



OZARKS TRANSPORTATION ORGANIZATION  
A METROPOLITAN PLANNING ORGANIZATION

## **Unified Planning Work Program**

**Fiscal Year 2018**

(July 1, 2017 – June 30, 2018)

APPROVED BY OTO BOARD OF DIRECTORS: April 20, 2017

APPROVED BY USDOT: May 8, 2017

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## Introduction

The Unified Planning Work Program (UPWP) is a description of the proposed activities of the Ozarks Transportation Organization during Fiscal Year 2018 (July 2017 - June 2018). 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:

[http://www.ozarkstransportation.org/Documents/OTO\\_PPP\\_Rev\\_A\\_BOD\\_approved041615.pdf](http://www.ozarkstransportation.org/Documents/OTO_PPP_Rev_A_BOD_approved041615.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.

With the passage of the Fixing American’s Surface Transportation (FAST) Act, funding over the next five years will be more stable than in the past. Through the goals of the long range metropolitan plan, OTO is working in partnership with MoDOT and the OTO member jurisdictions to determine how that funding can be best programmed. OTO will be updating the Transportation Improvement Program this year, which will reflect these priority projects, as seen in Task 4.

Performance measurement is becoming more integrated into the OTO planning process. OTO has adopted the first Performance Measures related to transit and is planning to adopt safety Performance Measures this winter. OTO will work in coordination with MoDOT to set additional measures for the region. This work will fall into Task 3 and will continue in future years.

OTO continues to track air quality in the region and participate on the regional Ozarks Clean Air Alliance. Currently, OTO remains in attainment for both PM<sub>2.5</sub> and Ozone, even with the recent tightening of the standards. With the recovering economy and increased traffic, however, OTO understands that this is still a concern that requires constant awareness. Air quality activities can be seen in Task 3, which participation on the OCAA is in Task 2.

OTO’s work program for FY 2018 is poised to tackle existing and forthcoming transportation planning issues. Continued staff training and public outreach, as well as improved data collection and planning efforts, ensures the region can prepare for the ever-changing future.

With the adoption of Transportation Plan 2040, The Metropolitan Transportation Plan, in 2016, much work is underway. Implementation of the actions outlined in the plan will continue in the next fiscal year.

Community discussions have been increasing on how to provide transportation options, especially to the under privileged. In addition, the community Health Improvement Plan has outline active transportation as a priority.

**Anticipated Consultant Contracts**

The table below lists the anticipated consultant contracts for the 2018 Fiscal Year. Most of the contracts listed below are carryover multi-year contracts.

<i>Cost Category</i>	<i>Budgeted Amount FY 2018</i>
Aerial Photography	\$25,000
Audit	\$4,600
Professional Services Fees	\$24,000
Data Storage/Backup	\$4,500
IT Maintenance Contract	\$12,000
Online TIP Tool Maintenance	\$9,600
Regional Bicycle and Pedestrian Trail Investment Study	\$63,980
Transportation Consultant/Modeling Services	\$36,000
VOIP Phone System	\$6,500
<b>Total Consultant Usage</b>	<b>\$186,180</b>

**Items to be purchased that exceed \$5,000**

Aerial Photography - \$25,000  
 GIS Licenses - \$5,000  
 IT maintenance Contract - \$12,000  
 Online TIP Tool Maintenance - \$9,600  
 Professional Services Fees - \$24,000  
 Regional Bicycle and Pedestrian Trail Investment Study - \$63,980  
 Transportation Consultant/Modeling Services - \$36,000  
 VOIP Phone System - \$6,500

**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 ..... \$34,000**

*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 2017 and report to Board of Directors.
- Implement measures as suggested by audit.

**1.3 Unified Planning Work Program (UPWP) ..... \$9,000**

*January to June*

Responsible Agency – OTO

- Amendments to the FY 2018 UPWP as necessary.
- Development of the FY 2019 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.

**1.4 Travel and Training.....\$39,000**

*July to June*

Responsible Agency – OTO

- Travel to meetings both regionally 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
  - ESRI User Conference
  - Missouri GIS 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 Planning Partners Meetings

- GFOA
- AICP Exam
- Employee Educational Assistance
- Provide Other OTO Member Training Sessions, as needed and appropriate
- Transportation Research Board Training and Conference

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

*July to June*

Responsible Agency – OTO

- Coordinate contract negotiations and Memorandums of Understanding.
- Prepare contract and Memorandums of Understandings Addendums.
- Legal Services.
- Bylaw amendments as needed.

**1.6 Electronic Support for OTO Operations .....\$32,820**

*July to June*

Responsible Agency – OTO

- Maintain and update website [www.ozarkstransportation.org](http://www.ozarkstransportation.org).
- Maintain and update website [www.giveusyourinput.org](http://www.giveusyourinput.org).
- Maintain and update OTO Facebook and Twitter pages.
- Software updates.
- Web hosting, backup services and maintenance contracts. **Consultant Contract**
- Graphics and website design. **Consultant Contract**
- VOIP Phone System. **Consultant Contract**

**End Products for FY 2018**

- 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 2017 Audit Report.
- The FY 2019 UPWP approved by OTO Board of Directors and MoDOT.
- FY 2018 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.
- Revisions to OTO websites.
- Legal services.



**Tasks Completed in FY 2017**

- Quarterly progress reports, payment requests and year end reports for MoDOT (Completed June 2017).
- Quarterly Financial Reporting to the Board of Directors (Completed June 2017).
- Dues calculated and mailed statements for FY 2018 (Completed April 2017).
- FY 2017 Audit Report (December 2017).
- FY 2018 UPWP approved by OTO Board of Directors and MoDOT (Completed June 2017).
- Staff attended various conferences and training (Completed June 2017).
- Monthly websites maintenance (Completed June 2017).
- DBE Report submitted to MoDOT (Completed October 2016 and April 2017).
- DBE Annual Goal Approved (Completed December 2016).
- Title VI Questionnaire Report submitted to MoDOT (Completed October 2016 and February 2017).
- Title VI Annual Survey submitted to MoDOT (Completed February 2017).

**Training Attended Included in FY 2017**

- MoAPA Conference
- Association of Metropolitan Planning Organizations Annual Conference
- Programming ArcGIS with Python Workshops
- OCITE Training
- FTA MPOwerment Roundtable
- MoDOT Planning Partner Meetings
- American Planning Association Annual Conference
- Basic Responder Class
- Smart Growth America Transit Lessons for Springfield
- FHWA TPM Pre-Workshop on Data Capacity
- Webinars: Road Diet, Planning Law, MPO Coordination Rule, Making the Business Case for TIM, Let's Talk Performance Webinars – Basics of Target Setting, Safety Target Settings

**Funding Sources**

Local Match Funds	\$29,364	20.00%
Federal CPG Funds	\$117,456	80.00%
<b>Total Funds</b>	<b>\$146,820</b>	<b>100.00%</b>



**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 ..... \$135,000**

*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 meetings and Traffic Incident Management.
- Respond to individual committee requests.
- Facilitate and administer any OTO subcommittees formed during the Fiscal Year.

**2.2 Community Committee Participation .....\$11,000**

*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
  - Other committees as needed

**2.3 OTO Policy and Administrative Documents ..... \$5,000**

*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..... \$28,000**

*July to June*

Responsible Agency – OTO

- Maintain [www.GiveUsYourInput.org](http://www.GiveUsYourInput.org) 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.



**2.5 Member Attendance at OTO Meetings .....\$10,000**

*July to June*

Responsible Agencies – OTO and Member Jurisdictions

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

**End Products for FY 2018**

- 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 MO Coalition of Roadway Safety SW District.
- Implementation of PPP through website and press release.
- Annual PPP Evaluation.

**Tasks Completed in FY 2017**

- Conducted Bicycle and Pedestrian Advisory Committee, Board of Directors, Executive Committee, and Local Coordinating Board for Transit meetings (Completed June 2017).
- Conducted Congestion Management Process, TIP/STIP Project Priorities FY 2018-2022, Transportation Alternative Program, Traffic Incident Management, and Unified Planning Work Program subcommittee meetings (Completed June 2017).
- Prepared agendas and minutes (Completed June 2017).
- Documented meeting attendance for in-kind reporting (Completed June 2017).
- Staff participated in multiple community committees (Completed June 2017).
- Update of Public Participation Plan (PPP) and implementation of PPP through website and press releases (Completed June 2017).
- Public input tracked and published (Completed June 2017).
- Staff attended meetings and worked with the MO Coalition of Roadway Safety SW District to evaluate projects (Completed June 2017).

**Funding Sources**

Local Match Funds	\$27,800	14.80%
In-kind Services*	\$10,000	5.20%
Federal CPG Funds	\$151,200	80.00%
<b>Total Funds</b>	<b>\$189,000</b>	<b>100.00%</b>

\*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* ..... \$16,500**

*July to June*

Responsible Agency – OTO

- Process amendments to the Long Range Transportation Plan, including the Major Thoroughfare Plan.

**3.2 Performance Measures ..... \$60,500**

*July to June*

Responsible Agency – OTO

- Coordinate with MoDOT on efforts to address national performance measures as outlined in MAP-21 and continued by the FAST Act.
- Production of an annual transportation report card to monitor the performance measures as outlined in the Long Range Transportation Plan, incorporating connections to MAP-21 performance measures.

**3.3 Congestion Management Process Implementation..... \$10,672**

*July to December*

Responsible Agency – OTO

- Coordinate data collection efforts for FY 2018.
- Review goals and implementation strategies to ensure effective measurements are being used for evaluation of the system.
- Use travel time data for Annual Report.

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

*July to June*

Responsible Agency – OTO

- The annual call for updates will be made and requests processed.
- Other periodic requests will be processed as received.

**3.5 Bicycle and Pedestrian Plan Implementation ..... \$15,000**

*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 Bicycle Destination Plan ..... \$15,000**

*July to June*

Responsible Agency – OTO

- Add Christian County to current Bicycle Destination Plan to include a bicycle wayfinding plan.

**3.7 Freight Planning ..... \$5,000**

*July to June*

Responsible Agency – OTO

- Participate in the Southwest Missouri Freight Advisory Committee.

**3.8 Traffic Incident Management Planning ..... \$5,000**

*July to June*

Responsible Agency – OTO

- Traffic Incident Management Action Plan Implementation.

**3.9 Air Quality Planning ..... \$5,000**

*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<sub>2.5</sub>.

**3.10 Hazard Environmental Assessment ..... \$10,000**

*July to June*

Responsible Agency – OTO

- Conduct an Environmental Assessment to identify endangered species and flood vulnerable facilities.

**3.11 Demographics and Future Projections ..... \$14,000**

*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.

**3.12 Geographic Information Systems (GIS) ..... \$35,000**

*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 (\$5,000 ESRI Contract).

**3.13 Mapping and Graphics Support for OTO Operations ..... \$16,500**

*July 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.

**3.14 Support for Jurisdictions Plans..... \$5,200**

*July to June*

Responsible Agency – OTO

- Provide support for Long Range Transportation Planning for member jurisdictions.

**3.15 Studies of Parking, Land Use, and Traffic Circulation..... \$10,000**

*July to June*

Responsible Agency – OTO

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

**3.16 Transportation Consultant/Modeling Services.....\$36,000**

*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.
- Determination of daily/hourly roadway capacities based on geometry.
- Analyze predictive crash rates for crash analysis.

**3.17 Civil Rights Compliance ..... \$10,500**

*July to June*

Responsible Agency – OTO

- Meet federal and state reporting requirements for Title VI and Americans with Disabilities Act (ADA).
- Adopt annual DBE goal.
- 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.

**3.18 Regional Trail Bicycle and Pedestrian Investment Study ..... \$63,980**

*November to June*

Consultant Contract

- Completion of a regional trail investment study to provide cost estimates and determine location feasibility.

**3.19 Aerial Photography .....\$25,000**

*July to August*

Responsible Agency – OTO

- Cooperatively Purchase Aerial Photography with the City of Springfield, City Utilities and other

local jurisdictions. OTO's cost is approximately 11% of the overall cost of \$230,641. 100% of the OTO portion will be used for regional transportation planning.

### End Products for FY 2018

- Amendments to the LRTP as necessary.
- Bicycle Destination Plan.
- Continued implementation of Bicycle and Pedestrian Plan with report documenting accomplishments.
- Continued monitoring of attainment status.
- Demographic Report.
- Hazard/Environmental Assessment.
- Annual Transportation Report Card (includes Performance Measures).
- Studies in accordance with Long Range Transportation Plan as needed.
- Federal Functional Classification Map maintenance and updates.
- GIS maintenance and mapping.
- Additional Travel Demand Model Scenarios as needed.
- 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.
- Adopted Regional Trail Investment Study.
- Aerial Photography electronic files.
- TIM Implementation Report.

### Tasks Completed in FY 2017

- Adopted Long Range Transportation Plan (LRTP) Update.
- LRTP Five-Year Implementation Plan.
- LRTP Executive Summary.
- Traffic Incident Management Action Plan.
- Travel Demand Model Scenarios (Completed June 2017).
- Assist jurisdictions with adoption and compliance with the Major Thoroughfare Plan.
- One amendment to the Major Thoroughfare Plan (Completed February 2016).
- Recommend critical urban freight corridors to MoDOT.
- Maintenance of GIS System Layers (Completed June 2017).
- Continued Monitoring of Attainment Status (Completed June 2017).
- Performance Measure Report (Completed December 2016).
- CMP Update (Completed April 2017).
- Annual Traffic Report Card (completed in June 2017)
- LEP Update.
- Title VI/ADA Program Update.
- Regional Bicycle and Pedestrian Trail Investment Study underway with end product to be presented to Board at August 2017 meeting.

**Funding Sources**

Local Match Funds	\$72,830	20.00%
Federal CPG Funds	\$291,322	80.00%
<b>Total Funds</b>	<b>\$364,152</b>	<b>100.00%</b>



**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 2018-2021 Transportation Improvement Program (TIP) .....\$15,000**

*July to August*

Responsible Agency – OTO

- Complete and publish the 2018-2021 TIP.
  - Item should be on the July Technical Planning Committee Agenda and the August Board of Directors Agenda.

**4.2 FY 2019-2022 Transportation Improvement Program (TIP) ..... \$30,000**

*March to June*

Responsible Agency – OTO

- Begin development of the 2019-2022 TIP.
- Conduct the Public Involvement Process for the TIP (March-August).
- Work with the TIP subcommittees (June).
- Complete Draft document.

**4.3 Project Programming ..... \$25,500**

*July to June*

Responsible Agency – OTO

- Process all modifications to the FY 2017-2020 and the FY 2018-2021 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.
- Review Prioritization Process and Priority Projects of Regional Significance for possible updates.

**4.4 Federal Funds Tracking..... \$4,476**

*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.
- 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.

**End Product(s) for FY 2018**

- TIP amendments, as needed.
- Draft of the FY 2019-2022 Transportation Improvement Program.
- Approved FY 2018-2021 Transportation Improvement Program.
- Annual Listing of Obligated Projects.
- Federal Funds Balance Reports.
- Online searchable database of TIP projects.
- Award funding and program projects.
- Update Priority Projects of Regional Significance and Prioritization Process.

**Tasks Completed in FY 2017**

- Amended the FY 2017-2020 TIP numerous times (Completed June 2017).
- Annual Listing of Obligated Projects (Completed December 2016).
- Maintained fund balance information (Completed June 2017).
- Maintained online searchable database of TIP projects (Completed June 2017).

**Funding Sources**

Local Match Funds	\$16,915	20.00%
Federal CPG Funds	\$67,661	80.00%
<b>Total Funds</b>	<b>\$84,576</b>	<b>100.00%</b>

**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 ..... \$6,000**

*July to June*

Responsible Agencies – OTO

- OTO staff shall support operational planning functions including surveys, analysis of headways and schedules, and development of proposed changes in transit services.
- 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.

**5.3 Transit Coordination Plan Implementation ..... \$10,300**

*July to June*

Responsible Agencies – OTO, Human Service Transit Providers

- Transit Coordination Plan Implementation.
- 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.

**5.4 Program Management Plan Review ..... \$5,000**

*July to June*

Responsible Agencies – OTO

- Review and/or update the existing program management plan to ensure compliance with FAST ACT.

**5.5 Data Collection and Analysis ..... \$9,500**

*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.

**5.6 Community Support ..... \$5,000**

*July to June*

Responsible Agencies – OTO

- OTO will assist the City of Springfield in transit planning for the Impacting Poverty Commission support initiatives.

**5.7 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 2018**

- Transit agency coordination
- Solicit for FTA funding, rank applications and program projects for FY 2019-2021 TIP.
- Special Studies
- LCBT agendas, minutes, and meetings.
- Transit Survey
- CU Transit ADA/Title VI Appeals processed.
- Data collection
- PMP review

**Tasks Completed in FY 2017**

- Transit Coordination Plan Implementation
- Solicit for FTA funding, rank applications and program projects for FY 2017-2019 TIP amendments (Completed December 2016).
- LCBT agenda, minutes, and meetings (Completed June 2017)
- Transit agency coordination
- Regional paratransit coordination
- Human Services Transportation Coordination Plan Update
- Transit Signal Priority Committee
- Survey of comparable transit agencies

**Funding Sources**

Local Match Funds	\$7,760	20%
Federal CPG Funds	\$31,040	58%
<b>Total Funds</b>	<b>\$38,800</b>	<b>100%</b>



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

**Work Elements** **Estimated Cost**

**6.1 Operational Planning..... \$130,688**

*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..... \$20,000**

*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..... \$10,000**

*July to June*

Responsible Agencies – City Utilities

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

**6.4 Service Planning..... \$60,000**

*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..... \$53,000**

*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..... \$2,000**

*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.....\$6,000**

*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

- 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..... \$10,000**

*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.

**End Products for FY 2018**

- 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 2017**

- 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	\$60,138	20%
FTA 5307 Funds	\$240,550	80%
<b>Total Funds</b>	<b>\$300,688</b>	<b>100%</b>

**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  
\$8,306**

*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 to support Livability/Sustainable Planning..... \$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 .....  
..... \$8,500**

*July to June*

Responsible Agency – OTO

- Studies relating to projects in the Long Range Transportation Plan.
- Work with City of Springfield to update the Growth Management and Land Use Plan.

**End Products for FY 2018**

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

**Tasks Completed in FY 2017**

- ITS Coordination (Completed June 2017).
- Worked with Springfield’s Impacting Poverty Group (Completed June 2017).

**Funding Sources**

Local Match Funds	\$4,661	20.00%
Federal CPG Funds	\$18,645	80.00%
<b>Total Funds</b>	<b>\$23,306</b>	<b>100.00%</b>



**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**

**Coordinate Employer Outreach Activities..... \$3,000**

*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.

**Collect and Analyze Data to Determine Potential Demand ..... \$2,000**

*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 2018**

- 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 publication

**Funding Sources**

Local Match Funds	\$1,000	20.00%
Federal CPG Funds	\$4,000	80.00%
<b>Total Funds</b>	<b>\$5,000</b>	<b>100.00%</b>



**Task 9 – MoDOT Transportation Studies & Data Collection**

**MoDOT Transportation Studies and Data Collection .....\$91,679**

*July to June* MoDOT Southwest District - \$91,679

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.

**Source of Eligible MoDOT Match**

MoDOT Position	Annual Salary	Annual Fringe	Annual Additives	TOTAL	% Time	Eligible
Traffic Center Manager	\$69,732	\$44,682	\$24,859	\$139,273	15	\$20,891
Traffic Study Specialist	\$48,696	\$29,019	\$16,145	\$93,860	30	\$28,158
Information Systems Specialist	\$39,936	\$25,592	\$14,238	\$79,766	10	\$7,977
Senior Traffic Studies Technician	\$38,556	\$24,705	\$13,745	\$77,006	45	\$34,653
<b>Total Eligible Match</b>						\$91,679
<b>Total Match Requested</b>						<b>\$91,679</b>

**End Products for FY 2018**

- 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 2017**

- Annual traffic counts within the OTO area for MoDOT roadways (Completed June 2017).
- Annual crash data (Completed June 2017).
- Speed Studies (Completed June 2017).
- Signal Timing (Completed June 2017).

**Funding Sources**

Value of MoDOT Direct Costs                      \$91,679

\_\_\_\_\_ X 80%

Credit amount available for local match   \$73,343

(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	City Utilities	In-Kind	CPG	5307		
1	\$29,364			\$117,456		\$146,820	12.74%
2	\$27,800		\$10,000	\$151,200		\$189,000	16.40%
3	\$72,830			\$291,322		\$364,152	31.60%
4	\$16,915			\$67,661		\$84,576	7.34%
5	\$7,760			\$31,040		\$38,800	3.37%
6		\$60,138			\$240,550	\$300,688	26.09%
7	\$4,661			\$18,645		\$23,306	2.02%
8	\$1,000			\$4,000		\$5,000	0.43%
<b>TOTAL</b>	<b>\$160,330</b>	<b>\$60,138</b>	<b>\$10,000</b>	<b>\$681,324</b>	<b>\$240,550</b>	<b>\$1,152,342</b>	<b>100.00%</b>
9	Value of MoDOT "Direct Cost"					\$91,679	
<b>Total of Transportation Planning Work</b>						<b>\$1,244,021</b>	

## Federal Consolidated Planning Grant (CPG) Funding FY 2018 UPWP

	Amount Budgeted
Estimated Actual Costs of Tasks 1-8	\$1,152,342
Minus City Utilities Transit (FTA 5307 Funding)	-\$300,688
Actual Total Ozarks Transportation Organization Expenditures	\$851,654
PLUS Value of Task 8 MoDOT Direct Costs Credit	+\$91,679
Total Value of OTO/Springfield Metropolitan Transportation Planning Work	\$943,333
Federal Pro-Rata share	80%*

Federal CPG Funding Eligible

**\$754,666**

\*Federal Funding as a percentage of total OTO actual transportation planning costs is actually 88.6% (\$754,666/\$851,654). The value of MoDOT Direct Costs allows the OTO to include an additional \$73,343 in Federal CPG funding.

## Budgeted Revenue FY 2018 UPWP

Ozarks Transportation Organization Revenue	Total Amount Budgeted
Consolidated FHWA/FTA PL Funds (CPG Funds)	\$754,666
MoDOT "Direct Costs" Match	\$18,336
Local Match to be Provided/In-kind Match	\$170,331
<b>Total Ozarks Transportation Organization Revenue</b>	<b>\$943,333</b>
CU Revenue (FTA 5307 Funding for City Utilities)	Total Amount Budgeted
City Utilities Transit Planning – FTA 5307 Funding	\$240,550
City Utilities Local Match	\$60,138
<b>Total CU Revenue</b>	<b>\$300,688</b>
<b>TOTAL Budgeted Revenue for FY 2018 UPWP</b>	<b>\$1,244,021</b>

**Total Available Federal Revenue for FY 2018 UPWP Work Activities**

(MO-81-0013) CPG Fund Balance as of 1/31/2017*	\$835,474.26
Less remaining CPG funds to be spent FY 2017	<u>\$382,378.65</u>
	\$453,095.61
FY 2017 Estimated CPG Funds allocation	\$570,848.00
FY 2018 Estimated CPG Funds allocation**	<u>\$582,265.00</u>
TOTAL Estimated CPG Funds Available for FY 2018 UPWP	\$1,606,208.61
TOTAL CPG Funds Programmed for FY 2018	(\$754,666.00)
<b>Remaining Unprogrammed Balance****</b>	<b>\$851,542.61</b>

\*Previously allocated, but unspent CPG Funds through 1/31/2017.

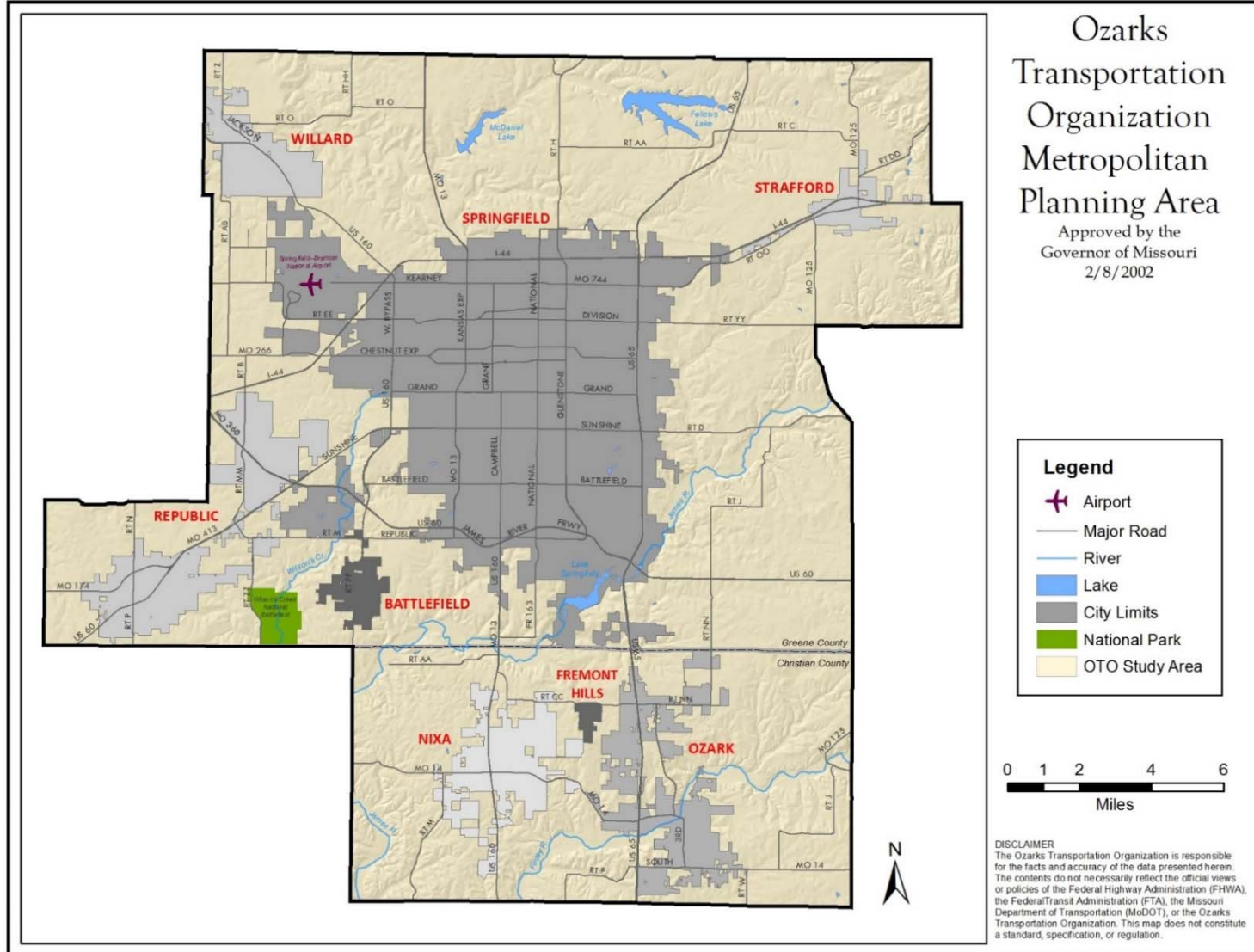
\*\*The 2018 Estimated CPG Funds Available is an estimated figure based on the FAST ACT funding bill.

\*\*\*\*Previously allocated but unprogrammed CPG funds.

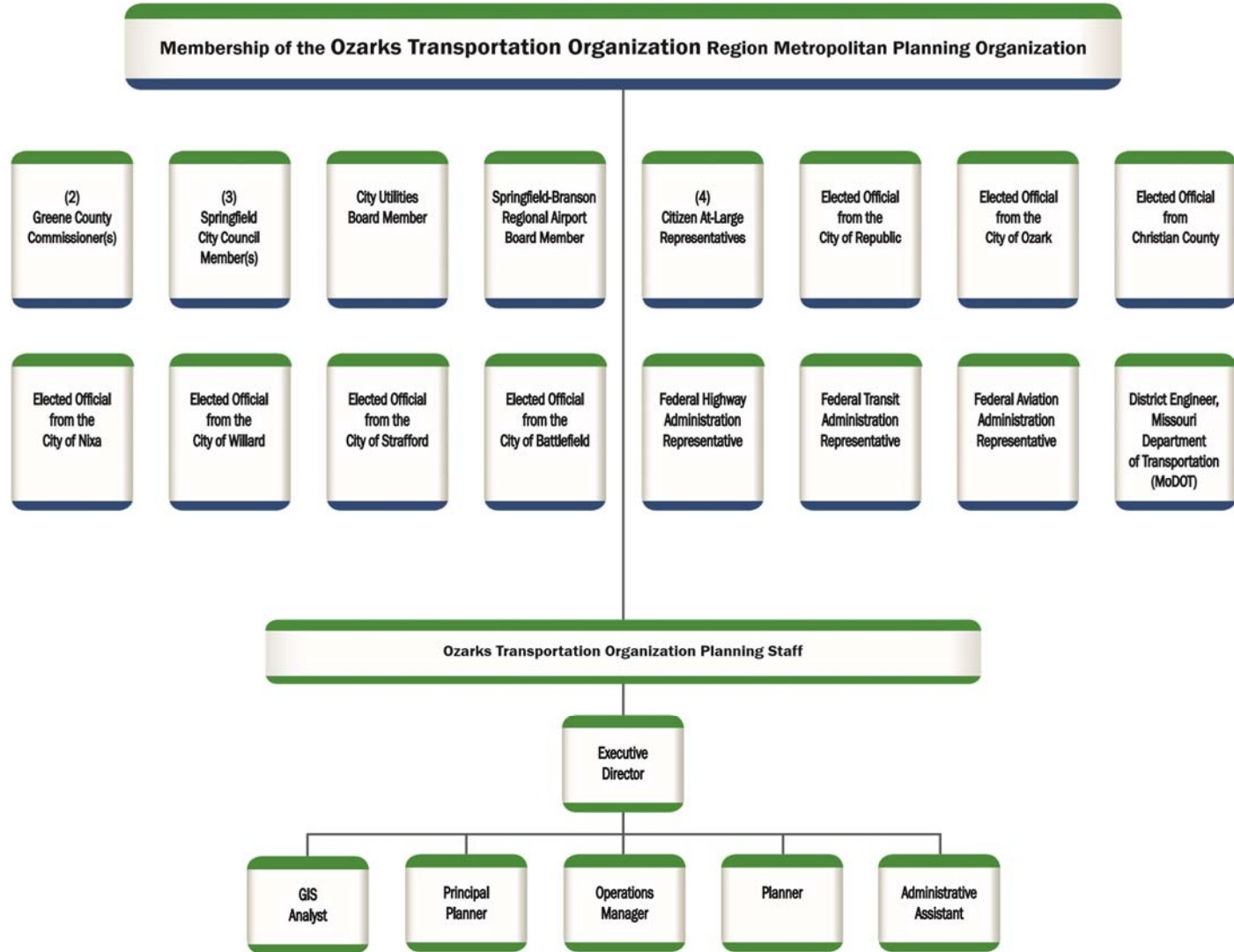
**Justification for Carryover Balance**

The projected carryover balance of \$851,542.61 represents approximately 1.46 years 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. While Federal Highway funds are available upon Congressional authorization, Federal transit funds are not available until Congressional appropriation. In FY 2016, Congress delayed the full appropriation until after the beginning of the OTO fiscal year. The full combined FHWA/FTA grant amount was not known until March 2016. Therefore, MoDOT as a general rule, does not allow for FY 2018 amounts to be available until the next OTO budget year, FY 2019. Therefore, OTO must always maintain a balance of at least one years' worth of funding. The remaining carryover balance of approximately six months' worth of funding is reserved for special studies and projects.

OTO Map



OTO Organization Chart



## APPENDIX A

Fiscal Year 2018

July 1, 2017 - June 30, 2018

### OTO UPWP DETAIL

#### Utilizing Consolidated Planning Grant Funds

ESTIMATED EXPENDITURES

<i>Cost Category</i>	<i>Approved Budgeted Amount FY17</i>	<i>Total Amount Budgeted FY17</i>	<i>Proposed Budgeted Amount FY18</i>	<i>Total Budget FY18</i>	<i>Increase/ Decrease</i>
<b>Building</b>					
Building Lease	\$64,492		\$70,488		↑ \$5,996
Infill Costs	\$0		\$2,000		↑ \$2,000
Utilities	\$5,400		\$4,200		↓ \$1,200
Office Cleaning	\$3,300		\$3,300		SAME
<b>Total Building</b>		\$73,192		\$79,988	
<b>Commodities</b>					
Office Supplies/Furniture	\$12,000		\$9,500		↓ \$2,600
Publications	\$550		\$300		↓ \$250
Public Input Promotional Items	\$2,000		\$2,000		SAME
<b>Total Commodities</b>		\$14,550		\$11,800	
<b>Information Technology</b>					
Computer Upgrades/Equipment Replacement/Repair	\$6,000		\$9,000		↑ \$3,000
Data Backup/Storage	\$4,500		\$4,500		SAME
GIS Licenses	\$5,000		\$5,000		SAME
IT Maintenance Contract	\$9,000		\$12,000		↑ \$3,000
Software	\$3,000		\$3,000		SAME
Webhosting	\$800		\$1,500		↑ \$700
<b>Total Information Technology</b>		\$28,300		\$35,000	
<b>Insurance</b>					
Board of Directors Insurance	\$5,000		\$5,500		↑ \$500
Errors & Omissions	\$2,900		\$4,900		↑ \$2,000
Liability Insurance	\$1,300		\$1,700		↑ \$400
Workers Comp	\$1,200		\$1,350		↑ \$150
<b>Total Insurance</b>		\$10,400		\$13,450	
<b>Operating</b>					
Copy Machine Lease	\$3,000.00		\$4,000.00		↑ \$1,000
Dues/Memberships	\$8,000.00		\$6,000.00		↓ \$2,000
Education/Training/Travel	\$25,000.00		\$25,000.00		SAME
Food/Meeting Expense	\$4,500.00		\$4,000.00		↓ \$500
Legal/Bid Notices	\$6,000.00		\$3,500.00		↓ \$2,500
Postage/Postal Services	\$5,000.00		\$2,500.00		↓ \$2,500
Printing/Mapping Services	\$13,000.00		\$10,000.00		↓ \$3,000
Public Input Event Registrations	\$1,500.00		\$1,500.00		SAME
Staff Mileage Reimbursement	\$3,300.00		\$4,500.00		↑ \$1,200
Telephone/Internet	\$5,650.00		\$5,000.00		↓ \$650
VOIP Phone System			\$6,500.00		↑ \$6,500
<b>Total Operating</b>		\$74,950.00		\$72,500.00	



<i>Cost Category</i>	<i>Budgeted Amount FY17</i>	<i>Total Amount Budgeted FY17</i>	<i>Budgeted Amount FY18</i>	<i>Total Amount Budgeted FY18</i>	<i>Increase/Decrease</i>
<b>Personnel</b>					
Salaries & Fringe	\$445,294		\$460,336		↑ \$15,042
Mobile Data Plans	\$2,700		\$2,700		SAME
Payroll Services	\$2,700		\$2,700		SAME
<b>Total Personnel</b>		\$450,694		\$465,736	
<b>Services</b>					
Aerial Photography	\$0		\$25,000		↑ \$25,000
Audit	\$7,000		\$4,600		↓ \$2,400
Professional Services	\$24,000		\$24,000		SAME
Regional Bicycle and Pedestrian Trail Investment Stud	\$150,000		\$63,980		↓ \$86,020
TIP Tool Maintenance	\$9,600		\$9,600		SAME
TIP Tool Software	\$25,000		\$0		↓ \$25,000
Transportation Consultant/Modeling Services (Formerly Travel Time Runs and Travel Model)	\$12,000		\$36,000		↑ \$24,000
Travel Model Consultant	\$20,000		\$0		↓ \$20,000
<b>Total Services</b>		\$247,600		\$163,180	
In-Kind Match, Donated		\$899,686		\$841,654	
Member Attendance at Meetings	\$10,000		\$10,000	\$10,000	SAME
<b>TOTAL OTO Expenditures</b>		\$909,686		\$851,654	
In-Kind Match, Direct Cost, Donated					
Direct Cost - MoDOT Salaries	\$89,500		\$91,679		↑ \$2,179
<b>TOTAL OTO Budget</b>		\$999,186		\$943,333	
<b>Direct Outside Grant</b>					
CU Transit Salaries*	\$216,000		\$210,000		
<b>TOTAL EXPENDITURES</b>		\$1,215,186		\$1,153,333	↓ \$66,149

Notes \* Cost includes federal and required 20% matching funds.

**ESTIMATED REVENUES**

**Ozarks Transportation Organization Revenue**

Consolidated FHWA/FTA PL Funds	\$799,349		\$754,666		
Local Jurisdiction Match Funds	\$100,337		\$86,988		
In-kind Match, Meeting Attendance**	\$10,000		\$10,000		
MoDOT Direct Service Match**	\$89,500		\$91,679		
<b>Total Ozarks Transportation Organization Revenue</b>		\$999,186		\$943,333	↓ \$61,849

**Direct Outside Grant**

City Utilities Transit Planning					
FTA 5307	\$172,800		\$168,000		
City Utilities Local Match	\$43,200		\$42,000		
<b>Total Direct Outside Grant</b>		\$216,000		\$210,000	
<b>TOTAL REVENUE</b>		\$1,215,186		\$1,153,333	

Notes: \* Cost includes federal and required 20% matching funds. Pass through funds, OTO does not administer or spend the City Utility funds.

\*\* In the event that In-kind Match/Direct Cost/Donated is not available, local jurisdictions match funds will be utilized.

**APPENDIX B**

**FY 2018**

July 1, 2017 - June 30, 2018

**ANTICIPATED CONSULTANT USAGE**

<i>Cost Category</i>	<i>Budgeted Amount FY17</i>	<i>Total Amount Budgeted FY17</i>	<i>Budgeted Amount FY18</i>
al Photography			\$25,000
Audit	\$7,000		\$4,600
Professional Services Fees	\$24,000		\$24,000
Data Storage/Backup	\$4,500		\$4,500
IT Maintenance Contract	\$9,000		\$12,000
Online TIP Tool	\$9,600		\$9,600
Online TIP Tool Software	\$25,000		\$0
Regional Bicycle and Pedestrian Trail Investment Study	\$150,000		\$63,980
Travel Time Runs and Traffic Counts	\$12,000		\$0
Travel Model Consultant	\$20,000		\$0
Transportation Consultant/Modeling Services (Formerly Travel Time Runs and Travel Model) combined			\$36,000
VOIP Phone System			\$6,500
<b>Total Consultant Usage</b>		<b>\$261,100.00</b>	<b>\$186,180.00</b>