



OZARKS TRANSPORTATION ORGANIZATION

A METROPOLITAN PLANNING ORGANIZATION

DRAFT

Unified Planning Work Program

Fiscal Year 2021

(July 1, 2020 – June 30, 2021)

APPROVED BY OTO BOARD OF DIRECTORS: TBD

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 he/she or any specific class of persons has been subjected to discrimination prohibited by Title VI or related statutes or regulations may, herself/himself 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.

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

By mail:	Ozarks Transportation Organization 2208 W Chesterfield Blvd., Suite 101 Springfield, MO 65807
By Telephone:	417-865-3042, Ext. 100
By Fax:	417-862-6013
By Email	staff@ozarkstransportation.org

Or download it by going to www.ozarkstransportation.org.

The preparation of this report was financed in part by Metropolitan Planning Funds from the Federal Transit Administration and Federal Highway Administration, administered by the Missouri Department of Transportation. Its contents do not necessarily reflect the official views or policies of the U.S. DOT.

Table of Contents

Table of Contentsi

Introduction.....1

Task 1 – OTO General Administration4

Task 2 – OTO Committee Support.....7

Task 3 – General Planning and Plan Implementation10

Task 4 – Project Selection and Programming.....14

Task 5 – OTO Transit Planning.....16

Task 6 – City Utilities Transit Planning (FTA 5307 funding for City Utilities).....18

Task 7 – Special Studies and Projects 21

Task 8 – Transportation Demand Management23

Task 9 – MoDOT Transportation Studies and Data Collection24

Financial Summary26

OTO Boundary Map.....28

OTO Organization Chart29

Appendix A30

Appendix B32

Introduction

The Unified Planning Work Program (UPWP) is a description of the proposed activities of the Ozarks Transportation Organization during Fiscal Year 2020 (July 2020 - June 2021). 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. All tasks are to be completed by OTO staff unless otherwise identified.

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 at:

https://media.ozarkstransportation.org/documents/2017_Public_Participation_Plan.pdf

The planning factors used as a basis for the creation of the UPWP are:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and freight;
- 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;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- Enhance travel and tourism.

Important Metropolitan Planning Issues

The mission of the Ozarks Transportation Organization is:

“To Provide a Forum for Cooperative Decision-Making in Support of an Excellent Transportation System.”

In fulfilling that mission, much staff time and effort are spent bringing together decision-makers who make funding and planning decisions that better the transportation network, including all modes. Transportation Plan 2040 is continuing to guide the decisions of the region.

Destination 2045, the Metropolitan Transportation Plan update, is underway. The public input process started in early 2020, and the initial draft should be ready for public comment in early 2021. While the plan has yet to be developed, the community seems to have a renewed interest in multimodal transportation. In addition, the lack of adequate revenue will be an obvious issue.

Staff will continue to prioritize projects for placement in the Transportation Improvement Program and Statewide Transportation Improvement Program. The work done during the last fiscal year in determining the best way to prioritize projects will be implemented during the next year. With the lack of needed funding, this will be a difficult task.

Committee work will continue to look at Traffic Incident Management and Coordination, Transit Coordination and Bicycle and Pedestrian Planning.

Most of the work undertaken by OTO recurs annually. This work includes preparation of the Transportation Improvement Program, work with committees, soliciting public involvement, and implementing the various plans adopted by the OTO.

Anticipated Consultant Contracts

The table below lists the anticipated consultant contracts for the 2021 Fiscal Year. Most of the contracts listed below are carryover multi-year contracts.

<u>Cost Category</u>	<u>Budgeted Amount FY 2021</u>
Travel Sensing & Travel Time Services Project	\$3,000
Audit	\$4,640
Professional Services Fees	\$24,000
Data Storage/Backup	\$4,400
IT Maintenance Contract	\$12,000
Online TIP Tool Maintenance	\$9,600
Travel Demand Model Update	\$15,000
Transportation Consultant/Modeling Services	\$30,000
Webhosting	\$900
Payroll	\$2,700
Total Consultant Usage	\$106,240

Items to be purchased that exceed \$5,000

IT Maintenance Contract	\$12,000
Online TIP Tool Maintenance	\$9,600
Professional Services Fees	\$24,000
Transportation Consultant/Modeling Services	\$30,000
Travel Demand Model Update	\$15,000
Tablet Upgrade	\$11,500

Task 1 - OTO General Administration

Conduct daily administrative activities including accounting, payroll, maintenance of equipment, software, and personnel needed for federally required regional transportation planning activities.

Work Elements **Estimated Cost**

1.1 Financial Management \$35,901

July to June

Responsible Agency – OTO

- Preparation of quarterly financial reports, payment requests, payroll, and year-end reports to MoDOT.
- Maintenance of OTO accounts and budget, with reporting to Board of Directors.
- Dues calculated, and statements mailed.

1.2 Financial Audit \$7,000

August to December

Consultant Contract

Responsible Agency – OTO

- Conduct an annual and likely single audit of FY 2020 and report to Board of Directors.
- Implement measures as suggested by audit.

1.3 Unified Planning Work Program (UPWP) \$11,250

July to June

Responsible Agency – OTO

- Amendments to the FY 2021 UPWP as necessary.
- Development of the FY 2022 UPWP, including subcommittee meetings, presentation at Technical Planning Committee and Board of Directors Meetings, and public participation in accordance with the OTO Public Participation Plan.
- UPWP Quarterly Progress Reports.
- Invoicing and Year-end Report
- Obtain Board of Directors, MoDOT and ONE DOT approval of FY2022 UPWP

1.4 Travel and Training \$47,500

July to June

Responsible Agency – OTO

- Travel to meetings regionally nationally and statewide. Training and development of OTO staff and OTO members through educational programs that are related to OTO work committees.
Possible training includes:
 - Association of MPOs Annual Conference
 - Mid-American Geographic Information Consortium (MAGIC) Conference
 - Institute for Transportation Engineers Conferences including meetings of the Missouri Valley Section and Ozarks Chapter
 - ITE Web Seminars
 - Missouri Chapter and National, American Planning Association Conference and Activities
 - Geographic Information Systems (GIS) Advanced Training (ESRI’s Arc Products)
 - Missouri Public Transit Association Annual Conference

- MoDOT, Local and OTO Planning Partners Meetings
- MoDOT Statewide Planning Partner Meeting (Jefferson City)
- Government Finance Officers Association
- Employee Educational Assistance
- Provide Other OTO Member Training Sessions, as needed and appropriate
- Transportation Research Board Training and Conference
- Performance Based Planning Training

1.5 General Administration and Contract Management..... \$25,000

July to June

Responsible Agency – OTO

- Coordinate contract negotiations
- Update the governing Memorandum of Understanding.
- Prepare contract Addendums.
- Legal Services.
- Bylaw amendments as needed.

1.6 Electronic Support for OTO Operations \$36,000

July to June

Responsible Agency – OTO

- Maintain and update website www.ozarkstransportation.org.
- Maintain and update website www.Let'sGoSmart.org.
- Maintain and update OTO Facebook and Twitter pages.
- Software updates.
- Web hosting, backup services and maintenance contracts. **Consultant Contract**
- Graphics and website updates.

End Products for FY 2021

- Complete quarterly progress reports, payment requests and the end-of-year report provided to MoDOT.
- Financial reporting to the Board of Directors.
- Calculate dues and send out statements.
- FY 2020 Audit Report.
- Adoption of FY 2022 UPWP.
- Execute annual CPG Grant.
- FY 2021 UPWP Amendments as needed.
- Attendance of OTO staff and OTO members at the various training programs.
- Legal Document revisions as needed.
- Monthly content updates to websites.
- Social media postings.
- Graphics for documents.
- Legal services.
- Updated By-laws

Tasks Completed in FY 2020

- Quarterly progress reports, payment requests and year end reports for MoDOT (Completed June 2020).
- Quarterly Financial Reporting to the Board of Directors (Completed June 2020).
- Dues calculated and mailed statements for FY 2020 (Completed April 2020).
- FY 2019 Audit Report (December 2019).
- FY 2021 UPWP developed and approved by OTO Board of Directors, MoDOT and ONE DOT (Completed June 2020).
- Staff attended various conferences and training (Completed June 2020).
- Monthly website maintenance (Completed June 2020).
- Social Media Postings.
- Graphics for documents.
- Legal Services
- UPWP Amendments and Administrative Modifications.

Training Attended in FY 2020

- Missouri GIS Conference
- Ohio Freight Conference/MAFC Conference
- Highway Safety & Traffic Blueprint Conference
- APA Conferences
- Association of Metropolitan Planning Organizations Annual Conference
- Grants Management Training- Grants Management USA
- MoDOT AV/CV Workshop
- OCITE Training
- SHRM and SAHRA Training
- AGA and GFOA Trainings
- MoDOT Statewide Planning Partner Meeting (Jefferson City)

Funding Sources

Local Match Funds	\$26,415	18.0851%
Federal CPG Funds	\$115,541	71.0359%
Federal STBG Funds	\$17,695	10.879%
Total Funds	\$162,651	100.00%

Task 2 – OTO Committee Support

Support various committees of the OTO and participate in various community committees directly relating to regional transportation planning activities.

Work Elements **Estimated Cost**

2.1 OTO Committee Support\$145,000

July to June

Responsible Agency – OTO

- 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.

2.2 Community Committee Participation \$19,205

July to June

Responsible Agency – OTO

- Participate in and encourage collaboration among various community committees directly related to transportation. Committees include:
 - City of Springfield Traffic Advisory Board
 - Community Partnership Transportation Collaborative
 - CU Fixed Route Advisory Committee
 - Missouri Public Transit Association
 - MoDOT Blueprint for Safety
 - Ozarks Clean Air Alliance and Clean Air Action Plan Committee
 - Ozark Greenways Technical Committee
 - Ozark Greenways Sustainable Transportation Advocacy Resource Team (STAR Team)
 - SeniorLink Transportation Committee
 - The Springfield Area Chamber of Commerce Transportation Committee
 - The Southwest Missouri Council of Governments Board and Transportation Advisory Committee
 - Area Chambers of Commerce
 - Worked with Springfield Transportation Collaborative (Completed June 2020).
 - Other committees as needed

2.3 OTO Policy and Administrative Documents \$10,000

July to June

Responsible Agency – OTO

- Process amendments to bylaws, policy documents, and administrative staff support consistent with the OTO organizational growth.

2.4 Public Involvement..... \$32,500

July to June

Responsible Agency – OTO

- Maintain OTO website with public comments posted by work product.
- Publish public notices and press releases.
- 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.

2.5 Member Attendance at OTO Meetings..... \$36,000

July to June

Responsible Agencies – OTO and Member Jurisdictions

- OTO member jurisdiction member’s time spent at OTO meetings.

End Products for FY 2021

- 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.
- Revisions to bylaws, inter-local agreements, and the Public Participation Plan as needed.
- Document meeting attendance for in-kind reporting.
- Public input tracked and published.
- Continued work with the MoDOT Blueprint for Safety.
- Implementation of PPP through website and press release.
- Annual PPP Evaluation.

Tasks Completed in FY 2020

- Conduct meetings, prepare agendas and meeting minutes for OTO Committees, Subcommittees, and Board of Directors.
- Documented meeting attendance for in-kind reporting (Completed June 2020).
- Staff participated in multiple community committees (Completed June 2020).
- Update of Public Participation Plan (PPP) and implementation of PPP through website and press releases (Completed June 2020).
- Public input tracked and published (Completed June 2020).
- Staff attended meetings and worked with the MO Coalition of Roadway Safety SW District to evaluate projects (Completed June 2020).
- One Bylaw Amendment.
- Annual PPP Evaluation.

Funding Sources

Local Match Funds	\$7,893	14.1687%
In-kind Services*	\$36,000	3.9164%
Federal CPG Funds	\$172,408	71.0359%
Federal STBG Funds	\$26,404	10.879%
Total Funds	\$242,705	100.00%

*The maximum amount of in-kind credit available to the OTO is 80% of the total value of in-kind time.

Task 3 – General Planning and Plan Implementation

This task addresses general planning activities, including the OTO Long Range Transportation Plan (LRTP), approval of the functional classification map, the Congestion Management Process (CMP), and the Bicycle and Pedestrian Plan, as well as the implementation of related plans and policies. FAST Act guidance will continue to be incorporated as it becomes available.

Work Elements **Estimated Cost**

3.1 OTO Long Range Transportation Plan (LRTP), *Transportation Plan 2040*..... \$38,000

July to June

Responsible Agency – OTO

- Process amendments to the Long-Range Transportation Plan, including the Major Thoroughfare Plan.
- Continued Implementation of Action Items
- One-page summary report on status of implementation plan

3.2 Performance Measures..... \$23,705

July to June

Responsible Agency – OTO

- Continue to set and monitor performance targets, in coordination with MoDOT and City Utilities, as outlined in MAP-21 and continued by the FAST Act.
- Production of an annual state of transportation report to monitor the performance measures as outlined in the Long-Range Transportation Plan, incorporating connections to FAST Act performance measures.

3.3 Congestion Management Process Implementation..... \$12,000

July to December

Responsible Agency – OTO

- Coordinate ongoing data collection efforts.
- Review goals and implementation strategies to ensure effective measurements are being used for evaluation of the system.
- Use travel time data for Annual Report.
- Conduct before and after analysis for completed projects.

3.4 Federal Functional Classification Maintenance and Updates..... \$5,300

July to June

Responsible Agency – OTO

- Annual call for updates.
- Other periodic requests will be processed as received.
- Seek approval of requests by OTO Board, MoDOT, and USDOT.

3.5 Bicycle and Pedestrian Plan Implementation..... \$25,000

July to June

Responsible Agency – OTO

- The Bicycle and Pedestrian Advisory Committee will continue the coordination and monitoring of the implementation of the OTO Bicycle and Pedestrian Plan and Regional Bicycle and Pedestrian Trail Investment Study.

3.6 Freight Planning \$9,500

July to June

Responsible Agency – OTO

- Participate in the Southwest Missouri Freight Advisory Committee. The goal is to analyze local goods movement and identify essential freight corridors.
- Participation in the Heartland Freight Technology Plan.
- Coordinate local stakeholders for Heartland Freight Technology Plan.

3.7 Traffic Incident Management Planning..... \$9,500

July to June

Responsible Agency – OTO

- Continued Implementation of the Traffic Incident Management Action Plan.

3.8 Air Quality Planning..... \$7,500

July to June

Responsible Agency – OTO

- Staff serves on the Ozarks Clean Air Alliance along with the Springfield Department of Environmental Services, which is implementing the regional Clean Air Action Plan, in hopes to preempt designation as a non-attainment area for ozone and PM_{2.5}.

3.9 Hazard Environmental Assessment \$5,000

July to December

Responsible Agency – OTO

- Use database to identify endangered species and flood vulnerable facilities with potential transportation improvements.

3.10 Demographics and Future Projections \$17,400

July to June

Responsible Agency – OTO

- Continue to analyze growth and make growth projections for use in transportation decision-making by collecting and compiling development data into a demographic report that will be used in travel demand model runs, plan updates, and planning assumptions.

3.11 Geographic Information Systems (GIS) \$39,000

July to June

Responsible Agency – OTO

- Continue developing the Geographic Information System (GIS) and work on inputting data into the system that will support Transportation Planning efforts. Specific emphasis will be given to incorporating traffic data.
- GIS licenses.

3.12 Mapping and Graphics Support for OTO Operations \$18,700

December to June

Responsible Agency – OTO

- Development and maintenance of mapping and graphics for OTO activities, including, but not limited to, the OTO website, OTO publications, and other printed or digital materials.

3.13 Support for Jurisdictions Plans \$10,500

July to June

Responsible Agency – OTO

- Provide support for Long Range Transportation Planning for member jurisdictions.
- Development a transportation planning one-sheet handout and host short trainings as requested.

3.14 Studies of Parking, Land Use, and Traffic Circulation \$7,000

July to June

Responsible Agency – OTO

- Studies that are requested by member jurisdictions to look at traffic, parking, or land use.

3.15 Transportation Consultant/Modeling Services \$30,000

July to June

Consultant Contract

Responsible Agency – OTO

- Travel Demand Model Scenarios to assist with Long Range Transportation Plan implementation.
- Data collection efforts to support the OTO planning products, signal timing, and transportation decision-making.

3.16 Civil Rights Compliance \$5,500

July to June

Responsible Agency – OTO

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

3.17 Travel Demand Model Update \$15,000

July to June

Consultant Contract

Responsible Agency – OTO

- Develop model scenario for financially constrained 20-year project list.

3.18 Transportation Plan 2045 \$39,700

July to June

Responsible Agency – OTO

- Continue to develop Draft Plan
- Seek public input on Draft
- Final Plan adoption

End Products for FY 2021

- Amendments to the LRTP as necessary.
- Continued implementation of Bicycle and Pedestrian Plan with report documenting accomplishments.
- Continued monitoring of attainment status.
- Demographic Report.
- Annual State of Transportation Report.
- Studies in accordance with Long Range Transportation Plan as needed.
- Federal Functional Classification Map maintenance and updates.
- GIS maintenance and mapping.
- Travel Demand Model update.
- Transportation data in GIS.
- Other projects as needed.
- Semiannual DBE reporting submitted to MoDOT.
- Title VI/ADA semiannual reporting and complaint tracking submitted to MoDOT.
- Implementation of Traffic Incident Management Action Plan.
- Adoption of ongoing performance targets as needed.

Tasks Completed in FY 2020

- Major Thoroughfare Plan Amendments
- Maintenance of GIS System Layers (Completed June 2020).
- Continued Monitoring of Attainment Status (Completed June 2020).
- Performance Measure Report (Completed July 2019).
- Assist jurisdictions compliance with Major Thoroughfare Plan.
- Annual State of Transportation Report.
- Bike/Ped Implementation Report (October 2019)
- Called for Federal Function Class Updates.
- TIM Implementation Report.
- DBE Report submitted to MoDOT (Completed October 2019 and April 2020).
- Title VI Questionnaire Report submitted to MoDOT (Completed October 2019 and February 2020).
- Title VI Annual Survey submitted to MoDOT (Completed February 2020).
- Completed travel time analysis for prioritization purposes.
- Aerial Photography files received
- Congestion Management Process Update

Funding Sources

Local Match Funds	\$57,567	18.0851%
Federal CPG Funds	\$226,111	71.0359%
Federal STBG Funds	\$34,627	10.879%
Total Funds	\$318,305	100.00%

Task 4 – Project Selection and Programming

Prepare a four-year program for anticipated transportation improvements and amendments as needed.

Work Elements **Estimated Cost**

4.1 FY 2021-2024 Transportation Improvement Program (TIP)..... \$16,000

July to August

Responsible Agency – OTO

- Complete and publish the 2021-2024 TIP.
 - Item should be on the July Technical Planning Committee Agenda and the August Board of Directors Agenda.

4.2 FY 2022-2025 Transportation Improvement Program (TIP)..... \$26,000

October to June

Responsible Agency – OTO

- Begin development of the 2022-2025 TIP.
- Conduct the Public Involvement Process for the TIP (October-August).
- Work with the TIP subcommittees.
- Complete Draft document.

4.3 Project Programming..... \$21,705

July to June

Responsible Agency – OTO

- Process all modifications to the FY 2020-2023 and the FY 2021-2024 TIPs including the coordination, advertising, public comment, Board approval and submissions to MoDOT for incorporation in the STIP.
- Solicit and advertise for projects.
- Award funding and program projects.

4.4 Federal Funds Tracking \$13,200

July to June

Responsible Agency – OTO

- Gather obligation information and develop the Annual Listing of Obligated Projects and publish to website.
- Monitor STBG-Urban and TAP balances.
- Track area cost-share projects.
- Publish Funds Balance Report two times per year.
- Track reasonable progress on project implementation following programming.

4.5 Online TIP Tool Maintenance \$9,600

July to June

Consultant Contract

Responsible Agency – OTO

- Maintenance contract for web-based tool to make an online searchable database for projects.

4.6 STIP Project Prioritization and Scenarios \$17,500

July to June

Responsible Agency – OTO

- Revise Prioritization Criteria and score projects.
- Subcommittee meetings to rank projects
- Final recommendations provided to MoDOT

End Product(s) for FY 2021

- TIP amendments, as needed.
- Draft of the FY 2022-2025 Transportation Improvement Program.
- Approved FY 2021-2024 Transportation Improvement Program.
- Annual Listing of Obligated Projects.
- Federal Funds Balance Reports.
- Online searchable database of TIP projects.
- Award funding and program projects.
- STIP Prioritization and Scenarios
- Revised Prioritization Criteria as warranted
- Publish Funds Balance Report

Tasks Completed in FY 2020

- Amended the FY 2020-2023 TIP numerous times (Completed June 2020).
- Annual Listing of Obligated Projects for FY 2020 (Completed December 2019).
- Maintained fund balance information (Completed June 2020).
- Published funds balance report
- Maintained online searchable database of TIP projects (Completed June 2020).
- Draft 2021-2024 TIP
- Revised Prioritization Criteria

Funding Sources

Local Match Funds	\$18,810	18.0851%
Federal CPG Funds	\$73,880	71.0359%
Federal STBG Funds	\$11,315	10.879%
Total Funds	\$104,005	100.00%

Task 5 – OTO Transit Planning

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 **Estimated Cost**

5.1 Operational Planning..... \$8,000

July to June

Responsible Agencies – OTO

- 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 Implementation..... \$10,800

July to June

Responsible Agencies – OTO, Human Service Transit Providers

- Transit Coordination Plan Implementation with one-page report on status of action items.
<https://media.ozarkstransportation.org/documents/Transit-Coordination-Plan-2017.pdf>
- As part of the TIP process, a competitive selection process will be conducted for selection of projects utilizing relevant federal funds.
- 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..... \$5,000

July to June

Responsible Agencies – OTO

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

5.4 Data Collection and Analysis..... \$10,000

July to June

Responsible Agencies – OTO

- 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 \$6,000
July to June

Responsible Agencies – OTO

- OTO will assist the City of Springfield in transit planning for the Impacting Poverty Commission support initiatives.
- Assist City of Springfield in exploring high frequency transit.
- Attend Missouri Public Transit Board meetings.

5.6 ADA/Title VI Appeal Process \$3,000
July to June

Responsible Agencies – OTO

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

End Products for FY 2021

- Transit agency coordination
- Special Studies
- LCBT agendas, minutes, and meetings.
- CU Transit ADA/Title VI Appeals as requested.
- Data collection
- PMP review
- Monitor 5310 vehicle delivery and OTO balance.
- Continued Transit Coordination Plan Implementation
- Regional paratransit coordination
- Transit Signal Priority Committee

Tasks Completed in FY 2020

- Solicited for 5310 FTA funding, rank applications and program projects for TIP amendments (Completed December 2019).
- LCBT agenda, minutes, and meetings (Completed June 2020)
- Transit agency coordination
- CU Transit Services Origin/Destination Accessibility Analysis

Funding Sources

Local Match Funds	\$7,741	18.0851%
Federal CPG Funds	\$30,403	71.0359%

Federal STBG Funds	\$4,656	10.879%
Total Funds	\$42,800	100%



Task 6 – City Utilities Transit Planning (FTA 5307 Funding for City Utilities)

Work Elements **Estimated Cost**

6.1 Operational Planning **\$123,312**

July to June

Responsible Agencies – City Utilities

- Route analysis.
- City Utilities Transit grant submittal and tracking.
- City Utilities Transit collection and analysis of data required for the National Transit Database Report.
- 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).

6.2 ADA Accessibility **\$22,000**

July to June

Responsible Agencies – City Utilities

- CU Transit ADA accessibility projects for the past New Freedom grants and future Section 5310 grants.

6.3 Transit Fixed Route and Regional Service Analysis Implementation **\$8,100**

July to June

Responsible Agencies – City Utilities

- CU will implement recommendations of the Transit Fixed Route Regional Service Analysis.

6.4 Service Planning **\$54,000**

July to June

Responsible Agencies – City Utilities

- 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.

6.5 Financial Planning **\$37,000**

July to June

Responsible Agency – City Utilities

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

6.6 Competitive Contract Planning \$1,780

July to June

Responsible Agencies – City Utilities

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

6.7 Safety, Security and Drug and Alcohol Control Planning..... \$5,900

July to June

Responsible Agencies – City Utilities

- Implementation of additional safety and security policies as required by FAST Act.

6.8 Transit Coordination Plan Implementation..... \$6,000

July to June

Responsible Agencies – City Utilities and Ozarks Transportation

- 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.

6.9 Program Management Plan \$3,000

July to June

Responsible Agencies – City Utilities

- Review the existing program management plan to ensure compliance with FAST Act and future reauthorization. Depending on final federal guidance Section 5339 grants may require a Program Management Plan.

6.10 Data Collection and Analysis \$8,908

July to June

Responsible Agencies – City Utilities

- Update demographics for CU’s Title VI and LEP Plans.
- CU will collect and analyze, ridership data for use in transit planning and other OTO planning efforts.
- TAM Plan – CU will be conducting the data gathering, asset analysis and reporting activities to send asset data to MODOT to be included on the MODOT TAM Plan.

End Products for FY 2021

- Operational Planning
- ADA Accessibility
- Fixed Route Analysis
- Service Planning
- Financial Planning
- Competitive Contract Planning
- Safety Planning

- Transit Coordination Plan
- Program Management Plan
- Data Collection & Analysis

Tasks to be Completed in FY 2020

- Operational Planning
- ADA Accessibility
- Fixed Route Analysis
- Service Planning
- Financial Planning
- Competitive Contract Planning
- Safety, Security and Drug and Alcohol Planning
- Transit Coordination Plan
- Data Collection & Analysis

Funding Sources

CU Match Funds	\$54,000	20%
FTA 5307 Funds	\$216,000	80%
Total Funds	\$270,000	100%

Task 7 – Special Studies and Projects

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 from the Long-Range Transportation Plan.

Work Elements **Estimated Cost**

7.1 Continued Coordination with entities that are implementing Intelligent Transportation Systems **\$8,750**

July to June

Responsible Agency – OTO

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

7.2 Grant Applications **\$6,500**

July to June

Responsible Agency – OTO

- Working on partnerships with DOT, HUD, EPA, and USDA through developing applications for discretionary funding programs for livability and sustainability planning. Project selection could result in OTO administering livability/sustainability-type projects.

7.3 Other Special Studies in accordance with the Adopted Long-Range Transportation Plan **\$11,500**

July to June

Responsible Agency – OTO

- Studies relating to projects in the Long-Range Transportation Plan.
- Continued work with City of Springfield to update the Comprehensive Plan.
- Continued work with City of Republic to update the Comprehensive Plan.
- Continued work with City of Nixa to update the Comprehensive Plan.
- Continued work with City of Strafford to update the Comprehensive Plan.

7.4 Travel Sensing & Travel Time Service Project..... **\$3,000**

July to June

Responsible Agency – OTO

- Ongoing maintenance of WiFi travel time units.

End Products for FY 2021

- ITS Coordination.
- Grant Applications.
- Study for projects in the Long-Range Transportation Plan.

Tasks Completed in FY 2020

- ITS Coordination (Completed June 2020).
- Worked with City of Springfield Comprehensive Plan Update.
- Worked with City of Republic Comprehensive Plan Update.

- Ongoing maintenance of Wifi travel time units.
- Explored BUILD Grant/INFRA Grant Opportunities.

Funding Sources

Local Match Funds	\$5,380	18.0851%
Federal CPG Funds	\$21,133	71.0359%
Federal STBG Funds	\$3,237	10.879%
Total Funds	\$29,750	100.00%

Task 8 – Transportation Demand Management

Planning Activities to support the Regional Rideshare program, as well as efforts to manage demand on the transportation system.

Work Elements **Estimated Cost**

8.1 Coordinate Employer Outreach Activities..... \$4,000

July to June

Responsible Agencies – OTO, City of Springfield

- 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.
- Update the Rideshare Brochure design and publication.

8.2 Collect and Analyze Data to Determine Potential Demand..... \$15,000

July to June

Responsible Agency – OTO

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

End Product(s) for FY 2021

- Annual report of TDM activities, including number of users, employer promotional activities, results of location data analysis, and benefits to the region.

Tasks Completed in FY 2020

- Annual report of TDM activities, including number of users, employer promotional activities, results of location data analysis, and benefits to the region.
- Updated Rideshare Brochure.
- New Rideshare Informational signs to reflect transition to web-based system

Funding Sources

Local Match Funds	\$3,436	18.0851%
Federal CPG Funds	\$13,497	71.0359%
Federal STBG Funds	\$2,067	10.879%
Total Funds	\$19,000	100.00%



Task 9 – MoDOT Transportation Studies & Data Collection

Work Elements **Estimated Cost**

MoDOT Transportation Studies and Data Collection \$23,724
July to June MoDOT Southwest District - \$23,724
 Responsible Agency – MoDOT Southwest District

- MoDOT, in coordination with OTO and using non-federal funding, performs several activities to improve the overall efficiency of the metropolitan transportation system.
 - OTO and MoDOT work to conduct a 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 would be conducted to provide accident data for use in the Congestion Management Process.
 - Speed studies would be 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 travel time collection units.

MoDOT Position	Annual Salary	Annual Fringe	Annual Additive	Total	% Time	Eligible
Traffic Center Manager	\$73,956	\$55,460	\$8,335	\$137,750	1%	\$ 1,378
Senior Traffic Study Specialist	\$55,968	\$43,532	\$6,308	\$105,808	7%	\$ 7,407
Senior Traffic Study Specialist	\$60,276	\$57,178	\$6,793	\$124,247	1%	\$ 1,242
Senior Information Systems Technologist	\$49,056	\$45,583	\$5,529	\$100,167	5%	\$ 5,008
Senior Traffic Technician	\$41,088	\$41,174	\$4,631	\$86,893	10%	\$ 8,689
Total						\$ 23,724

End Products for FY 2021

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

Tasks Completed in FY 2020

- Annual traffic counts within the OTO area for MoDOT roadways (Completed June 2020) .
- Annual crash data (Completed June 2020).
- Speed Studies (Completed June 2020).
- Signal Timing (Completed June 2020).

Funding Sources

Value of MoDOT Direct Costs	\$23,724
	<u>X 80%</u>
Credit amount available for local match	\$18,979.20
(Federal pro-rata share of value of direct costs – no actual funds)	

Expenditure Summary by Work Task

Task	Local Funding			Federal Funding			Total	Percent (%)
	Local Match (14.999%)	City Utilities	In-Kind (3.8785%)	CPG (71.0359%)	STBG (10.879%)	5307		
1	\$29,415			\$115,541	\$17,695		\$162,651	13.68%
2	\$7,893		\$36,000	\$172,408	\$26,404		\$242,705	20.41%
3	\$57,567			\$226,111	\$34,627		\$318,305	26.77%
4	\$18,810			\$73,880	\$11,315		\$104,005	8.75%
5	\$7,741			\$30,403	\$4,656		\$42,800	3.60%
6		\$54,000				\$216,000	\$270,000	22.70%
7	\$5,380			\$21,133	\$3,237		\$29,750	2.50%
8	\$3,436			\$13,497	\$2,067		\$19,000	1.60%
TOTAL	\$130,243	\$54,000	\$36,000	\$652,973	\$100,000	\$216,000	\$1,189,216	100.00%
9	Value of MoDOT "Direct Cost"						\$23,724	
Total of Transportation Planning Work							\$1,212,940	

Federal Consolidated Planning Grant (CPG) & Surface Block Transportation Grant (STBG) Funding FY 2021 UPWP

	Amount Budgeted
Estimated Actual Costs of Tasks 1-8	\$1,189,216
Minus City Utilities Transit (FTA 5307 Funding)	(\$270,000)
Actual Total Ozarks Transportation Organization Expenditures	\$919,216
PLUS, Value of Task 8 MoDOT Direct Costs Credit	\$23,724
Total Value of OTO/Springfield Metropolitan Transportation Planning Work	\$942,940
Federal Pro-Rata share	80%
Federal CPG and STBG Funding Eligible	\$754,352

*Federal Funding as a percentage of total OTO actual transportation planning costs is 82.0647% (\$754,352/\$919,216). The value of MoDOT Direct Costs allows the OTO to include an additional \$18,979.20 in Federal CPG funding.

Budgeted Revenue for Actual Costs FY 2021 UPWP

Ozarks Transportation Organization Revenue	Total Amount Budgeted
Federal CPG Funding Eligible	\$654,352
Surface Transportation Block Grant	\$100,000
Local Match to be Provided	\$128,864
Value of In-Kind Match	\$36,000
Total OTO Revenue	\$919,216

Total Available Federal Revenue for FY 2020 UPWP Work Activities

(MO-81-0013) CPG Fund Balance as of 12/31/2019*	\$663,552.12
Less remaining CPG funds to be spent FY 2020	<u>\$400,145.52</u>
Estimated Remaining Balance of Previous FY Funds on 6/30/20	\$263,406.60
FY 2020 CPG Funds allocation (Received February 2020)	<u>\$637,262.00</u>
TOTAL Estimated CPG Funds Available for FY 2021 UPWP	\$900,668.60
TOTAL CPG Funds Programmed for FY 2021	<u>-\$652,973.00</u>
CPG Fund Balance estimated remaining at fiscal year-end 2021	\$247,695.60
FY 2021 Estimated CPG Funds allocation**	<u>\$637,262.00</u>
Remaining Unprogrammed Balance****	\$884,957.60

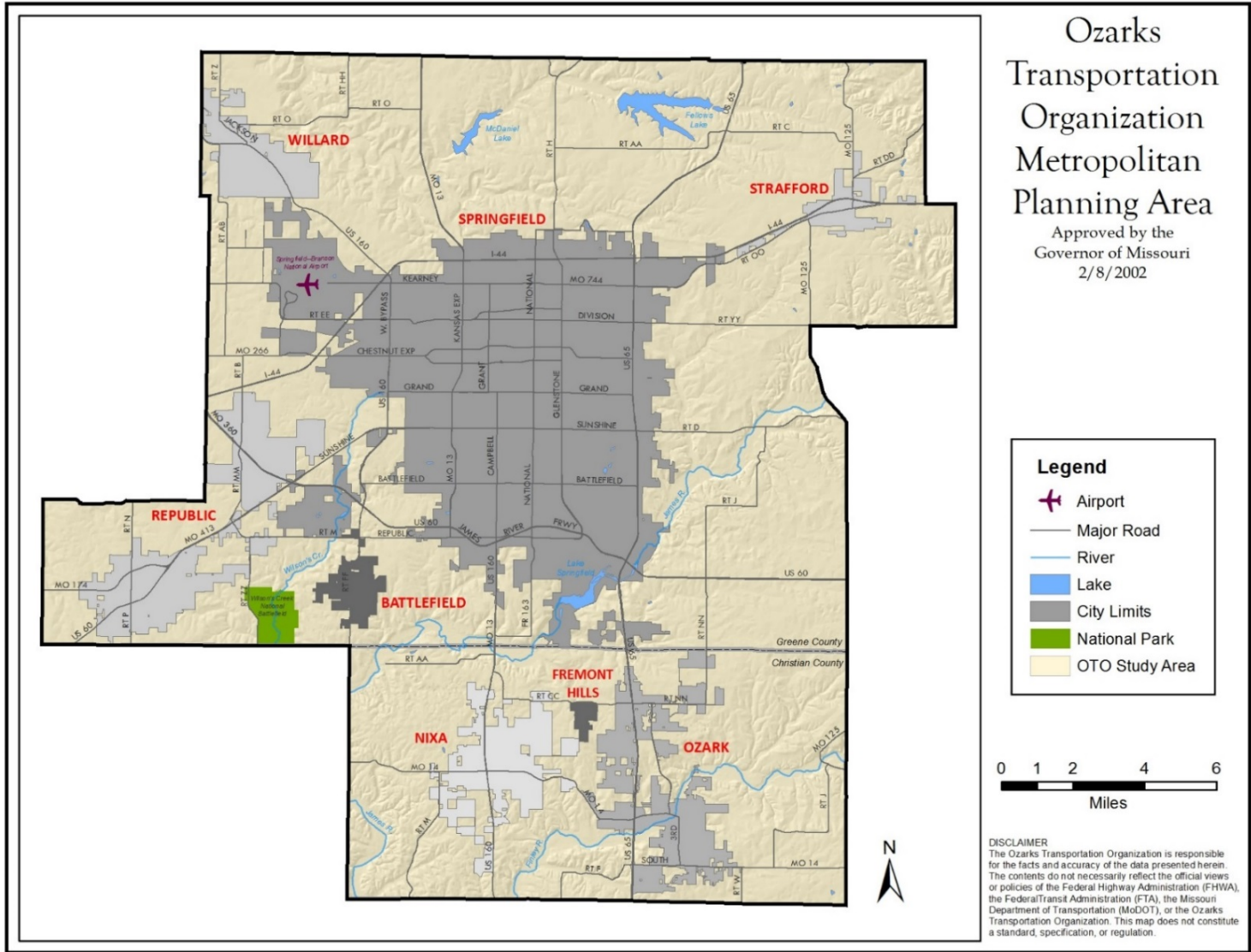
*Previously allocated, but unspent CPG Funds through 12/31/2019.

**The FY 2021 Estimated CPG Funds Available is an estimated figure based on the FAST ACT funding bill. The FY 2020 allocation is expected to be released by Spring 2020 making the funds unavailable for the majority of the FY 2020. Funding is essentially one fiscal year behind expenses. FY 2021 allocation will not likely be available in FY 2021 and therefore FY 2020 funds will be used in FY 2021.

****Previously allocated but unprogrammed CPG funds available at the end of FY 2020 for use in FY 2021.

Justification for Carryover Balance

The projected carryover balance of \$884,957.60 represents more 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. OTO cannot spend full current year allocations due to congressional inaction to fully appropriate annual authorizations for transportation.



Ozarks Transportation Organization Organizational Chart

Ozarks Transportation Organization Planning Staff
100% Dedicated to Transportation Planning

