Missoula Development Services Transportation Division

## 304

MDS POSITION	HOURS
Planner III	580
Planner II	100
<b>Total</b>	<b>680</b>

## CONSULTANTS

**Travel Demand Model Update: \$80,000 (FY 2019 UPWP carryover)**

### Funding 304 – Travel Demand Modeling

FFY 2019

Agency	PL	State	FTA	Local	Totals
MDS*	\$ 89,471	\$13,868	\$ -	\$ -	\$103,339
TOTALS	\$ 89,471	\$13,868	\$ -	\$ -	\$103,339

FFY 2020

Agency	PL	State	FTA	Local	Totals
MDS*	\$ 96,687	\$14,987	\$ -	\$ -	\$111,674
TOTALS	\$ 96,687	\$14,987	\$ -	\$ -	\$111,674

\* - Local match provided by MDS

**Functional Agency Responsibility**

The MPO, MDT, City and County of Missoula, Mountain Line 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 Mountain Line, 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 2019

- The MPO and Mountain Line 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.
- MPO staff utilized sidewalk and intersection data to generate a routable Pedestrian Accessibility Network
- The MPO developed an ADA Transition Plan outlining facility improvement targets and costs.
- MUTD prepared MDT operating assistance applications, Missoula County funding requests, and met with Missoula County Commissioners regarding specialized transportation needs and services.
- MUTD also completed a coordinated transportation plan for all public transportation providers in the Missoula urban area.
- MUTD has completed the eighth year of operation of the Senior Van.
- The Senior Van provided rides to seniors in FFY 2019.
- MUTD continued to provide "Premium Service" available to Senior Van and Paratransit passengers. This service allows them to request additional assistance with packages, an escort to or from the vehicle, and other services beyond standard service. MUTD has provided paratransit rides.
- MUTD has worked with Missoula Aging Services on transportation issues related to senior van service.

#### Proposed Activities in FFY 2020

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.
- Assist social service agencies with the procurement of accessible vehicles.
- Support implementation of the ADA Transition Plan

MUTD will:

- Prepare operating assistance applications, Missoula County funding requests, and meet with Missoula County Commissioners regarding specialized transportation needs and services.
- Continue Senior Van and Premium 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****250** hours - Missoula Development Services Transportation Division**110** hours - Missoula Urban Transportation District (MUTD / Mountain Line)**500 – Planning for Older Adults and Persons with Disabilities**

<b>MDS POSITION</b>	<b>HOURS</b>
Transportation Manager	50
Planner II	150
Planner II	50

**Total 250**

<b>MUTD POSITION</b>	<b>HOURS</b>
General Manager	20
Fin & Admin Manager	0
Operations	0
Admin. Support	80
Communication Outreach	10

**Total 110****Funding 500 Planning for Older Adults & Persons with Disabilities**

FFY 2019

	PL	State	FTA	Local	Totals
MDS*	\$ 12,503	\$ 1,938	\$ 2,672	\$ 668	\$ 17,782
MUTD	\$ -	\$ -	\$ 6,279	\$ 1,570	\$ 7,848
TOTALS	\$ 12,503	\$ 1,938	\$ 8,951	\$ 2,238	\$ 25,630

FFY 2020

	PL	State	FTA	Local	Totals
MDS*	\$ 6,156	\$ 954	\$ 2,157	\$ 539	\$ 9,806
MUTD	\$ -	\$ -	\$ 4,091	\$ 1,023	\$ 5,113
TOTALS	\$ 6,156	\$ 954	\$ 6,248	\$ 1,562	\$ 14,920

\* - Local match provided by MUTD

The MPO and Mountain Line 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 2019

- MUTD continued to implement marketing strategies to increase ridership, Zero-fare project, and promoted general awareness of the public transit system.
- MUTD continued programs such as Saturday Market and Out to Lunch services.
- MUTD continued its use of Google Transit, access by cell phone to bus schedules, real time passenger information system that allowed 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.
- Created web maps that tracks wheelchair deployment data, levy district parcels, accidents and incidents, bus stop data and MUTD's paratransit service data.
- Redesigned system map.
- Reviewed all bus stop locations and amenities to create a Bus Stop Master Plan (BSMP) database.

### Proposed Activities in FFY 2020

MUTD will:

- Develop current year marketing plan.
- Review and revise routes and schedules as appropriate.
- 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.

### Product

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

### Staffing

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

## 501

MUTD POSITION	HOURS
General Manager	100
Communication Outreach	250
Operations	29

**Total**

**379**

### Funding 501 Transit Systems Management (TSM)

FFY 2019

Agency	PL	State	FTA	Local	Totals
MUTD	\$ -	\$ -	\$16,177	\$ 4,044	\$ 20,221
TOTALS	\$ -	\$ -	\$16,177	\$ 4,044	\$ 20,221

FFY 2020					
Agency	PL	State	FTA	Local	Totals
MUTD	\$ -	\$ -	\$13,924	\$ 3,481	\$ 17,404
TOTALS	\$ -	\$ -	\$13,924	\$ 3,481	\$ 17,404

### **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 2019

- Mountain Line continued to review and implement phases in the short and long-range transit plan in lieu of a TDP update.
- Mountain Line engaged a consultant to develop a Facilities Master Plan (FMP) to assist the agency in identifying facility requirements as it moves into expansion phases as part of the LRTP.
- Mountain Line conducted Stakeholder meeting with representatives from City, County, MDT.
- Mountain Line completed programming needs assessment with staff.
- Mountain Line staff completed a comparative market analysis to assess the expected market value of MUTD's current property.
- Mountain Line staff narrowed site selection to four (4) locations.
- Mountain Line staff investigated funding sources and scenarios.

### Proposed Activities in FFY 2020

- Mountain Line continues to review and implement phases in the short and long-range transit plan in lieu of a TDP update.
- Mountain Line will continue with the update to the current Long Range Transportation Plan (LRTP) that has five phases for expanding services. The update will include the current environment and financial status of the public and the agency.
- Mountain Line will update the Bus Stop Master Plan (BSMP).
- Mountain Line will continue to implement phases 1,2 and 3 of the BSMP over the next year and prepare to start phase 4.
- Mountain Line will continue working on the FMP completing the site selection process, developing conceptual plans for the leading site, completing a design charrette for the leading site and negotiating real estate and financial terms.

### Product

Proposed activity will produce a short and long-range transit plan and a compliant and updated TDP.

### Staffing

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

## 502

MUTD POSITION	HOURS
General Manager	145
Project Specialist	100
Communications Outreach	55
Operations	2
Transit Planner	0

**Total 302**

### Funding 502 Preparation of Updated TDP

FFY 2019

Agency	PL	State	FTA	Local	Totals
MUTD	\$ -	\$ -	\$15,212	\$ 3,803	\$ 19,015
TOTALS	\$ -	\$ -	\$15,212	\$ 3,803	\$ 19,015

FFY 2020

Agency	PL	State	FTA	Local	Totals
MUTD	\$ -	\$ -	\$15,050	\$ 3,763	\$ 18,813
TOTALS	\$ -	\$ -	\$15,050	\$ 3,763	\$ 18,813

**Functional Agency Responsibility**

Mountain Line will maintain an updated TDP.

### 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 January 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).

Mountain Line 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 2019

- The TPCC adopted the FFY 2019-2023 TIP on October 4, 2018.
- The MPO utilized the FFY 2019-2023 TIP.
- The MPO amended the FFY 2019-2023 TIP as necessary.
- The TPCC approved Amendment #1 to the FFY 2019-2023 TIP on February 19, 2019.
- The TPCC approved Amendment #2 to the FFY 2019-2023 TIP on May 21, 2019.
- The MPO developed the FFY 2020-2024 TIP.

#### Proposed Activities in FFY 2020

- The MPO will utilize the FFY 2020-2024 TIP.
- The MPO will amend the FFY 2020-2024 TIP as necessary.
- The MPO will develop and adopt an FFY 2021-2025 TIP prior to September 30, 2019.

**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 Development Services Transportation Division

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

**600**

<b>MDS POSITION</b>	<b>HOURS</b>
Admin Assistant II	50
Transportation Manager	130
Planner III	50
Planner II	160
Planner II	160
<b>Total</b>	<b>550</b>

<b>MUTD POSITION</b>	<b>HOURS</b>
General Manager	60
Fin & Admin Manager	80
Projects Specialist	95
Operations	2
<b>Total</b>	<b>237</b>

**Funding 600 –TIP**

FFY 2019

Agency	PL	State	FTA	Local	Totals
MDS*	\$ 16,608	\$ 2,574	\$ 954	\$ 239	\$ 20,375
MUTD	\$ -	\$ -	\$11,303	\$ 2,826	\$ 14,129
<b>TOTALS</b>	<b>\$ 16,608</b>	<b>\$ 2,574</b>	<b>\$12,258</b>	<b>\$ 3,064</b>	<b>\$ 34,504</b>

FFY 2020

Agency	PL	State	FTA	Local	Totals
MDS*	\$ 17,845	\$ 2,766	\$ 770	\$ 193	\$ 21,574
MUTD	\$ -	\$ -	\$11,529	\$ 2,882	\$ 14,412
<b>TOTALS</b>	<b>\$ 17,845</b>	<b>\$ 2,766</b>	<b>\$12,300</b>	<b>\$ 3,075</b>	<b>\$ 35,986</b>

\* - Local match provided by MUTD

**Functional Agency Responsibility**

The MPO and Mountain Line 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 2019**

MPO 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.
- Coordinated with MDT and the City to recommend appropriate ADA facility improvements for the use of state MACI funds.
- Mountain Line has applied for several grants for alternative fuel buses to improve air quality.
- MPO and Mountain Line 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 2020**

- The MPO will collaborate with the Missoula City-County Health Department on updating air pollution regulations.
- The MPO will analyze needs and implement solutions to maintain compliance with the FAST Act and continue to:
  - Work with representatives from the Missoula City-County Health Department to develop a process to analyze and mitigate transportation impacts associated with development.
  - 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 will purchase six (6) electric buses that will be added to the fleet July 2019.

### **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.

## Staffing

**200** hours - Missoula Development Services Transportation Division

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

## 700

<b>MDS POSITION</b>	<b>HOURS</b>
Transportation Manager	50
Planner III	50
Planner II	50
Planner II	50

**Total 200**

<b>MUTD POSITION</b>	<b>HOURS</b>
General Manager	10
Operations	0
<b>Total</b>	<b>10</b>

## Funding 700 – Air Quality & Environmental Planning

FFY 2019

Agency	PL	State	FTA	Local	Totals
MDS*	\$ 6,366	\$ 987	\$ 1,527	\$ 382	\$ 9,261
MUTD	\$ -	\$ -	\$ 2,968	\$ 742	\$ 3,711
TOTALS	\$ 6,366	\$ 987	\$ 4,496	\$ 1,124	\$ 12,972

FFY 2020

Agency	PL	State	FTA	Local	Totals
MDS*	\$ 5,458	\$ 846	\$ 1,233	\$ 308	\$ 7,845
MUTD	\$ -	\$ -	\$ 623	\$ 156	\$ 778
TOTALS	\$ 5,458	\$ 846	\$ 1,855	\$ 464	\$ 8,624

\* - Local match provided by MUTD

## Functional Agency Responsibility

The MPO and Mountain Line 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 2019

- MPO staff developed an ADA Transition Plan as required by Title II (28 CFR Section 35)

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 of its 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.
- Updated the Missoula Area Coordination Plan.
- Reviewed software programs to better coordinate Paratransit services. Implementation of dispatch tablets implemented in FY2019

#### Proposed Activities in FFY 2020

MUTD will:

- Continue to research and develop the use of FTA funding as provided in the FAST Act.
- Increase efforts to provide outreach and education for social service professionals in the community and with senior groups.

#### Product

An ADA paratransit plan update.

#### Staffing

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

#### 703

MUTD POSITION	HOURS
General Manager	10
Operations	50
<b>Total</b>	<b>60</b>

## Funding 703 – ADA Implementation

FFY 2019

Agency	PL	State	FTA	Local	Totals
MUTD	\$ -	\$ -	\$ 5,153	\$ 1,288	\$ 6,441
TOTALS	\$ -	\$ -	\$ 5,153	\$ 1,288	\$ 6,441

FFY 2020

Agency	PL	State	FTA	Local	Totals
MUTD	\$ -	\$ -	\$ 2,795	\$ 699	\$ 3,494
TOTALS	\$ -	\$ -	\$ 2,795	\$ 699	\$ 3,494

### Functional Agency Responsibility

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

## **900 Reserve**

### **Objective**

Provide for the accounting of available non-programmed funds in the current UPWP and maintain an adequate reserve to begin to save for the 2020 LRTP update, as well as provide funding toward additional transportation planning activities and/or studies as approved by the TTAC and TPCC.

### **Accomplishments FFY 2019**

None.

### **Proposed Activities FFY 2020**

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 Development Services.

### 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 Supplies &	PERS
Advertising	Stationery	Industrial Accident
Travel	Dues/Subscriptions	Unemployment Ins.
Staff Recruitment	Office Vehicle	Sick Leave
Printing & Publication	Office Machine	Vacation
Staff Training	Maintenance	Paid Holidays
Consultants	Jury Duty	Health Insurance
Rent/t		Military Leave
Other		
Telephone		

### 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 9.06% of direct salary expenditures during FFY 2019. This figure will be used provisionally and revised as necessary during the audit conducted following the 2018 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 38.34% 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 2020 Funding Summary

## Federal Fiscal Year 2019 Funding Summary

(October 1, 2018 - September 30, 2019)

WORK ELEMENT	FFY 18	FFY 19	FUNDING SOURCE				FUNDING DISBURSEMENT		
	Budget	Budget	PL*	STATE	FTA**	LOCAL	MDS	MUTD	CONSULTANT
			86.58%	13.42%	80.00%	20.00%			
<b>41.11.00 - PROGRAM SUPPORT AND ADMINISTRATION</b>									
100 - Administration	\$ 171,602	\$ 198,030	\$ 121,402	\$ 18,817	\$ 46,248	\$ 11,562	\$ 152,150	\$ 45,880	
101 - UWP	\$ 17,923	\$ 17,954	\$ 11,177	\$ 1,732	\$ 4,036	\$ 1,009	\$ 14,818	\$ 3,136	
102 - Public Involvement	\$ 54,766	\$ 58,124	\$ 34,748	\$ 5,386	\$ 14,392	\$ 3,598	\$ 43,713	\$ 14,411	
<b>41.13.01 - LONG RANGE TRANSPORTATION PLANNING: SYSTEM LEVEL</b>									
300 - Plan Update	\$ 58,824	\$ 104,845	\$ 90,775	\$ 14,070			\$ 54,845	\$ -	\$ 50,000
301 - Planning Area Transportation Plans	\$ 144,691	\$ 546,296	\$ 472,983	\$ 73,313			\$ 400,937	\$ -	\$ 145,359
302 - Data	\$ 90,686	\$ 241,241	\$ 192,286	\$ 29,805	\$ 15,320	\$ 3,830	\$ 222,091	\$ 19,150	
303 - TO	\$ 32,142	\$ 24,079	\$ 20,848	\$ 3,231	\$ -	\$ -	\$ 24,079	\$ -	
304- Model	\$ 34,611	\$ 103,339	\$ 89,471	\$ 13,868			\$ 23,339		\$ 80,000
<b>41.14.00 - SHORT RANGE TRANSPORTATION PLANNING</b>									
500 - Older People & People w Disabilities	\$ 27,877	\$ 25,630	\$ 12,503	\$ 1,938	\$ 8,951	\$ 2,238	\$ 17,782	\$ 7,848	
501 - TSM	\$ 35,258	\$ 20,221	\$ -	\$ -	\$ 16,177	\$ 4,044	\$ -	\$ 20,221	
502 - TDP Update	\$ 15,851	\$ 19,015	\$ -	\$ -	\$ 15,212	\$ 3,803	\$ -	\$ 19,015	
<b>41.15.00 - TRANSPORTATION IMPROVEMENT PROGRAM</b>									
600 - TIP/AE	\$ 30,699	\$ 34,504	\$ 16,608	\$ 2,574	\$ 12,258	\$ 3,064	\$ 20,375	\$ 14,129	
<b>41.16.02 - CLEAN AIR PLANNING</b>									
700 - Air Quality	\$ 10,112	\$ 12,972	\$ 6,366	\$ 987	\$ 4,496	\$ 1,124	\$ 9,261	\$ 3,711	
<b>41.16.15 - AMERICANS WITH DISABILITIES ACT</b>									
703 - Americans with Disabilities Act	\$ 7,774	\$ 6,441	\$ -	\$ -	\$ 5,153	\$ 1,288	\$ -	\$ 6,441	
<b>SUBTOTALS</b>	\$ 732,815	\$ 1,412,692	\$ 1,069,167	\$ 165,722	\$ 142,242	\$ 35,561	\$ 983,391	\$ 153,942	\$ 275,359
<b>41.17.00 - OTHER ACTIVITIES</b>									
900 - Reserve	\$ 670,855	\$ 725,690	\$ 628,303	\$ 97,388	\$ -	\$ -	\$ -	\$ -	
<b>TOTALS</b>	\$ 1,403,670	\$ 2,138,382	\$ 1,697,469	\$ 263,110	\$ 142,242	\$ 35,561	\$ 983,391	\$ 153,942	\$ 275,359

\*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.

**TABLE 2 – FFY 2020 Funding Prorations**

					FUNDING SOURCE		
WORK ELEMENT		RECIPIENT	PL	STATE	FTA	LOCAL	TOTALS
100	Administration	MDS	59%	9%	5%	1%	75%
		MUTD			20%	5%	25%
101	UWP	MDS	57%	9%	10%	3%	79%
		MUTD			17%	4%	21%
102	Public	MDS	59%	9%			68%
	Involvement	MUTD			25%	6%	32%
300	Plan Update	MDS	87%	13%			100%
301	Area Plans	MDS	87%	13%			100%
302	Data	MDS	69%	11%			79%
		MUTD			17%	4%	21%
303	TDM	MDS	87%	13%			100%
500	E & H	MDS	50%	8%	10%	3%	70%
		MUTD			24%	6%	30%
501	TSM	MUTD			80%	20%	100%
502	TDP	MUTD			80%	20%	100%
600	TIP/AE	MDS	47%	7%	3%	1%	58%
		MUTD			34%	8%	42%
700	Air Quality	MDS	50%	8%	11%	3%	72%
		MUTD			22%	6%	28%
703	ADA	MUTD			80%	20%	100%
900	Reserve	MDS	87%	13%			100%



## Appendix A: Public Comment Received

MPO staff posted the draft of the Unified Planning Work Program on the City's SIRE website with the agendas for TTAC and TPCC meetings. The MPO published legal ads in The Missoulian newspaper on July 21, July 28, August 4, and August 11, 2019, noting that the planned adoption of the document would take place on August 20, 2019. 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.*

TTAC – Thursday, August 1, 2019.

Attendance at Meeting:	--
Public Comments on Draft UPWP:	--

TPCC - Tuesday, August 20, 2019.

Attendance at Meeting:	--
Public Comments on Draft UPWP:	--