

# Memorandum

**REPORT TO:** Gallatin Valley MPO - Transportation Policy Coordinating Committee

**FROM:** Jeff Butts, MPO Manager

**SUBJECT:** Approval of the Federal Fiscal Year 2026 Unified Planning Work Program (UPWP)

**MEETING DATE:** August 27, 2025

**AGENDA ITEM TYPE:** Grant

**RECOMMENDATION:** **Consider the motion:** *I move to approve the Federal Fiscal Year 2026 Unified Planning Work Program [with amendments].*

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

**BACKGROUND:** This item is for the approval of 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) reviewed the draft UPWP in July. TTAC recommended approval, during their August 13 meeting. The state and FHWA will review the document following local approvals to ensure the MPO is meeting its obligations. 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.

Since the July draft, indirect costs have been updated to apply only to salary and benefits. This aligns with current practice and frees funds to support electricity installation at the Continuous Count Station (CCS) and to close out

Valley Center Spur work, if needed early in the new fiscal year. Additional updates add a cell phone for the new hire, funding for cellular data and power at both CCS sites, and additional funding is included for the LRTP consultant in case projected expenditures by the end of this federal fiscal year are not met. The update also includes reduces hours to the TIP and adds 300 hours of staff time for a regional trail study.

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

The final UPWP for consideration outlines funding for MPO operations and planning activities, organized by the following elements:

#### **100 – Program Administration**

\$147,140.36 | 1,120 staff hours

Covers administrative tasks, training, benefits, office setup, software, conferences, memberships, travel, and indirect costs.

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

\$12,898.83 | 140 staff hours

Development and management of the UPWP, including indirect costs.

#### **102 – Public Involvement and Service**

\$43,491.32 | 650 staff hours

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

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

\$351,450.24 | 770 staff hours

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

#### **301 – Sub Area Transportation Plans**

\$23,525.29 | 300 staff hours

This covers staff time for development of a regional trail study, which is expected to be funded with non-federal local funds. The exact amount of local funds does not need to be specified in the UPWP.

#### **302 – Transportation Data**

\$90,779.54 | 1,125 staff hours

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

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

\$5,313.23 | 55 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**

\$20,859.19

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. Action is requested for approval of the FFY 2026 UPWP.

**UNRESOLVED ISSUES:** None.

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

**FISCAL EFFECTS:** None.

Attachments:

[GVMPO\\_FFY2026\\_UPWP\\_TPCC\\_ADA\\_Compliant\\_Final.pdf](#)

Report compiled on: August 20, 2025