



OZARKS TRANSPORTATION ORGANIZATION  
A METROPOLITAN PLANNING ORGANIZATION

## **Unified Planning Work Program**

**Fiscal Year 2015**

(July 1, 2014 – June 30, 2015)

APPROVED BY OTO BOARD OF DIRECTORS: April 17, 2014

APPROVED BY USDOT: May 6, 2014

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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 2015 (July 2014 - June 2015). 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 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\\_BODApproved\\_%20Aug2014.pdf](http://www.ozarkstransportation.org/Documents/OTO_PPP_BODApproved_%20Aug2014.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; and
- Emphasize the preservation of the existing transportation system.



### 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 order to fulfill that mission, a great deal of staff time and efforts are spent on bringing decision makers together to make funding and planning decisions to better the transportation network, which includes all modes.

As the economy continues to recover, the Ozarks Transportation Organization must prepare for the scenario of increased population growth leading to increased demand on the transportation system. Therefore, the planning efforts will be focused on the implementation of established plans including the long-range transportation plan, the transit coordination plan, and the bicycle and pedestrian plan. The OTO staff will be reviewing the Major Thoroughfare Plan to affirm the classification and future corridors that need to be preserved, ensuring the capacity is reserved for future growth.



### Anticipated Consultant Contracts

The table below lists the anticipated consultant contracts for the Fiscal Year 2015. All the contracts listed below are carryover multi-year contracts, except the professional services which may be new contracts depending on the service needed.

<i>Cost Category</i>	<i>Budgeted Amount FY2015</i>
Audit	\$4,900
Professional Services Fees	\$12,000
Data Storage/Backup	\$3,000
IT Maintenance Contract	\$9,000
TIP Tool	\$9,600
Travel Model Consultant	\$20,000
Travel Data Collection	\$12,000
<b>Total Consultant Usage</b>	<b>\$70,500</b>

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

Travel Time Collection Units - estimated cost \$80,000



## Task 010 – OTO General Administration

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

<b>Work Elements</b>	<b>Estimated Cost</b>
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<b>Financial Management.....</b>	<b>\$33,000</b>
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*July to June*

Responsible Agency – OTO

- Preparation of quarterly progress reports, payment requests, payroll, and year-end reports to MoDOT.
- Maintenance of OTO accounts and budget, with reporting to Board of Directors.
- IRS related documentation.

<b>Financial Audit.....</b>	<b>\$4,900</b>
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*August to October*

Consultant Contract

Responsible Agency – OTO

- Conduct an annual and likely single audit of FY 2015 and report to Board of Directors.
- Implement measures as suggested by audit

<b>Unified Planning Work Program .....</b>	<b>\$5,000</b>
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*January to June*

Responsible Agency – OTO

- Modifications to the FY 2015 UPWP as necessary.
- Development of UPWP for FY 2016, including subcommittee meetings, presentation at Technical Planning Committee and Board of Directors Meetings, and public participation in accordance with the OTO Public Participation Plan.

<b>Travel and Training .....</b>	<b>\$39,000</b>
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*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) Conferences
  - Association of MPOs Annual Conference
  - Census Bureau Training
  - ESRI User Conference
  - Association for Commuter Transportation Conference
  - Institute for Transportation Engineers Conferences including meetings of the Missouri Valley Section and Ozarks Chapter
  - ITE Web Seminars
  - National American Planning Association Conference
  - Missouri Chapter, American Planning Association Conference and Activities



- Midwest Transportation Planning Conference
- National Transit Institute and National Highway Institute Training
- Small to Medium Sized Communities Planning Tools Conference
- Geographic Information Systems (GIS) Advanced Training (ESRI's Arc Products)
- Bicycle/Pedestrian Professional Training
- Provide Other OTO Member Training Sessions, as needed and appropriate
- Missouri Association of Procurement Professional Training
- Missouri Public Transit Association Annual Conference
- Employee Educational Assistance

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

*July to June*

Responsible Agency – OTO

- Coordinate contract negotiations and Memorandums of Understanding.
- Bylaws and Articles of Incorporation Review including distribution of assets

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

*July to June*

Responsible Agency – OTO

- Maintain and update website [www.ozarkstransportation.org](http://www.ozarkstransportation.org).
- Software updates.
- Web hosting, backup services and maintenance contracts. **Consultant Contract**

### **Civil Rights Compliance ..... \$10,000**

*July to June*

Responsible Agency – OTO

- Meet federal and state reporting requirements for Title VI and ADA.
- Meet MoDOT established DBE goals.
- Accept and process complaint forms and review all projects for Title VI/ADA compliance.
- Continue to include environmental justice and low-English proficiency requirements in planning process.

### **End Products for FY 2015**

- Complete quarterly progress reports, payment requests and the end-of-year report provided to MoDOT
- Completion of the FY 2016 Unified Planning Work Program approved by OTO Board and MoDOT
- Attendance of OTO staff and OTO members at the various training programs
- Monthly updates of website
- Financial reporting to Board of Directors
- Calculate dues and send out statements
- DBE reporting
- Title VI/ADA semi-annual reporting and complaint tracking submitted to MoDOT
- Legal Document revisions as needed
- Audit Report for FY 14





### Tasks Completed in FY 2014

- Completed quarterly and year end reports for MoDOT (Completed June 2014)
- Completed the FY 2015 UPWP (Completed April 2014)
- Staff attended conferences and training (Completed June 2014)
- Dues calculated and mailed statements for July 2014 (Completed April 2014)
- Website maintenance (Completed June 2014)
- Completed DBE reporting (Completed June 2014)
- Title VI/ADA Reporting and Tracking (Completed June 2014)
- Title VI program adopted and Coordination process outlined and agreed to
- IRS tax ruling submitted

### Training Attended Included in FY 2014

- Planetizen Planning Ethics Training
- The Association of MPOs Annual Conference
- Engaging the Private Sector in Freight Planning Workshop
- Traffic Incident Management Training
- Primary Freight Network Overview Webinar
- NACTO's Urban Design Guidelines Webinar
- Sharpening GIS Skills Workshop
- Webinar – Strategic Prioritization in North Carolina
- Freight Movement Webinar
- Missouri APA conference
- APA-Webinar on Planning Ethics and Law
- FHWA/FTA Webinar - Scenario Planning Tool and Techniques for effective Analysts and Assessment
- Title VI Workshop
- AMPO Policy Committee
- Missouri Public Transit Association Annual Conference
- FTA Section 5310
- American Planning Association Webinar on Transportation Modeling
- Freight Partnership V – Washington DC
- TAP Implementation Roundtable Webinar
- Talking Freight Webinar – CSCMP State of Logistics Report Webinar
- Final TAP Guidance Webinar
- Population Analytics (AirSage) Webinar
- APA OMS Meeting at Public Safety Center
- Multimodal Benefit-Cost Analysis Tool, TREDIS-MBCA
- National Highway Travel Survey



### Funding Sources

Local Match Funds	\$29,380	20.00%
Federal CPG Funds	\$117,520	80.00%
<b>Total Funds</b>	<b>\$146,900</b>	<b>100.00%</b>



## Task 020 – OTO Committee Support

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

<b>Work Elements</b>	<b>Estimated Cost</b>
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<b>OTO Committee Support .....</b>	<b>\$130,000</b>
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*July to June*

Responsible Agency – OTO

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

<b>Community Committee Participation.....</b>	<b>\$10,000</b>
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*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
  - Childhood Obesity Action Group and Healthy Living Alliance
  - Other committees as needed

<b>OTO Policy and Administrative Documents .....</b>	<b>\$10,000</b>
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*July to June*

Responsible Agency – OTO

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

<b>Public Involvement .....</b>	<b>\$19,925</b>
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*July to June*

Responsible Agency – OTO

- Maintain GiveUsYourInput.org with public comments posted by work product.
- Publish public notices and press releases.



- Comply with Missouri Sunshine Law requirements, including record retention.
- Conduct an annual review of the OTO Public Participation Plan and make any needed revisions, consistent with federal guidelines.

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

*July to June*

Responsible Agencies – OTO and Member Jurisdictions

- OTO member jurisdiction time spent at OTO meetings.

### **End Product(s) for FY 2015**

- Conduct meetings, prepare agendas and meeting minutes for OTO Committees and Board
- 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
- Staff participation in multiple community committees
- Public input tracked and published
- Worked with the MO Coalition of Roadway Safety SW District
- Annual Evaluation of Public Participation Plan and implementation of PPP through website and press release

### **Tasks Completed in FY 2014**

- Conducted Technical Planning Committee Meetings, Bicycle and Pedestrian Committee Meetings, UPWP Subcommittee Meetings, Local Coordinating Board for Transit Meetings, and Board of Directors meetings
- Prepared agendas and minutes
- Documented meeting attendance for in-kind reporting
- Staff participated in multiple community committees
- Annual Evaluation of Public Participation Plan and implementation of PPP through website and press release.
- Public input tracked and published
- Worked with the MO Coalition of Roadway Safety SW District

### **Funding Sources**

Local Match Funds	\$25,985	14.44%
In-kind Services	\$10,000	5.56%
Federal CPG Funds	\$143,940	80.00%
<b>Total Funds</b>	<b>\$179,925</b>	<b>100.00%</b>



## Task 030 – 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 guidance will continue to be incorporated as it becomes available.

<b>Work Elements</b>	<b>Estimated Cost</b>
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<b>OTO Long-Range Transportation Plan, <i>Journey 2035</i> .....</b>	<b>\$50,000</b>
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*July to June*

Responsible Agency – OTO

- Process amendments to the Long Range Transportation Plan, including the Major Thoroughfare Plan.
- Prepare for the LRTP update, which is due by 12/2016. This includes incorporating MAP-21 performance measures and other guidance, as well as new guidance from the next transportation reauthorization.
- Possible Travel Demand Model Scenarios to assist with plan update. Consultant Contract
- Roadway Design Guidelines Brochure.
- Review and Update of Major Thoroughfare Plan with adoption prior to Long Range Plan Update. Special attention will be given to the East/West and North/South Arterials connecting cities, modes, and major highways.

<b>Other Special Studies in accordance with the Adopted Long-Range Transportation Plan .....</b>	<b>\$10,000</b>
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*July to June*

Responsible Agency – OTO

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

<b>Congestion Management Process Implementation .....</b>	<b>\$7,000</b>
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*July to October*

Responsible Agency – OTO

- Coordinate data collection efforts for FY 2015.
- Review goals and implementation strategies to ensure effective measurements are being used for evaluation of the system.

<b>Bicycle and Pedestrian Plan Implementation .....</b>	<b>\$20,000</b>
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*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.
- A trail implementation plan will be produced.



### **Federal Functional Classification Maintenance and Updates ..... \$5,000**

*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.

### **Geographic Information Systems (GIS)..... \$20,000**

*July to June*

Responsible Agency – OTO

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

### **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>.

### **Demographics and Future Projections ..... \$12,000**

*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.

### **Performance Measures ..... \$5,000**

*July to June*

Responsible Agency – OTO

- Coordinate with MoDOT on efforts to address national performance measures as outlined in MAP-21.
- 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.

### **Mapping and Graphics Support for OTO Operations..... \$11,000**

*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.



## Travel Time Collection Units ..... \$82,000

*July to June*

Responsible Agencies – OTO, MoDOT, City of Springfield

- Joint purchase with the City of Springfield and MoDOT of travel time collection units and reporting software for use in transportation planning. The overall cost is estimated to be \$600,000 for 85 units, with OTO's share at \$80,000 for 11 units. MoDOT and the City of Springfield will split the remainder, while collaborating on the installation of the units through the Transportation Management Center. OTO's share includes the 11 units, the installation of those units, and equipment such as cabling, cabinets, solar, and cellular technology. The per unit cost is higher for the 11 OTO units as they are being installed in the outlying area and those inside the City of Springfield can take advantage of existing equipment and infrastructure. Project carried over from last fiscal year.

## Support for Jurisdictions Plans ..... \$5,000

*July to June*

Responsible Agency – OTO

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

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

*February to April*

Consultant Contract

Responsible Agency – OTO

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

## Studies of Parking, Land Use, and Traffic Circulation ..... \$16,000

*July to June*

Responsible Agency – OTO

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

## End Product(s) for FY 2015

- Amendments to the Long Range Transportation Plan as necessary
- Roadway Design Guidelines Brochure
- Updated Major Thoroughfare Plan
- Implementation of Bicycle and Pedestrian Plan with report documenting accomplishments
- Trail Implementation Plan
- Continued monitoring of attainment status
- Demographic Report
- Annual Traffic Report Card
- CMP Data Collection Summary
- Complete installation of travel time collection units
- Travel Demand Model Scenarios as needed.



- Studies in accordance with Long Range Transportation Plan as needed.
- Federal Functional Classification Map maintenance and updates.
- GIS maintenance and mapping.
- Traffic Counts as needed.
- Other projects as needed.

### Tasks Completed in FY 2014

- Changes to Federal Functional Classification System
- Maintenance of GIS System Layers
- Bicycle and Pedestrian Plan Implementation Status Report
- Demographic Report
- Continued Monitoring of Attainment Status
- Performance Measure Report
- Other projects as needed, subject to OTO staff availability and expertise
- Congestion Monitoring Report
- Completed travel demand model
- Finalized approval of update to Urban Area Boundaries
- Traffic Counts within the OTO Area for MoDOT roadways
- One-Cent Sales Tax Public Input Scenario and 10-year project list
- Traffic Counts

### Funding Sources

Local Match Funds	\$52,000	20.00%
Federal CPG Funds	\$208,000	80.00%
<b>Total Funds</b>	<b>\$260,000</b>	<b>100.00%</b>





### Task 040 – Project Selection and Programming

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

Work Elements	Estimated Cost
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<b>Solicit Applications and Select 2015-2018 Transportation Projects.....</b>	<b>\$5,000</b>
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*July to June*

Responsible Agency – OTO

- Continue to improve project selection processes, including project application development, scoring, and selection criteria for multiple transportation funding sources.

<b>FY 2015-2018 Transportation Improvement Program (TIP) .....</b>	<b>\$5,000</b>
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*July to August*

Responsible Agency – OTO

- Complete and publish the 2015-2018 TIP.
  - Item should be on the July Technical Planning Committee Agenda and the August Board of Directors Agenda.

<b>FY 2016-2019 Transportation Improvement Program (TIP) .....</b>	<b>\$51,000</b>
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*March to June*

Responsible Agency – OTO

- Begin development of the 2016-2019 TIP.
- Conduct the Public Involvement Process for the TIP (March-August).
- Work with the TIP subcommittees (June).
- Complete Draft document.

<b>TIP Amendments .....</b>	<b>\$5,000</b>
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*July to June*

Responsible Agency – OTO

- Process all modifications to the FY 2014-2017 and 2015-2018 TIPs including the coordination, advertising, public comment, Board approval and submissions to MoDOT for incorporation in the STIP.

<b>Federal Funds Tracking.....</b>	<b>\$4,000</b>
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*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.



**Online TIP Tool ..... \$10,000**

*July to June*

**Consultant Contract**

Responsible Agency – OTO

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

### End Product(s) for FY 2015

- TIP amendments, as needed
- Adopt FY 2015-2018 Transportation Improvement Program as approved by the OTO Board and ONEDOT
- Draft of the FY 2016-2019 Transportation Improvement Program
- Annual Listing of Obligated Projects
- Online searchable database of TIP projects
- Solicit and select projects for various funding sources

### Tasks Completed in FY 2014

- Adopted FY 2014-2017 Transportation Improvement Program as approved by the OTO Board and ONEDOT
- Draft of the FY 2015-2018 Transportation Improvement Program
- Amended the FY 2014-2017 TIP numerous times
- Annual Listing of Obligated Projects
- Solicited and selected projects for various funding sources
- Maintained fund balance information

### Funding Sources

Local Match Funds	\$16,000	20.00%
Federal CPG Funds	\$64,000	80.00%
<b>Total Funds</b>	<b>\$80,000</b>	<b>100.00%</b>



### Task 050 – Transportation Demand Management

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

<u>Work Elements</u>	<u>Estimated Cost</u>
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<b>Coordinate Employer Outreach Activities .....</b>	<b>\$6,000</b>
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*July to June*

Responsible Agencies – OTO, City of Springfield

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

<b>Collect and Analyze Data to Determine Potential Demand .....</b>	<b>\$6,000</b>
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*July to June*

Responsible Agency – OTO

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

#### End Product(s) for FY 2015

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

#### Tasks Completed in FY 2014

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

#### Funding Sources

Local Match Funds	\$2,400	20.00%
Federal CPG Funds	\$9,600	80.00%
<b>Total Funds</b>	<b>\$12,000</b>	<b>100.00%</b>



## Task 060 – OTO and City Utilities (CU) Transit Planning

Prepare plans to provide efficient and cost-effective transit service for transit users. City Utilities 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.

<b>Work Elements</b>	<b>Estimated Cost</b>
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<b>Operational Planning .....</b>	<b>\$80,000</b>
	City Utilities/5307 - \$74,000
	OTO/CPG - \$6,000

*July to June*

Responsible Agencies – OTO, City Utilities

- OTO staff shall support operational planning functions including surveys, analysis of headways and schedules, and development of proposed changes in transit services.
- Route analysis.
- City Utilities Transit grant submittal and tracking.
- City Utilities Transit collection and analysis of data required for the National Transit Database Report. Occasionally OTO staff, upon the request of CU, provides information toward this report, such as the data from the National Transit Database bus survey.
- 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).

<b>ADA Accessibility .....</b>	<b>\$11,000</b>
	City Utilities/5307 - \$10,000
	OTO/CPG - \$1,000

*July to June*

Responsible Agencies – OTO, City Utilities

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

<b>Transit Fixed Route and Regional Service Analysis Implementation .....</b>	<b>\$27,013</b>
	City Utilities/5307 - \$20,000
	OTO/CPG - \$7,013

*July to June*

Responsible Agencies – OTO, City Utilities

- OTO and CU will analyze, plan for, and possibly implement recommendations of the Transit Fixed Route Regional Service Analysis.



**Service Planning..... \$40,000**  
 City Utilities/5307 - \$30,000  
 OTO/CPG - \$10,000

*July to June*

Responsible Agencies – OTO, City Utilities

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

**Financial Planning ..... \$30,000**  
 City Utilities/5307 - \$30,000

*July to June*

Responsible Agency – City Utilities

- CU Transit analysis of transit system performance by adopted policies to achieve effective utilization of available resources.
- CU Transit preparation and monitoring of long and short-range financial and capital plans and identification of potential revenue sources.

**Competitive Contract Planning ..... \$3,000**  
 City Utilities/5307 - \$2,000  
 OTO/CPG - \$1,000

*July to June*

Responsible Agencies – OTO, City Utilities

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

**Safety, Security and Drug and Alcohol Control Planning ..... \$23,500**  
 City Utilities/5307 - \$22,000  
 OTO/CPG - \$1,500

*July to June*

Responsible Agencies – OTO, City Utilities

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

**Transit Coordination Plan Implementation ..... \$23,000**  
 City Utilities/5307 - \$10,000  
 OTO/CPG - \$13,000

*July to June*

Responsible Agencies – OTO, City Utilities, Human Service Transit Providers

- Implementation of actions in the TCP plan, including annual training for applicants of 5310 funding and a focus on education, including media outreach.
- 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.



**Program Management Plan..... \$6,000**  
 City Utilities/5307 - \$1,000  
 OTO/CPG - \$5,000

*July to June*

Responsible Agencies – OTO , City Utilities

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

**Data Collection and Analysis ..... \$5,000**  
 City Utilities/5307 - \$1,000  
 OTO/CPG - \$4,000

*July to June*

Responsible Agencies – OTO, City Utilities

- OTO will assist CU in providing necessary demographic analysis for proposed route and/or fare changes.
- Update CU Title VI and LEP plans, with new demographics provided by OTO.
- CU will collect and analyze, with OTO's assistance, ridership data for use in transit planning and other OTO planning efforts.

### End Products for FY 2015

- Transit agency coordination (OTO staff)
- Project rankings and allocations in the FY 2016-2019 TIP related to transit, and various new ADA accessible bus shelters and stops (OTO staff)
- Special Studies (OTO staff, CU, and possible consultant services as necessary)
- Monthly reporting to National Transit Database (CU)
- Transit Coordination Plan Implementation of Selected Strategies (OTO staff)
- Transit Fixed Route and Regional Service Analysis Implementation (CU)
- CU grant administration and financial planning (CU)
- Transit Provider Brochure distribution
- LCBT agendas, minutes, etc.

### Tasks Completed in FY 2014

- Project rankings and allocations in the FY 2015-2018 TIP related to transit, as well as various new ADA accessible bus shelters and stops
- Monthly Reporting to National Transit Database
- Operational Planning
- Service Planning
- Financial Planning
- Competitive Contract Planning
- Safety Planning



## Funding Sources

Local Match Funds	\$9,703	3.90%
CU Match Funds	\$40,000	16.10%
<b>Total Local Funds</b>	<b>\$49,703</b>	<b>20.00%</b>
Federal CPG Funds	\$38,810	15.62%
FTA 5307 Funds	\$160,000	64.38%
<b>Total Federal Funds</b>	<b>\$198,810</b>	<b>80.00%</b>
<b>Total Task 060 Funds</b>	<b>\$248,513</b>	<b>100.00%</b>



## Task 070 – 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.

<u>Work Elements</u>	<u>Estimated Cost</u>
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<b>Continued Coordination with entities that are implementing Intelligent Transportation Systems .....</b>	<b>\$8,000</b>
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*July to June*

Responsible Agency – OTO

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

<b>Grant Applications to support Livability/Sustainable Planning.....</b>	<b>\$15,000</b>
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*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.

### End Products for FY 2015

- ITS Coordination
- Grant Applications

### Tasks Completed in FY 2014

- ITS Coordination

### Funding Sources

Total Local Match Funds	\$4,600	20.00%
Federal CPG Funds	\$18,400	80.00%
<b>Total Funds</b>	<b>\$23,000</b>	<b>100.00%</b>





## Task 080 – MoDOT Transportation Studies & Data Collection

**MoDOT Transportation Studies and Data Collection .....\$115,000**

MoDOT Southwest District - \$115,000

*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.

### Source of Eligible MoDOT Match

MoDOT Position	Annual Salary	Annual Fringe	Annual Additives	TOTAL	% Time	Eligible
Traffic Operations Engineer	\$64,084.80	\$42,142.16	\$23,249.97	\$129,476.93	14	\$18,126.77
Senior Traffic Studies Specialist	\$48,865.50	\$32,133.95	\$17,728.40	\$98,727.86	27	\$26,656.52
Senior Traffic Studies Specialist	\$60,216.00	\$39,598.04	\$21,846.36	\$121,660.41	24	\$29,198.50
Senior Traffic Studies Specialist	\$54,605.78	\$35,908.76	\$19,810.98	\$110,325.52	15	\$16,548.83
Senior Traffic Studies Technician	\$36,263.50	\$23,846.88	\$13,156.40	\$73,266.78	34	\$24,910.70
Total Eligible Match						\$115,441.32
<b>Total Match Requested</b>						<b>\$115,000.00</b>

### End Product(s) for FY 2015

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



### Tasks Completed in FY 2014

- Annual traffic counts within the OTO area for MoDOT roadways
- Annual crash data
- Speed Studies

### Funding Sources

<b>MoDOT Direct Costs*</b>	<b>\$115,000</b>	<b>100.00%</b>
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\*80% federal pro rata (donated direct costs - not actual funds)



## Expenditure Summary by Work Task

	Local Funding			Federal Funding			
Task	Local Match	City Utilities	In-Kind	CPG	5307	Total	Percent (%)
10	\$29,380			\$117,520		\$146,900	15.45%
20	\$25,985		\$10,000	\$143,940		\$179,925	18.93%
30	\$52,000			\$208,000		\$260,000	27.35%
40	\$16,000			\$64,000		\$80,000	8.40%
50	\$2,400			\$9,600		\$12,000	1.27%
60	\$9,703	\$40,000		\$38,810	\$160,000	\$248,513	26.15%
70	\$4,600			\$18,400		\$23,000	2.43%
TOTAL	\$140,068	\$40,000	\$10,000	\$600,270	\$160,000	\$950,338	100.00%
80	Value of MoDOT "Direct Cost"					\$115,000	
Total of Transportation Planing Work						\$1,065,338	

## Federal Consolidated Planning Grant (CPG) Funding FY 2015 UPWP

	Amount Budgeted
Estimated Actual Costs of Tasks 010-070	\$950,338.00
Value of Task 080 MoDOT Direct Costs Credit	\$115,000.00
Minus CU Direct Outside Grant	-\$200,000.00
<b>Total Ozarks Transportation Organization Expenditures</b>	<b>\$865,338.00</b>
Federal Pro-Rata Share	80%*
<b>Federal CPG Funding Eligible</b>	<b>\$692,270.40</b>

\*Federal Funding as a percentage of total OTO costs are actually 92.26%. The value of MoDOT Direct Costs allow OTO to include an additional \$92,000 in Federal CPG funding.

## Budgeted Revenue FY2015 UPWP

Ozarks Transportation Organization Revenue	Total Amount Budgeted
Consolidated FHWA/FTA PL Funds	\$692,270.40
MoDOT "Direct Costs" Credit (no actual funds received)	\$115,000.00
Local Match to be Provided/In-kind Match	\$58,067.60
<b>Total Ozarks Transportation Organization Revenue</b>	<b>\$865,338.00</b>

CU Revenue (Direct Outside Grant)	Total Amount Budgeted
City Utilities Transit Planning – FTA 5307	\$160,000.00
City Utilities Local Match	\$40,000.00
<b>Total CU Revenue</b>	<b>\$200,000.00</b>

<b>TOTAL Budgeted Revenue for FY 2015 UPWP</b>	<b>\$1,065,338.00</b>
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## Total Available Federal Revenue for FY 2015 UPWP Work Activities

FY 2012 (MO-81-0012) Balance	\$385,774.45
<u>FY 2013 (MO-81-0013) Balance</u>	<u>\$554,717.47</u>
CPG Fund Balance as of 12/31/13*	\$940,491.92
Remaining funds committed to fulfill last year's FY2014 UPWP	(\$422,069.66)
Remaining CPG Funds Balance available from Prior Years UPWP*	\$518,422.26
Estimated Remaining Balance of Committed Funds from FY 2014 UPWP	\$80,000.00
FY 2014 CPG Funds allocation**	\$551,393.54
FY 2015 Estimated CPG Funds allocation***	<u>\$512,000.00</u>
TOTAL Estimated CPG Funds Available for FY 2015 UPWP	\$1,661,815.80
<b>TOTAL CPG Funds Programmed for FY 2015</b>	<b><u>(\$692,270.40)</u></b>
Remaining Unprogrammed Balance****	\$969,545.40

\*Previously allocated, but unspent CPG Funds through 12/31/13.

\*\*FY 2014 CPG Funds Allocation available March 31, 2014.

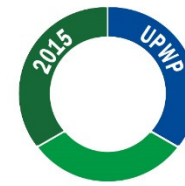
\*\*\*The TOTAL Estimated CPG Funds Available for FY 2015 is an estimated figure based on an estimate for the FY 2014 allocation.

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

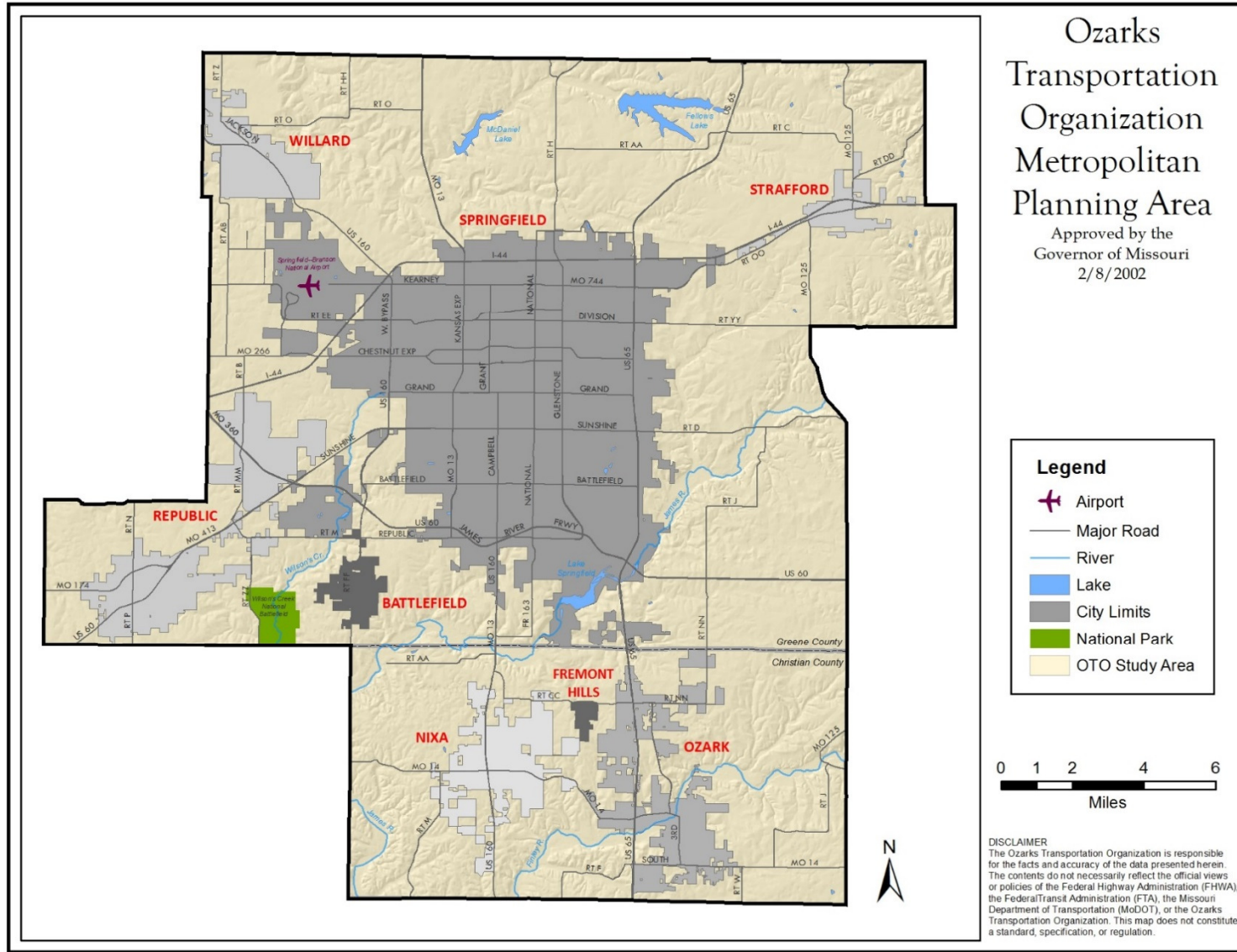
## Justification for Carryover Balance

The projected carryover balance of \$969,545.40 represents approximately 1.75 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 2014, Congress delayed the full appropriation until early 2015. The full combined FHWA/FTA grant was not known until March 2014. Therefore, MoDOT as a general rule, does not allow for FY14 amounts to be available until the next OTO budget year, FY2015. Therefore OTO must always maintain a balance of at least one years' worth of funding. The remaining carryover balance of approximately nine months' worth of funding is reserved for special studies and projects. This year, the special project is the purchase of travel time collection units. These units will provide data to OTO 24/7 for years to come. The OTO will be able to get a true picture of traffic congestion over time for use in the planning and managing of congestion. The information will be used in the Congestion Management Process, Performance Measures, Long Range Transportation Plan, and transit route planning to reduce congested corridors.

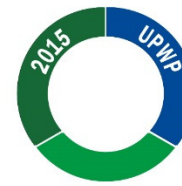
## OTO Boundary Map



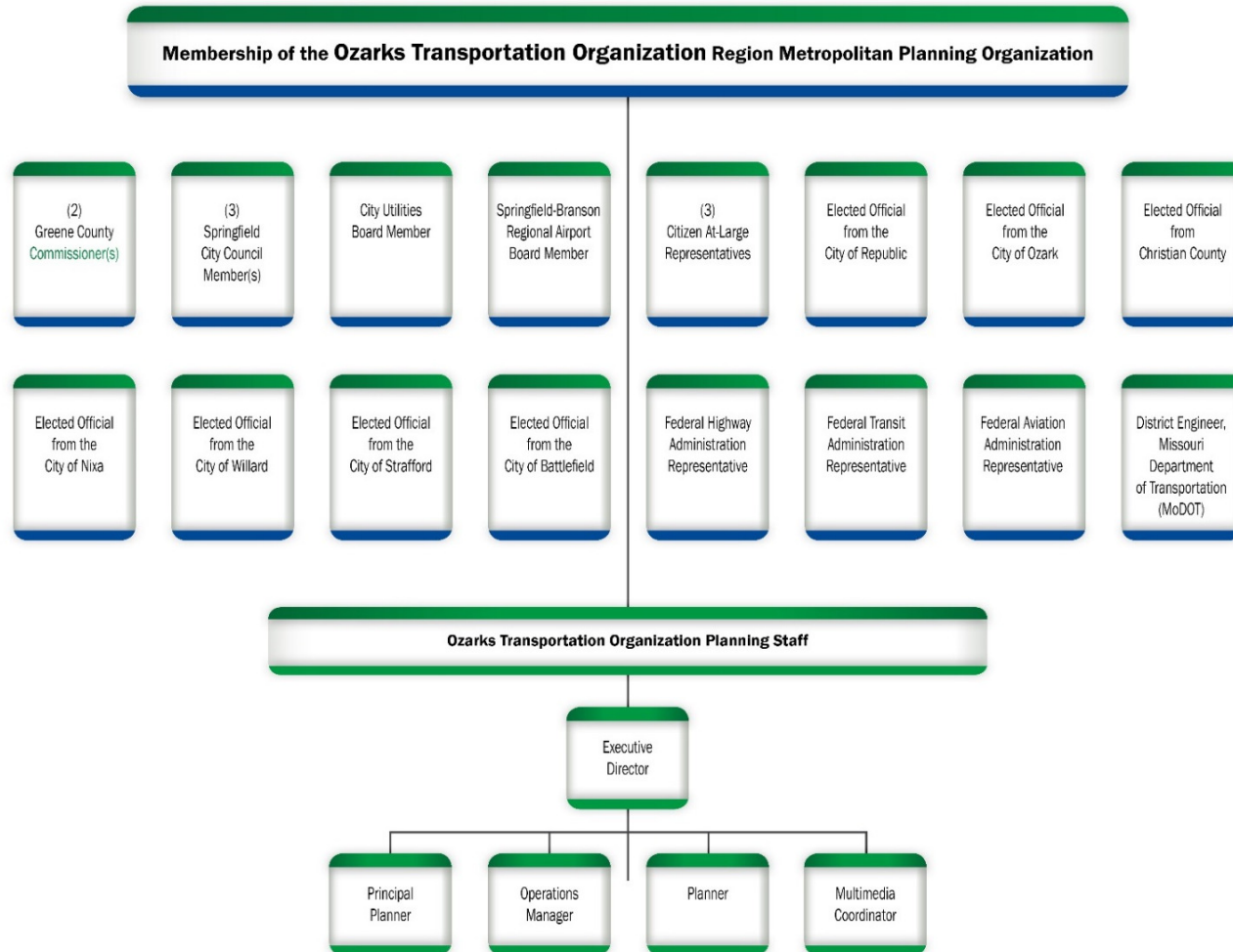
OTO Map



# OTO Organization Chart



## OTO Organization Chart



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

