



**Federal Transit Administration**  
901 Locust Street, Room 404 3  
Kansas City, MO 64106  
816-329-3920  
816-329-3921 (fax)

**Federal Highway Administration**  
220 W. Edgewood, Suite H  
Jefferson City, MO 65109  
573-636-7104  
573-636-9283 (fax)

June 5, 2024

Mr. Patrick McKenna, Director Missouri  
Department of Transportation  
P.O. Box 270  
Jefferson City, Missouri 65102

Re FTA/FHWA Approval of the Springfield  
Metropolitan Planning Area FY 2025 Unified  
Planning Work Program

Dear Mr. McKenna:

As requested in the MoDOT letter dated May 31, 2024, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have jointly reviewed the FY 2025 Unified Planning Work Program (UPWP) for the Springfield metropolitan planning area, which was adopted by the Ozark Transportation Organization (OTO) Board of Directors on May 16, 2024.

Based on our review, we are approving the FY 2024 UPWP as an adequate scope of work to support FHWA and FTA funded planning/technical studies and grant activities in accordance with the requirements of 23 CFR 450.308, 23 CFR Part 420 Subpart A, and FTA Circular C 8100.1C. The FY 2024 UPWP period is for July 1, 2024, through June 30, 2025.

If you have any questions or need additional information, please contact Gerri Doyle of FTA at (816) 329-3928 or Cecelie Cochran and Dan Weitkamp of FHWA at (573) 638-2605

Sincerely,

Mark Bechtel  
Regional Administrator  
Federal Transit Administration

For: Kevin W. Ward, P.E.  
Division Administrator  
Federal Highway Administration

cc: Llans Taylor, MoDOT  
Brian Reagan, MoDOT  
Ezekiel Hall, MoDOT  
Joan Roeseler, MoDOT  
Frank Miller, MoDOT SW District  
Dana Kaiser, MoDOT  
Sara Fields, OTO  
Chris Jones, City Utilities of Springfield  
Britni O'Connor, MoDOT  
Aryn Thompkins, FHWA  
Gerri Doyle, FTA



Ozarks Transportation Organization

# UNIFIED PLANNING WORK PROGRAM

## Fiscal Year 2025

(July 1, 2024 - June 30, 2025)



BOD Approved 5/16/2024

# OUR MISSION

To provide a forum  
for cooperative  
decision-making in  
support of an  
excellent regional  
transportation  
system.



## Contact Us

---

For additional copies of this document or to request it in an accessible format, contact:

By mail: Ozarks Transportation Organization  
2208 W. Chesterfield Boulevard, Suite 101  
Springfield, MO 65807

By telephone: (417) 865-3042

By fax: 417-862-6013

By email: [staff@ozarkstransportation.org](mailto:staff@ozarkstransportation.org)

Online: [www.ozarkstransportation.org](http://www.ozarkstransportation.org)

---

Ozarks Transportation Organization





## **POLICY STATEMENTS**

---

The Metropolitan Planning Organization (MPO) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. The MPO does not discriminate based on race, color, national origin, English proficiency, religious creed, disability, age, sex. Any person who believes they or any specific class of persons has been subjected to discrimination prohibited by Title VI or related statutes or regulations may, they or via a representative, file a written complaint with the MPO. A complaint must be filed no later than 180 calendar days after the date on which the person believes the discrimination occurred. A complaint form and additional information can be obtained by contacting the Ozarks Transportation Organization (see below) or at [www.ozarkstransportation.org](http://www.ozarkstransportation.org).

This report was prepared in cooperation with the USDOT, including FHWA and FTA, as well as the Missouri Department of Transportation. The opinions, findings, and conclusions expressed in this publication are those of the authors and not necessarily those of the Missouri Highways and Transportation Commission, the Federal Highway Administration, or the Federal Transit Administration.

---

**Ozarks Transportation Organization**



## Contents

Introduction .....	1
Important Issues Facing the Ozarks Transportation Organization.....	6
Major Activities and Tasks .....	6
<b>OTO UPWP Work Program (CPG)</b> .....	7
Task 1 – UPWP Program Administration and Coordination.....	7
Task 2 –Planning Coordination and Outreach .....	10
Task 3 – Planning and Implementation .....	12
Task 4 – Project Selection and Programming .....	15
Task 5 – OTO Transit Planning.....	17
Task 6 – Operations and Demand Management .....	19
Task 7 –MoDOT Studies and Data Collection .....	19
<b>2.5% Set Aside Work Program and Complete Streets</b> .....	22
Task 8 - Safe and Accessible Transportation Options .....	22
<b>Surface Transportation Block Grant Work Program and CPG</b> .....	24
Task 9– Studies and Project Administration .....	24
<b>Funding Tables</b> .....	26
Table 1 – Task Budget Summary .....	27
Table 2 – Funding Totals.....	30
Table 3 – Anticipated Contracts by Cost & Equipment Over \$5,000 .....	30
Table 4 – Budgeted Revenue for Actual Costs FY 2025 .....	31
Table 5 – Total Available Revenue for FY 2025 Work Activities.....	31
Table 6 – Consolidated Planning Grant Available Balance.....	31
Table 7 – FY 2025 UPWP Budget .....	33
<b>Appendix A – Related Planning Activities</b> .....	33
Task 10 – CU Transit Planning .....	35
Task 11 – Safe Streets and Roads for All Grant.....	38
Location of Referenced Documents.....	39

## Introduction

The Ozarks Transportation Organization (OTO) is the federally designated metropolitan planning organization (MPO) that serves as a forum for cooperative transportation decision-making by state and local governments, as well as regional transportation and planning agencies for the Springfield urbanized area. MPOs are charged under Section 134 of Title 23, United States Code, with maintaining and conducting a “continuing, cooperative, and comprehensive” regional transportation planning and project programming process for the MPO’s planning area. The planning area is defined as the area projected to become urbanized within the next 20 years.

The MPO includes local elected and appointed officials from Christian and Greene Counties, as well as the Cities of Battlefield, Nixa, Ozark, Republic, Springfield, Strafford, and Willard. It also includes technical staffs from the Missouri Department of Transportation, Federal Highway Administration, Federal Transit Administration, and the Federal Aviation Administration. Staff members from local governments and area transportation agencies serve on OTO’s Technical Planning Committee which provides technical review, comments, and recommendations on draft plans, programs, studies, and issues.

The Unified Planning Work Program (UPWP) is a description of the proposed activities of the Ozarks Transportation Organization during Fiscal Year 2025 (July 2024 - June 2025). The program is prepared annually and serves as a basis for requesting federal planning funds from the U.S. Department of Transportation through the Missouri Department of Transportation.

It also serves as a management tool for scheduling, budgeting, and monitoring the planning activities of the participating agencies. This document was prepared by staff from the Ozarks Transportation Organization (OTO), the Springfield Area Metropolitan Planning Organization (MPO), with assistance from various agencies, including the Missouri Department of Transportation (MoDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), City Utilities (CU) Transit, and members of the OTO Technical Planning Committee consisting of representatives from each of the nine OTO jurisdictions. Federal funding is received through a federal transportation grant from the Federal Highway Administration and the Federal Transit Administration, known as a Consolidated Planning Grant (CPG).

The implementation of this document is a cooperative process of the OTO, Missouri Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, City Utilities Transit, and members of the OTO Technical Planning Committee and OTO Board of Directors.

The OTO is interested in public input on this document and all planning products and transportation projects. The Ozarks Transportation Organization’s Public Participation Plan may be found on the OTO website: <https://media.ozarkstransportation.org/documents/OTO-2020-Public-Participation-Plan.pdf>

CFR §450.306 identifies the scope of the metropolitan planning process, which shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety and security of the transportation system for motorized and non-motorized users;
3. Increase accessibility and mobility of people and freight;

4. 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;
5. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
6. Promote efficient system management and operation;
7. Emphasize the preservation of the existing transportation system;
8. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
9. Enhance travel and tourism.

The infrastructure Investment and Jobs Act (IIJA) is the most recent law establishing federal transportation policy and funding authorizations. Federal regulations implementing transportation policy (23 CFR §450.308) require that:

"(b) Metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 shall be documented in a unified planning work program (UPWP)... (c) ...each MPO, in cooperation with the State(s) and public transportation operator(s) shall develop a UPWP that includes a discussion of the planning priorities facing the MPA [metropolitan planning area]. The UPWP shall identify work proposed for the next one- or two-year period by major activity and task (including activities that address the planning factors in §450.306(a)), in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds.

Planning Factors	UPWP Tasks									
	1. Economic Vitality	2. Safety	3. Security	4. Accessibility & Mobility	5. Environment	6. Connectivity	7. Management & Operations	8. System Preservation	9. Resiliency & Reliability	10. Travel & Tourism
Task 1 – UPWP Program Administration and Coordination										
Task 2 – Planning Coordination & Outreach										
Task 3 – Planning & Implementation										
Task 4 – Project Selection & Programming										
Task 5 OTO Transit Planning										
Task 6 – Operations & Demand Management										
Task 7 – MoDOT Studies & Data Collection										
Task 8 – Complete Streets and 2.5% Set Aside										
Task 9 – Studies & Project Administration										
Task 10 – CU Transit Planning										
Task 11 – Safe Streets and Roads for All										

The tasks of the Unified Planning Work Program support these identified planning factors. The prior table demonstrates the intersectionality between OTO’s work program and the planning process as prescribed in federal law.

In addition, the planning process shall include developing the long-range transportation plan and transportation improvement program (TIP) through a performance-driven, outcome-based approach to planning for the metropolitan area. All work in the Unified Planning Work Program will be performed by OTO staff unless specifically specified in this document.

The OTO also considered the Planning Emphasis Areas (PEAs) in the development of the FY 2025 UPWP. The PEAs’ alignment with the UPWP work program is shown below.

UPWP Tasks	Planning Emphasis Areas							
	1. Transition to a Clean Energy, Resilient Future	2. Equity and Justice <sup>40</sup> in Transportation Planning	3. Complete Streets	4. Public Involvement	5. STRAHNET/DOD Coordination	6. FLMA Coordination	7. Planning and Environment Linkages	8. Data in Transportation Planning
Task 1 – UPWP Program Administration and Coordination								
Task 2 – Planning Coordination & Outreach								
Task 3 – Planning & Implementation								
Task 4 – Project Selection & Programming								
Task 5 – OTO Transit Planning								
Task 6 – Operations & Demand Management								
Task 7 – MoDOT Studies & Data Collection								
Task 8 – Complete Streets & 2.5% Set Aside Safe and Accessible Transportation Options								
Task 9 – Studies and Project Administration								
Task 10 – CU Transit Planning								
Task 11 – Safe Streets and Roads for All								

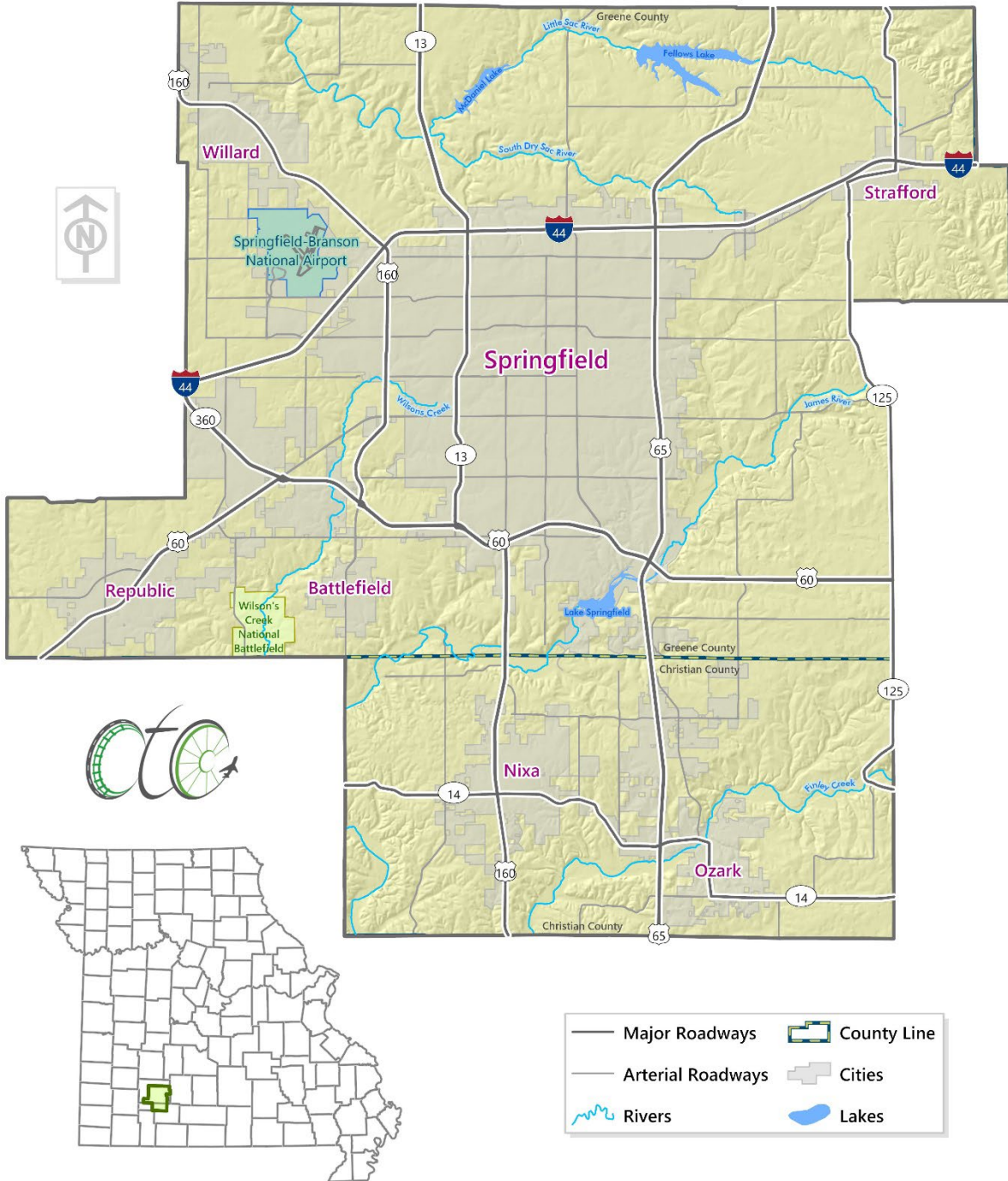
OTO integrates Planning and Environmental Linkages (PEL) throughout the planning process to include data on natural, cultural, and community resources as well as environmental justice. PEL is considered through the following:

- Transportation planning process
- Participation by Federal and state resource agencies
- Multidisciplinary consideration of needs and effects
- Opportunity for public review and comments
- Use reliable and reasonably current data and reasonable, scientifically acceptable methodologies
- FHWA and FTA review as appropriate
- Documentation of the planning process

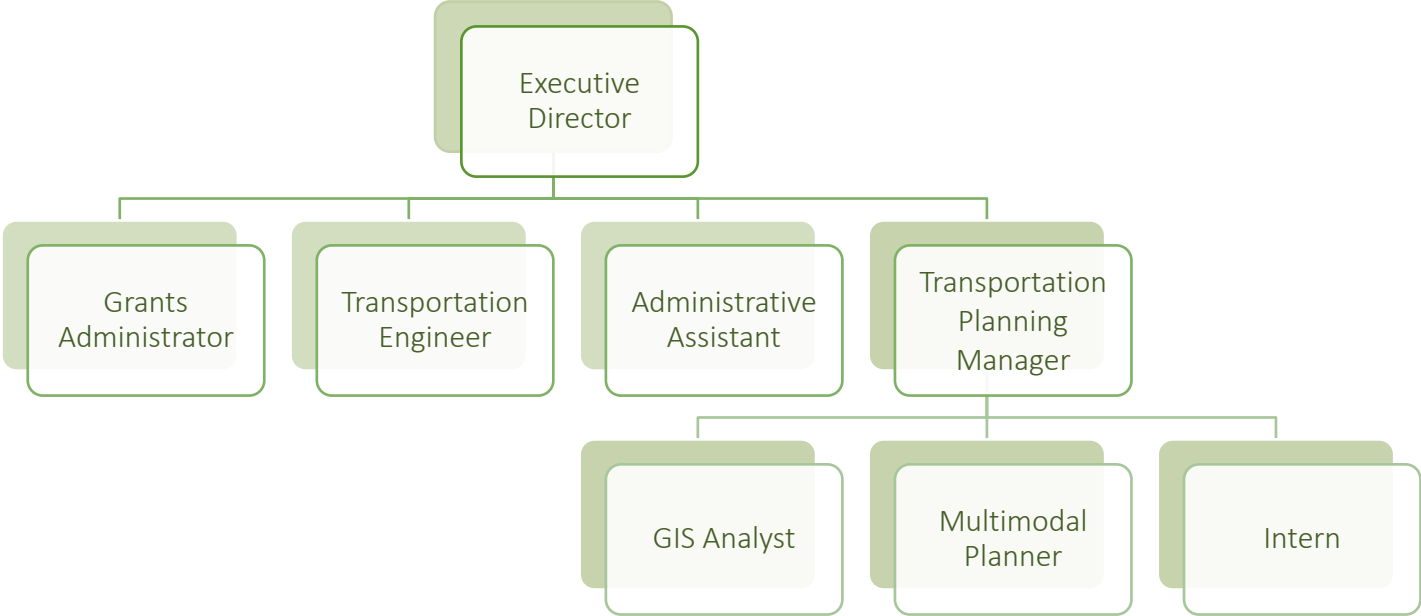


# Ozarks Transportation Organization MPO Study Area

Approved by the Governor of Missouri 2/8/2002



# Ozarks Transportation Organization Planning Staff



## Important Issues Facing the Ozarks Transportation Organization

The region is continuing its work toward a more multi-modal, aesthetically pleasing transportation system, but it continues to struggle with funding challenges. The OTO planning partners remain focused on ways to fund the transportation system with the continued threat of increased inflation in the upcoming transportation improvement program and statewide transportation improvement program. OTO staff and planning partners continue to seek additional US DOT grant assistance to bridge the funding gap. In addition, OTO and planning partners have been working together to get projects through the environmental and design phases to construction to meet obligation deadlines. The region, through the planning process, is identifying projects that are ready to go and can be easily completed. Looking forward, the OTO and partners are working to identify projects that would benefit from planning studies or federal grant applications to prepare them for future year funding.

Much of OTO's work is recurring, often annually, however, staff strives to improve upon past iterations, putting forth work exemplifying best practices and the region's needs. Recurring work includes:

- Transportation Improvement Program
- STIP Prioritization
- Performance Monitoring
- Committees such as Local Coordinating Board for Transit, Bicycle Pedestrian Advisory Committee, and Traffic Incident Management
- Technical Planning Committee
- Board of Directors/Executive Committee
- Public Involvement

The Unified Planning Work Program for FY 2025 will also continue to implement the recommendations contained within *Destination 2045 (adopted in 2021 and amended in 2023)*, as well as the *Regional Bicycle and Pedestrian Trail Investment Study*. Work products include studies and the ongoing effort to pursue discretionary funding for the region.

The OTO continues to implement Planning and Environmental Linkages (PEL) into the planning processes. PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process.

OTO will also continue to embrace the new tools that have more recently become available and necessary. The region stands ready to utilize additional transportation investment as it becomes available to the region.

## Major Activities and Tasks

The Unified Planning Work Program is divided into tasks and work elements identifying how OTO's time and expenses will be allocated over the fiscal year. Appendix A outlines planning activities in the region that are outside the OTO's Unified Planning Work Program. The following pages outline each major activity and task, responsible agencies, schedule, resulting products, and proposed funding. Funding is summarized by source and federal share, with matching funds identified. Additional details on prior accomplishments can be found in the FY 2024 UPWP Year-End Report, which will be incorporated upon completion in July 2025.

## OTO UPWP Work Program (CPG)

### Task 1 – UPWP Program Administration and Coordination

#### Purpose

Activities required to manage the transportation planning process and all UPWP work products on a continual basis by offering professional staff services, administering the work program and budget, executing agreements with partner agencies, and administrative/operational activities required to function as an independent MPO.

#### Work Elements

##### 1.1 Direct Program Management

Purpose: Effective administration of the OTO transportation planning process, including management of OTO planning staff and financial/reporting administration of grants.

###### 1.1.1 Financial and Contract Management

*Timeframe – July 2024 to June 2025*

- Preparation and submission of quarterly financial reports, regular payment requests, and year-end financial reports per existing agreements
- Maintenance of OTO accounts and budget, with reporting to Board of Directors
- Annual dues administration
- Coordinate contract development, management, and addendums
- Procurement in accordance with the OTO Purchasing manual and applicable guidance

###### 1.1.2 Financial Audit

*Timeframe – August 2024 to December 2024*

- Conduct an annual, and if necessary single, audit of FY 2024 and report to Board of Directors
- Implement measures as suggested by audit

###### 1.1.3 General Administration and Personnel

*Timeframe – July 2024 to June 2025*

- Manage the day-to-day activities of the structurally independent MPO
- Update memorandums of understanding, as necessary
- Provide administrative services and management (including legal) review of all work products identified in the UPWP
- Legal services
- Policy and bylaws amendments, as necessary
- Develop and improve the internal operations of the MPO
- Personnel management including recruitment, evaluations, and transitions to maintain a professional staff with necessary talent skills, and capacity
- Payroll and benefits administration

#### **1.1.4 Electronic Support for OTO Operations**

*Timeframe – July 2024 to June 2025*

- Ensure technical resources are available to implement the UPWP
- Maintain and update OTO hosted websites and associated services
- Maintain and update social media
- Software and associated updates
- Information Technology Managed Services, including data backup and cybersecurity

### **1.2 Unified Planning Work Program**

*Timeframe – July 2024 to June 2025*

*Purpose: Develop and maintain the Unified Planning Work Program in compliance with federal laws*

- Amendments to the FY 2025 UPWP as necessary
- Development of the FY 2026 UPWP, including subcommittee meetings and public participation in accordance with the OTO Public Participation Plan, as well as approval through the OTO Board of Directors, MoDOT, FHWA Missouri Division, and FTA Region VII
- UPWP Quarterly Progress Reports
- Invoicing and Year-End Report

### **1.3 OTO Staff Travel and Training**

*Timeframe – July 2024 to June 2025*

*Purpose: Provide MPO Staff with the necessary training and development to perform their jobs efficiently and effectively. To stay current on changing regulations and certification requirements.*

- Travel to meetings and trainings regionally, statewide, and nationally
  - MoDOT Planning Partner Meetings
  - Missouri Highways and Transportation Commission meetings
  - Missouri Public Transit Association Board Meetings
  - Springfield Traffic Advisory Board
  - Ozarks Section of Institute of Transportation Engineers
  - Southwest Missouri Council of Governments
- Training and development of OTO staff and members through relevant educational programs, which could potentially include:
  - Association of MPOs Conferences and Webinars
  - GIS industry-related conferences and training, such as MAGIC or ESRI
  - Institute for Transportation Engineers Conferences and Webinars
  - Transportation Research Board Conferences and Webinars
  - American Planning Association Conferences and Webinars
  - Missouri Public Transportation Association Conferences and Webinars
  - Other relevant training for planning and non-planning staff
  - OTO hosted training for members
  - Employee Educational Assistance
  - Industry memberships as appropriate

## 1.4 MPO Compliance and Certification

*Timeframe – July 2024 to June 2025*

*Purpose: Conduct the metropolitan transportation planning process in compliance with applicable federal and state laws*

- Continue to address items contained in 2021 joint FHWA and FTA federal certification review of the MPO Planning Process
- Monitor guidance from state and federal agencies on the regional transportation process and provide feedback as necessary through the federal register or other engagement process

### Anticipated Outcomes

- Implementation of the FY 2025 UPWP
- Regular reimbursement requests and quarterly progress reports
- FY 2024 Year-End Report
- Adoption of the FY 2026 UPWP and execution of associated agreements
- Financial reporting to the Board of Directors
- FY 2024 Audit
- Legal services and contracts
- Grant Administration
- Attendance of OTO staff and members at relevant meetings and trainings
- Relevant policy and bylaws updates and necessary legal services
- Revisions to inter-local agreements and contracts as needed
- Continued grant administration of multiple DOT grants
- Contract services performed by HR, Legal, and Auditing professionals

### Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2024 year-end report, which will be incorporated upon completion in July 2024.

- Quarterly progress reports, payment requests and year-end report for FY 2024
- Quarterly financial reporting to the Board of Directors
- Final dues collection from prior year and preparation of dues for next fiscal year
- FY 2023 Single Audit
- FY 2024 UPWP amendments and administrative modifications as needed through June 2024
- FY 2025 UPWP development and approval
- Conferences and training for staff
- Employment management
- Legal services and contracts
- Grant Administration
- Conflict of Interest Policy and Certifications
- Updated Continuity of Operations Plan
- Contract services performed by HR, Legal and Auditing professionals

## Task 2 – Planning Coordination and Outreach

### Purpose

Support various committees of the OTO and participate in various community committees directly relating to regional transportation planning activities. Inform and engage the public, media, and other stakeholders in the OTO planning process. Provide the community an opportunity for meaningful participation in planning process and plan development. Facilitate the planning and implementation of transportation projects and services, while strengthening working relationships among MPO members, MoDOT, and partner agencies.

### Work Elements

#### 2.1 OTO Committee Support

*Timeframe – July 2024 to June 2025*

- Conduct and staff all Bicycle and Pedestrian Advisory Committee, Board of Directors, Executive Committee, Local Coordinating Board for Transit, Technical Planning Committee and Traffic Incident Management meetings
- Respond to individual committee requests
- Facilitate and administer any OTO subcommittees formed during the Fiscal Year

##### 2.1.1 Member Attendance at OTO Meetings

*Timeframe – July 2024 to June 2025*

- OTO member jurisdiction member's time spent at OTO meetings documented for In-Kind match on UPWP Program Agreement

#### 2.2 Local Government and Stakeholder Education and Outreach

*Timeframe – July 2024 to June 2025*

*Purpose: Provide education, outreach, and support to local governments and other stakeholders.*

- Participate in and encourage collaboration among various community committees directly related to transportation and planning
- Educate local governments and other community stakeholder groups about the OTO transportation planning process, federal regulations, and associated documents
- Meet with local governments about their transportation and growth and development planning issues and needs and provide support and technical assistance as necessary
- Continued coordination through the planning process with the Federal Land Management Agency representatives in the MPO area
- Coordination with MoDOT staff at District and Statewide levels

#### 2.3 Public Involvement

*Timeframe – July 2024 to June 2025*

- Maintain OTO website and public comment tools
- Facilitate public comment periods associated with the Public Participation Plan
- Comply with Missouri Sunshine Law requirements, including record retention
- Annual Public Participation Plan (PPP) Evaluation
- Continue to utilize social media for public education and input
- Publish public comments in agenda to ensure Board and Committees are informed
- Continue integration of Virtual Public Involvement tools into the public involvement process

- Give Presentations as requested

## 2.4 Civil Rights Compliance

*Timeframe – July 2024 to June 2025*

- Meet federal and state reporting requirements for Title VI and Americans with Disabilities Act (ADA)
- Accept and process complaint forms for Title VI/ADA compliance
- Continue to include Environmental Justice and Limited English Proficiency requirements in planning process

## Anticipated Outcomes

- Conduct meetings, prepare agendas and meeting minutes for OTO Committees, Subcommittees, and Board of Directors
- Attendance of OTO staff and OTO members at various community committees
- Document meeting attendance for in-kind reporting
- Public input tracked and published
- Implementation of PPP through website and press release
- Continuously updated websites
- Social media engagement
- Annual PPP Evaluation
- Semiannual DBE reporting submitted to MoDOT
- Title VI/ADA semiannual reporting and complaint tracking submitted to MoDOT
- Public Input for Ad Hoc Studies and Administered Projects
- Continued integration of Virtual Public Involvement Tools
- Coordination with MoDOT and FLMA

## Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2024 year-end report, which will be incorporated upon completion in July 2024.

- Meetings, agendas, and minutes for OTO Board of Directors, Committees, and Subcommittees
- Document meeting attendance for in-kind reporting
- Community committee participation
- Annual PPP Evaluation
- Management of public input
- Social media engagement
- DBE and Title VI reports submitted to MoDOT
- Monthly website maintenance and associated updates
- Public Input Website for 2024 Highway MM Corridor RAISE Discretionary Grant Application
- Integration of Virtual Public Involvement Tools
- Updated Title VI Plan



## Task 3 – Planning and Implementation

### Purpose

Short-and long-range planning activities supporting a multimodal transportation system, supported with best practices, latest available data. Providing for a performance-driven and outcome-based planning process.

### Work Elements

#### 3.1 Long Range Transportation Plan

*Timeframe – July 2024 to June 2025*

- Incorporate *Destination 2045* guidance in the planning process
- Process amendments to the long range transportation plan and the Major Thoroughfare Plan
- Continue to integrate Planning and Environmental Linkages (PEL) into the planning process to include data on natural, cultural, and community resources as well as environmental justice demographics
- Implementation of action items and status summary
- Development of long range transportation plan update for 2050

#### 3.2 Performance Measures

*Timeframe – July 2024 to June 2025*

- Continue to set and monitor performance targets, in coordination with MoDOT and City Utilities
- Annual State of Transportation report, incorporating federally required performance measures and those set in the long range transportation plan

#### 3.3 Congestion Management Process Implementation

*Timeframe – July 2024 to June 2025*

- Coordinate system performance monitoring, including data collection and analysis
- Review goals and implementation strategies to ensure effective system evaluation
- Conduct before and after analysis of completed projects and their effects on the system
- Continue to integrate Planning and Environmental Linkages (PEL) into the CMP Process

#### 3.4 Federal Function Classification Maintenance and Updates

*Timeframe – July 2024 to June 2025*

- Annual call for updates
- Facilitate change requests as necessary

#### 3.5 Freight Planning

*Timeframe – July 2024 to June 2025*

- Participate in MoDOT freight planning efforts, including the implementation of statewide freight and rail plan
- Continue to identify and review essential freight corridors throughout the region
- Annual review of the STRAHNET system to identify routes in the OTO boundary

### 3.6 Alternative Fuel and Air Quality Planning

*Timeframe – July 2024 to June 2025*

- Review Alternative Fuel Corridor status and support electric vehicle charging implementation efforts
- Work with MoDOT and planning partners to identify the barriers to and opportunities for deployment of fueling and charging infrastructure
- Continued planning process incorporation of alternative modes of transportation
- Monitor air quality and its impact on transportation conformity
- Support the Ozarks Clean Air Alliance and its participation in the EPA Ozone and PM Advance Programs through the Clean Air Action Plan

### 3.7 Demographic and Geographic Data Management

*Timeframe – July 2024 to June 2025*

- Continue to develop and maintain the Geographic Information System (GIS) and curate data for transportation planning
- Develop and maintain mapping and graphics for OTO activities and reports, including, but not limited to, the OTO website, OTO publications, and other printed or digital materials
- Continued maintenance of equity data and mapping to incorporate into the planning process
- Support transportation decision-making by collecting and compiling demographics, area development data, and migration statistics into a report on growth trends
- Use hazard environmental assessment database to identify endangered species and flood-vulnerable facilities as associated with potential transportation improvements
- Data acquisition for grants, plans, and performance measures
- GIS license maintenance

### 3.8 Support for Jurisdictions' Plans

*Timeframe – July 2024 to June 2025*

- Provide support for member jurisdictions as they develop and implement plans and studies through activities such as consultant scope of service review, committee participation, regional data, and ensuring OTO plan consistency
- Host trainings as requested
- Work with member jurisdictions to identify project elements to increase safe and accessible options for multiple travel modes for people of all ages and abilities

### Anticipated Outcomes

- Amendments to the LRTP as necessary
- Performance target updates
- Annual call for updates to the Federal Functional Classification System and other updates as requested
- CMP monitoring
- Participation in statewide freight planning efforts
- Continued air quality attainment status monitoring
- Report on growth trends and other relevant demographics
- GIS maintenance and mapping, including transportation data
- Travel demand model updates as needed and associated model runs
- Annual review of STRAHNET system

- LRTP Implementation Report
- Other projects as needed

### Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2024 year-end report, which will be incorporated upon completion in July 2024.

- *Amended Destination 2045*
- Performance target updates adopted
- Annual State of Transportation Report
- Annual Federal Functional Classification call for projects
- Federal Functional Classification update requests
- Participation in Ozarks Clean Air Alliance
- GIS maintenance and mapping
- Bike/Ped Implementation Report
- Trail dashboard update
- CMP Update Finalized
- Regional Electric Vehicle Plan Finalized

## Task 4 – Project Selection and Programming

### Purpose

Identify and implement priorities within the OTO through the development and maintenance of the Transportation Improvement Program.

### Work Elements

#### 4.1 Project Programming

*Timeframe – July 2024 to June 2025*

- Develop, and revise as necessary, policies and processes for project solicitation and award
- Award funding and program projects into relevant Transportation Improvement Program
- All public involvement activities relating to gathering input for and comments on the Transportation Improvement Program and its amendments
- Complete and publish FY 2025-2028 Transportation Improvement Program
- Develop and draft FY 2026-2029 Transportation Improvement Program
- Process all TIP Amendments and Modifications, including the coordination, advertising, public comment, Board approval, and submissions for MoDOT STIP incorporation
- Maintain and update the OTO TIP project database and web map
- Expand OTO TIP project database to include application process

#### 4.2 Federal Funds Tracking

*Timeframe – July 2024 to June 2025*

- Gather obligation information and develop the Annual Listing of Obligated Projects and publish to website within 90 days of the end of the program year
- Monitor OTO suballocated funding balances and publish a semi-annual report
- Track area cost-share projects
- Track reasonable progress on project implementation following programming

#### 4.3 STIP Prioritization and Scenarios

*Timeframe – July 2024 to June 2025*

- Meet with member jurisdictions and agencies about their transportation planning issues, needs, and planned growth
- Review prioritization criteria and update as necessary, supporting the regional vision and goals
- Develop final recommendations to MoDOT, including unfunded needs, using a subcommittee of the Technical Planning Committee to prioritize projects

### Anticipated Outcomes

- Adoption and approval of the FY 2025-2028 Transportation Improvement Program
- Development of the draft FY 2026-2029 Transportation Improvement Program
- TIP Amendments and Administrative Modifications as necessary
- Maintain online TIP database
- Semiannual Federal Funds Balance Report
- Annual Listing of Obligated Projects
- Develop and prioritize potential projects for use of MoDOT system improvement funds
- Award suballocated funding

- Online TIP Tool Call for Projects module implementation

### Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2024 year-end report, which will be incorporated upon completion in July 2024.

- Amendments and Administrative Modifications to the FY 2024-2027 Transportation Improvement Program
- Draft FY 2025-2028 Transportation Improvement Program
- Semiannual Federal Funds Balance Reports
- Annual Listing of Obligated Projects
- MoDOT STIP Prioritization
- Developed and solicited applications for Transportation Alternatives Program (TAP), Carbon Reduction Program (CRP) and FTA 5310 projects

## Task 5 – OTO Transit Planning

### Purpose

Prepare plans to provide efficient and cost-effective transit service for transit users. City Utilities (CU) is the primary fixed-route transit operator in the OTO region. Fixed route service is provided within the City of Springfield seven days a week. City Utilities also offers paratransit service for those who cannot ride the fixed-route bus due to a disability or health condition.

### Work Elements

#### 5.1 Operational Planning

*Timeframe – July 2024 to June 2025*

- OTO staff shall support operational planning functions with available data
- Occasionally OTO staff, upon the request of City Utilities (CU), provides information toward the National Transit Database Report, such as the data from the National Transit Database bus survey
- Attend the CU Advisory Committee

#### 5.2 Transit Coordination Plan and Implementation

*Timeframe – July 2024 to June 2025*

- Transit Coordination Plan Implementation with one-page report on status of action items
- OTO staffing of the Local Coordinating Board for Transit
- OTO staff to maintain a list of operators developed in the transit coordination plan for use by City Utilities (CU) and other transit providers in the development of transit plans
- Research additional funding for senior centers and human service agencies

#### 5.3 Program Management Plan Implementation

*Timeframe – July 2024 to June 2025*

- Continue to implement the Program Management Plan
- Conduct call for projects for Section 5310 funding
- As part of the TIP process, a competitive selection process will be conducted for selection of projects utilizing relevant federal funds
- Finalize and approve update of Program Management Plan for OTO Section 5310 Human Services Vehicle program administration

#### 5.4 Data Collection and Analysis

*Timeframe – July 2024 to June 2025*

- OTO will assist CU in providing necessary demographic analysis for proposed route and/or fare changes
- OTO's staff assistance in collecting ridership data for use in transit planning and other OTO planning efforts
- Explore barriers to transit use

#### 5.5 Community Support

*Timeframe – July 2024 to June 2025*

- OTO will assist the City of Springfield in transit planning for the Impacting Poverty Commission support initiatives through the Let's Go Smart Transportation Collaborative
- Assist City of Springfield in exploring high frequency transit

- Attend Missouri Public Transit Association Board meetings

## 5.6 ADA/Title VI Appeal Process

*Timeframe – July 2024 to June 2025*

- OTO staff assistance on CU Transit ADA/Title VI Appeal Process

## Anticipated Outcomes

- Transit agency coordination
- Continued Transit Coordination Plan implementation
- Special studies
- Committee meetings, agendas, and minutes
- CU Transit ADA/Title VI Appeals as requested
- Data collection
- Monitor FTA 5310 vehicle delivery and OTO balance
- Regional paratransit coordination
- Let's Go Smart Transportation Collaborative participation
- CU Transit Fixed Route Analysis assistance
- Conduct Call for Projects and award funding

## Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2024 year-end report, which will be incorporated upon completion in July 2024.

- LCBT meetings, agendas, and minutes
- Transit agency coordination
- Let's Go Smart Transportation Collaborative participation
- Call for Projects and Award of FTA 5310 Funding
- Monitored FTA 5310 vehicle delivery and OTO balance
- Regional paratransit coordination

## Task 6 – Operations and Demand Management

### Purpose

Planning activities to support the efficiency and to manage demand of the transportation system.

### Work Elements

#### 6.1 Traffic Incident Management Planning

*Timeframe – July 2024 to June 2025*

- Coordinate meetings of Traffic Incident Management Committee

#### 6.2 Intelligent Transportation Systems Coordination

*Timeframe – July 2024 to June 2025*

- Coordination with the Traffic Management Center in Springfield and with City Utilities Transit as needed

#### 6.3 Intelligent Transportation Systems Architecture

*Timeframe – July 2024 to June 2025*

- Continue to coordinate with MoDOT and members to implement and develop ITS solutions

#### 6.4 Travel Sensing and Travel Time Services

*Timeframe – July 2024 to June 2025*

- Ongoing maintenance of OTO Wi-Fi travel time units

#### 6.5 Coordinate Employer Outreach Activities

*Timeframe – July 2024 to June 2025*

- Work with the City of Springfield to identify and coordinate with major employers to develop employer-based programs that promote ridesharing and other transportation demand management (TDM) techniques within employer groups
- Rideshare Program outreach

#### 6.6 Collect and Analyze Data to Determine Potential Rideshare Demand

*Timeframe – July 2024 to June 2025*

- Gather and analyze data to determine the best location in terms of demand to target ridesharing activities

#### 6.7 Van Pool Program

*Timeframe – July 2024 to June 2025*

- Research potential for van pool program in area
- Work with possible major employers to see feasibility at employer locations

### Anticipated Outcomes

- ITS coordination
- Travel time unit maintenance
- Annual report of TDM activities
- Van Pool Program Development (multi-year process)
- Recommendations for ITS solutions



### Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2024 year-end report, which will be incorporated upon completion in July 2024.

- TIM Implementation Report
- ITS coordination
- Annual report of TDM activities
- Maintenance of OTO travel time collection units
- TIM committee meetings including self-assessment

## Task 7 – MoDOT Studies and Data Collection

### Purpose

MoDOT, in coordination with OTO and using non-federal funding, performs several activities to improve the overall efficiency of the metropolitan transportation system.

### Work Elements

#### 7.1 MoDOT Transportation Studies and Data Collection

*Timeframe – July 2024 to June 2025*

- Traffic Count Program to provide hourly and daily volumes for use in the Congestion Management Process, Long Range Transportation Plan, and Travel Demand Model
- Transportation studies conducted to provide accident data for use in the Congestion Management Process
- Speed studies conducted to analyze signal progression to meet requirements of the Congestion Management Process
- Miscellaneous studies to analyze congestion along essential corridors may also be conducted
- Maintenance of the MoDOT travel time collection units

MoDOT POSITION	Annual Salary	COLA 3.2%	82.34% Annual Fringe	10.31% Annual Additive	Total	% Time	Eligible
Traffic Center Manager	112,730	116,337	95,792.18	11,994.38	220,516.56	5%	11,026
Senior Traffic Study Specialist	73,844	76,207	62,748.85	7,856.94	144,449.79	30%	43,335
Traffic Study Specialist	63,310	65,335	53,797.24	6,736.09	123,842.91	20%	24,769
Traffic Study Specialist	63,310	65,336	53,797.24	6,736.09	123,842.93	5%	6,192
Senior Information Systems Technologist	59,350	61,249	50,432.59	6,314.79	116,097.38	10%	11,610
<b>TOTAL</b>							<b>96,931</b>

### Anticipated Outcomes

- Annual traffic counts within the OTO area for MoDOT roadways
- Annual crash data
- Speed studies
- Maintenance of the MoDOT travel time collection units

### Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2024 year-end report, which will be incorporated upon completion in July 2024.

- Annual traffic counts within the OTO area for MoDOT roadways
- Annual crash data
- Speed studies
- Signal timing

## 2.5% Set Aside Work Program and Complete Streets

### Task 8 - Safe and Accessible Transportation Options

#### Purpose

MoDOT, in coordination with OTO and using non-federal funding, performs several activities to improve the overall efficiency of the metropolitan transportation system.

This section contains tasks for developing safe and accessible transportation options and work for complete streets. This task is utilizing the 2.5% (\$14,458) set aside of Safe and Accessible Transportation Options Planning funds for the OTO and \$64,811 in additional eligible activities in anticipation of 100% funding for eligible Complete Streets projects through FHWA. This task incorporates planning processes that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles. The OTO currently works towards safe and accessible transportation options as demonstrated by work tasks throughout the UPWP.

#### Work Elements

##### 8.1 Transportation Options Best Practices

- Research best practices around active transportation, complete streets, and mobility options, as well as provide support as needed to member jurisdictions on these topics.

##### 8.2 Complete Streets

- Maintain complete streets toolbox

##### 8.3 Bicycle and Pedestrian Transportation

- Maintain OTO Trail dashboard and work to fill in gaps
- Completion of a safety analysis of bicycle and pedestrian crashes throughout the OTO area
- Develop and maintain pedestrian crash maps and relevant non-motorist safety data
- Work with member jurisdictions to identify funding and timelines for potential trail projects, especially projects that address gaps in connectivity

##### 8.4 Active Transportation Planning and Implementation

*Timeframe – July 2024 to June 2025*

- Implement strategies for active transportation as identified in OTO bicycle and pedestrian plans, including *Towards A Regional Trail System*, *Statement of Priorities for Sidewalks and On-Street Bicycle and Pedestrian Infrastructure*, and *Regional Bicycle and Pedestrian Trail Investment Study*.
- Coordinate and monitor regional activities through the Bicycle and Pedestrian Advisory Committee
- Research best practices around active transportation, complete streets, and mobility options, as well as provide support as needed to member jurisdictions on these topics

##### 8.5 OTO Staff Meetings Attendance

*Timeframe – July 2024 to June 2025*

*Purpose: MPO Staff to travel to meetings and training regionally and statewide related to active transportation options*

- Missouri Trails Advisory Board
- Ozark Greenways Technical Committee
- Let's Go Smart Collaborative

## **8.6 OTO Bicycle and Pedestrian Advisory Committee Support**

*Timeframe – July 2024 to June 2025*

- Conduct and staff the Bicycle and Pedestrian Advisory Committee
- Respond to individual committee requests

### **Anticipated Outcomes**

- Bicycle and Pedestrian Crash Maps
- Implementation of best practices for active transportation
- Work with Bicycle and Pedestrian Transportation Committee
- Identify trail projects and potential funding to ungap the regional trail map through project prioritization
- Attendance of OTO staff and members at relevant meetings
- Conduct meetings, prepare agendas and meeting minutes for Bicycle and Pedestrian Advisory Committee
- Annual Bicycle/Pedestrian Implementation Report
- Resources for active transportation best practices and any associated trainings
- Continued development of trail projects for eventual construction
- Bicycle and Pedestrian Safety Analysis
- Trail Dashboard Maintenance and Maps

### **Prior Year Accomplishments**

- Pedestrian Safety Analysis
- Complete Streets Toolbox
- Best practices for active transportation

## Surface Transportation Block Grant Work Program & CPG

### Task 9 – Studies and Project Administration

#### Purpose

Conduct special transportation studies as requested by the OTO Board of Directors, subject to funding availability. Priority for these studies shall be given to those projects that address recommendations and implementation strategies for the long range transportation plan. These are studies and projects utilizing Surface Transportation Block Grant funding. OTO will utilize \$255,256 in Surface Transportation Block Grant (STBG) towards Task 9 in addition to CPG funds.

#### Work Elements

##### 9.1 Other Transportation Studies

*Timeframe – July 2024 to June 2025*

- Studies requested by member jurisdictions to examine trail or road alignments, traffic, parking, safety, walkability or land use
- Manage and fund studies to assist jurisdictions with the Planning and Environmental Linkages (PEL) process

##### 9.2 Administration of Local Jurisdiction Projects

- Oversee the project administration of local jurisdiction projects as needed
- OTO Transportation Engineer assistance for local jurisdictions with project administration on OTO allocated projects.
- OTO Transportation Engineer assistance for local jurisdictions with project administration on MoDOT system projects.

##### 9.3 Grant Applications

*Timeframe – July 2024 to June 2025*

- Develop and assist OTO members with developing applications for discretionary funding
- Review notices of funding availability to determine alignment of OTO planning documents with funding requirements and focal areas
- Maintain grant website page and newsletter with grant resources for local jurisdictions
- Working on partnerships with DOT, HUD, EPA, and USDA through developing applications for discretionary funding programs for livability and sustainability planning

##### 9.4 Transportation Consultant/Modeling Services

*Timeframe – July 2024 to June 2025*

- Travel demand model scenarios to assist with long range transportation plan development and implementation
- Contracted data collection efforts to support OTO planning projects, signal timing, and transportation decision-making
- Benefit cost analysis and grant data services
- Manage consultant contracts for studies for scoping and design of future transportation projects
- Manage consultant contracts for scoping, design and possible construction of trail projects

## Anticipated Outcomes

- Project administration
- Other studies completed as needed
- Grant applications and support letters as requested
- Travel demand model scenarios as requested
- Consultant contracts for studies and grant agreements

## Prior Year

- Oversaw multi-year construction contract of Chadwick Flyer Trail Phase III resulting in project completion
- Assisted local jurisdictions with project administration on 27 OTO allocated projects
- Continued support for area comprehensive plan updates
- Grant application review and support letters
- Reviewed RAISE Grant/INFRA Grant opportunities
- 2024 Highway MM RAISE Discretionary Grant submitted
- Route 66 Trail Alignment Study

## Funding Tables

The work contained in the FY 2025 Unified Planning Work Program (UPWP) is supported by financial grants and in-kind resources from federal, state, and local government sources, as well as OTO surplus funding. The total estimated costs for the FY 2025 UPWP is \$1,545,797; with \$1,250,491 in federal dollars and \$295,306 in state, local, and in-kind dollars. The use of in-kind dollars allows the OTO to utilize an 83.38% federal reimbursement rate. Funding details are found in seven tables, described below.

- Table 1 – Task Budget Summary
- Table 2 – Funding Totals – this table presents the funding from all sources for all of the work elements of the UPWP
- Table 3 – Anticipated Contracts by Cost & Equipment Over \$5,000
- Table 4 – Consolidated Planning Grant (CPG)/Surface Transportation Block Grant (STBG) Funding FY 2024
- Table 5 – Budgeted Revenue for Actual Costs FY 2025
- Table 6 – Total Available Revenue for FY 2025 UPWP Work Activities
- Table 7 – FY 2025 UPWP Budget

**Table 1**  
Task Budget Summary

Consolidated Planning Grant PL

Tasks	Estimated Total Cost	Responsible Agency	Consultant Contract
<b>Task 1 – UPWP Program Administration and Coordination</b>	<b>\$267,663</b>		
<i>1.1 Direct Program Management</i>			
<i>1.1.1 Financial and Contract Management</i>		OTO	Yes
<i>1.1.2 Financial Audit</i>		OTO	Yes
<i>1.1.3 General Administration and Personnel</i>		OTO	Yes
<i>1.1.4 Electronic Support for OTO Operations</i>		OTO	Yes
<i>1.2 Unified Planning Work Program</i>		OTO	No
<i>1.3 OTO Staff Travel and Training</i>		OTO	No
<i>1.4 MPO Compliance and Certification</i>		OTO	No
<b>Task 2 – Planning Coordination and Outreach</b>	<b>\$293,767</b>		
<i>2.1 OTO Committee Support</i>		OTO	No
<i>2.1.1 Member Attendance at OTO Meetings</i>		OTO	No
<i>2.2 Local Government and Stakeholder Education and Outreach</i>		OTO	No
<i>2.3 Public Involvement</i>		OTO	No
<i>2.4 Civil Rights Compliance</i>		OTO	No
<b>Task 3 – Planning and Implementation</b>	<b>\$192,840</b>		
<i>3.1 Long Range Transportation Plan</i>		OTO	Yes
<i>3.2 Performance Measures</i>		OTO	No
<i>3.3 Congestion Management Process Implementation</i>		OTO	No
<i>3.4 Federal Functional Classification Maintenance and Updates</i>		OTO	No
<i>3.5 Freight Planning</i>		OTO	No
<i>3.6 Alternative Fuel and Air Quality Planning</i>		OTO	No
<i>3.7 Demographic and Geographic Data Management</i>		OTO	Yes
<i>3.8 Support for Jurisdictions’ Plans</i>		OTO	No
<b>Task 4 – Project Selection and Programming</b>	<b>\$112,848</b>		
<i>4.1 Project Programming</i>		OTO	Yes
<i>4.2 Federal Funds Tracking</i>		OTO	No
<i>4.3 STIP Prioritization and Scenarios</i>		OTO	No
<b>Task 5 – OTO Transit Planning</b>	<b>\$33,869</b>		
<i>5.1 Operational Planning</i>		OTO	No
<i>5.2 Transit Coordination Plan and Implementation</i>		OTO	No
<i>5.3 Program Management Plan Implementation</i>		OTO	No
<i>5.4 Data Collection and Analysis</i>		OTO	No
<i>5.5 Community Support</i>		OTO	No
<i>5.6 ADA/Title VI Appeal Process</i>		OTO	No



Tasks	Estimated Total Cost	Responsible Agency	Consultant Contract
<b>Task 6 – Operations and Demand Management</b>	<b>\$28,526</b>		
6.1 Traffic Incident Management Planning		OTO	No
6.2 Intelligent Transportation Systems Coordination		OTO	No
6.3 Intelligent Transportation Systems Architecture		OTO	No
6.4 Travel Sensing and Travel Time Services		OTO Springfield MoDOT	Yes
6.5 Coordinate Employer Outreach Activities		OTO Springfield	No
6.6 Collect & Analyze Data to Determine Potential Demand		OTO	No
6.7 Van Pool Program		OTO	No
<b>Task 7 – MoDOT Studies and Data Collection</b>	<b>\$60,000</b>		
7.1 MoDOT Transportation Studies and Data Collection		MoDOT SW	No
<b>TOTAL</b>	<b>\$989,513</b>		

### 2.5% Set Aside/Complete Streets

Tasks	Estimated Total Cost	Responsible Agency	Consultant Contract
<b>Task 8 – Complete Streets and 2.5 % Set Aside Safe and Accessible Transportation Options - \$79,269 – 100% Reimbursement</b>	<b>\$79,269</b>	OTO	
8.1 Transportation Options Best Practices		OTO	No
8.2 Complete Streets		OTO	No
8.3 Bicycle & Pedestrian Transportation		OTO	No
8.4 Active Transportation Planning and Implementation		OTO	No
8.5 OTO Staff Meeting Attendance		OTO	No
8.6 OTO Bicycle and Pedestrian Advisory Committee Support		OTO	No
<b>TOTAL</b>	<b>\$79,269</b>		

### STBG

Tasks	Estimated Total Cost	Responsible Agency	Consultant Contract
<b>Task 9 – Studies and Project Administration</b>	<b>\$472,015</b>		
9.1 Other Transportation Studies		OTO	Potentially
9.2 Administration of Local Jurisdiction Projects		OTO	No
9.3 Grant Applications		OTO	Potentially
9.4 Transportation Consultant/Modeling Services		OTO	Yes
<b>TOTAL</b>	<b>\$472,015</b>		

FTA 5303 (City Utilities) – Appendix A

Tasks	Estimated Total Cost	Responsible Agency	Consultant Contract
<b>Task 10 – CU Transit Planning</b>	<b>\$210,000</b>		
10.1 Operational Planning		City Utilities	No
10.2 ADA Accessibility Planning		City Utilities	No
10.3 Transit Fixed Route/Regional Service Analysis Imp.		City Utilities	No
10.4 Service Planning		City Utilities	No
10.5 Financial Planning		City Utilities	No
10.6 Competitive Contract Planning		City Utilities	No
10.7 Safety, Security, and Drug/Alcohol Control Planning		City Utilities	No
10.8 Transit Coordination Plan Implementation		City Utilities	No
10.9 Program Management Plan Implementation		City Utilities	No
10.10 Data Collection and Analysis		City Utilities	No
<b>TOTAL</b>	<b>\$210,000</b>		

Safe Streets and Roads for All Grant – Appendix A

<b>Task 11– Safe Streets and Roads for All</b>	<b>\$201,765</b>		
11.1 Data Collection and Analysis		OTO	Yes
11.2 Public Input		OTO	Yes
11.3 Travel Model Updates		OTO	Yes
11.4 Safe Streets and Roads for All Subcommittee		OTO	No
11.5 Safety Plan Development		OTO	No
<b>TOTAL</b>	<b>\$201,765</b>		

Table 2

Funding Totals

Task	Local Funding			Federal Funding					Total	Percent (%)
	Local Match 16.6114%	City Utilities	In-Kind 2.0259%	CPG 65.2121%	STBG 18.2127%	Complete Streets and 2.5% Set Aside Safe & Access Trans	SS4A Discretionary Grant	5307		
1	\$ 44,463	\$ -	\$ -	\$ 223,200	\$ -	\$ -	\$ -	\$ -	\$ 267,663	18.08%
2	\$ 18,799	\$ -	\$ 30,000	\$ 244,968	\$ -	\$ -	\$ -	\$ -	\$ 293,767	10.90%
3	\$ 32,033	\$ -	\$ -	\$ 160,807	\$ -	\$ -	\$ -	\$ -	\$ 192,840	7.16%
4	\$ 18,746	\$ -	\$ -	\$ 94,102	\$ -	\$ -	\$ -	\$ -	\$ 112,848	4.19%
5	\$ 5,626	\$ -	\$ -	\$ 28,243	\$ -	\$ -	\$ -	\$ -	\$ 33,869	1.26%
6	\$ 4,739	\$ -	\$ -	\$ 23,787	\$ -	\$ -	\$ -	\$ -	\$ 28,526	1.06%
8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,269	\$ -	\$ -	\$ 79,269	2.94%
9	\$ 77,901	\$ -	\$ -	\$ 138,858	\$ 255,256	\$ -	\$ -	\$ -	\$ 472,015	17.52%
<b>Total</b>	<b>\$ 202,306</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 913,966</b>	<b>\$ 255,256</b>	<b>\$ 79,269</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,480,797</b>	
Total of CPG/STBG Expenses									\$ 1,480,797	63.11%
7	Value of MoDOT "Direct Cost"								\$ 60,000	
Total of CPG/STBG Work Program									\$ 1,540,797	
10	\$ -	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,000	\$ 210,000	
11	\$ 40,353	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 161,412	\$ -	\$ 201,765	
<b>Totals</b>	<b>\$ 40,353</b>	<b>\$ 42,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 161,412</b>	<b>\$ 168,000</b>		
Total of Transportation Planning Work									\$ 1,952,562	

Table 3

Anticipated Contracts by Cost & Equipment Over \$5,000 (Tasks 1-10)

CPG/STBG Anticipated Contracts by Cost & Equipment Over \$5,000		
Cost Category	Budgeted Amount FY 2025	Equipment Purchase
Building Lease	\$ 54,060.00	No
Cleaning Services	\$ 4,680.00	No
Data Acquisition	\$ 25,000.00	No
ESRI Licensing	\$ 7,000.00	No
Insurance (Directors & Officers, Errors & Omissions, Professional Liability, Workers Compensation, Network Defender)	\$ 11,336.00	No
IT Managed Services	\$ 12,500.00	No
Online TIP Tool	\$ 25,000.00	No
Payroll Services/Cafeteria Plan Administration	\$ 4,000.00	No
Professional Services for Operations (Accounting, Audit, HR, Legal)	\$ 45,000.00	No
Transportation Consultant/Modeling Services:		No
Grant Applications and Other Studies As Needed	\$ 150,000.00	No
Travel Demand Model Update	\$ 12,000.00	No
Webhosting	\$ 8,000.00	No

Table 4

CPG/STBG Eligible Funding FY 2025

Total Value of OTO/Springfield Metropolitan Transportation Planning Work Tasks 1-6 & 9	\$ 1,401,528
Plus Value of Task 7 MoDOT Direct Costs Credit	\$ 60,000
Total Value of OTO/Springfield Metropolitan Transportation Planning Work	\$ 1,461,528
Federal Pro-Rata Share	80%
<b>Federal CPG &amp; STBG Funding Eligible</b>	<b>\$ 1,169,222</b>
Federal CPG 2.5% Set Aside and Complete Streets	\$ 79,269
Federal Pro-Rata Share	100%
<b>Additional Federal 2.5% Set Aside CPG Funding Eligible</b>	<b>\$ 79,269.00</b>

\*The value of MoDOT Direct Costs (Traffic Studies) makes an additional \$48,000 (\$60,000 X .80) of Federal CPG funding available for budgeted actual cost. The total direct cost value amount of \$60,000 allows the actual cost of CPG funded transportation planning costs to be funded at 83.38% federal.

Table 5

Budgeted Revenue for Actual CPG/STBG Costs FY 2025

**Budgeted Revenue for Actual Costs FY 2025**

<b>Ozarks Transportation Organization Revenue</b>	<b>Total Amount Budgeted</b>	
Federal CPG Funding Eligible	\$	913,966
Federal CPG 2.5% Set Aside & Complete Streets (added in CPG revenue line)	\$	79,269
<b>Total CPG Revenue</b>	<b>\$</b>	<b>993,235</b>
Surface Transportation Block Grant	\$	255,256
Local Match to be Provided	\$	202,306
Value of In-Kind Match	\$	30,000
MoDOT Direct Costs	\$	60,000
<b>Total OTO Revenue</b>	<b>\$</b>	<b>1,540,797</b>

## Table 6

### Consolidated Planning Grant Available Balance

OTO CPG Fund Balance as of 2/29/2024 (includes FY 2024 estimated allocation)*		\$1,388,630.02
Less Remaining Expenses to be Billed for FY 2024		(\$456,329.82)
PLUS FY 2025 CPG Expected Allocation		<u>\$813,834.00</u>
TOTAL Estimated CPG Funds Available for FY 2025 UPWP		\$1,746,134.20
<b>LESS CPG Funds Programmed for FY 2025</b>	<b>\$</b>	<b>(993,235)</b>
<b>Remaining Unprogrammed Balance</b>		<b>\$752,898.80</b>

\*Previously allocated, but unspent CPG Funds through 2/29/2024

#### Justification for Carryover Balance

The projected carryover balance of \$752,898.80 represents less than one year of federal planning funding allocations to OTO. OTO is funded by a combined Federal Highway and Federal Transit grant through the Missouri Department of Transportation.

Table 7

UPWP FY 2025 Budget

	<b>FY 2025</b>
	<b>Jul '24 - Jun '25</b>
<b>Ordinary Revenue/Expenditures</b>	
<b>Revenue</b>	
<b>Other Types of Income</b>	
In-Kind Match	\$ 90,000
<b>Total Other Types of Income</b>	<b>\$ 90,000</b>
<b>OTO Revenue</b>	
Consolidated Planning Grant (CPG) FHWA & FTA	\$ 993,235
Local Jurisdiction Dues/Project Fees Match	\$ 187,306
Local Jurisdiction Studies Match	\$ 15,000
Surface Transportation Block Grant	\$ 255,256
<b>Total Revenue</b>	<b>\$ 1,540,797</b>
<b>Expenditures</b>	
<b>Personnel</b>	
Mobile Data Plans	\$ 3,240
Payroll Services	\$ 3,500
Salaries and Fringe	\$ 956,931
Professional Services (Accounting, Audit, HR, Leg:	\$ 45,000
<b>Total Personnel</b>	<b>\$ 1,008,671</b>
<b>Operating</b>	
Dues/Memberships	\$ 8,000
Education/Training/Travel	\$ 29,000
Food/Meeting Expense	\$ 8,000
Legal/Bid Notices	\$ 1,200
Postage/Postal Services	\$ 500
Printing/Mapping Services	\$ 2,500
Staff Mileage Reimbursement	\$ 4,000
Telephone/Internet	\$ 7,000
<b>Total Operating</b>	<b>\$ 60,200</b>

<b>Commodities</b>	
Office Supplies/Furniture	\$ 6,365
Public Input Promotional Items	\$ 635
Publications	\$ 700
<b>Total Commodities</b>	<b>\$ 7,700</b>
<b>Information Technology</b>	
Computer Upgrades/Equipment Replacement	\$ 7,000
GIS Licenses	\$ 7,000
IT Maintenance Contract	\$ 12,500
Software	\$ 4,500
Webhosting	\$ 8,000
<b>Total Technology</b>	<b>\$ 39,000</b>
<b>Insurance</b>	
Directors and Officers	\$ 3,744
General Liability/Property	\$ 4,784
Workers Compensation	\$ 1,248
Network Defender	\$ 1,560
<b>Total Insurance</b>	<b>\$ 11,336</b>
<b>Service/Projects</b>	
Aerial Photography	\$ 25,000
Data Acquisition	\$ 30,000
Rideshare	\$ 250
TIP Tool Maintenance	\$ 20,000
Transportation Consulting Services	\$ 150,000
Travel Demand Model Update	\$ 12,000
<b>Total Service/Projects</b>	<b>\$ 237,250</b>
<b>Building</b>	
Building Lease	\$ 54,060
Common Area Maintenance Expense	\$ 23,000
Maintenance	\$ 1,500
Office Cleaning	\$ 4,680
Utilities	\$ 3,400
<b>Total Building</b>	<b>\$ 86,640</b>
<b>In-Kind Match Expense</b>	
Direct Cost - MoDOT Salaries	\$ 60,000
Membership Attendance at Meetings	\$ 30,000
<b>Total In-Kind Match Expense</b>	<b>\$ 90,000</b>
<b>Total Expenditures</b>	<b>\$ 1,540,797</b>
<b>Net Revenue Over Expenditures</b>	<b>\$ -</b>

## A – Related Planning Activities

### FTA 5303 - City Utilities Work Program

#### Task 10 – CU Transit Planning

##### Purpose

Activities by City Utilities (CU) Transit utilizing Transit Planning funds. CU is the primary fixed-route transit operator in the OTO region. Fixed route service is provided within the City of Springfield seven days a week. City Utilities also offers paratransit service for those who cannot ride the fixed-route bus due to a disability or health condition.

##### Work Elements

##### **10.1 Operational Planning**

*Timeframe – July 2024 to June 2025*

- Route analysis
- City Utilities Transit grant submittal and tracking.
- City Utilities Transit collection and analysis of data required for the National Transit Database Report, both monthly and annual.
- City Utilities Transit participation in Ozarks Transportation Organization committees and related public hearings.
- CU Transit collection of data required to implement the requirements of the Americans with Disabilities Act and non-discriminatory practices (FTA Line Item Code 44.24.00)

##### **10.2 ADA Accessibility Planning**

*Timeframe – July 2024 to June 2025*

- CU Transit plans ADA accessibility projects for non-traditional ADA projects funded by Section 5310 grants.

##### **10.3 Transit Fixed Route/Regional Service Analysis Implementation**

*Timeframe – July 2024 to June 2025*

- CU will implement recommendations of the ConnectSGF Transit Optimization Study.

##### **10.4 Service Planning**

*Timeframe – July 2024 to June 2024*

- Collection of data from paratransit operations as required.
- CU Transit development of route and schedule alternatives to make services more efficient and cost-effective within current hub and spoke system operating within the City of Springfield (FTA Line Item Code 44.23.01)
- Title VI service planning.

##### **10.5 Financial Planning**

*Timeframe – July 2024 to June 2024*

- CU Transit preparation and monitoring of long and short-range financial and capital plans and identification of potential revenue sources.



## 10.6 Competitive Contract Planning

*Timeframe – July 2024 to June 2025*

- CU Transit will study opportunities for transit cost reductions using third-party and private sector providers.

## 10.7 Safety, Security, and Drug/Alcohol Control Planning

*Timeframe – July 2024 to June 2025*

- Implementation of additional safety and security policies as required by federal legislation.

## 10.8 Transit Coordination Plan Implementation

*Timeframe – July 2024 to June 2025*

- Updating and implementation of the Transit Coordination Plan, due to Section 5310 grants and MAP-21 changes – to include annual training for applicants of 5310 funding and a focus on education, including media outreach.

## 10.9 Program Management Plan Implementation

*Timeframe – July 2024 to June 2025*

- Review the existing program management plan to ensure compliance with FAST Act and future reauthorization.

## 10.10 Data Collection and Analysis

*Timeframe – July 2023 to June 2025*

- Update demographics for CU's Title VI and LEP Plans as needed.
- CU will collect and analyze, ridership data for use in transit planning and other OTO planning efforts.
- TAM Plan – As an agency on MoDOT's TAM plan, CU gathers data, performs asset analysis and reporting activities to provide data to MODOT for inclusion in the MODOT TAM Plan.
- PTASP Plan – CU will be gathering safety risk data, establishing benchmarks and participating in reporting activities for the PTASP plan as required by FTA in 49 CFR Part 637.

### Anticipated Outcomes

- Operational Planning
- ADA Accessibility Planning
- Service Planning
- Financial Planning
- Competitive Contract Planning
- Safety, Security and Drug and Alcohol Planning
- Data Collection and Analysis

### Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2024 year-end report, which will be incorporated upon completion in July 2024.

- Operational Planning
- ADA Accessibility Planning
- Fixed Route Analysis
- Service Planning

- Financial Planning
- Competitive Contract Planning
- Safety, Security and Drug and Alcohol Planning
- Transit Coordination Plan
- Data Collection and Analysis

## FHWA Discretionary Grant

### Task 11 – Safe Streets and Roads for All Grant

#### Purpose

The OTO has been awarded a Safe Streets and Roads for All discretionary grant for the development of a regional safety action plan. This grant is directly with FHWA and is shown in the UPWP as a planning document.

#### Work Elements

##### 11.1 Data Collection and Analysis

*Timeframe – July 2024 to June 2025*

- Data Acquisition
- Consulting firm to analyze data
- Contracted data collection efforts to support safety plan prioritization

##### 11.2 Public Input

*Timeframe – July 2024 to June 2025*

- Public input consultant to ensure engagement and targeted materials for diverse population engagement

##### 11.3 Travel Model Updates

*Timeframe – July 2024 to June 2025*

- Travel demand model scenarios to assist with safety plan prioritization

##### 11.4 Safe Streets and Roads for All Advisory Committee

*Timeframe – July 2024 to June 2025*

- Stakeholder committee of various community groups, OTO member jurisdictions, safety advocates, and safety experts
- Guide analysis and priorities of the plan

##### 11.5 Safety Plan Development

*Timeframe – July 2024 to June 2025*

- Review of existing policies, programs, and engineering solutions
- Development of performance targets
- Identification of education programs and behavioral modifications that can accompany engineered improvements
- Development of engineering improvements
- Plan Document/Adoption Process

#### Anticipated Outcomes

- Data acquisition
- Public Input
- Safe Streets and Roads for All Advisory Committee meetings
- Final Adopted/Approved Plan

## Location of Referenced Documents

FY 2024 UPWP – <https://www.ozarkstransportation.org/uploads/documents/11-FY-2024-UPWP-Revised.pdf>

Public Participation Plan - <https://media.ozarkstransportation.org/documents/OTO-2020-Public-Participation-Plan.pdf>

Public Participation Plan Annual Evaluation -  
<https://www.ozarkstransportation.org/uploads/media/PPPeval2022.pdf>

*Transportation Plan 2045* -  
[https://www.ozarkstransportation.org/uploads/documents/Amendment2\\_Destination2045\\_07212022.pdf](https://www.ozarkstransportation.org/uploads/documents/Amendment2_Destination2045_07212022.pdf)

Regional Bicycle and Pedestrian Trail Investment Study  
<https://media.ozarkstransportation.org/documents/Towards-A-Regional-Trail-System.pdf>  
[https://media.ozarkstransportation.org/documents/OTO\\_Trail\\_Investment\\_Study\\_Complete.pdf](https://media.ozarkstransportation.org/documents/OTO_Trail_Investment_Study_Complete.pdf)  
[https://media.ozarkstransportation.org/documents/OTO\\_TIS\\_Nixa\\_Addendum.pdf](https://media.ozarkstransportation.org/documents/OTO_TIS_Nixa_Addendum.pdf)

Bylaws - <https://www.ozarkstransportation.org/our-resources/policies>

Title VI Program - <https://www.ozarkstransportation.org/uploads/documents/Title-VI-ADA-Program-2021-Approved.pdf>

Limited English Proficiency Plan - <https://www.ozarkstransportation.org/uploads/documents/LEP-2021.pdf>

Congestion Management Process - <https://media.ozarkstransportation.org/documents/CMP-Monitoring-and-Strategy-Evaluation-2020-Approved-Reduced.pdf>

Bicycle and Pedestrian Report - [https://www.ozarkstransportation.org/uploads/documents/CY21Report-09132022\\_230324\\_190643.pdf](https://www.ozarkstransportation.org/uploads/documents/CY21Report-09132022_230324_190643.pdf)

State of Transportation Report – [https://www.ozarkstransportation.org/uploads/documents/SOT-2021-12\\_220916\\_184341.pdf](https://www.ozarkstransportation.org/uploads/documents/SOT-2021-12_220916_184341.pdf)

Clean Air Action Plan - <https://media.ozarkstransportation.org/documents/2020CAAP.pdf>

FY 2024-2025 Transportation Improvement Program and Amendments -  
<https://www.ozarkstransportation.org/what-we-do/transportation-improvement-program>

Annual Listing of Obligated Projects -  
[https://www.ozarkstransportation.org/uploads/documents/15\\_FY2023ALOPReport.pdf](https://www.ozarkstransportation.org/uploads/documents/15_FY2023ALOPReport.pdf)

Federal Funds Balance Report - <https://www.ozarkstransportation.org/what-we-do/transportation-improvement-program/federal-funds-status>

Transit Coordination Plan - <https://www.ozarkstransportation.org/uploads/documents/TCP-2022-Approved.pdf>

Program Management Plan - <https://media.ozarkstransportation.org/documents/Program-Management-Plan-2018.pdf>

Year End UPWP Progress Report – To be updated upon year end.