



Ozarks Transportation Organization

UNIFIED PLANNING WORK PROGRAM

Fiscal Year 2024

(July 1, 2023 - June 30, 2024)



OUR MISSION

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



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Ozarks Transportation Organization



POLICY STATEMENTS

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

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

Ozarks Transportation Organization

A stylized graphic of a mountain range in the bottom left corner, rendered in green and grey.

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Introduction

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

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

The Unified Planning Work Program (UPWP) is a description of the proposed activities of the Ozarks Transportation Organization during Fiscal Year 2024 (July 2023 - June 2024). 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:

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

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

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;

2. Increase the safety and security of the transportation system for motorized and non-motorized users;
3. Increase accessibility and mobility of people and freight;
4. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
5. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
6. Promote efficient system management and operation;
7. Emphasize the preservation of the existing transportation system;
8. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
9. Enhance travel and tourism.

In addition, the planning process shall include developing the long-range transportation plan and transportation improvement program (TIP) through a performance-driven, outcome-based approach to planning for the metropolitan area.

Planning Factors UPWP Tasks										
	1. Economic Vitality	2. Safety	3. Security	4. Accessibility & Mobility	5. Environment	6. Connectivity	7. Management & Operations	8. System Preservation	9. Resiliency & Reliability	10. Travel & Tourism
Task 1 – General Administration										
Task 2 – Coordination & Public Engagement										
Task 3 – Planning & Implementation										
Task 4 – Project Selection & Programming										
Task 5 – OTO Transit Planning										
Task 6 – Ad Hoc Studies & Projects										
Task 7 – Operations & Demand Management										
Task 8 – MoDOT Studies & Data Collection										
Task 9 – Safe & Accessible Transportation Options										
Task 10 – Studies and Project Management										
Task 11 – CU Transit Planning										
Task 12 – Safe Streets and Roads for All										

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

The OTO also considered the Planning Emphasis Areas (PEAs) in the development of the FY 2024 UPWP. The PEAs alignment with the UPWP work program is shown below.

<div> <div>Planning Emphasis Areas</div> <div>UPWP Tasks</div> </div>	1. Transition to a Clean Energy, Resilient Future	2. Equity and Justice40 in Transportation Planning	3. Complete Streets	4. Public Involvement	5. STRAHNET/DOD Coordination	6. FLMA Coordination	7. Planning and Environment Linkages	8. Data in Transportation Planning
Task 1 – General Administration								
Task 2 – Coordination & Public Engagement								
Task 3 – Planning & Implementation								
Task 4 – Project Selection & Programming								
Task 5 – OTO Transit Planning								
Task 6 – Ad Hoc Studies & Projects								
Task 7 – Operations & Demand Management								
Task 8 – MoDOT Studies & Data Collection								
Task 9 – Safe & Accessible Transportation Options								
Task 10 – Studies and Project Management								
Task 11 – CU Transit Planning								
Task 12 – Safe Streets and Roads for All								

Ozarks Transportation Organization Metropolitan Planning Area

Approved by the
Governor of Missouri
2/8/2002

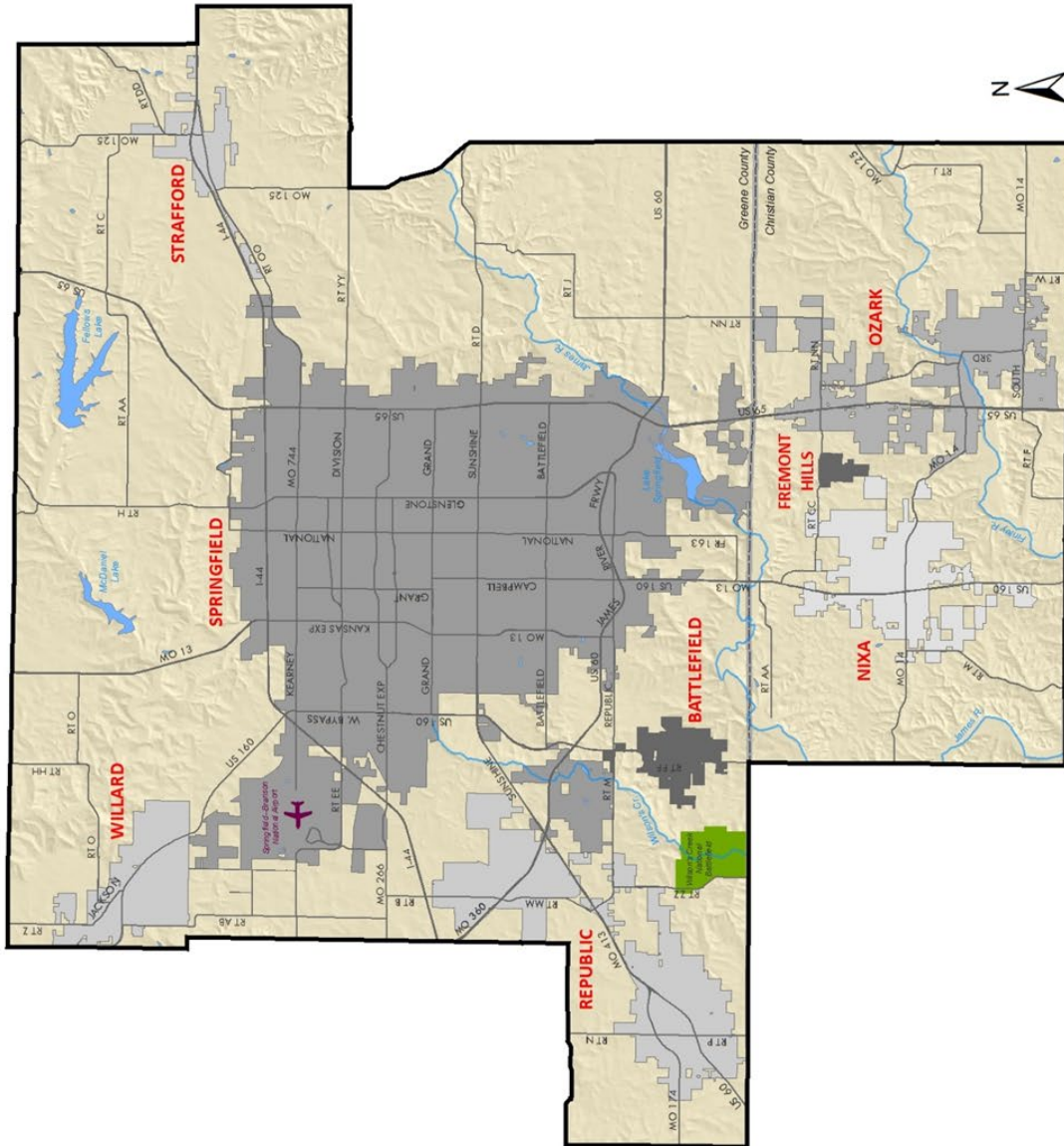


Legend

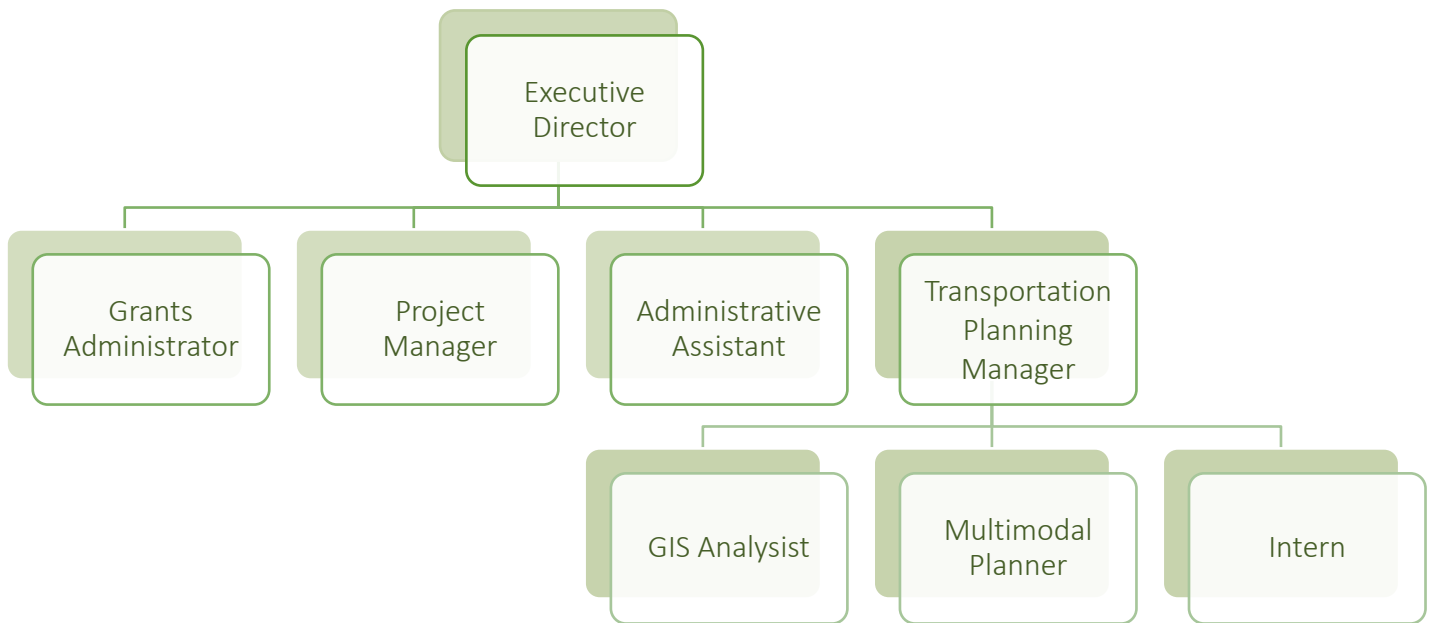
- Airport
- Major Road
- River
- Lake
- City Limits
- National Park
- OTO Study Area



DISCLAIMER
The Ozarks Transportation Organization is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the Federal Highway Administration (FHWA), the Missouri Department of Transportation (MoDOT), or the Ozarks Transportation Organization. This map does not constitute a standard, specification, or regulation.



Ozarks Transportation Organization Planning Staff



Important Issues Facing the Ozarks Transportation Organization

The OTO adapted the planning process throughout the COVID-19 pandemic and subsequent recovery. Logistical challenges were tackled by incorporating virtual tools and conducting hybrid meetings. These changes have received positive feedback and have been incorporated into OTO processes for broader participation. OTO has stayed on mission and continued advancing the planning process and cooperative decision-making. The region is continuing its work toward a more multi-modal, aesthetically pleasing transportation system, but it continues to struggle with funding challenges. The OTO planning partners remain focused on ways to fund the transportation system with the continued threat of increased inflation in the upcoming transportation improvement program and statewide transportation improvement program. OTO staff and planning partners continue to seek additional US DOT grant assistance to bridge the funding gap.

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

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

The Unified Planning Work Program for FY 2024 will also continue to implement the recommendations contained within *Destination 2045 (adopted in 2021 and amended in 2022)*, as well as the *Regional Bicycle and Pedestrian Trail Investment Study*. Work products include studies and the ongoing effort to pursue discretionary funding for the region.

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

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

Major Activities and Tasks

The Unified Planning Work Program is divided into tasks and work elements identifying how OTO's time and expenses will be allocated over the fiscal year. Appendix A outlines planning activities in the region that are outside the OTO's Unified Planning Work Program. The following pages outline each major activity and task, responsible agencies, schedule, resulting products, and proposed funding. Funding is summarized by source and federal share, with matching funds identified. Additional details on prior accomplishments can be found in the FY 2023 UPWP Year-End Report, which will be incorporated upon completion in July 2023.

OTO UPWP Work Program (CPG)

Task 1 – OTO General Administration

Purpose

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

Work Elements

1.1 Financial and Contract Management

Timeframe – July 2023 to June 2024

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

1.2 Financial Audit

Timeframe – August 2023 to December 2023

- Conduct an annual, and if necessary, single audit of FY 2023 and report to Board of Directors
- Implement measures as suggested by audit

1.3 Unified Planning Work Program

Timeframe – July 2023 to June 2024

- Amendments to the FY 2024 UPWP as necessary
- Development of the FY 2025 UPWP, including subcommittee meetings and public participation in accordance with the OTO Public Participation Plan, as well as approval through the OTO Board of Directors, MoDOT, FHWA Missouri Division, and FTA Region VII.
- UPWP Quarterly Progress Reports
- Invoicing and Year-End Report

1.4 Travel and Training

Timeframe – July 2023 to June 2024

- Travel to meetings and trainings regionally, statewide, and nationally
 - MoDOT Planning Partner Meetings
 - Missouri Trails Advisory Board
 - Missouri Highways and Transportation Commission meetings
 - Missouri Public Transit Association Board Meetings
 - Springfield Traffic Advisory Board
 - Ozark Greenways Technical Committee
 - Let's Go Smart Collaborative
 - Ozarks Section of Institute of Transportation Engineers

- Southwest Missouri Council of Governments
- Training and development of OTO staff and members through relevant educational programs, which could potentially include:
 - Association of MPOs Conferences and Webinars
 - GIS industry-related conferences and training, such as MAGIC or ESRI
 - Institute for Transportation Engineers Conferences and Webinars
 - Transportation Research Board Conferences and Webinars
 - American Planning Association Conferences and Webinars
 - Missouri Public Transportation Association Conferences and Webinars
 - Other relevant training for planning and non-planning staff
 - OTO hosted training for members
 - Employee Educational Assistance
 - Industry memberships as appropriate

1.5 General Administration and Personnel

Timeframe – July 2023 to June 2024

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

1.6 Electronic Support for OTO Operations

Timeframe – July 2023 to June 2024

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

1.7 MPO Compliance and Certification

Timeframe – July 2023 to June 2024

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

Anticipated Outcomes

- Implementation of the FY 2024 UPWP
- Regular reimbursement requests and quarterly progress reports
- FY 2023 Year-End Report
- Adoption of the FY 2025 UPWP and execution of associated agreements

- Financial reporting to the Board of Directors
- FY 2023 Audit
- Legal services and contracts
- Grant Administration
- Attendance of OTO staff and members at relevant meetings and trainings
- Relevant policy and bylaws updates and necessary legal services
- Revisions to inter-local agreements and contracts as needed
- Continued grant administration of multiple DOT grants
- Contract services performed by HR, Legal, and Auditing professionals

Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2023 year-end report, which will be incorporated upon completion in July 2023.

- Quarterly progress reports, payment requests and year-end report for FY 2022
- Quarterly financial reporting to the Board of Directors
- Final dues collection from prior year and preparation of dues for next fiscal year
- FY 2022 Single Audit
- FY 2023 UPWP amendments and administrative modifications as needed through June 2023
- FY 2024 UPWP development and approval
- Conferences and training for staff
- Employment management
- Legal services and contracts
- Property Control Management Policy
- Grant Administration
- Conflict of Interest Policy and Certifications
- Updated Continuity of Operations Plan
- Addressed items contained in 2021 joint FHWA and FTA federal certification review of the MPO Planning Process
- Contract services performed by HR, Legal and Auditing professionals

Task 2 – Coordination and Public Engagement

Purpose

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

Work Elements

2.1 OTO Committee Support

Timeframe – July 2023 to June 2024

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

2.2 Stakeholder Education and Outreach

Timeframe – July 2023 to June 2024

- Participate in and encourage collaboration among various community committees directly related to transportation and planning
- Continued coordination through the planning process with the Federal Land Management Agency representatives in the MPO area
- Coordination with MoDOT staff at District and Statewide levels

2.3 Public Involvement

Timeframe – July 2023 to June 2024

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

2.4 Civil Rights Compliance

Timeframe – July 2023 to June 2024

- Meet federal and state reporting requirements for Title VI and Americans with Disabilities Act (ADA)
- 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
- Update OTO Title VI Plan

2.5 Member Attendance at OTO Meetings

Timeframe – July 2023 to June 2024

- OTO member jurisdiction member's time spent at OTO meetings

Anticipated Outcomes

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

Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2023 year-end report, which will be incorporated upon completion in July 2023.

- Meetings, agendas, and minutes for OTO Board of Directors, Committees, and Subcommittees
- Document meeting attendance for in-kind reporting
- Community committee participation
- Annual PPP Evaluation
- Management of public input
- Social media engagement
- DBE and Title VI reports submitted to MoDOT
- Monthly website maintenance and associated updates
- Public Input Websites for the Route FF Corridor Study and 2023 Highway MM Corridor RAISE Discretionary Grant Application
- Public meeting conducted for the Route FF Corridor Study and Community Open House for the Chadwick Flyer Trail
- Integration of Virtual Public Involvement Tools

Task 3 – Planning and Implementation

Purpose

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

Work Elements

3.1 Long Range Transportation Plan

Timeframe – July 2023 to June 2024

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

3.2 Performance Measures

Timeframe – July 2023 to June 2024

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

3.3 Congestion Management Process Implementation

Timeframe – July 2023 to June 2024

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

3.4 Federal Function Classification Maintenance and Updates

Timeframe – July 2023 to June 2024

- Annual call for updates
- Facilitate change requests as necessary

3.5 Freight Planning

Timeframe – July 2023 to June 2024

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

3.6 Alternative Fuel and Air Quality Planning

Timeframe – July 2023 to June 2024

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

3.7 Demographic and Geographic Data Management

Timeframe – July 2023 to June 2024

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

3.8 Support for Jurisdictions' Plans

Timeframe – July 2023 to June 2024

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

3.9 Active Transportation Planning and Implementation

Timeframe – July 2023 to June 2024

- Implement strategies for active transportation as identified in OTO bicycle and pedestrian plans, including *Towards A Regional Trail System*, *Statement of Priorities for Sidewalks and On-Street Bicycle and Pedestrian Infrastructure*, and *Regional Bicycle and Pedestrian Trail Investment Study*.
- Coordinate and monitor regional activities through the Bicycle and Pedestrian Advisory Committee
- Work with member jurisdictions to identify funding and timelines for potential trail projects

3.10 Planning and Environment Linkages (PEL)

Timeframe – July 2023 to June 2024

- Coordinate with Ozark Greenways and other regional planning partners to incorporate PEL in the planning process

Anticipated Outcomes

- Amendments to the LRTP as necessary
- Performance target updates
- Annual call for updates to the Federal Functional Classification System and other updates as requested
- CMP monitoring
- Participation in statewide freight planning efforts
- Continued air quality attainment status monitoring
- Report on growth trends and other relevant demographics
- GIS maintenance and mapping, including transportation data
- Travel demand model updates as needed and associated model runs
- Annual review of STRAHNET system
- Regional Electric Vehicle Plan
- LRTP Implementation Report
- Annual Bicycle/Pedestrian Implementation Report
- Resources for active transportation best practices and any associated trainings
- Continued development of trail projects for eventual construction
- Bicycle and Pedestrian Safety Analysis
- Trail Dashboard Maintenance and Maps
- Other projects as needed

Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2023 year-end report, which will be incorporated upon completion in July 2023.

- *Amended Destination 2045*
- Performance target updates adopted
- Annual State of Transportation Report
- Annual Federal Functional Classification call for projects
- Federal Functional Classification update requests
- Participation in Ozarks Clean Air Alliance
- GIS maintenance and mapping
- OTO data sharing policy
- Trail ordinance distributed to member jurisdictions
- Bike/Ped Implementation Report
- Trail dashboard update

Task 4 – Project Selection and Programming

Purpose

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

Work Elements

4.1 Project Programming

Timeframe – July 2023 to June 2024

- Review and revise as necessary, policies and procedures for project selection and award
- Award funding and program projects into relevant Transportation Improvement Program
- All public involvement activities relating to gathering input for and comments on the Transportation Improvement Program and its amendments
- Complete and publish FY 2024-2027 Transportation Improvement Program
- Develop and draft FY 2025-2028 Transportation Improvement Program
- Process all TIP Amendments and Modifications, including the coordination, advertising, public comment, Board approval, and submissions for MoDOT STIP incorporation
- Maintain and update the OTO TIP project database and web map

4.2 Federal Funds Tracking

Timeframe – July 2023 to June 2024

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

4.3 STIP Prioritization and Scenarios

Timeframe – July 2023 to June 2024

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

Anticipated Outcomes

- Adoption and approval of the FY 2024-2027 Transportation Improvement Program
- Development of the draft FY 2025-2028 Transportation Improvement Program
- TIP Amendments and Administrative Modifications as necessary
- Maintain online TIP database
- Semiannual Federal Funds Balance Report
- Annual Listing of Obligated Projects
- Develop and prioritize potential projects for use of MoDOT system improvement funds
- Award suballocated funding via competitive process

Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2023 year-end report, which will be incorporated upon completion in July 2023.

- Amendments and Administrative Modifications to the FY 2023-2026 Transportation Improvement Program
- Draft FY 2024-2027 Transportation Improvement Program
- Semiannual Federal Funds Balance Reports
- Annual Listing of Obligated Projects
- MoDOT STIP Prioritization
- Developed and solicited applications for Transportation Alternatives Program (TAP), Carbon Reduction Program (CRP) and FTA 5310 projects

Task 5 – OTO Transit Planning

Purpose

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

Work Elements

5.1 Operational Planning

Timeframe – July 2023 to June 2024

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

5.2 Transit Coordination Plan and Implementation

Timeframe – July 2023 to June 2024

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

5.3 Program Management Plan Implementation

Timeframe – July 2023 to June 2024

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

5.4 Data Collection and Analysis

Timeframe – July 2023 to June 2024

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

5.5 Community Support

Timeframe – July 2023 to June 2024

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

- Attend Missouri Public Transit Association Board meetings

5.6 ADA/Title VI Appeal Process

Timeframe – July 2023 to June 2024

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

Anticipated Outcomes

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

Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2023 year-end report, which will be incorporated upon completion in July 2023.

- LCBT meetings, agendas, and minutes
- Transit agency coordination
- Let's Go Smart Transportation Collaborative participation
- Call for Projects and Award of FTA 5310 Funding
- Updated Program Management Plan to include OTO Section 5310 program administration ready for approval in FY 2024

Task 6 – Ad Hoc Studies and Projects

Purpose

Conduct special transportation studies as requested by the OTO Board of Directors, subject to funding availability. Priority for these studies shall be given to those projects that address recommendations and implementation strategies for the long range transportation plan.

Work Elements

6.1 Transportation Consultant/Modeling Services

Timeframe – July 2023 to June 2024

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

6.2 Grant Applications

Timeframe – July 2023 to June 2024

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

6.3 Other Studies in Accordance with LRTP

Timeframe – July 2023 to June 2024

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

Anticipated Outcomes

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

Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2023 year-end report, which will be incorporated upon completion in July 2023.

- Continued support for area comprehensive plan updates
- Grant application review and support letters

- Reviewed RAISE Grant/INFRA Grant opportunities
- 2023 Highway MM RAISE Discretionary Grant submitted
- Chadwick Flyer Overpass grant application submitted
- Route 66 Trail Alignment Study
- Route FF Extension Alignment Study

Task 7 – Operations and Demand Management

Purpose

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

Work Elements

7.1 Traffic Incident Management Planning

Timeframe – July 2023 to June 2024

- Coordinate meetings of Traffic Incident Management Committee

7.2 Intelligent Transportation Systems Coordination

Timeframe – July 2023 to June 2024

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

7.3 Intelligent Transportation Systems Architecture

Timeframe – July 2023 to June 2024

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

7.4 Travel Sensing and Travel Time Services

Timeframe – July 2023 to June 2024

- Ongoing maintenance of OTO Wi-Fi travel time units

7.5 Coordinate Employer Outreach Activities

Timeframe – July 2023 to June 2024

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

7.6 Collect and Analyze Data to Determine Potential Rideshare Demand

Timeframe – July 2023 to June 2024

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

7.7 Van Pool Program

Timeframe – July 2023 to June 2024

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

Anticipated Outcomes

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

Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2023 year-end report, which will be incorporated upon completion in July 2023.

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

Task 8 – MoDOT Studies and Data Collection

Purpose

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

Work Elements

8.1 MoDOT Transportation Studies and Data Collection

Timeframe – July 2023 to June 2024

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

MoDOT Position	Annual Salary	Annual Fringe	Annual Additive	Total	% Time	Eligible
Traffic Center Manager	\$ 112,730	\$ 81,831	\$ 13,156	\$ 207,716	5%	\$ 10,386
Traffic Study Specialist	\$ 63,310	\$ 45,957	\$ 7,388	\$ 116,655	20%	\$ 23,331
Senior Traffic Study Specialist	\$ 73,844	\$ 53,603	\$ 8,618	\$ 136,065	30%	\$ 40,819
Senior Traffic Study Specialist	\$ 73,844	\$ 53,603	\$ 8,618	\$ 136,065	5%	\$ 6,803
Intermediate Information Systems Technologist	\$ 59,086	\$ 42,891	\$ 6,895	\$ 108,872	15%	\$ 16,331
Total						\$ 97,670

Anticipated Outcomes

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

Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2023 year-end report, which will be incorporated upon completion in July 2023.

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

2.5% Set Aside Work Program

Task 9 - Safe and Accessible Transportation Options

Purpose

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

This section contains additional tasks for developing safe and accessible transportation options. This task is utilizing the 2.5% (\$14,458) set aside of Safe and Accessible Transportation Options Planning funds for the OTO. Incorporate planning processes that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles. The OTO currently works towards safe and accessible transportation options as demonstrated by work tasks throughout the UPWP.

Work Elements

9.1 Transportation Options Best Practices

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

9.2 Complete Streets

- Maintain complete streets toolbox

9.3 Bicycle and Pedestrian Transportation

- Maintain OTO Trail dashboard and work to fill in gaps
- Completion of a safety analysis of bicycle and pedestrian crashes throughout the OTO area
- Develop and maintain pedestrian crash maps

Anticipated Outcomes

- Enhanced Complete Streets toolbox
- Bicycle and Pedestrian Crash Maps
- Draft best practices for active transportation

Prior Year Accomplishments

- Maintain Complete Streets Toolbox
- Pedestrian Safety Analysis

Surface Transportation Block Grant Work Program

Task 10 – Studies and Project Administration

Purpose

Conduct special transportation studies as requested by the OTO Board of Directors, subject to funding availability. Priority for these studies shall be given to those projects that address recommendations and implementation strategies for the long range transportation plan. These are studies and projects utilizing Surface Transportation Block Grant funding.

Work Elements

10.1 Other Transportation Studies

Timeframe – July 2023 to June 2024

- Studies requested by member jurisdictions to examine trail or road alignments, traffic, safety, walkability or land use

10.2 Administration of CRRSAA funded projects

Timeframe – July 2023 to June 2024

- Identify, plan and develop consultant procurement and contract to oversee selected project construction.
- Oversee multi-year consultant contract of Chadwick Flyer III Trail resulting in project completion.

10.3 Administration of Local Jurisdiction Projects

- Oversee the project administration of local jurisdiction projects as needed

Anticipated Outcomes

- CRRSAA funded project management
- Project administration
- Other studies completed as needed

Prior Year

Formerly part of Task 6 Ad Hoc Studies and Projects

Funding Tables

The work contained in the FY 2024 Unified Planning Work Program (UPWP) is supported by financial grants and in-kind resources from federal, state, and local government sources, as well as OTO surplus funding. The total estimated costs for the FY 2024 UPWP is \$1,597,423; with \$1,280,830 in federal dollars and \$316,593 in state, local, and in-kind dollars. The use of in-kind dollars allows the OTO to utilize an 86.23% federal reimbursement rate. Funding details are found in seven tables, described below.

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

Table 1
Task Budget Summary

Consolidated Planning Grant PL

Tasks	Estimated Total Cost	Responsible Agency	Consultant Contract
Task 1 – General Administration	\$265,933		
1.1 Financial and Contract Management		OTO	Yes
1.2 Financial Audit		OTO	Yes
1.3 Unified Planning Work Program		OTO	No
1.4 Travel and Training		OTO	No
1.5 General Administration and Personnel		OTO	Yes
1.6 Electronic Support for OTO Operations		OTO	Yes
1.7 MPO Compliance and Certification		OTO	No
Task 2 – Coordination and Public Engagement	\$296,467		
2.1 OTO Committee Support		OTO	No
2.2 Stakeholder Education and Outreach		OTO	No
2.3 Public Involvement		OTO	No
2.4 Civil Rights Compliance		OTO	No
2.5 Member Attendance at OTO Meetings		OTO	No
Task 3 – Planning and Implementation	\$302,296		
3.1 Long Range Transportation Plan		OTO	No
3.2 Performance Measures		OTO	No
3.3 Congestion Management Process Implementation		OTO	No
3.4 Federal Functional Classification Maintenance and Updates		OTO	No
3.5 Freight Planning		OTO	No
3.6 Alternative Fuel and Air Quality Planning		OTO	Yes
3.7 Demographic and Geographic Data Management		OTO	Yes
3.8 Support for Jurisdictions' Plans		OTO	No
3.9 Active Transportation Planning and Implementation		OTO	No
3.10 Planning and Environment Linkages (PEL)		OTO	No
Task 4 – Project Selection and Programming	\$108,185		
4.1 Project Programming		OTO	Yes
4.2 Federal Funds Tracking		OTO	No
4.3 STIP Prioritization and Scenarios		OTO	No
Task 5 – OTO Transit Planning	\$38,359		
5.1 Operational Planning		OTO	No
5.2 Transit Coordination Plan and Implementation		OTO	No
5.3 Program Management Plan Implementation		OTO	No
5.4 Data Collection and Analysis		OTO	No
5.5 Community Support		OTO	No
5.6 ADA/Title VI Appeal Process		OTO	No

Tasks	Estimated Total Cost	Responsible Agency	Consultant Contract
Task 6 – Ad Hoc Studies and Projects	\$155,585		
6.1 Transportation Consultant/Modeling Services		OTO	Yes
6.2 Grant Applications		OTO	Potentially
6.3 Other Studies in Accordance with LRTP		OTO	Potentially
Task 7– Operations and Demand Management	\$14,594		
7.1 Traffic Incident Management Planning		OTO	No
7.2 Intelligent Transportation Systems Coordination		OTO	No
7.3 Intelligent Transportation Systems Architecture		OTO	No
7.4 Travel Sensing and Travel Time Services		OTO Springfield MoDOT	Yes
7.5 Coordinate Employer Outreach Activities		OTO Springfield	No
7.6 Collect & Analyze Data to Determine Potential Demand		OTO	No
7.7 Van Pool Program		OTO	No
Task 8 – MoDOT Studies and Data Collection	\$97,670		
8.1 MoDOT Transportation Studies and Data Collection		MoDOT SW	No
TOTAL	\$1,279,089		

2.5% Set Aside

Tasks	Estimated Total Cost	Responsible Agency	Consultant Contract
Task 9– 2.5 % Set Aside Safe and Accessible Transportation Options	\$14,458	OTO	
9.1 Transportation Options Best Practices		OTO	No
9.2 Complete Streets		OTO	No
9.3 Bicycle & Pedestrian Transportation		OTO	No
TOTAL	\$14,458		

STBG

Tasks	Estimated Total Cost	Responsible Agency	Consultant Contract
Task 10 – Studies and Project Administration	\$303,876		
10.3 Other Transportation Studies		OTO	Potentially
10.4 Administration of CRRSAA Funded Projects		OTO	No
10.5 Administration of Local Jurisdiction Projects		OTO	No
TOTAL	\$303,876		

FTA 5303 (City Utilities) – Appendix A

Tasks	Estimated Total Cost	Responsible Agency	Consultant Contract
Task 11 – CU Transit Planning	\$210,000		
11.1 Operational Planning		City Utilities	No
11.2 ADA Accessibility Planning		City Utilities	No
11.3 Transit Fixed Route/Regional Service Analysis Imp.		City Utilities	No
11.4 Service Planning		City Utilities	No
11.5 Financial Planning		City Utilities	No
11.6 Competitive Contract Planning		City Utilities	No
11.7 Safety, Security, and Drug/Alcohol Control Planning		City Utilities	No
11.8 Transit Coordination Plan Implementation		City Utilities	No
11.9 Program Management Plan Implementation		City Utilities	No
11.10 Data Collection and Analysis		City Utilities	No
11.11 Transit Fixed Route Analysis		City Utilities	Yes
TOTAL	\$210,000		

Safe Streets and Roads for All Grant – Appendix A

Task 12 – Safe Streets and Roads for All	\$286,000		
12.1 Data Collection and Analysis		OTO	Yes
12.2 Public Input		OTO	Yes
12.3 Travel Model Updates		OTO	Yes
12.4 Safe Streets and Roads for All Subcommittee		OTO	No
12.5 Safety Plan Development		OTO	No
TOTAL	\$286,000		

Table 2

Funding Totals

Summary Totals										
	Local Funding			Federal Funding						
Task	Local Match 13.7659%	City Utilities	In-Kind 2.4238%	CPG 69.8668%	STBG 16.3672%	2.5% Set Aside Safe & Access Trans	SS4A Discretionary Grant	5307	Total	Percent (%)
1	\$ 36,608	\$ -	\$ -	\$ 229,325	\$ -	\$ -	\$ -	\$ -	\$ 265,933	17.73%
2	\$ 4,811	\$ -	\$ 36,000	\$ 255,656	\$ -	\$ -	\$ -	\$ -	\$ 296,467	19.77%
3	\$ 41,614	\$ -	\$ -	\$ 260,682	\$ -	\$ -	\$ -	\$ -	\$ 302,296	20.16%
4	\$ 14,893	\$ -	\$ -	\$ 93,292	\$ -	\$ -	\$ -	\$ -	\$ 108,185	7.21%
5	\$ 5,280	\$ -	\$ -	\$ 33,079	\$ -	\$ -	\$ -	\$ -	\$ 38,359	2.56%
6	\$ 21,418	\$ -	\$ -	\$ 134,167	\$ -	\$ -	\$ -	\$ -	\$ 155,585	10.37%
7	\$ 2,009	\$ -	\$ -	\$ 12,585	\$ -	\$ -	\$ -	\$ -	\$ 14,594	0.97%
9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,458	\$ -	\$ -	\$ 14,458	0.96%
10	\$ 60,775	\$ -	\$ -	\$ -	\$ 243,101	\$ -	\$ -	\$ -	\$ 303,876	20.26%
Total	\$ 187,408	\$ -	\$ 36,000	\$ 1,018,786	\$ 243,101	\$ 14,458	\$ -	\$ -		
Total of CPG/STBG Expenses									\$ 1,499,753	100.00%
8	Value of MoDOT "Direct Cost"								\$ 97,670	
Total of CPG/STBG Work Program									\$ 1,597,423	
11	\$ -	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,000	\$ 210,000	
12	\$ 57,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 228,800	\$ -	\$ 286,000	
Totals	\$ 57,200	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ 228,800	\$ 168,000		
Total of Transportation Planning Work									\$ 2,093,423	

Table 3

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

Cost Category	Budgeted Amount FY 2023	Equipment Purchase
Building Lease	\$ 54,060.00	No
Cleaning Services	\$ 4,500.00	No
Data Acquisition	\$ 25,000.00	No
ESRI Licensing	\$ 6,363.00	No
Insurance (Directors & Officers, Errors & Omissions, Professional Liability, Workers Compensation, Network Defender)	\$ 12,190.00	No
IT Managed Services	\$ 13,000.00	No
Maintenance	\$ 2,000.00	No
Online TIP Tool	\$ 15,684.00	No
Payroll Services/Cafeteria Plan Administration	\$ 4,000.00	No
Professional Services for Operations (Accounting, Audit, HR, Legal)	\$ 45,000.00	No
Transportation Consultant/Modeling Services:		No
Grant Applications and Other Studies As Needed	\$ 240,000.00	No
Travel Demand Model Update	\$ 15,000.00	No
Travel Sensing	\$ 5,000.00	No
Vehicle	\$ 35,000.00	Yes
Webhosting	\$ 4,000.00	No

Table 4

CPG/STBG Eligible Funding FY 2024

Total Value of OTO/Springfield Metropolitan Transportation Planning Work	
Tasks 1-8 & 10	\$ 1,485,295
Actual Total Ozarks Transportation Organization Expenditures	\$ 1,485,295
Plus Value of Task 9 MoDOT Direct Costs Credit *	\$ 97,670
Total Value of OTO/Springfield Metropolitan Transportation Planning Work	\$ 1,582,965
Federal Pro-Rata Share	80%
Federal CPG & STBG Funding Eligible	\$ 1,266,372
Federal CPG 2.5% Set Aside	\$ 14,458
Federal Pro-Rata Share	100%
Additional Federal 2.5% Set Aside CPG Funding Eligible	\$ 14,458.00

*The value of MoDOT Direct Costs (Traffic Studies) makes an additional \$78,112 ($\$97,670 \times .80$) of Federal CPG funding available for budgeted actual cost. The total direct cost value amount of \$97,670 allows the actual cost of CPG funded transportation planning costs to be funded at 86.23% federal.

Table 5

Budgeted Revenue for Actual CPG/STBG Costs FY 2024

Ozarks Transportation Organization Revenue	Total Amount Budgeted
Federal CPG Funding Eligible	\$ 1,023,271
Federal CPG 2.5% Set Aside (added in CPG revenue line)	\$ 14,458
Total CPG Revenue	\$ 1,037,729
Surface Transportation Block Grant	\$ 243,101
Local Match to be Provided	\$ 182,923
Value of In-Kind Match	\$ 36,000
MoDOT Direct Costs	\$ 97,670
Total OTO Revenue	\$ 1,597,423

Table 6

Consolidated Planning Grant Available Balance

OTO CPG Fund Balance as of 6/30/2023 (includes FY 2023 estimated allocation)*	\$1,417,886.40
Less Remaining Expenses to be Billed for FY 2023	(\$509,011.19)
PLUS FY 2024 CPG Expected Allocation**	<u>\$772,148.00</u>
TOTAL Estimated CPG Funds Available for FY 2024 UPWP	\$1,681,023.21
LESS CPG Funds Programmed for FY 2024	(\$1,037,729)
Remaining Unprogrammed Balance	<u>\$643,294.21</u>

*Previously allocated, but unspent CPG funds through 1/31/2023

Justification for Carryover Balance

The projected carryover balance of \$643,294.21 represents less than one year of federal planning funding allocations to OTO. OTO is funded by a combined Federal Highway and Federal Transit grant through the Missouri Department of Transportation.

Table 7

UPWP FY 2024 Budget

	FY 2024
	Jul '23 - Jun 24
Ordinary Revenue/Expenditures	
Revenue	
Other Types of Income	
In-Kind Match, Donated Direct Cost	\$ 133,670
Total Other Types of Income	\$ 133,670
OTO Revenue	
Consolidated Planning Grant (CPG) FHWA & FTA	\$ 1,037,729
Local Jurisdiction Match Funds	\$ 162,954
Local Jurisdiction Studies and Project Match	\$ 19,969
Surface Transportation Block Grant	\$ 243,101
Total OTO Revenue	\$ 1,463,753
Total Revenue	\$ 1,597,423
Expenditures	
Personnel	
Mobile Data Plans	\$ 3,120
Payroll Services	\$ 4,000
Salaries and Fringe	\$ 864,564
Professional Services (Accounting, Audit, HR, Legal)	\$ 45,000
Total Personnel	\$ 916,684
Operating	
Dues/Memberships	\$ 9,500
Education/Training/Travel	\$ 28,000
Food/Meeting Expense	\$ 8,500
Legal/Bid Notices	\$ 1,500
Postage/Postal Services	\$ 200
Printing/Mapping Services	\$ 3,500
Public Input Event Registration	\$ 200
Staff Mileage Reimbursement	\$ 3,500
Telephone/Internet	\$ 7,000
Vehicle Purchase	\$ 35,000
Vehicle Maintenance/Fuel	\$ 2,400
Total Operating	\$ 99,300

Commodities	
Office Supplies/Furniture	\$ 7,500
Public Input Promotional Items	\$ 2,500
Publications	\$ 1,000
Total Commodities	\$ 11,000
Information Technology	
Computer Upgrades/Equipment Replacement	\$ 8,500
GIS Licenses	\$ 7,000
IT Maintenance Contract	\$ 13,000
Software	\$ 7,000
Webhosting	\$ 3,000
Total Technology	\$ 38,500
Insurance	
Directors and Officers	\$ 2,600
Errors and Omissions	\$ 3,300
General Liability	\$ 3,000
Workers Compensation	\$ 2,500
Automobile Insurance	\$ 2,000
Network Defender	\$ 290
Total Insurance	\$ 13,690
Service/Projects	
Data Acquisition	\$ 25,000
Rideshare	\$ 500
TIP Tool Maintenance	\$ 15,684
Transportation Consulting Services	\$ 240,000
Travel Demand Model Update	\$ 12,000
Travel Sensing and Travel Time Service Projects	\$ 5,000
Total Service/Projects	\$ 298,184
Building	
Building Lease	\$ 54,060
Common Area Maintenance Expense	\$ 22,635
Maintenance	\$ 2,000
Office Cleaning	\$ 4,500
Utilities	\$ 3,200
Total Building	\$ 86,395
In-Kind Match Expense	
Direct Cost - MoDOT Salaries	\$ 97,670
Membership Attendance at Meetings	\$ 36,000
Total In-Kind Match Expense	\$ 133,670
Total Expenditures	\$ 1,597,423
Net Revenue Over Expenditures	\$ 0

Appendix A – Related Planning Activities

FTA 5303 - City Utilities Work Program

Task 11 – CU Transit Planning

Purpose

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

Work Elements

11.1 Operational Planning

Timeframe – July 2023 to June 2024

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

11.2 ADA Accessibility Planning

Timeframe – July 2023 to June 2024

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

11.3 Transit Fixed Route/Regional Service Analysis Implementation

Timeframe – July 2023 to June 2024

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

11.4 Service Planning

Timeframe – July 2023 to June 2024

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

11.5 Financial Planning

Timeframe – July 2023 to June 2024

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

11.6 Competitive Contract Planning

Timeframe – July 2023 to June 2024

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

11.7 Safety, Security, and Drug/Alcohol Control Planning

Timeframe – July 2023 to June 2024

- Implementation of additional safety and security policies as required by FAST Act and/or subsequent legislation

11.8 Transit Coordination Plan Implementation

Timeframe – July 2023 to June 2024

- 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

11.9 Program Management Plan Implementation

Timeframe – July 2023 to June 2024

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

11.10 Data Collection and Analysis

Timeframe – July 2023 to June 2024

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

11.11 Transit Fixed Route Analysis

- Analysis of the current fixed route system in order to recommend the most appropriate route structure of the current system as well as system expansion given budget restrictions.

Anticipated Outcomes

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

- Data Collection and Analysis
- Transit Fixed Route Analysis

Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2023 year-end report, which will be incorporated upon completion in July 2023.

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

FHWA Discretionary Grant

Task 12 – Safe Streets and Roads for All Grant

Purpose

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

Work Elements

12.1 Data Collection and Analysis

Timeframe – July 2023 to June 2025

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

12.2 Public Input

Timeframe – July 2023 to June 2025

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

12.3 Travel Model Updates

Timeframe – July 2023 to June 2025

- Travel demand model scenarios to assist with safety plan prioritization

12.4 Safe Streets and Roads for All Advisory Committee

Timeframe – July 2023 to June 2025

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

12.5 Safety Plan Development

Timeframe – July 2023 to June 2025

- Review of existing policies, programs, and engineering solutions
- Development of evaluation process
- Development of performance targets
- Identification of education programs and behavioral modifications that can accompany engineered improvements
- Development of engineering improvements

Anticipated Outcomes (New Task)

- Data acquisition
- Public Input

- Safe Streets and Roads for All Advisory Committee meetings
- Scoping and Schedule Development of Safety Plan (full plan anticipated in FY 2025)

Location of Referenced Documents

FY 2023 UPWP, as amended – <https://www.ozarkstransportation.org/uploads/documents/UPWP-FY2023-Amend1-Revised.pdf>

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

Public Participation Plan Annual Evaluation -
<https://www.ozarkstransportation.org/uploads/documents/PPPeval2021.pdf>

Transportation Plan 2045 -
https://www.ozarkstransportation.org/uploads/documents/Amendment2_Destination2045_07212022.pdf

Regional Bicycle and Pedestrian Trail Investment Study
<https://media.ozarkstransportation.org/documents/Towards-A-Regional-Trail-System.pdf>
https://media.ozarkstransportation.org/documents/OTO_Trail_Investment_Study_Complete.pdf
https://media.ozarkstransportation.org/documents/OTO_TIS_Nixa_Addendum.pdf

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

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

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

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

Bicycle and Pedestrian Report - https://www.ozarkstransportation.org/uploads/documents/CY21Report-09132022_230324_190643.pdf

State of Transportation Report – https://www.ozarkstransportation.org/uploads/documents/SOT-2021-12_220916_184341.pdf

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

FY 2023-2026 Transportation Improvement Program and Amendments -
<https://www.ozarkstransportation.org/what-we-do/transportation-improvement-program>

Annual Listing of Obligated Projects -
https://www.ozarkstransportation.org/uploads/documents/FY2022ALOPReport_220916_182711.pdf

Federal Funds Balance Report -

https://www.ozarkstransportation.org/uploads/documents/FundsBalanceReport10122022_221228_144558.pdf

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

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

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