

Memorandum

REPORT TO: City Commission

FROM: Jeff Butts, MPO Manager

SUBJECT: Authorize the City Manager to Sign a Section 5303 Planning Contract with the Montana Department of Transportation for the Purpose of Administering Subrecipient Funding for the City-Hosted Metropolitan Planning Organization

MEETING DATE: February 4, 2025

AGENDA ITEM TYPE: Administration

RECOMMENDATION: Authorize the City Manager to sign a Section 5303 Planning Contract with the Montana Department of Transportation for the purpose of administering subrecipient funding for the City-hosted Metropolitan Planning Organization.

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

BACKGROUND: Following the 2020 census, the City of Bozeman’s population exceeded 50,000, prompting the establishment of a Metropolitan Planning Organization (MPO) to meet federally regional transportation planning requirements for federal funding. As the MPO’s host, the City of Bozeman provides staffing, administrative support, and serves as a pass-through entity for Section 5303 Metropolitan Transportation Planning Program funds. These funds are subsequently allocated to the Urban Transportation District (UTD) / Streamline for planning activities outlined in the MPO’s annual Unified Planning Work Program (UPWP). For Federal Fiscal Year (FFY) 2025, the total eligible project funds for the UTD is \$118,925. This contract ensures compliance with federal requirements in facilitating the use of federal planning funds and will be renewed annually.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the commission.

FISCAL EFFECTS: The City may utilize up to 10% of Section 5303 funding to cover indirect costs for fund administration, as permitted by federal regulations.

Attachments:

[GVMPO_FFY2025_5303_Planning_Contract.pdf](#)

Report compiled on: January 22, 2025