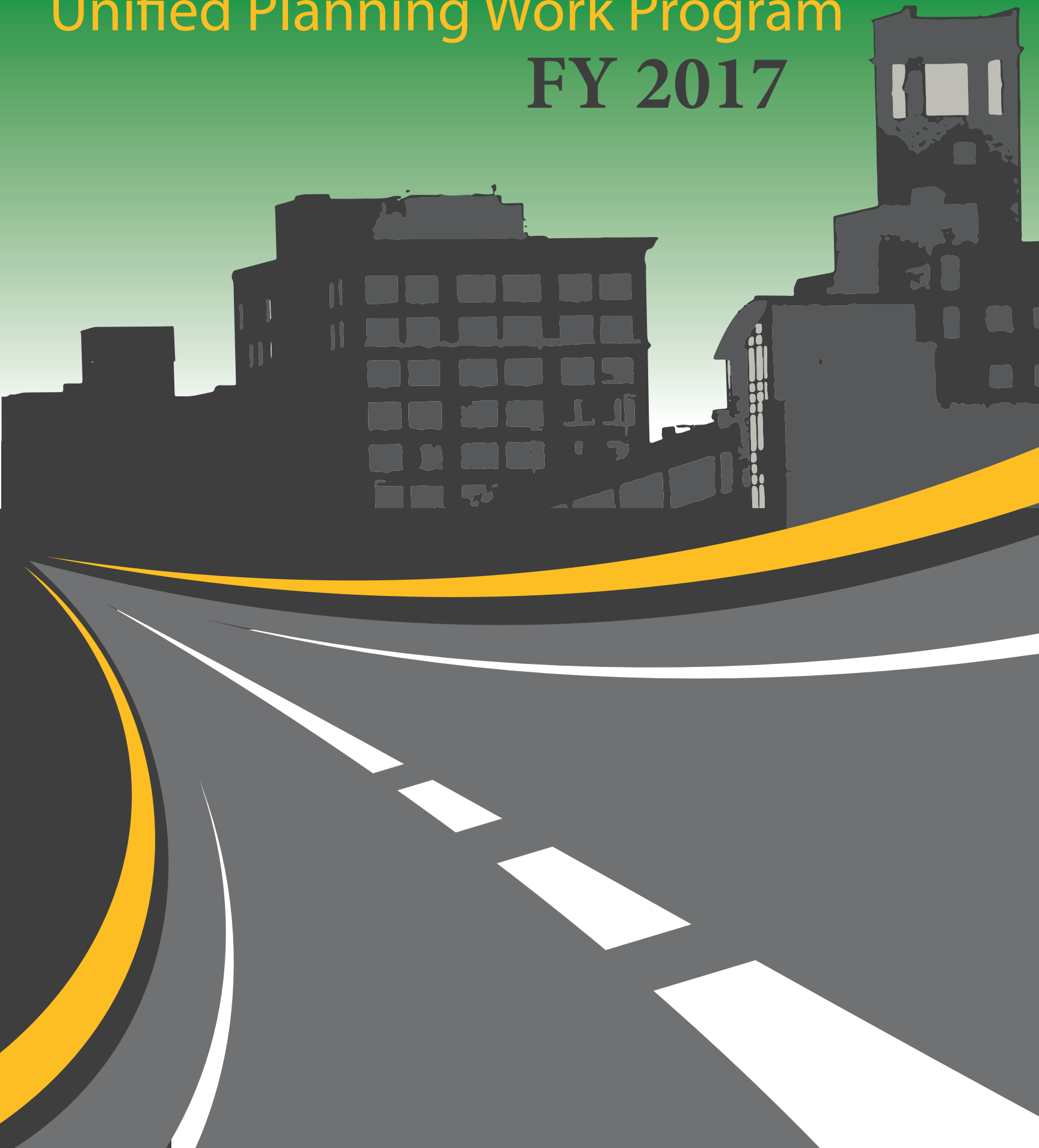


Ozarks Transportation Organization  
**Unified Planning Work Program**  
**FY 2017**





OZARKS TRANSPORTATION ORGANIZATION  
A METROPOLITAN PLANNING ORGANIZATION

**Unified Planning Work Program**  
**Fiscal Year 2017**  
(July 1, 2016 – June 30, 2017)

APPROVED BY OTO BOARD OF DIRECTORS: April, 21, 2016

APPROVED BY USDOT: May 3, 2016

ADMINISTRATIVE MODIFICATION NUMBER ONE: June 16, 2016

AMENDMENT NUMBER ONE: October 20, 2016

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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 2017 (July 2016 - June 2017). 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.

The economy is recovering and traffic volumes are increasing, leading to slower commute times and increasing travel delay. Increased congestion means increased reliability issues. Traffic Incident Management is a new activity for OTO. A new subcommittee has been formed to examine this mounting concern. More on this can be seen in Task 2.

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, though guidance on the National Performance Goals and how to implement them locally is still forthcoming. Current estimates put that information at July or later this year and as soon as it is available, OTO will work in coordination with MoDOT to set 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 2017 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.

**Anticipated Consultant Contracts**

The table below lists the anticipated consultant contracts for the 2017 Fiscal Year. Most of the contracts listed below are carryover multi-year contracts. The Audit, Online TIP Tool Software, and professional services may require new contracts.

<i>Cost Category</i>	<i>Budgeted Amount FY 2017</i>
Audit	\$7,000
Professional Services Fees	\$24,000
Data Storage/Backup	\$4,500
IT Maintenance Contract	\$9,000
Online TIP Tool Maintenance	\$9,600
Online TIP Tool Software	\$25,000
Travel Data Collection	\$12,000
Travel Model Scenarios	\$20,000
Regional Bicycle and Pedestrian Trail Investment Study	\$150,000
<b>Total Consultant Usage</b>	<b>\$261,100</b>

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

Audit – \$7,000  
 IT maintenance Contract – \$9,000  
 Online TIP Tool Software – \$25,000  
 Professional Services – \$24,000  
 Regional Bicycle and Pedestrian Trail Investment Study – \$150,000  
 Travel Data Collection – \$12,000  
 Travel Model Scenarios – \$20,000

**Task - 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 2016 and report to Board of Directors.
- Implement measures as suggested by audit.

**1.3 Unified Planning Work Program (UPWP) ..... \$7,000**

*January to June*

Responsible Agency – OTO

- Modifications to the FY 2017 UPWP as necessary.
- Development of the FY 2018 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:

- Transportation Research Board (TRB) Conference
- 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
- Employee Educational Assistance



- Provide Other OTO Member Training Sessions, as needed and appropriate

**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.

**1.6 Electronic Support for OTO Operations ..... \$30,000**

*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**

**End Products for FY 2017**

- 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 2016 Audit Report.
- The FY 2018 Unified Planning Work Program approved by OTO Board of Directors and MoDOT.
- FY 2017 Unified Planning Work Program Amendments as needed.
- Attendance of OTO staff and OTO members at the various training programs.
- Legal Document revisions as needed.
- Monthly updates of websites.
- Social media postings.
- Graphics for documents.
- OTO websites revisions.

**Tasks Completed in FY 2016**

- Quarterly progress reports, payment requests and year end reports for MoDOT (Completed June 2016).
- Quarterly Financial Reporting to the Board of Directors (Completed June 2016).
- Dues calculated and mailed statements for FY 2017 (Completed April 2016).
- FY 2015 Audit Report (December 2015).
- FY 2017 UPWP approved by OTO Board of Directors and MoDOT (Completed June 2016).
- Staff attended various conferences and training (Completed June 2016).
- Monthly websites maintenance (Completed June 2016).
- DBE Report submitted to MoDOT (Completed October 2015 and April 2016).

- DBE Annual Goal Approved (Completed October 2016).
- Title VI Questionnaire Report submitted to MoDOT (Completed October 2015 and February 2016).
- Title VI Annual Survey submitted to MoDOT (Completed February 2016).

**Training Attended Included in FY 2016**

- 2015 Conference on Freight
- MoVITE Conference
- FHWA CMP Reliability Workshop
- Association of Metropolitan Planning Organizations Annual Conference
- Urban Transportation Systems Analysis Class
- Python Scripting Tutorials
- OCITE Training
- Missouri GIS Conference
- Spatial Analyst Extension Training
- Transportation System Management & Operations Training
- MoDOT Planning Partner Meetings
- Federal Grants Management Training
- American Planning Associate Annual Conference

**Funding Sources**

Local Match Funds	\$28,400	20.00%
Federal CPG Funds	\$113,600	80.00%
<b>Total Funds</b>	<b>\$142,000</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:
  - The Springfield Area Chamber of Commerce Transportation Committee
  - The Southwest Missouri Council of Governments Board and Transportation 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
  - Missouri Safe Routes to School Network
  - Ozark Safe Routes to School Committee
  - Local Safe Routes to School
  - CU Fixed Route Advisory Committee
  - City of Springfield Traffic Advisory Board
  - 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 ..... \$35,000**

*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.
- Update the OTO Public Participation Plan (PPP), consistent with federal guidelines (as required)

**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 2017**

- 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.
- Update of Public Participation Plan (PPP) and implementation of PPP through website and press release.

**Tasks Completed in FY 2016**

- Conducted Bicycle and Pedestrian Advisory Committee, Board of Directors, Executive Committee, Local Coordinating Board for Transit, and Technical Planning Committee meetings (Completed June 2016).
- Conducted Congestion Management Process, Long Range Transportation Plan, Major Thoroughfare Plan, Traffic Incident Management, and Unified Planning Work Program subcommittee meetings (Completed June 2016).
- Prepared agendas and minutes (Completed June 2016).
- Documented meeting attendance for in-kind reporting (Completed June 2016).
- Staff participated in multiple community committees (Completed June 2016).
- Bylaw amendment to add additional Citizen-At-Large Representative to the Board of Directors (Completed October 2015).
- Annual Evaluation of Public Participation Plan (PPP) and implementation of PPP through website and press releases (Completed June 2016).
- Public input tracked and published (Completed June 2016).
- Staff attended meetings and worked with the MO Coalition of Roadway Safety SW District to evaluate projects (Completed June 2016).

**Funding Sources**

Local Match Funds	\$29,200	14.90%
In-kind Services*	\$10,000	5.10%
Federal CPG Funds	\$156,800	80.00%
<b>Total Funds</b>	<b>\$196,000</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. MAP-21 and 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 ..... \$65,500**

*July to June*

Responsible Agency – OTO

- Adoption of LRTP Update Draft, which is due by 12/2016. Board approval anticipated in Summer/Fall 2016. Includes development of an executive summary.
- Process amendments to the Long Range Transportation Plan, including the Major Thoroughfare Plan.
- Assist jurisdictions with adoption and compliance with the Major Thoroughfare Plan.
- Bicycle/Pedestrian/Roadway Design Guidelines Brochure Printing.
- Finalize Major Thoroughfare Plan with adoption with the Long Range Plan Update. Special attention will be given to the East/West and North/South Arterials connecting cities, modes, and major highways.
- LRTP – Five-Year Implementation Plan.

**3.2 Performance Measures..... \$16,500**

*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 ..... \$10,780**

*July to December*

Responsible Agency – OTO

- Coordinate data collection efforts for FY 2017.
- Review goals and implementation strategies to ensure effective measurements are being used for evaluation of the system.
- Produce CMP Update in calendar year 2016.

**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..... \$15,500**

*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.

**3.6 Freight Planning ..... \$5,500**

*July to June*

Responsible Agency – OTO

- Designate critical urban freight corridors in partnership with MoDOT.
- Participate in the Southwest Missouri Freight Advisory Committee.

**3.7 Traffic Incident Management Planning..... \$5,530**

*July to June*

Responsible Agency – OTO

- Traffic Incident Management Action Plan.

**3.8 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>.

**3.9 Demographics and Future Projections..... \$13,000**

*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.

**3.10 Geographic Information Systems (GIS) ..... \$21,500**

*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.

**3.11 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.

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

*July to June*

Responsible Agency – OTO

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

**3.13 Studies of Parking, Land Use, and Traffic Circulation ..... \$12,000**

*July to June*

Responsible Agency – OTO

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

**3.14 OTO Travel Demand Model Scenarios ..... \$20,000**

*July to June*

Consultant Contract

Responsible Agency – OTO

- Travel Demand Model Scenarios to assist with Long Range Transportation Plan implementation.

**3.15 Travel Time Runs and Traffic Counts..... \$12,000**

*June to July*

Consultant Contract

Responsible Agency – OTO

- Data collection efforts to support the OTO planning products, signal timing, and transportation decision-making.

**3.16 Civil Rights Compliance ..... \$18,500**

*July to June*

Responsible Agency – OTO

- Meet federal and state reporting requirements for Title VI and Americans with Disabilities Act (ADA).
- Review and update the Limited English Proficiency Plan (LEP) if needed.
- Review and update the Title VI/ADA Program.
- Meet MoDOT established DBE goals.
- 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 Regional Trail Bicycle and Pedestrian Investment Study..... \$150,000**

November to June

Consultant Contract

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

**End Products for FY 2017**

- Adopted Long Range Transportation Plan (LRTP) Update.
- Amendments to the LRTP as necessary.
- LRTP Five-Year Implementation Plan.
- LRTP Executive Summary.
- Bicycle/Pedestrian/Roadway Design Guidelines Brochure Printed.
- Continued implementation of Bicycle and Pedestrian Plan with report documenting accomplishments.
- Traffic Incident Management Action Plan.
- Continued monitoring of attainment status.
- Congestion Monitoring Report.
- Demographic Report.
- Annual Transportation Report Card to monitor the Performance Measures
- Performance Measures Report.
- Studies in accordance with Long Range Transportation Plan as needed.
- Federal Functional Classification Map maintenance and updates.
- GIS maintenance and mapping.
- Designate critical urban freight corridors.
- Additional Travel Demand Model Scenarios as needed.
- Traffic Counts as needed.
- Other projects as needed.
- Semiannual DBE reporting submitted to MoDOT.
- Title VI/ADA semiannual reporting and complaint tracking submitted to MoDOT.
- LEP Update.
- Title VI/ADA Program Update.
- Assist City of Springfield in implementing Field Guide 2030.
- Regional Bicycle and Pedestrian Trail Investment Study.

**Tasks Completed in FY 2016**

- Approved changes to Federal Functional Classification System (Completed June 2016).
- Purchase and installation of Travel Time Collection Units (Completed December 2015).
- Transportation planning aerial photography (Completed April 2016).
- Travel Demand Model Scenarios (Completed June 2016).
- Draft Long Range Transportation Plan update (Completed June 2016).
- Draft Major Thoroughfare Plan Update (Completed June 2016).
- One amendment to the Major Thoroughfare Plan (Completed June 2016).
- Maintenance of GIS System Layers (Completed June 2016).
- Continued Monitoring of Attainment Status (Completed June 2016).
- Performance Measure Report (Completed June 2016).
- CMP Data Collection Summary (Completed June 2016).
- Annual Traffic Report Card (completed in June 2016)



**Funding Sources**

Local Match Funds	\$ 79,662	20.00%
Federal CPG Funds	\$ 318,648	80.00%
<b>Total Funds</b>	<b>\$ 398,310</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 2017-2020 Transportation Improvement Program (TIP)..... \$15,000**

*July to August*

Responsible Agency – OTO

- Complete and publish the 2017-2020 TIP.
  - Item should be on the July Technical Planning Committee Agenda and the August Board of Directors Agenda.

**4.2 FY 2018-2021 Transportation Improvement Program (TIP)..... \$30,000**

*March to June*

Responsible Agency – OTO

- Begin development of the 2018-2021 TIP.
- Conduct the Public Involvement Process for the TIP (March-August).
- Work with the TIP subcommittees (June).
- Complete Draft document.

**4.3 Project Programming..... \$15,500**

*July to June*

Responsible Agency – OTO

- Process all modifications to the FY 2015-2018 and the FY 2017-2020 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 ..... \$4,170**

*July to June*

Responsible Agency – OTO

- Gather obligation information and develop the Annual Listing of Obligated Projects and publish to website.
- Monitor STP-Urban, Small Urban, TAP, and bridge 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.

**4.6 Online TIP Tool Software ..... \$25,000**

*July to June*

**Consultant Contract**

Responsible Agency – OTO

- Develop Request for Proposals and conduct review for possible new contract for online searchable database for projects.

**End Product(s) for FY 2017**

- TIP amendments, as needed.
- Draft of the FY 2018-2021 Transportation Improvement Program.
- Approved FY 2017-2020 Transportation Improvement Program.
- Annual Listing of Obligated Projects.
- Federal Funds Balance Reports.
- Online searchable database of TIP projects.
- Award funding and program projects.

**Tasks Completed in FY 2016**

- Amended the FY 2015-2018 TIP numerous times (Completed June 2016).
- Annual Listing of Obligated Projects (Completed December 2015).
- Maintained fund balance information (Completed June 2016).
- Maintained online searchable database of TIP projects (Completed June 2016).
- Solicited and selected FTA 5310 and FTA 5339 projects for FY 2014, FY 2015, and FY 2016 (Completed December 2015).

**Funding Sources**

Local Match Funds	\$19,854	20.00%
Federal CPG Funds	\$79,416	80.00%
<b>Total Funds</b>	<b>\$99,270</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.

**5.2 Competitive Contract Planning ..... \$1,000**

*July to June*

Responsible Agencies – OTO

- 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.

**5.3 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.

**5.4 Human Services Transportation Coordination Plan Update ..... \$19,275**

*December to June*

Responsible Agencies – OTO, Human Service Transit Providers

- Assessment of available services.
- Assessment of transportation needs of people with low incomes.
- Conduct Public Participation.
- Update the current Transit Coordination Plan for FAST Act compliance.

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

*July to June*

Responsible Agencies – OTO

- Review and/or update the existing program management plan to ensure compliance with MAP-21 and FAST ACT.

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**5.5 Data Collection and Analysis..... \$10,500**

*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.

**5.8 Transit Signal Priority Committee..... \$5,000**

*July to June*

Responsible Agencies – OTO

- OTO will form a subcommittee to investigate giving Transit Signal Priority at major intersections.

**5.9 Origin and Destination Information for Marketing CU Transit ..... \$4,000**

*July to June*

Responsible Agencies – OTO

- OTO staff assistance in providing necessary origin and destination data for marketing CU Transit.

**End Products for FY 2017**

- Transit agency coordination
- Solicit for FTA funding, rank applications and program projects for FY 2017-2020 TIP.
- Special Studies
- Transit Coordination Plan Implementation.
- Human Services Transportation Coordination Plan Update.
- LCBT agendas, minutes, and meetings.
- Transit Survey.
- CU Transit ADA/Title VI Appeals processed.
- Transit Signal Priority Committee.
- Origin and Destination Data.

**Tasks Completed in FY 2016**

- Transit Coordination Plan Implementation.
- Solicit for FTA funding, rank applications and program projects for FY 2015-2018 TIP amendments (Completed December 2015).

- LCBT agenda, minutes, and meetings (Completed June 2016).
- Transit agency coordination
- Regional paratransit coordination

**Funding Sources**

Local Match Funds	<del>\$9,960</del> <u>13,815</u>	20%
MoDOT FTA Planning funds	<u>\$15,420</u>	22%
Federal CPG Funds	\$39,840	<del>80</del> <u>58</u> %
<b>Total Funds</b>	<del>\$49,800</del> <u>69,075</u>	<b>100%</b>

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

<b>Work Elements</b>	<b>Estimated Cost</b>
<b>6.1 Operational Planning.....</b>	<b>\$100,000</b>
<i>July to June</i>	
Responsible Agencies – City Utilities	
<ul style="list-style-type: none"> <li>• Route analysis.</li> <li>• City Utilities Transit grant submittal and tracking.</li> <li>• City Utilities Transit collection and analysis of data required for the National Transit Database Report.</li> <li>• City Utilities Transit participation in Ozarks Transportation Organization committees and related public hearings.</li> <li>• 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).</li> </ul>	
<b>6.2 ADA Accessibility.....</b>	<b>\$20,000</b>
<i>July to June</i>	
Responsible Agencies – City Utilities	
<ul style="list-style-type: none"> <li>• CU Transit ADA accessibility projects for the past New Freedom grants and future Section 5310 grants.</li> </ul>	
<b>6.3 Transit Fixed Route and Regional Service Analysis Implementation .....</b>	<b>\$10,000</b>
<i>July to June</i>	
Responsible Agencies – City Utilities	
<ul style="list-style-type: none"> <li>• CU will implement recommendations of the Transit Fixed Route Regional Service Analysis.</li> </ul>	
<b>6.4 Service Planning .....</b>	<b>\$30,000</b>
<i>July to June</i>	
Responsible Agencies – City Utilities	
<ul style="list-style-type: none"> <li>• Collection of data from paratransit operations as required.</li> <li>• 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)</li> <li>• Title VII service planning.</li> </ul>	
<b>6.5 Financial Planning .....</b>	<b>\$30,000</b>
<i>July to June</i>	
Responsible Agency – City Utilities	
<ul style="list-style-type: none"> <li>• CU Transit preparation and monitoring of long and short-range financial and capital plans and identification of potential revenue sources.</li> </ul>	

**6.6 Competitive Contract Planning ..... \$2,000**

*July to June*

Responsible Agencies – City Utilities

- CU Transit will study opportunities for transit cost reductions through the use of third-party and private sector providers.

**6.7 Safety, Security and Drug and Alcohol Control Planning..... \$10,000**

*July to June*

Responsible Agencies – City Utilities

- Implementation of additional safety and security policies as required by MAP-21.

**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 ..... \$4,000**

*July to June*

Responsible Agencies – City Utilities

- Review the existing program management plan to ensure compliance with MAP-21 and future reauthorization. Depending on final federal guidance Section 5339 grants may require a Program Management Plan.

**6.10 Data Collection and Analysis ..... \$4,000**

*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 2017**

- Operational Planning
- Service Planning
- Financial Planning
- Competitive Contract Planning
- Safety Planning



**Tasks Completed in FY 2016**

- Operational Planning
- Service Planning
- Financial Planning
- Competitive Contract Planning
- Safety Planning

**Funding Sources**

CU Match Funds	\$43,200	20%
FTA 5307 Funds	\$172,800	80%
<b>Total Funds</b>	<b>\$216,000</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 ..... \$9,500**

*July to June*

Responsible Agency – OTO

- Studies relating to projects in the Long Range Transportation Plan.

**End Products for FY 2017**

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

**Tasks Completed in FY 2016**

- ITS Coordination (Completed June 2016).
- Worked with Springfield’s Impacting Poverty Group (Completed June 2016).
- Developed analysis of transit options for northwest Springfield (Completed December 2015).

**Funding Sources**

Local Match Funds	\$4,861	20.00%
Federal CPG Funds	\$19,445	80.00%
<b>Total Funds</b>	<b>\$24,306</b>	<b>100.00%</b>

**Task 8 – MoDOT Transportation Studies & Data Collection**

**MoDOT Transportation Studies and Data Collection ..... \$89,500**  
 MoDOT Southwest District - \$89,500

*July to June*

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	\$68,364	\$44,682	\$24,859	\$137,905	15	\$20,685
Traffic Study Specialist	\$44,400	\$29,019	\$16,145	\$89,564	30	\$26,869
Information Systems Specialist	\$39,156	\$25,592	\$14,238	\$78,986	10	\$7,898
Senior Traffic Studies Technician	\$37,800	\$24,705	\$13,745	\$76,250	45	\$34,312
<b>Total Eligible Match</b>						\$89,764
<b>Total Match Requested</b>						<b>\$89,500</b>

**End Products for FY 2017**

- 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 2016**

- Annual traffic counts within the OTO area for MoDOT roadways (Completed June 2016).
- Annual crash data (Completed June 2016).
- Speed Studies (Completed June 2016).
- Installation of the travel time collection units (Completed December 2015).

**Funding Sources**

Value of MoDOT Direct Costs                    \$89,500

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

Credit amount available for local match   \$71,600

(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	SAFETY	In-Kind	CPG	MoDOT FTA Planning	5307		
1	\$28,400				\$113,600			\$142,000	12.40%
2	\$29,200			\$10,000	\$156,800			\$196,000	17.12%
3	\$79,662				\$318,648			\$398,310	34.79%
4	\$19,854				\$79,416			\$99,270	8.67%
5	<b>\$13,815</b>				\$39,840	<b>\$15,420</b>		<b>\$69,075</b>	<b>6.03%</b>
6		\$43,200					\$172,800	\$216,000	18.87%
7	\$4,861				\$19,445			\$24,306	2.12%
<b>TOTAL</b>	<b>\$175,792</b>	<b>\$43,200</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$727,749</b>	<b>\$15,420</b>	<b>\$172,800</b>	<b>\$1,144,961</b>	<b>100.00%</b>
8	Value of MoDOT "Direct Cost"							\$89,500	
<b>Total of Transportation Planning Work</b>								<b>\$1,234,461</b>	

**Federal Consolidated Planning Grant (CPG) Funding FY 2017 UPWP**

	Amount Budgeted
Estimated Actual Costs of Tasks 1-7	<del>\$1,125,686</del> <b>1,144,961</b>
Minus City Utilities Transit (FTA 5307 Funding)	-\$216,000
Actual Total Ozarks Transportation Organization Expenditures	<del>\$909,686</del> <b>928,961</b>
PLUS Value of Task 8 MoDOT Direct Costs Credit	+\$89,500
Total Value of OTO/Springfield Metropolitan Transportation Planning Work	<del>\$999,186</del> <b>1,018,461</b>
Federal Pro-Rata share	80%*

Federal CPG Funding Eligible

**\$799,349**

\*Federal Funding as a percentage of total OTO actual transportation planning costs is actually 87.8% (\$799,349/\$909,686). The value of MoDOT Direct Costs allows the OTO to include an additional \$71,600 in Federal CPG funding.

**Budgeted Revenue FY 2017 UPWP**

Ozarks Transportation Organization Revenue	Total Amount Budgeted
Consolidated FHWA/FTA PL Funds (CPG Funds)	\$799,349
<u>MoDOT FTA Planning Funds</u>	<b>\$15,420</b>
MoDOT "Direct Costs" Match	<b>\$17,900</b>
Local Match to be Provided/In-kind Match	<del>\$181,937</del> <b>185,792</b>
<b>Total Ozarks Transportation Organization Revenue</b>	<b>\$999,186</b> <b>1,018,461</b>
CU Revenue (FTA 5307 Funding for City Utilities)	Total Amount Budgeted
City Utilities Transit Planning – FTA 5307 Funding	\$172,800
City Utilities Local Match	\$43,200
<b>Total CU Revenue</b>	<b>\$216,000</b>
<b>TOTAL Budgeted Revenue for FY 2017 UPWP</b>	<b>\$1,215,186</b> <b>1,234,461</b>

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**Total Available Federal Revenue for FY 2017 UPWP Work Activities**

FY 2014 and FY 2015 (MO-81-0013) CPG Fund Balance as of 12/31/2015*	\$879,571.67
Less remaining CPG funds to be spent FY 2016	<u>\$388,730.11</u>
	\$490,841.56
FY 2016 Estimated CPG Funds allocation	\$570,848.00
FY 2017 Estimated CPG Funds allocation**	<u>\$582,265.00</u>
TOTAL Estimated CPG Funds Available for FY 2017 UPWP	\$1,643,954.56
<b>TOTAL CPG Funds Programmed for FY 2017</b>	<b>(\$799,349)</b>
Remaining Unprogrammed Balance****	<b>\$844,605.56</b>

\*Previously allocated, but unspent CPG Funds through 12/31/15.

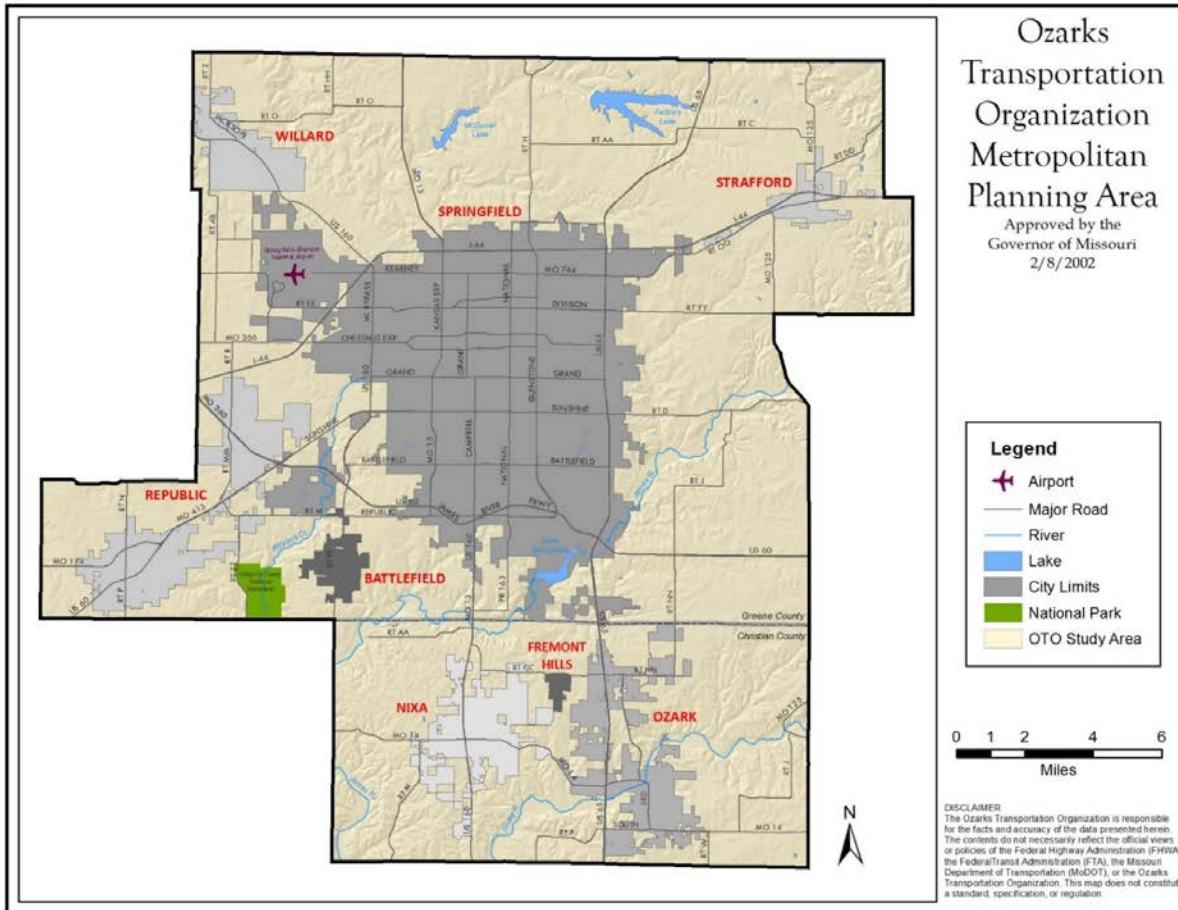
\*\*The 2017 Estimated CPG Funds Available is an estimated figure based on the FAST ACT funding bill.

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

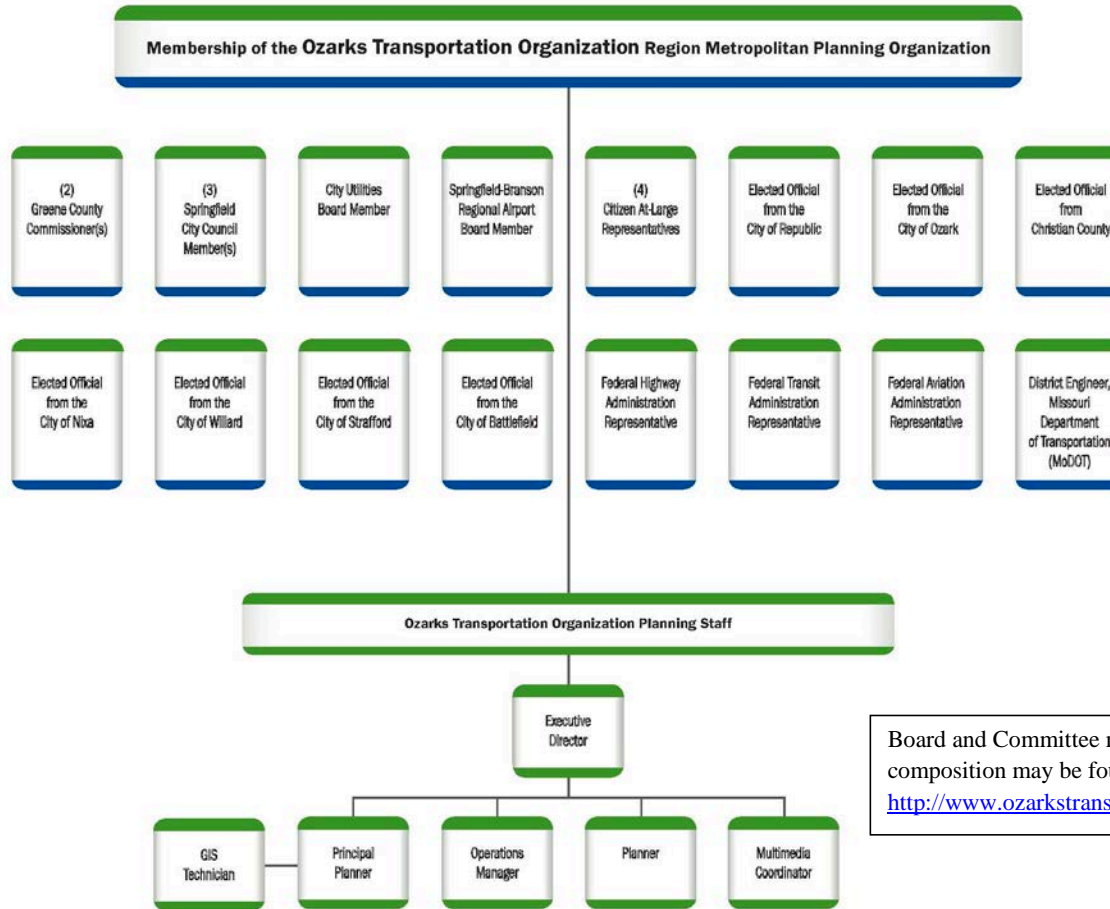
**Justification for Carryover Balance**

The projected carryover balance of \$844,605.56 represents approximately 1.48 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 2017 amounts to be available until the next OTO budget year, FY 2018. 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



Board and Committee membership composition may be found at: <http://www.ozarkstransportation.org>



## APPENDIX A

Fiscal Year 2017

July 1, 2016 - June 30, 2017

### 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>Approved Amendment One Amount FY17</i>	<i>Total Budget FY17</i>
<b>Building</b>				
Building Lease	\$64,492		\$64,492	
Utilities	\$5,400		\$5,400	
Office Cleaning	\$3,300		\$3,300	
Parking	\$0		\$0	
<b>Total Building</b>		\$73,192		\$73,192
<b>Commodities</b>				
Office Supplies/Furniture	\$12,000		\$12,000	
Publications	\$550		\$550	
Public Input Promotional Items	\$2,000		\$2,000	
<b>Total Commodities</b>		\$14,550		\$14,550
<b>Information Technology</b>				
Computer Upgrades/Equipment Replacement/Repair	\$6,000		\$6,000	
Data Backup/Storage	\$4,500		\$4,500	
GIS Licenses	\$5,000		\$5,000	
IT Maintenance Contract	\$9,000		\$9,000	
Software	\$3,000		\$3,000	
Webhosting	\$800		\$800	
<b>Total Information Technology</b>		\$28,300		\$28,300
<b>Insurance</b>				
Board of Directors Insurance	\$5,000		\$5,000	
Errors & Omissions	\$2,900		\$2,900	
Liability Insurance	\$1,300		\$1,300	
Workers Comp	\$1,200		\$1,200	
<b>Total Insurance</b>		\$10,400		\$10,400
<b>Operating</b>				
Copy Machine Lease	\$3,000.00		\$3,000.00	
Dues/Memberships	\$8,000.00		\$8,000.00	
Education/Training/Travel	\$25,000.00		\$25,000.00	
Food/Meeting Expense	\$4,500.00		\$4,500.00	
Legal/Bid Notices	\$6,000.00		\$6,000.00	
Postage/Postal Services	\$5,000.00		\$5,000.00	
Printing/Mapping Services	\$25,000.00		\$13,000.00	
Public Input Event Registrations	\$1,500.00		\$1,500.00	
Staff Mileage Reimbursement	\$3,300.00		\$3,300.00	
Telephone/Internet	\$5,650.00		\$5,650.00	
<b>Total Operating</b>		\$86,950.00		\$74,950.00

<i>Cost Category</i>	<i>Budgeted Amount FY16</i>	<i>Total Amount Budgeted FY16</i>	<i>Approved Amendment One Amount FY17</i>	<i>Total Amount Budgeted FY17</i>
<b>Personnel</b>				
Salaries & Fringe	\$445,294		\$445,294	
Mobile Data Plans	\$2,700		\$2,700	
Payroll Services	\$2,700		\$2,700	
<b>Total Personnel</b>		\$450,694		\$450,694
<b>Services</b>				
Aerial Photos	\$0		\$0	
Audit	\$7,000		\$7,000	
Professional Services	\$12,000		\$24,000	
Regional Bicycle and Pedestrian Trail Investment Study	\$0		\$150,000	
TIP Tool Maintenance	\$9,600		\$9,600	
TIP Tool Software	\$25,000		\$25,000	
Travel Time Collection Units	\$0		\$0	
Travel Time Runs and Traffic Counts	\$12,000		\$12,000	
Travel Model Consultant	\$20,000		\$20,000	
<b>Total Services</b>		\$85,600		\$247,600
In-Kind Match, Donated				\$899,686
Member Attendance at Meetings	\$10,000		\$10,000	\$10,000
<b>TOTAL OTO Expenditures</b>		<b>\$759,686</b>		<b>\$909,686</b>
In-Kind Match, Direct Cost, Donated				
Direct Cost - MoDOT Salaries	\$89,500		\$89,500	
<b>TOTAL OTO Budget</b>		<b>\$849,186</b>		<b>\$999,186</b>
<b>Direct Outside Grant</b>				
CU Transit Salaries*	\$216,000		\$216,000	
<b>TOTAL EXPENDITURES</b>		<b>\$1,065,186</b>		<b>\$1,215,186</b>

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

ESTIMATED REVENUES

<i>Cost Category</i>	<i>Approved Budgeted Amount FY17</i>	<i>Total Amount Budgeted FY17</i>	<i>Approved Amendment One Budgeted Amount FY17</i>	<i>Total Budget FY17</i>
<b>Ozarks Transportation Organization Revenue</b>				
Consolidated FHWA/FTA PL Funds	\$679,349		\$799,349	
Local Jurisdiction Match Funds	\$70,337		\$100,337	
In-kind Match, Meeting Attendance**	\$10,000		\$10,000	
MoDOT Direct Service Match**	\$89,500		\$89,500	
<b>Total Ozarks Transportation Organization Revenue</b>		<b>\$849,186</b>		<b>\$999,186</b>
<b>Direct Outside Grant</b>				
City Utilities Transit Planning				
FTA 5307	\$172,800		\$172,800	
City Utilities Local Match	\$43,200		\$43,200	

<b>Total Direct Outside Grant</b>	<b>\$216,000</b>	<b>\$216,000</b>
<b>TOTAL REVENUE</b>	<b>\$1,065,186</b>	<b>\$216,000</b>

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 2016

July 1, 2015 - June 30, 2016

### ANTICIPATED CONSULTANT USAGE

<i>Cost Category</i>	<i>Budgeted Amount FY16</i>	<i>Total Amount Budgeted FY16</i>	<i>Budgeted Amount FY17</i>	<i>Total Budget FY17</i>
Aerial Photos	\$0		\$0	
Audit	\$7,000		\$7,000	
Professional Services Fees	\$12,000		\$24,000	
Data Storage/Backup	\$4,500		\$4,500	
IT Maintenance Contract	\$9,000		\$9,000	
Online TIP Tool	\$9,600		\$9,600	
Online TIP Tool Software	\$25,000		\$25,000	
Regional Bicycle and Pedestrian Trail Investment Study	\$0		\$150,000	
Travel Time Runs and Traffic Counts	\$12,000		\$12,000	
Travel Model Consultant	\$20,000		\$20,000	
<b>Total Consultant Usage</b>		<b>\$99,100.00</b>		<b>\$261,100.00</b>

# APPENDIX C

Fiscal Year 2017

July 1, 2016 - June 30, 2017

## OTO UPWP DETAIL

Utilizing MoDOT FTA Planning Funds

### HUMAN SERVICE TRANSPORTATION COORDINATION PLAN BUDGET - TASK 5

CURRENT PLAN EXPIRATION DATE 30-Mar-17

<b>Estimated Expenditures</b>			
<b>Cost Category</b>	<b><u>Total Cost</u></b>	<b><u>Federal (80%)</u></b>	<b><u>Local (20%)</u></b>
Salaries	\$13,000	\$10,400	\$2,600
Fringe Benefits	\$2,575	\$2,060	\$515
Indirect Cost	\$0	\$0	\$0
Other Direct:			
Supplies	\$100	\$80	\$20
Survey Tools - QuestionPro (Spanish & English version)	\$1,000	\$800	\$200
Mileage - User Field Survey Collection	\$150	\$120	\$30
Printing - survey (including large print & braille)	\$1,000	\$800	\$200
Postage - 3 or 4 mailings	\$350	\$280	\$70
Advertising - Display Ad	\$1,000	\$800	\$200
Subcommittee Meetings - approximately 6	\$100	\$80	\$20
<b>Total:</b>	<b>\$19,275</b>	<b>\$15,420</b>	<b>\$3,855</b>

Ozarks Transportation Organization's local match will come from the OTO's Operating Reserve.