



OZARKS TRANSPORTATION ORGANIZATION  
A METROPOLITAN PLANNING ORGANIZATION

## **Unified Planning Work Program**

**Fiscal Year 2016**

(July 1, 2015 – June 30, 2016)

APPROVED BY OTO BOARD OF DIRECTORS: April 16, 2015

APPROVED BY USDOT: April 22, 2015

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

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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 2016 (July 2015 - June 2016). The program is prepared annually and serves as a basis for requesting federal planning funds from the U. S. Department of Transportation through the Missouri Department of Transportation. All tasks are to be completed by OTO staff unless otherwise identified.

It also serves as a management tool for scheduling, budgeting, and monitoring the planning activities of the participating agencies. This document was prepared by staff from the Ozarks Transportation Organization (OTO), the Springfield Area Metropolitan Planning Organization (MPO), with assistance from various agencies, including the Missouri Department of Transportation (MoDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), City Utilities (CU) Transit, and members of the OTO Technical Planning Committee consisting of representatives from each of the nine OTO jurisdictions. Federal funding is received through a Federal Transportation Grant from the Federal Highway Administration and the Federal Transit Administration, known as a Consolidated Planning Grant (CPG).

The implementation of this document is a cooperative process of the OTO, Missouri Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, City Utilities Transit, and members of the OTO Technical Planning Committee and OTO Board of Directors.

The OTO is interested in public input on this document and all planning products and transportation projects. The Ozarks Transportation Organization's Public Participation Plan may be found on the OTO website at:

[http://www.ozarkstransportation.org/Documents/OTO\\_PPP\\_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.

An FY 2016-2019 TIP Update will not be produced. The FY 2017-2020 TIP Update will begin Spring 2016 to be published August 2016.

**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.

The economy is recovering and traffic volumes are increasing, leading to slower commute times and increasing travel delay. The MoDOT funding crisis and the associated 325 Plan will stop all new projects that address safety and congestion. A 2016-2019 TIP will not be published, as there are very few projects to include. There is a great deal of uncertainty in the future of funding in Missouri. This makes it challenging to plan for the future.

The issue of non-attainment for Ozone will once again be looming. The EPA has taken comments on a new proposed rule. The Springfield region will go non-attainment, unless the EPA rules in favor of the higher standard. This will place an additional step to gaining federal approval of any transportation projects by requiring an air quality analysis be conducted.

Performance Standards are mandated by MAP-21. It is currently unclear as to exactly how this will be reported. While the ruling has been issued for Safety measures, it is unclear when MPO reporting will begin. The other four measures have yet to be finalized. However, at some point tracking and reporting of finalized performance standards will be required.

**Anticipated Consultant Contracts**

The table below lists the anticipated consultant contracts for the Fiscal Year 2016. All the contracts listed below are carryover multi-year contracts, except the professional services which may be new contracts depending on the service needed, and Aerial Photography.

<i>Cost Category</i>	<i>Budgeted Amount FY2016</i>
Audit	\$4,900
Professional Services Fees	\$12,000
Data Storage/Backup	\$3,300
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>\$110,800</b>

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

Aerial Photography – OTO portion \$40,000 (Cooperative Purchase)

Travel Model Consultant – Scenarios \$20,000

Travel Time Collection Units – OTO portion \$80,000 (Cooperative Purchase)

**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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Financial Management.....	\$33,000
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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.

Financial Audit.....	\$4,900
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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.

Unified Planning Work Program .....	\$6,000
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*January to June*

Responsible Agency – OTO

- Modifications to the FY 2016 UPWP as necessary.
- Development of UPWP for FY 2017, including subcommittee meetings, presentation at Technical Planning Committee and Board of Directors Meetings, and public participation in accordance with the OTO Public Participation Plan.

Travel and Training .....	\$39,000
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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
- Association of MPOs Policy Committee
- ESRI User Conference
- American Public Transportation Association Conference
- Institute for Transportation Engineers Conferences including meetings of the Missouri Valley Section and Ozarks Chapter
- ITE Web Seminars
- Missouri Chapter, American Planning Association Conference and Activities
- Midwest Transportation Planning Conference
- Geographic Information Systems (GIS) Advanced Training (ESRI's Arc Products)
- Provide Other OTO Member Training Sessions, as needed and appropriate

- Missouri Public Transit Association Annual Conference
- MoDOT Planning Partners Meetings
- Employee Educational Assistance
- Public Relations conferences

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

*July to June*

Responsible Agency – OTO

- Coordinate contract negotiations and Memorandums of Understanding.
- Prepare contract and Memorandums of Understandings Addendums.
- Bylaws and Articles of Incorporation Review.

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

*July to June*

Responsible Agency – OTO

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

**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.
- Semiannual DBE reporting.
- Semiannual Title VI/ADA reporting.
- Accept and process complaint forms and review all projects for Title VI/ADA compliance.
- Continue to include Environmental Justice and Limited English Proficiency requirements in planning process.

**End Products for FY 2016**

- Complete quarterly progress reports, payment requests and the end-of-year report provided to MoDOT
- The FY 2017 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 websites
- Financial reporting to Board of Directors
- Calculate dues and send out statements
- Semiannual DBE reporting submitted to MoDOT
- Title VI/ADA semiannual reporting and complaint tracking submitted to MoDOT
- Legal Document revisions as needed
- Audit Report for FY 2015



- UPWP Amendments

### Tasks Completed in FY 2015

- Quarterly progress reports, payment requests and year end reports for MoDOT (Completed June 2015)
- FY 2016 UPWP approved by OTO Board of Directors and MoDOT (Completed May 2015)
- Staff worked with legal counsel and obtained the IRS Tax Letter Ruling (Completed February 2015)
- Staff attended various conferences and training (Completed June 2015)
- Dues calculated and mailed statements for July 2015 (Completed April 2015)
- Monthly websites maintenance (Completed June 2015)
- Quarterly Financial Reporting to the Board of Directors (Completed June 2015)
- DBE Report submitted to MoDOT (Completed October 2014 and April 2015)
- Title VI Questionnaire Report submitted to MoDOT (Completed October 2014 and April 2015)
- FY 2014 Audit Report (December 2014)
- ADA Brochure
- ADA Compliant Policy

### Training Attended Included in FY 2015

- The Association of MPOs Annual Conference
- Missouri APA conference
- Geographic Information Systems (GIS) Advanced Training (ESRI's Arc Products)
- Missouri Public Transportation Association Conference
- OCITE Training
- Ozark Mountain Section of the APA Training
- TRB Tools of the Trade Conference
- Geospatial Data Collaboration: Tools for Data
- Getting Started with Linear Referencing Training
- Linear Referencing Using ArcGIS Training
- Missouri GIS Conference
- American Public Transportation Association Workshop
- MoDOT Planning Partner Meetings

### Funding Sources

Local Match Funds	\$29,580	20.00%
Federal CPG Funds	\$118,320	80.00%
<b>Total Funds</b>	<b>\$147,900</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.

**Work Elements****Estimated Cost****OTO Committee Support.....\$130,000**

*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.

**Community Committee Participation..... \$12,000**

*July to June*

Responsible Agency – OTO

- Participate in and encourage collaboration among various community committees directly related to transportation. Committees include:
  - The Springfield Area Chamber of Commerce Transportation Committee
  - The Southwest Missouri Council of Governments Board and Transportation Advisory Committee
  - Missouri Public Transit Association
  - MoDOT Blueprint for Safety
  - Ozarks Clean Air Alliance and Clean Air Action Plan Committee
  - Ozark Greenways Technical Committee
  - Ozark Greenways Sustainable Transportation Advocacy Resource Team (STAR Team)
  - SeniorLink Transportation Committee
  - Missouri Safe Routes to School Network
  - Ozark Safe Routes to School Committee
  - Local Safe Routes to School
  - Greene County Senior Tax Board
  - CU Fixed Route Advisory Committee
  - City of Springfield Traffic Advisory Board
  - Other committees as needed

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

*July to June*

Responsible Agency – OTO

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

**Public Involvement ..... \$30,000**

*July to June*

Responsible Agency – OTO

- Maintain [www.GiveUsYourInput.org](http://www.GiveUsYourInput.org) with public comments posted by work product.
- Publish public notices and press releases.

- Comply with Missouri Sunshine Law requirements, including record retention.
- Conduct an annual review of the OTO Public Participation Plan (PPP) and make any needed revisions, consistent with federal guidelines.
- Conduct public meetings and attend events to obtain feedback on OTO projects and proposed Long Range Transportation Plan Update.

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

*July to June*

Responsible Agencies – OTO and Member Jurisdictions

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

**End Product(s) for FY 2016**

- 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.
- Continued work with the MO Coalition of Roadway Safety SW District.
- Annual Evaluation of Public Participation Plan (PPP) and implementation of PPP through website and press release.

**Tasks Completed in FY 2015**

- 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 (PPP) and implementation of PPP through website and press release.
- Public input tracked and published.
- Staff attended meetings and worked with the MO Coalition of Roadway Safety SW District to evaluate projects.

**Funding Sources**

Local Match Funds	\$27,400	14.92%
In-kind Services*	\$10,000	5.08%
Federal CPG Funds	\$149,600	80.00%
<b>Total Funds</b>	<b>\$187,000</b>	<b>100.00%</b>

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

**Task 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>
<b>OTO Long-Range Transportation Plan, <i>Journey 2035</i> .....</b>	<b>\$71,985</b>
<i>July to June</i>	
Responsible Agency – OTO	
<ul style="list-style-type: none"> <li>• Process amendments to the Long Range Transportation Plan, including the Major Thoroughfare Plan.</li> <li>• LRTP Update Draft, 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. Board approval anticipated in Summer/Fall 2016.</li> <li>• Roadway Design Guidelines Brochure.</li> <li>• Finalize Major Thoroughfare Plan with adoption with the Long Range Plan Update. Special attention will be given to the East/West and North/South Arterials connecting cities, modes, and major highways.</li> <li>• Conduct public input meetings.</li> </ul>	
<b>OTO Travel Demand Model Scenarios.....</b>	<b>\$20,000</b>
<i>July to June</i>	
<b>Consultant Contract</b>	
Responsible Agency – OTO	
<ul style="list-style-type: none"> <li>• Travel Demand Model Scenarios to assist with Long Range Transportation Plan update.</li> </ul>	
<b>Congestion Management Process Implementation .....</b>	<b>\$7,000</b>
<i>July to October</i>	
Responsible Agency – OTO	
<ul style="list-style-type: none"> <li>• Coordinate data collection efforts for FY 2016.</li> <li>• Review goals and implementation strategies to ensure effective measurements are being used for evaluation of the system.</li> <li>• Produce CMP Update in 2016.</li> </ul>	
<b>Bicycle and Pedestrian Plan Implementation .....</b>	<b>\$15,000</b>
<i>July to June</i>	
Responsible Agency – OTO	
<ul style="list-style-type: none"> <li>• The Bicycle and Pedestrian Advisory Committee will continue the coordination and monitoring of the implementation of the OTO Bicycle and Pedestrian Plan.</li> </ul>	

**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 ..... \$10,000***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..... \$15,000***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.

**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***June to July***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 ..... \$12,000***July to June*

Responsible Agency – OTO

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

**Aerial Photography .....\$40,000***July to August*

Responsible Agency – OTO

- Cooperatively Purchase Aerial Photography with the City of Springfield, City Utilities and other local jurisdictions. OTO's cost is approximately 17% of the overall cost of \$230,641. 100% of the OTO portion will be used for regional transportation planning.

**Travel Time Collection Units ..... \$50,000***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.

**End Product(s) for FY 2016**

- Amendments to the Long Range Transportation Plan as necessary.
- Draft Long Range Transportation Plan update.
- Major Thoroughfare Plan Update.
- Roadway Design Guidelines Brochure.
- Continued implementation of Bicycle and Pedestrian Plan with report documenting

accomplishments.

- Continued monitoring of attainment status.
- Congestion Monitoring Report
- Demographic Report.
- Performance Measures Report.
- Additional 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.
- Annual Traffic Report Card.
- Traffic Counts as needed.
- Other projects as needed.
- Transportation planning aerial photography.
- Purchase and installation of Travel Time Collection Units.

#### Tasks Completed in FY 2015

- Changes to Federal Functional Classification System
- Major Thoroughfare Plan Subcommittee meetings
- One amendment to the Major Thoroughfare Plan
- Calibrated Travel Demand Model
- Travel Demand Model Scenarios
- Maintenance of GIS System Layers
- Bicycle and Pedestrian Plan Implementation Status Report
- Demographic Report
- Continued Monitoring of Attainment Status
- Performance Measure Report
- CMP Data Collection Summary.
- New OTO primary road GIS network using MoDOT HPMS files.
- Provided support and modeling information for the City of Republic Transportation Plan.
- Provided support for the City of Springfield and Springfield-Greene County Health Department Walk-Friendly designation application.
- Annual Traffic Report Card.

#### Funding Sources

Local Match Funds	\$65,997	20.00%
Federal CPG Funds	\$263,988	80.00%
<b>Total Funds</b>	<b>\$329,985</b>	<b>100.00%</b>

**Task 040 – Project Selection and Programming**

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

<b>Work Elements</b>	<b>Estimated Cost</b>
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FY 2017-2020 Transportation Improvement Program (TIP) .....	\$23,000
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*March to June*

Responsible Agency – OTO

- Begin development of the 2017-2020 TIP.
- Conduct the Public Involvement Process for the TIP (March-August).
- Work with the TIP subcommittees (June).
- Complete Draft document.

TIP Amendments .....	\$10,000
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*July to June*

Responsible Agency – OTO

- Process all modifications to the FY 2015-2018 TIP including the coordination, advertising, public comment, Board approval and submissions to MoDOT for incorporation in the STIP.
- Solicit and advertise for FTA 5310 and FTA 5339 projects.
- Award funding and program FTA 5310 and FTA 5339 projects for FY 2014, FY 2015, and FY 2016.

Federal Funds Tracking.....	\$4,000
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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 .....	\$9,600
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*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 2016**

- TIP amendments, as needed
- Draft of the FY 2017-2020 Transportation Improvement Program
- Annual Listing of Obligated Projects
- Online searchable database of TIP projects
- Solicit and select projects for FTA 5310 and FTA 5339 projects for FY 2014, FY 2015, and FY 2016



**Tasks Completed in FY 2015**

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

**Funding Sources**

Local Match Funds	\$9,320	20.00%
Federal CPG Funds	\$37,280	80.00%
<b>Total Funds</b>	<b>\$46,600</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.

**Work Elements****Estimated Cost****Coordinate Employer Outreach Activities ..... \$3,000**

*July to June*

Responsible Agencies – OTO, City of Springfield

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

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

*July to June*

Responsible Agency – OTO

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

**End Product(s) for FY 2016**

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

**Tasks Completed in FY 2015**

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

**Task 060 –OTO Transit Planning**

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

<b>Work Elements</b>	<b>Estimated Cost</b>
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Operational Planning .....	\$6,000
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*July to June*

Responsible Agencies – OTO

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

ADA Accessibility .....	\$1,000
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*July to June*

Responsible Agencies – OTO

- OTO staff assistance on CU Transit ADA accessibility projects for the New Freedom grants and future 5310 grants.

Transit Fixed Route and Regional Service Analysis Implementation .....	\$7,013
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*July to June*

Responsible Agencies – OTO

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

Service Planning.....	\$10,000
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*July to June*

Responsible Agencies – OTO

- Collection of data from paratransit operations as required.

Competitive Contract Planning .....	\$1,000
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*July to June*

Responsible Agencies – OTO

- OTO staff to maintain a list of operators developed in the transit coordination plan for use by City Utilities (CU) and other transit providers in the development of transit plans.

**Transit Coordination Plan Implementation ..... \$9,887***July to June*

Responsible Agencies – OTO, Human Service Transit Providers

- Transit Coordination Plan Update.
- 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 ..... \$5,000***July to June*

Responsible Agencies – OTO

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

**Data Collection and Analysis ..... \$10,000***July to June*

Responsible Agencies – OTO

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

**End Products for FY 2016**

- Transit agency coordination
- Solicit for FTA funding, rank applications and program projects for FY 2015-2018 TIP Amendments.
- Special Studies
- Transit Coordination Plan Update
- LCBT agendas, minutes, etc.
- Transit Survey.

**Tasks Completed in FY 2015**

- Solicit for FTA funding, rank applications and program projects for FY 2015-2018 TIP.
- Transit Provider Brochure distribution
- LCBT agenda, minutes, and meetings
- Transit agency coordination
- Transit Coordination Plan Implementation of Selected Strategies

**Funding Sources – OTO Tasks**

Local Match Funds	\$9,980	20%
Federal CPG Funds	\$39,920	80%
<b>Total Task 060 Funds</b>	<b>\$49,900</b>	<b>100%</b>

**Task 070 – City Utilities Transit Planning (Direct Outside Grant)****Work Elements** **Estimated Cost****Operational Planning ..... \$80,000***July to June*

Responsible Agencies – City Utilities

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

**ADA Accessibility ..... \$20,000***July to June*

Responsible Agencies – City Utilities

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

**Transit Fixed Route and Regional Service Analysis Implementation ..... \$20,000***July to June*

Responsible Agencies – City Utilities

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

**Service Planning..... \$30,000***July to June*

Responsible Agencies – City Utilities

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

**Financial Planning ..... \$30,000***July to June*

Responsible Agency – City Utilities

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

**Competitive Contract Planning ..... \$1,000***July to June*

Responsible Agencies – City Utilities

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

**Safety, Security and Drug and Alcohol Control Planning ..... \$20,000***July to June*

Responsible Agencies – City Utilities

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

**Transit Coordination Plan Implementation ..... \$10,000***July to June*

Responsible Agencies – City Utilities

- Updating and implementation of the Transit Coordination Plan, due to Section 5310 grants and MAP-21 changes. To include annual training for applicants of 5310 funding and a focus on education, including media outreach.

**Program Management Plan ..... \$2,000***July to June*

Responsible Agencies – City Utilities

- Review the existing program management plan to ensure compliance with MAP-21 and future reauthorization.
- Document activities related to FTA 5339 funding.

**Data Collection and Analysis ..... \$2,000***July to June*

Responsible Agencies – City Utilities

- Update demographics for CU's Title VI and LEP Plans.
- CU will collect and analyze, ridership data for use in transit planning and other OTO planning efforts.

**End Products for FY 2016**

- Operational Planning
- Service Planning
- CU grant administration and financial planning
- Competitive Contract Planning
- Safety Planning
- Monthly reporting to the National Transit Database

**Tasks Completed in FY 2015**

- Operational Planning
- Service Planning
- CU grant administration and financial planning
- Competitive Contract Planning
- Safety Planning
- Transit Fixed Route and Regional Service Analysis Implementation
- Monthly reporting to the National Transit Database

**City Utilities (Direct Outside Grant)**

CU Match Funds	\$43,000	20%
FTA 5307 Funds	\$172,000	80%
<b>Total Direct Outside Grant Funds</b>	<b>\$215,000</b>	<b>100%</b>



**Task 080 – Special Studies and Projects**

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

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

**Continued Coordination with entities that are implementing Intelligent Transportation Systems**  
..... **\$8,000**

*July to June*

Responsible Agency – OTO

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

**Grant Applications to support Livability/Sustainable Planning..... \$9,000**

*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.

**Other Special Studies in accordance with the Adopted Long-Range Transportation Plan ..... \$10,000**

*July to June*

Responsible Agency – OTO

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

**End Products for FY 2016**

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

**Tasks Completed in FY 2015**

- ITS Coordination

**Funding Sources**

Local Match Funds	\$5,400	20.00%
Federal CPG Funds	\$21,600	80.00%
<b>Total Funds</b>	<b>\$27,000</b>	<b>100.00%</b>

**Task 090 – MoDOT Transportation Studies & Data Collection****MoDOT Transportation Studies and Data Collection .....\$100,000**

MoDOT Southwest District - \$100,000

*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	25	\$24,681.97
Senior Traffic Studies Specialist	\$60,216.00	\$39,598.04	\$21,846.36	\$121,660.41	20	\$24,332.08
Senior Traffic Studies Specialist	\$54,605.78	\$35,908.76	\$19,810.98	\$110,325.52	10	\$11,032.55
Senior Traffic Studies Technician	\$36,263.50	\$23,846.88	\$13,156.40	\$73,266.78	30	\$21,980.03
Total Eligible Match						\$100,153.40
<b>Total Match Requested</b>						<b>\$100,000.00</b>

**End Product(s) for FY 2016**

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

**Tasks Completed in FY 2015**

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

**Funding Sources**

Value of MoDOT Direct Costs	\$100,000
	<u>X 80%</u>

Credit Amount Available for Local Match \$80,000

(federal pro rata share of value of direct costs – no actual funds)

## Expenditure Summary by Work Task

	Local Funding				Federal Funding				
Task	Local Match	City Utilities	SAFETY Match	In-Kind	CPG	SAFETY	5307	Total	Percent (%)
10	\$29,580				\$118,320			\$147,900	14.67%
20	\$27,400			\$10,000	\$149,600			\$187,000	18.54%
30	\$65,997				\$263,988			\$329,985	32.72%
40	\$9,320				\$37,280			\$46,600	4.62%
50	\$1,000				\$4,000			\$5,000	0.50%
60	\$9,980				\$39,920			\$49,900	4.95%
70		\$43,000					\$172,000	\$215,000	21.32%
80	\$5,400				\$21,600			\$27,000	2.68%
TOTAL	\$148,677	\$43,000	\$0	\$10,000	\$634,708	\$0	\$172,000	\$1,008,385	100.00%
90	Value of MoDOT “Direct Cost”							\$100,000	
Total of Transportation Planing Work								\$1,108,385	

## Federal Consolidated Planning Grant (CPG) Funding FY 2016 UPWP

	Amount Budgeted
Estimated Actual Costs of Tasks 010-080	\$1,008,385
Minus CU Direct Outside Grant	-\$215,000
Actual Total Ozarks Transportation Organization Expenditures	\$793,385
PLUS Value of Task 090 MoDOT Direct Costs Credit	+\$100,000
Total Value of OTO/Springfield Metropolitan Transportation Planning Work	\$893,385
Federal Pro-Rata share	80%*

Federal CPG Funding Eligible

\$714,708

\*Federal Funding as a percentage of total OTO actual transportation planning costs is actually 90.1% (\$714,708/\$793,385). The value of MoDOT Direct Costs allow OTO to include an additional \$80,000 in Federal CPG funding.

## Budgeted Revenue FY2016 UPWP

Ozarks Transportation Organization Revenue	Total Amount Budgeted
Consolidated FHWA/FTA PL Funds	\$714,708
MoDOT "Direct Costs" Credit (no actual funds received)	\$100,000
Local Match to be Provided/In-kind Match	\$78,677
<b>Total Ozarks Transportation Organization Revenue</b>	<b>\$893,385</b>
CU Revenue (Direct Outside Grant)	Total Amount Budgeted
City Utilities Transit Planning – FTA 5307	\$172,000
City Utilities Local Match	\$43,000
<b>Total CU Revenue</b>	<b>\$215,000</b>
<b>TOTAL Budgeted Revenue for FY 2016 UPWP</b>	<b>\$1,108,385</b>

**Total Available Federal Revenue for FY 2016 UPWP Work Activities**

FY 2013 & FY 2014 (MO-81-0013) CPG Fund Balance as of 12/31/14*	\$957,319.21
Remaining funds committed to fulfill last year's FY 2015 UPWP	(\$488,429.07)
Remaining CPG Funds Balance available from Prior Years UPWP*	\$468,890.14
Estimated Remaining Balance of Committed Funds from FY 2015 UPWP	\$65,600.00
FY 2015 CPG Funds allocation**	\$551,393.54
FY 2016 Estimated CPG Funds allocation***	<u>\$526,618.00</u>
TOTAL Estimated CPG Funds Available for FY 2016 UPWP	\$1,612,501.68
<b>TOTAL CPG Funds Programmed for FY 2016</b>	<b>(\$714,708.00)</b>
Remaining Unprogrammed Balance****	\$897,793.60

\*Previously allocated, but unspent CPG Funds through 12/31/14.

\*\*FY 2015 CPG Funds Allocation available May 1, 2015.

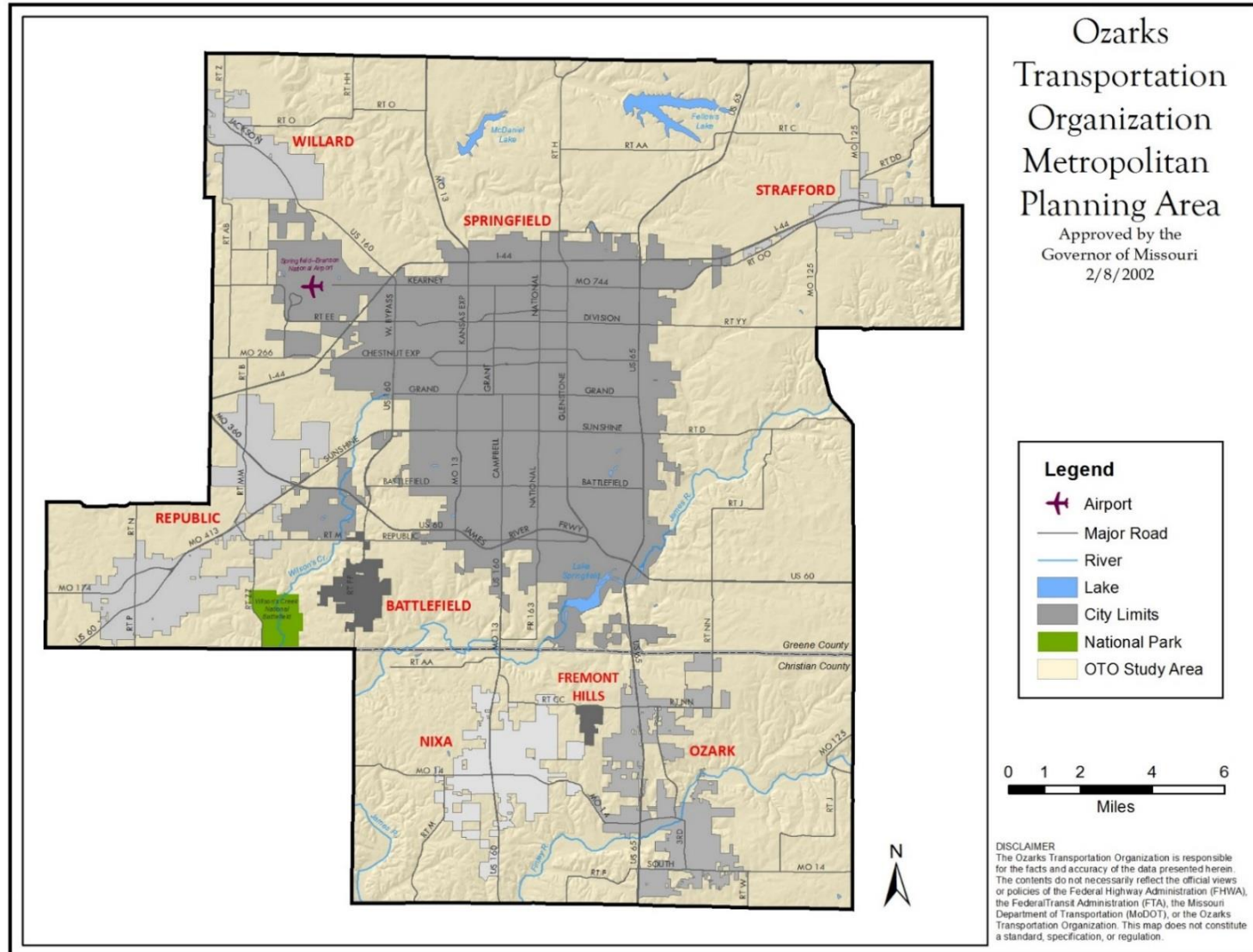
\*\*\*The TOTAL Estimated CPG Funds Available for FY 2016 is an estimated figure based on an estimate of the past 4 years funding average allocation.

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

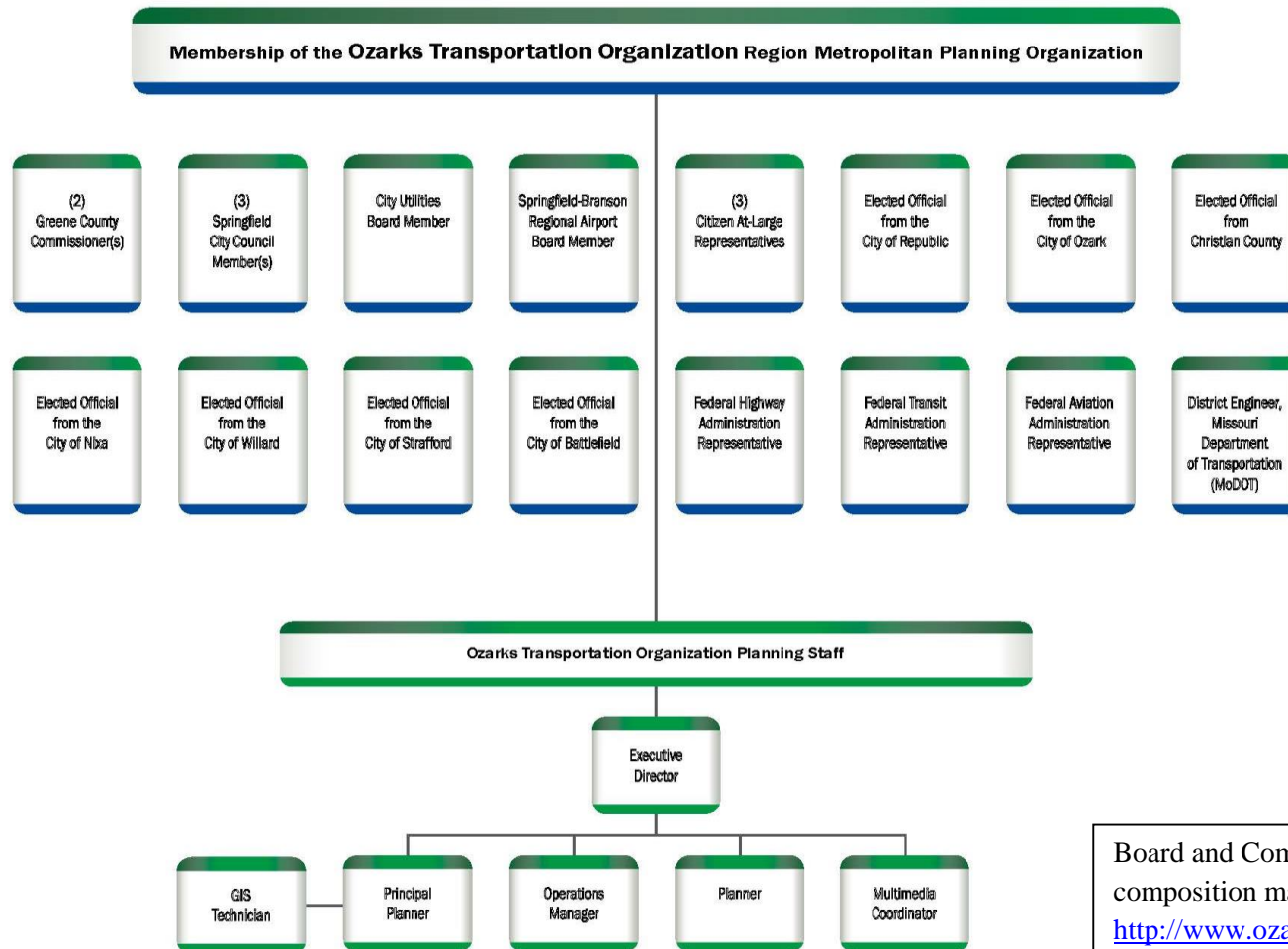
**Justification for Carryover Balance**

The projected carryover balance of \$897,793.60 represents approximately 1.70 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 May 2014. The full combined FHWA/FTA grant was not known until May 2014. Therefore, MoDOT as a general rule, does not allow for FY 2015 amounts to be available until the next OTO budget year, FY 2016. Therefore OTO must always maintain a balance of at least one years' worth of funding. The remaining carryover balance of approximately six months' worth of funding is reserved for special studies and projects. This year, the special project is the purchase of aerial photography for GIS applications.

OTO Map



OTO Organization Chart



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

# APPENDIX A

FY 2016

July 1, 2015 - June 30, 2016

## OTO UPWP DETAIL Utilizing Consolidated Planning Grant Funds

### ESTIMATED EXPENDITURES

<i>Cost Category</i>	<i>Prior Budgeted FY2015</i>	<i>Total Amount Prior Budgeted FY2015</i>	<i>Budgeted Amount FY2016</i>	<i>Total Amount Budgeted FY2016</i>
<b>Personnel</b>				
Salaries & Fringe	\$420,870		\$394,504	
Mobile Data Plans	\$2,700		\$2,700	
Payroll Services	\$2,800		\$2,800	
<b>Total Personnel</b>		\$426,370		\$400,004
<b>Building</b>				
Building Lease	\$52,258		\$52,641	
Office Cleaning	\$3,000		\$3,000	
Parking	\$960		\$1,440	
<b>Total Building</b>		\$56,218		\$57,081
<b>Commodities</b>				
Office Supplies/Furniture	\$10,000		\$10,000	
Publications	\$550		\$550	
Public Input Promotional Items			\$6,000	
<b>Total Commodities</b>		\$10,550		\$16,550
<b>Information Technology</b>				
Computer Upgrades/Equipment Replacement/Repair	\$8,000		\$6,000	
Data Backup/Storage	\$3,000		\$3,300	
GIS Licenses	\$4,500		\$7,250	
IT Maintenance Contract	\$9,000		\$9,000	
Software	\$3,000		\$3,000	
Webhosting	\$800		\$2,000	
<b>Total Information Technology</b>		\$28,300		\$30,550
<b>Operating</b>				
Copy Machine Lease	\$3,000		\$3,000	
Dues/Memberships	\$4,500		\$8,000	
Education/Training/Travel	\$25,000		\$25,000	
Food/Meeting Expense	\$4,000		\$6,000	
Legal/Bid Notices	\$10,000		\$10,000	
Postage/Postal Services	\$3,500		\$5,000	
Printing/Mapping Services	\$15,000		\$25,000	
Public Input Event Registrations			\$2,500	
Staff Mileage Reimbursement	\$2,500		\$3,300	
Telephone	\$4,000		\$4,000	
<b>Total Operating</b>		\$71,500		\$91,800



<i>Cost Category</i>	<i>Prior Budgeted FY2015</i>	<i>Total Amount Prior Budgeted FY2015</i>	<i>Budgeted Amount FY2016</i>	<i>Total Amount Budgeted FY2016</i>
<b>Insurance</b>				
Board of Directors Insurance	\$3,000		\$3,100	
Errors & Omissions	\$3,000		\$3,100	
Liability Insurance	\$1,200		\$1,300	
Workers Comp	\$1,300		\$1,400	
<b>Total Insurance</b>		\$8,500		\$8,900
<b>Services</b>				
Aerial Photos	\$0		\$40,000	
Audit	\$4,900		\$4,900	
Professional Services (Legal & Accounting)	\$12,000		\$12,000	
TIP Tool Maintenance	\$10,000		\$9,600	
Travel Time Collection Units	\$80,000		\$80,000	
Travel Time Runs and Traffic Counts	\$12,000		\$12,000	
Travel Model Consultant	\$60,635		\$20,000	
<b>Total Services</b>		\$179,535		\$178,500
In-Kind Match, Donated				
Member Attendance at Meetings	\$10,000		\$10,000	\$10,000
<b>TOTAL OTO Expenditures</b>		<b>\$790,973</b>		<b>\$793,385</b>
In-Kind Match, Direct Cost, Donated				
Direct Cost - MoDOT Salaries	\$115,000		\$100,000	
<b>TOTAL OTO Budget</b>		<b>\$905,973</b>		<b>\$893,385</b>
<b><u>Direct Outside Grant</u></b>				
CU Transit Salaries*	\$200,000.00		\$215,000	
<b>TOTAL EXPENDITURES</b>		<b>\$1,105,973</b>		<b>\$1,108,385</b>

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

### **ESTIMATED REVENUES**

<i>Cost Category</i>	<i>Prior Budgeted FY2015</i>	<i>Total Amount Prior Budgeted FY2015</i>	<i>Budgeted Amount FY2016</i>	<i>Total Amount Budgeted FY2016</i>
<b>Ozarks Transportation Organization Revenue</b>				
Consolidated FHWA/FTA PL Funds	\$724,778		\$714,708	
Local Jurisdiction Match Funds	\$56,195		\$68,677	
In-kind Match, Meeting Attendance**	\$10,000		\$10,000	
MoDOT Direct Service Match**	\$115,000		\$100,000	
<b>Total Ozarks Transportation Organization Revenue</b>		<b>\$905,973</b>		<b>\$893,385</b>
<b><u>Direct Outside Grant</u></b>				
City Utilities Transit Planning				
FTA 5307	\$160,000		\$172,000	
City Utilities Local Match	\$40,000		\$43,000	
<b>Total Direct Outside Grant</b>		<b>\$200,000</b>		<b>\$215,000</b>
<b>TOTAL REVENUE</b>		<b>\$1,105,973</b>		<b>\$1,108,385</b>

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

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

## APPENDIX B

FY 2016

July 1, 2015 - June 30, 2016

### ANTICIPATED CONSULTANT USAGE

<i>Cost Category</i>	<i>Prior Budgeted FY2015</i>	<i>Total Amount Prior Budgeted FY2015</i>	<i>Budgeted Amount FY2016</i>	<i>Total Amount Budgeted FY2016</i>
Aerial Photos	\$40,000		\$40,000	
Audit	\$4,900		\$4,900	
Professional Services Fees	\$12,000		\$12,000	
Data Storage/Backup	\$3,000		\$3,300	
IT Maintenance Contract	\$9,000		\$9,000	
TIP Tool	\$10,000		\$9,600	
Travel Time Runs and Traffic Counts	\$12,000		\$12,000	
Travel Model Consultant	\$60,635		\$20,000	
<b>Total Consultant Usage</b>		<b>\$151,535.00</b>		<b>\$110,800.00</b>