

# Memorandum

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

**FROM:** Jeff Butts, MPO Manager

**SUBJECT:** Unified Planning Work Program (UPWP) Work Session

**MEETING DATE:** July 9, 2025

**AGENDA ITEM TYPE:** Grant

**RECOMMENDATION:** Participate in UPWP work session.

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

**BACKGROUND:** This work session is to review and discuss next year's Metropolitan Planning Organization (MPO) budget and the Urban Transportation District's (UTD) Section 5303 planning funds. Both are administered through the annual Unified Planning Work Program (UPWP), which combines the budget and work plan into one document.

The UPWP aligns with the Federal Fiscal Year (FFY), running from October 1 through September 30. For FFY 2026, the Technical Transportation Advisory Committee (TTAC) and the Transportation Policy Coordinating Committee (TPCC) will review the draft UPWP in July, with final local approvals in August. The state and FHWA will review the document following local approvals. All approvals need to be in place by October 1, 2025, to ensure continued federal and state funding.

The MPO is funded at 86.58% federal and 13.42% state share, while the UTD's transit planning is funded at 80% federal and 20% local match. Allocations are based on the population of the Bozeman Urbanized Area (UZA). The MPO's estimated PL funding for the upcoming fiscal year is \$442,982, with an additional \$252,476 in unobligated reserve funds, totaling \$695,458. The UTD's Section 5303 funds are estimated at \$97,105, with no reconciliation balance.

## **MPO Planning (PL) Funding Summary**

The draft UPWP outlines funding for MPO operations and planning activities, organized by the following categories:

### **100 – Program Administration**

\$117,636.45 | 1,191 staff hours

Covers administrative tasks, training, benefits, office setup, software,

conferences, memberships, travel, and indirect costs.

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

\$13,020.46 | 140 staff hours

Development and management of the UPWP, including indirect costs.

**102 – Public Involvement and Service**

\$45,011.75 | 650 staff hours

Public engagement, website management, community events, Spanish interpretation, customer service, and indirect costs.

**300 – Long Range Transportation Plan (LRTP)**

\$312,749.40 | 835 staff hours

Completion of the LRTP, consultant services, and indirect costs.

**301 – Sub Area Transportation Plans**

\$0 | 0 staff hours

No sub area studies are currently proposed.

**302 – Transportation Data**

\$99,660.01 | 1,125 staff hours

Data collection, traffic count and classification, GIS integration, software maintenance, and bicycle/pedestrian counts.

**600 – Transportation Improvement Program (TIP)**

\$15,669.20 | 219 staff hours

Programming LRTP projects for federal funding, including public involvement and coordination.

**700 – Air Quality and Environmental Planning**

\$0 | 0 staff hours

No activities planned.

**900 – Reserve**

\$23,603.29

Unobligated reserve funds. Additional unused funds (~\$200,000) from this year are anticipated to be available for FFY 2027.

**Transit Section 5303 Funding Summary**

The draft UPWP includes transit planning activities categorized as follows:

**Program Support & Administration**

\$50,994 | 978 staff hours

Covers program administration, data management, policy development, attorney costs, and Transit Asset Management (TAM) updates.

**Transit Development Plan (TDP)**

\$16,824 | 40 staff hours (plus consultant)

Supports the development and maintenance of an up-to-date TDP.

**Future Service Analysis and Enhancement**

\$16,674 | 520 staff hours

Planning for future transit services, financial and capital analysis, and service modifications.

**Current Service Analysis and Enhancement**

\$29,867 | 568 staff hours

Enhancements to existing service, staff training, education, outreach, and exploring budget analysis.

**Transportation Improvement Program (TIP)**

\$2,099 | 41 staff hours  
Annual TIP updates and amendments.

**Other Activities**

\$4,923 | 100 staff hours  
ADA Paratransit Plan monitoring and participation in community needs assessments.

Staff will present during the meeting. No action is required.

**UNRESOLVED ISSUES:** None.

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

**FISCAL EFFECTS:** None.

Attachments:

[GVMPO\\_FFY2026\\_UPWP\\_TTAC-Draft.pdf](#)

Report compiled on: July 2, 2025