

# Memorandum

**REPORT TO:** Gallatin Valley MPO - Transportation Technical Advisory Committee

**FROM:** Jeff Butts, MPO Manager

**SUBJECT:** Recommendation for Approval of Amendment No. 1 to the FFY2026 Unified Planning Work Program

**MEETING DATE:** June 10, 2026

**AGENDA ITEM TYPE:** Administration

**RECOMMENDATION:** Consider the motion: *I move to recommend approval of Amendment No. 1 to the FFY2026 UPWP.*

**STRATEGIC PLAN:** 1.3 Public Agencies Collaboration: Foster successful collaboration with other public agencies and build on these successes.

**BACKGROUND:** The purpose of this item is to consider a recommendation of approval for an amendment to the Federal Fiscal Year 2026 Unified Planning Work Program (UPWP). The amendment would add funding to the Long Range Transportation Plan (LRTP) consultant task to support additional work completed outside the original scope of work.

The Gallatin Valley Metropolitan Planning Organization (MPO) is currently advancing development of its first LRTP. As the work progressed, several items required additional consultant support beyond the original scope. This included additional Geographic Information Systems (GIS) support following an MPO staffing change, additional time for transportation modeling review and verification of Traffic Analysis Zone (TAZ) projections, and expanded spring engagement activities requested by MPO staff.

The proposed amendment would add \$58,505 to the LRTP consultant task. This includes \$22,400 for additional prime consultant work related to modeling and projected conditions, \$27,600 for subconsultant work related to modeling and projected conditions, and \$8,505 for expanded spring engagement activities.

The amendment would be funded through available UPWP resources including the use of \$20,800 in reserves, salary savings resulting from the prior staff vacancy, and minor adjustments to planned expenditures. These adjustments may include reduced travel costs, such as one MPO staff not attending the planned national planning conference.

Staff requests TTAC provide a recommendation for TPCC approval of

Amendment No. 1 of the FY2026 UPWP.

**UNRESOLVED ISSUES:** None.

**ALTERNATIVES:** As suggested by the Committee.

**FISCAL EFFECTS:** The requested revisions in Amendment No. 1 are within the MPO's annual PL Fund Allocation and do not require supplemental funding.

Attachments:

[FFY2026\\_UPWP\\_Amendment1\\_TTAC.pdf](#)

Report compiled on: June 2, 2026