

Great Falls **MPO**

UNIFIED PLANNING WORK PROGRAM

FEDERAL FISCAL YEAR 2024

(October 1, 2023 - September 30, 2024)

Prepared by:

CITY OF GREAT FALLS

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

for the Great Falls Metropolitan Planning Organization

in cooperation with

MONTANA DEPARTMENT OF TRANSPORTATION

FEDERAL HIGHWAY ADMINISTRATION

and

FEDERAL TRANSIT ADMINISTRATION

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<u>APPROVALS:</u>	MPO	(August 22, 2023)	FHWA	(September 27, 2023)
	TAC	(August 17, 2023)	MDT	(September 28, 2023)
	PCC	(August 28, 2023)	FTA	(September 27, 2023)

INTRODUCTION

Purpose

The purpose of the Unified Planning Work Program (UPWP) is to present in a unified and composite form, a detailed explanation of the planning activities anticipated to be undertaken within the Great Falls area during the program year of the UPWP. The document identifies agency responsibilities, level and source of funding and the interrelationship of planning activities. Some of the intended accomplishments are as follows:

- Provide state and federal agencies information and a means to evaluate accomplishment of program requirements by program participants.
- Serve as a management tool for more effective allocation of staff and the available financial resources in fulfilling assigned tasks.
- Minimize or eliminate duplication among program participants and to encourage pooling of separate resources in a coordinated and mutually supportive manner.
- Provide program participants with a written basis to better understand the scope and extent of planning activities and available services.

Participants

The planning process in the Great Falls area involves a collaboration of program participants from the local, state and federal levels. Those program participants involved in the development and implementation of the UPWP vary periodically depending upon funding sources and planning activities undertaken during the program year of the UPWP.

UPWP Development

This document represents the Unified Planning Work Program for the Great Falls area as prepared by the Great Falls Planning Advisory Board and reviewed and approved by the various local, state and federal program participants. The final UPWP must receive approval by the Policy Coordinating Committee, the Technical Advisory Committee and the Great Falls Planning Advisory Board. Prior to transmittal of the final document to the various federal program participants, the UPWP receives affirmation by the Montana Department of Transportation.

Timeframe

This UPWP covers planning activities for the twelve-month period commencing October 1, 2023.

Program Objectives and Accomplishments

The UPWP should not only identify all work activities and programs associated with conducting an ongoing planning process, but should also identify work activities essential to addressing or considering general or overall concerns which have been identified in carrying out the process.

There are a host of transportation-related concerns and issues which have arisen since the 3-C transportation planning process was first established in the mid-1960s. These have included:

- Organizational Structure and Accountability. The interactions and lines of authority among the transportation planning committees, and other governing and advisory bodies in the community are not always clear in the minds of some of the transportation planning process participants. Efforts need to be continued to make the process participants more aware of the proper interaction among agencies.

- Excessive Time Required to Implement Improvements. There appears to be, at times, a significant time delay between plan development and plan implementation. The traditional planning-implementation process has shown, on occasion, to be unable to respond quickly to meet immediate transportation needs. While it should be recognized that this may not be the fault of the planning process per se and that excessive delay may be due to regulations, funding, work priorities, etc., project development timeframes should continually be reviewed for opportunities for streamlining for timelier implementation of projects and programs.
- Insufficient Funding for Local Transportation Needs. The present funding levels for transportation improvements, uncertainty of future funding and reduction or elimination of funding programs have made it difficult for the Great Falls area to maintain the existing transportation system. Although Federal-Aid Transportation Funds are still available for the area, there is a need to identify or create new sources of revenue.

In that the UPWP identifies those work activities and programs to be conducted during the forthcoming fiscal year, it would be the appropriate document in which to include the efforts to address or consider these identified concerns. The following is a brief discussion of objectives, hopeful of being accomplished during the current and future program years to address some of the identified transportation-related concerns as well as other general planning process concerns. These are general objectives, which will be addressed through the specific objectives identified for each work element discussed in the document.

Additionally, there were a number of accomplishments over the past fiscal years, which warrant recognition. These are items which not only addressed identified concerns but also issues, projects and programs which were conducted as continuing elements of the overall planning process. Again, these are general accomplishments. Specific accomplishments and previous work are discussed in the document for each work element.

Objectives

- Continue to advise and educate the community, as well as the participants in the local 3-C transportation planning process, of the proper interaction among agencies involved in the process in an effort to maintain good lines of communication among the agencies and to increase the accountability and credibility of the process.
- Continue to advise and keep the community as well as the participants of the local 3-C transportation planning process aware and informed of anticipated projects and programs scheduled for implementation as well as progress being made on the implementation of projects in an effort to expedite the project implementation process and to maintain good public relations and public involvement in the transportation planning decision making process.
- Continue to keep the Great Falls area eligible for receipt of federal and state transportation construction funds for implementation of the Great Falls Area Long Range Transportation Plan and federal transit funds for implementation of the Great Falls Transit Development Program.

Accomplishments

- The transportation planning process maintained its eligibility for continued receipt of FHWA transportation construction funds and FTA capital and operating assistance funds.
- Continued to be involved in and assist in the ongoing physical development and redevelopment of property and improvements in the Great Falls area, primarily in processing subdivisions, annexations, re-zonings and responding to public inquiries.

Consistency with State Implementation Plan

The UPWP is consistent with and conforms to the State Implementation Plan (SIP). Although Great Falls at one time was non-compliant for Carbon Monoxide (CO), Great Falls is now considered conforming. However, air quality and CO emissions are still of concern, and activities related to air quality conformance will generally be addressed under Work Element 100 Transportation Program Administration & Participation, while work related to implementation of projects that benefit air quality, such as those funded through CMAQ Program, will be performed under Work Element 300 Transportation Plan Implementation and Project Development. This UPWP also contains a work activity, titled Work Element 302 Transportation Plans, Analyses, Assessments & Consistency Determinations, which deals with procedures to assure consistency/conformity between air quality and transportation planning plans and programs, as well as other environmental factors such as noise, water quality, air, aesthetics, etc.

Public Involvement and Comment

The review, consideration and approval of this document followed the MPO's adopted Public Participation Plan. Ample opportunity for public comment was provided through multiple public meetings, including the Great Falls TAC (August 17, 2023) and Great Falls PCC (August xx, 2023). All meetings were noticed on the MPO/City of Great Falls' website, and the full UPWP was posted on each meeting agenda. No public comments were received.

Planning Priorities facing the Area

The various Work Elements individually discuss priorities for the upcoming Fiscal Year, and identifies strategies for addressing them. However, in general, priorities include:

- identify funding sources for priority projects, within the appropriate fiscal year
- maintain communication lines between implementing agencies, including but not limited to the City of Great Falls, Great Falls Transit District, MDT-Great Falls District, and Cascade County
- continually monitor status and progress of projects to ensure timely implementation
- push local and state agencies to construct more bicycle and pedestrian facilities
- maintain up-to-date products, including the LRTP, TIP and UPWP

Additional issues, concerns and priorities relating to transportation planning for the Great Falls Metropolitan Area are contained in the previous paragraphs, as well as listed individually in the Work Elements that follow.

Infrastructure Investment and Jobs Act (also known as the Bipartisan Infrastructure Law, "BIL")

On November 15, 2021, President Biden signed the Act into law. The Infrastructure Investment and Jobs Act includes investment that will modernize our roads, bridges, transit, rail, ports, airports, and other critical infrastructure.

Relevant provisions will be incorporated into the UPWP and other MPO planning documents as necessary and appropriate, including the requirement to expend 2.5% of the annual PL allocation on safety and/or accessibility planning/activities. More exactly, the MPO will expend 2.5% of the amount made available to the MPO under section 104(d) of title 23, USC upon required activities. At least this amount will be spent upon "...activit(ies) to increase safe and accessible options for multiple travel modes for people of all ages and abilities..." This will include planning for sidewalks and trail facilities in the LRTP update (Work Element 302); collection of ADA ramp and sidewalk data included in Work Element 301; trail planning included in Work Element 300; and, identification and implementation of active transportation projects, or projects with active transportation elements, in Work Element 300.

Modifications to UPWP

The Great Falls Metropolitan Planning Organization annually prepares the UPWP, covering the Federal fiscal year. In addition to the UPWP's yearly adoption, a modification may be necessary before the end of the fiscal year. To help guide the preparation and adoption of the annual UPWP and occasional modifications to the UPWP, the following procedures are generally followed:

1. Yearly preparation

Before the end of each Federal Fiscal Year (generally at the end of the Third Quarter), MPO staff, in consultation with its partners, will begin preparation of the next Fiscal Year's UPWP. Public notice of its availability will be made, and adoption of the UPWP will be made by the PCC, after review and recommendation by TAC. Public comment and testimony will be available at both the TAC and PCC meetings, as well as in-person or electronically at the offices of the MPO prior to final adoption.

2. Amendment

An "amendment" is a revision that involves a major change to a work item included in the UPWP, including the addition of a project or a major increase to the cost of a work item or the level of expenditures within a specific Work Element. Minor changes to Work Element activities or hourly charges that do not exceed the individual Work Element budgeted amount will not require an amendment.

Public Notice will be made on the MPO's website for opportunity for public review and comment. Amendments will be approved by TAC and PCC.

In some instances, action on an Amendment could be made via electronic mail, if the TAC and PCC Chairs deem the change is minor and such action is appropriate due to the minor nature or the time sensitivity of the Amendment.

Work Program and Budget
(October 1, 2023 - September 30, 2024)

This section includes a detailed description of each work element included in the Unified Planning Work Program. Additionally, a summary of funding sources and funding disbursements for each work element is included in Table 1 - Funding Summary. A cash flow diagram (Figure 1), a funding proration schedule (Table 2), and a cost allocation plan conclude the section.

Abbreviations used in this section and throughout the document:

- FHWA – Federal Highway Administration
- FTA – Federal Transit Administration
- GFTD – Great Falls Transit District
- LRTP – Long Range Transportation Plan
- MDT – Montana Department of Transportation
- MPO – Metropolitan Planning Organization
- PCD – Great Falls Planning & Community Development Department (staffing the MPO)
- PCC – Policy Coordinating Committee
- TAC – Technical Advisory Committee
- TIP – Transportation Improvement Plan

The following is a list of work elements included in this program.

A - Program Support and Administration

- 100 Transportation Program Administration and Participation
- 101 Service

B - General Development/Comprehensive Planning

- 200 Planning Information and Database Program
- 202 Land Use and Development Review
- 203 Growth Policy Development and Implementation
- 204 Historic Preservation
- 205 Code Enforcement

C - Long Range Transportation Planning - System Level

- 300 Transportation Plan Implementation and Project Development
- 301 Transportation System Data Base Program
- 302 Transportation Plans, Analyses, Assessments and Studies

D - Transit Transportation Planning

- 400 Transit Program Administration
- 401 Transit Service Planning and Assessment
- 402 Transit Service Enhancement
- 403 Transit Americans with Disabilities Act (ADA) Implementation

E - Transportation Improvement Program

- 600 Transportation Improvement Program (TIP)

A - PROGRAM SUPPORT AND ADMINISTRATION

WORK ELEMENT:

100 Transportation Program Administration and Participation

Objectives:

- 1) To provide for general administration of transportation work elements and activities
- 2) To provide work plans as required for individual UPWP work elements
- 3) To provide periodic audits of annual work programs
- 4) To maintain an organized reference source
- 5) To maintain a staff with the technical adequacy necessary to conduct a well-rounded 3-C transportation planning process
- 6) To develop a document that describes annual planning activities
- 7) To proactively monitor air quality and consider methods for continued compliance with national standards
- 8) To address transportation related historic preservation issues, as needed
- 9) To provide and maintain a mechanism for public involvement and participation at all levels of the planning process
- 10) To comply with Title VI provisions of the Civil Rights Act of 1964, regarding equal program participation/benefits
- 11) To comply with Federal regulations regarding Disadvantaged Business Enterprises

Selected Previous Work:

- 1) References were obtained and a library maintained to keep staff current on latest planning ideas and techniques.
- 2) Members of the staff attended seminars, webinars and planning conferences and maintained professional registrations
- 3) Work programs were annually prepared. Quarterly work element status reports were prepared
- 4) Traditional media and social media were used to advise the community of various planning projects
- 5) New outreach methods were developed to address COVID-based meeting limitations, including virtual meetings and expanded digital outreach methods
- 6) Direct mailings and personal contacts with various special interest groups and individuals were also used to encourage participation
- 7) A Public Participation Plan was maintained, as well as a comprehensive Title VI Compliance Program
- 8) An Annual Listing of Obligated Projects for the Great Falls Metropolitan Area was made available on the City of Great Falls' website

Methodology: This work element includes staff attendance at PCC, TAC, MDT Quarterly, Great Falls Planning Advisory Board and other meetings, preparation of material for such meetings (including reports, recommendations, minutes and agendas), review and comment on planning reports, studies and other related documents, and conduct of other miscellaneous business which does not relate specifically to other work elements.

General administration of transportation work elements and activities is conducted under this work element, as well as work to ensure MPO compliance with Federal regulations.

Staff will continue to acquire publications and other reference materials to maintain the planning library. The files, library, and other documentation procedures already established will be continued.

100 Transportation Program Administration and Participation (Continued)

Workshops, conferences, webinars and seminars will be attended, as available and as judged useful to the overall transportation planning process. Authorization for travel and/or registration for workshops/seminars will be coordinated with MDT. Attendance at national AMPO conference or similar MPO training will be pursued. It is anticipated that such attendance will not exceed \$2,000.

A Unified Planning Work Program which includes FHWA and FTA funded work activities will be developed for the upcoming fiscal year. An Indirect Cost Allocation Plan will be developed in support of the work program. Revisions to the current year UPWP and preparation of quarterly status reports will also be included in this work element.

Results and conclusions of a process review, performed in FY2023 in accordance with joint FHWA/FTA Regulations will be addressed as appropriate.

FTA Section 5303 funds passed through to the Great Falls Transit District for transit planning activities will be administered under this work element, including entering into an agreement for pass through of funds to the District.

Air quality/clean air planning activities will be conducted under this work element.

General requirements of applicable Federal Transportation regulations will be addressed. Changing federal guidelines, programs and funding mechanisms will be monitored, reviewed and integrated into the MPO's programs. Specifically, through coordination with MDT, requirements for planning performance measures will be implemented as guidance is provided by FHWA, and as methodology is prepared by MDT – within deadlines set in the Federal Register and other FHWA guidance. Having adopted MDT's performance measures, an agreement is in place to memorialize this relationship. The MPO has been provided an opportunity to review and concur on any changes to state targets, and continues to be afforded such opportunities.

The MPO's public involvement process will be followed. The Public Participation Plan will be updated, as appropriate.

The policies and procedures outlined in the MPO's Title VI Compliance Program will be considered in all aspects of the local planning process. Updated Title VI documentation for FTA, Section 5303 Technical and Planning Assistance Funds will be submitted as required.

An Annual Listing of Obligated Projects for the Great Falls Metropolitan Area will be prepared and made available on the MPO's webpage, hosted by the City of Great Falls.

Demographic releases from the 2020 Census will be reviewed for accuracy, and the need for challenges will be weighed.

The policy and procedures approved by the MPO regarding Private Enterprise Participation in the development of plans and programs funded by the Federal Transit Administration will be followed, and liaison with the Transit District Board will continue.

100 Transportation Program Administration and Participation (continued)

<u>Staffing:</u>		<u>Administrative</u>		<u>Technical</u>		<u>Clerical</u>
(Weeks)		12		19		6
<u>Funding:</u>	<u>PL</u>	<u>State</u>	<u>FTA</u>	<u>Local</u>		<u>Total</u>
PCD (FY23)	103,030	15,970	0	5,000		119,000
PCD (FY24)	109,957	17,043	0	5,000		132,000

Functional Agency Responsibility: PCD will be responsible for all work.

Product:

- 1) An administered transportation planning program
- 2) A well rounded, technically proficient staff
- 3) A document which describes all planning-related programs to be undertaken in the Great Falls area by the MPO
- 4) A current Public Participation Plan
- 5) A community which is well informed and actively involved in the local planning process
- 6) A planning process which is in compliance with applicable Federal regulations and policies regarding equal opportunity provisions for program participation, provisions for Disadvantaged Business Enterprises, and provisions for private enterprise participation
- 7) An accurate 2020 Census

A - PROGRAM SUPPORT AND ADMINISTRATION

101 Service

Objectives:

- 1) To maintain an organized system of information and services exchange with various governmental agencies
- 2) To provide information and guidance to the public regarding various aspects of the planning process

Previous Work: Informational flows were maintained between agencies involved in the planning process, both in the form of request information and courtesy information.

Numerous requests for information and assistance by both the public and governmental agencies were accommodated. In the transportation planning section, this consisted of requests for information on various proposed transportation improvements, programs and projects, as well as traffic counts, population estimates and projections, accident data, etc. In the current planning section, this consisted primarily of providing information and guidance to the public and other governmental agencies and officials regarding annexations, subdivisions, zonings, conditional uses, etc., with the majority of interactions under this Work Element focusing upon how these elements impact the transportation system, and vice versa.

Methodology: Continue to maintain the system of information and services exchange which has been established and continue to inform and assist the public on planning activities and issues, as appropriate. Service activities will also include providing technical input into special studies.

<u>Staffing:</u>		<u>Administrative</u>		<u>Technical</u>		<u>Clerical</u>
(Weeks)		1		25		1
<u>Funding:</u>	<u>PL</u>	<u>State</u>	<u>FTA</u>	<u>Local</u>		<u>Total</u>
PCD (FY23)	56,277	8,723	0	5,000		70,000
PCD (FY24)	41,558	6,442	0	5,000		53,000

Functional Agency Responsibility: PCD will be responsible for all work.

Product: An established system for the exchange of information and service with governmental agencies and for the provision of information and assistance to the public.

B - GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING

WORK ELEMENT:

200 Planning Information and Database Program

Objective:

- 1) To establish and maintain a system of digital planning information and data
- 2) To assist in the maintenance of Great Falls area digital base maps and products
- 3) To facilitate the use and dissemination of Census and other demographic data

Previous Work: Creation and maintenance of a computer accessible database and digital map available for planning purposes. The data is extensively used for day-to-day informational needs and for long-range planning needs. Staff continues to gather and update available information and data and use a number of City, County, State and Federal files for all aspects of the local planning process. Staff also reviews and, if warranted, challenges local Census population estimates.

Methodology: The base data files and maps, including annexations, subdivisions and zone changes, will continue to be updated. It will continue to serve as the base data file for the addition of other planning information and data, as needed and as available. Further refinements to the database will continue as necessary.

Direct financial assistance to the City of Great Falls will also be provided under this work element for the maintenance of Great Falls area digital base maps and products. Digital mapping and GIS data accuracy and ready availability are critical to preparing and maintaining Transportation Plans and interpretation and reference of same. Examples include non-motorized network, ROW and pavement widths, ADA ramp locations, etc.

2020 U.S. Census data for Great Falls and Cascade County will continue to be assembled. Websites containing this data will be monitored for updates and efficient use of the websites and knowledge of the data they contain will be an important factor in analyzing and disseminating the data. Great Falls area and Cascade County demographic data will be compiled for dissemination.

Census data and other available data sets have been integrated into the area's GIS, to allow for geographic interpretation and display of area demographics, including population by age, national origin, income, poverty levels, etc. Also, a separate GIS database has been made available to allow for efficient and accurate update of information. Data will be tied to GIS for easy access and interpretation.

Database & Mapping Support by GIS Department (direct): \$15,000

<u>Staffing:</u>	<u>Administrative</u>		<u>Technical</u>		<u>Clerical</u>
(Weeks)	0		5		1
<u>Funding:</u>	<u>PL</u>	<u>State</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
PCD (FY23)	19,048	2,952	0	5,000	27,000
PCD (FY24)	19,913	3,087	0	5,000	28,000

Functional Agency Responsibility: PCD is responsible for all work.

Products:

- 1) A system of digital mapping information and data
- 2) Great Falls area digital base maps and GIS information

B - GENERAL DEVELOPMENT/ COMPREHENSIVE PLANNING

WORK ELEMENT:

202 Land Use and Development Review

Objectives: To solicit and coordinate comments from appropriate review officials concerning applications for rezoning, subdivision, annexation, conditional uses, and planned unit developments and to prepare recommendations regarding same for submittal to the Planning Advisory Board/Zoning Commission (PAB) and City Commission. Also, to review current and proposed land uses and development proposals for compliance with the provisions of the Land Development Code. To process appeals before the Board of Appeals, and variance requests before the Board of Adjustment. To ensure that all development project and permit requests comply with design standards for public utilities, storm water quantity, and transportation infrastructure. To coordinate with Public Works' inspectors and management staff to ensure that all future dedicated public infrastructure meets standards of quality prior to acceptance by the City. Finally, to oversee the process for other local land development code issues.

Previous Work: Land development projects were guided through the approval process before the PAB and City Commission – including petitions for rezoning, subdivision, annexation, conditional uses, and planned unit developments. Projects and permits were reviewed for compliance with Land Development Code requirements as well as City infrastructure design standards. Project proposals and requests were processed through the Board of Adjustment. Staff served as project managers for most new development projects, ranging from building permits to major subdivisions, including some inspection.

Methodology:

- 1) Review requests for rezoning, subdivision, annexation, conditional uses, variances, appeals, planned unit developments and project designs.
- 2) Provide analysis to the PAB and the City Commission regarding compliance of certain development applications with the Growth Policy and other policy plans.
- 3) Review development projects and, where required, process approvals or denials through the appropriate advisory, regulatory, and policy bodies.
- 4) Review proposed and current land uses and project proposals for compliance with the Land Development Code, current Development Standards, and other relevant code and guidance documents. Make formal determination of zoning classification of parcel, categorization of land use, and land use conformance with same. Also make determinations of non-conforming use status and sign code, landscaping, transportation, lighting and parking compliance, etc. Finally, act as project managers for all larger development proposals, applications and permits.
- 5) Land Development Code interpretations will be issued, as well as zoning determinations and other regulatory actions relating to the Land Development Code.
- 6) Review and process requests for tax abatement.
- 7) Process requests for use of Tax Increment Financing District funds.
- 8) Review and process requests for street and alley right of way vacations
- 9) Develop and oversee amendments to the City's Land Development Code to respond to issues that arise in the development review process, and to ensure compliance with changes to State law.
- 10) Review permits and land use application requests to ensure that proposed public utilities, storm water infrastructure, and transportation infrastructure comply with City Design Standards.
- 11) Review on-going construction projects to verify compliance with Land Development Code as well as the suitability of installed public infrastructure to be accepted into the City's maintained system.

202 Land Use and Development Review (continued)

<u>Staffing:</u>	<u>Administrative</u>	<u>Technical</u>	<u>Clerical</u>	
(Weeks)	13	121	8	
<u>Funding:</u>	<u>PL</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
PCD (FY23)	0	0	525,000	525,000
PCD (FY24)	0	0	285,000	285,000

Functional Agency Responsibility: PCD will be responsible for all work.

Products:

- 1) An ongoing process of rezoning, subdivision, annexation, conditional uses and planned unit development reviews and recommendations
- 2) Development and land use patterns that conform to the City Code and Growth Policy
- 3) Infrastructure added to the City's maintained system that conforms to all standards
- 4) A current City Code, compliant with State law

B - GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING

WORK ELEMENT:

203 Growth Policy Development and Implementation

Objectives:

- 1) Implement components of and address activities recommended in the Great Falls Growth Policy and other long-range planning documents
- 2) Ensure long-range planning documents are relevant and up-to-date
- 3) Prepare sub-area plans as appropriate

Selected Previous Work:

- 1) Staff coordinated the development of and amendments to Urban Renewal Plans
- 2) Staff coordinated creation of Tax Increment Financing Districts and evaluated and processed TIF applications, reviewing for compliance with Plans as well as eligibility
- 3) Prepared and oversaw adoption of Downtown Plan for Great Falls
- 4) Prepared a major update to the Growth Policy
- 5) Assisted in the preparation, adoption and implementation of a Wayfinding Plan

Methodology:

- 1) Staff will administer portions of the City's Land Development Code, including assessment of development projects' adherence to the Growth Policy.
- 2) As time and resources allow, staff will review and revise policies, codes, ordinances, resolutions, regulations, etc. and will implement the various actions, strategies and components recommended in the Growth Policy.
- 3) As time and resources allow, components and recommendations of the Missouri River Urban Corridor Plan, Medical District Master Plan and Downtown Plan will be implemented and advanced in cooperation with other government entities, area property owners and stakeholders.
- 4) The Land Development Code will be reviewed and code amendments will be processed when appropriate.
- 5) The Growth Policy will be monitored for effectiveness and relevancy, and various elements moved forward for implementation.
- 6) The Growth Policy will be updated in FY2024.
- 7) Urban renewal or development plans will be prepared for newly proposed tax increment financing districts.
- 8) Tax Increment Financing project applications will be reviewed and processed under this work element.
- 9) Coordination and cooperation with Malmstrom Air Force Base may be expanded to include joint planning efforts for the Base.

203 Growth Policy Development and Implementation (continued)

<u>Staffing:</u>	<u>Administrative</u>	<u>Technical</u>	<u>Clerical</u>	
(Weeks)	9	23	1	
<u>Funding:</u>	<u>PL</u>	<u>TIF</u>	<u>Local</u>	<u>Total</u>
PCD (FY23)	0	0	72,000	72,000
PCD (FY24)	0	0	80,000	80,000

Functional Agency Responsibility: PCD is responsible for all work.

Products:

- 1) Application of the Land Development Code
- 2) A Missouri River Urban Corridor Plan and implementation of same
- 3) A Medical District Master Plan and implementation of same
- 4) A Downtown Master Plan and implementation of same
- 5) A current Growth Policy and implementation of same

B - GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING

WORK ELEMENT:

204 Historic Preservation

Objective:

- 1) To coordinate and administer the Certified Local Government (CLG) preservation program
- 2) To serve as staff for the Historic Preservation Advisory Commission (HPAC)
- 3) To integrate historic preservation goals with the community's planning process
- 4) To increase the effectiveness of local government in addressing historic preservation issues and needs
- 5) To increase the community's awareness and understanding of historic preservation values
- 6) To act as a preservation information center, providing technical assistance, direction, literature on historic preservation tax credits, National Register, Federal regulations and Secretary of the Interior Standards for Rehabilitation
- 7) To maintain a system for the survey and inventory of historic properties and make the information available to the public
- 8) To participate in the National Register nomination process
- 9) To consult with the City, County, State and Federal agencies on all applications, environmental assessments, and other such documents pertaining to historic properties
- 10) To participate in, promote and conduct public informational, educational and interpretive programs pertaining to historic preservation and to celebrate successes

Previous Work:

The Historic Preservation Officer (HPO) continues to build the collection of architectural and historical inventory files for all reviewed properties within Cascade County and a library of technical rehabilitation/restoration information.

Numerous projects were reviewed for Community Development and telecommunication facilities as part of the Section 106 Review process with comments forwarded to the State Historic Preservation Office.

Supported community-led preservation initiatives including the rehabilitation and National Historic Register listing of the Monarch Depot, restoration of the Great Falls Civic Center façade, and preservation of the 10th St. Bridge and its conversion into a pedestrian walkway.

The HPO continues to provide preservation education and program overviews by request, and press coverage of the HPAC, administration and activities has been ample and positive.

Generally supported and acted as staff for Great Falls/Cascade County Historic Preservation Advisory Board.

204 Historic Preservation (continued)

Methodology: All administrative functions necessary in support of preservation planning activities will be performed. Semi-Annual progress and expenditure reports will be prepared and transmitted to the State Historic Preservation Office to maintain federal funding support.

The HPO will participate in SHPO training programs in order to improve skills. Grant administration functions will be performed.

The policies and procedures governing the CLG preservation program pursuant to Sec. 101 (c) of the National Preservation Act (NHPA) of 1966, as amended (16USC470) will guide all aspects of the local preservation planning process.

Similarly, the policies and procedures Codified by the City of Great Falls and related interagency agreements will also guide the functions of the Historic Preservation program.

<u>Staffing:</u>	<u>Administrative</u>	<u>Technical</u>	<u>Clerical</u>	
Local (Weeks)	0	45	0	
<u>Funding:</u>	<u>PL</u>	<u>SHPO</u>	<u>Local</u>	<u>Total</u>
PCD (FY23)	0	6,000	95,000	107,000
PCD (FY24)	0	6,000	101,000	107,000

Functional Agency Responsibility: PCD is responsible for all work

Products:

- 1) An administered preservation planning program
- 2) Established plans and goals
- 3) Survey information and technical references, which are well organized and useful
- 4) An active preservation education program
- 5) An established system for the review of properties and the exchange of information and services with governmental agencies regarding preservation projects
- 6) Awareness of preservation planning issues and needs in the Great Falls area
- 7) Established incentive programs for revitalization of downtown historic buildings

B - GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING

WORK ELEMENT:

205 Code Enforcement

Objectives: To respond to citizen complaints and enforce certain provisions of the Official Code of the City of Great Falls, and implement aesthetic, health, sanitation, land use and other provisions of the Great Falls Growth Policy and other land use plans.

Previous Work: Ongoing enforcement, property cleanup and abatement of public nuisances.

Methodology:

- 1) Receive complaints, perform formal, documented property investigations, and work with property owners to formulate methodology to bring properties into compliance.
- 2) In extreme situations, issue citations and follow through with legal enforcement, if necessary.
- 3) As necessary, coordinate with other City and County Departments, including City-County Health, City of Great Falls Police, City of Great Falls Fire/Rescue, Cascade County Planning, City of Great Falls Legal staff, City of Great Falls Public Works, Animal Control and City of Great Falls Building Division to resolve Code violations.
- 4) Prepare for court appearances, including assembling documentation and background on case; testify in court, if necessary.
- 5) Follow through with final property cleanup or abatement as necessary to ensure it is brought into compliance.

<u>Staffing:</u>	<u>Administrative</u>	<u>Technical</u>	<u>Clerical</u>	
(Weeks)	0	45	0	
<u>Funding:</u>	<u>PL</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
PCD (FY23)	0	0	82,000	82,000
PCD (FY24)	0	0	99,000	99,000

Functional Agency Responsibility: PCD will be responsible for all work.

Product: Code compliant properties within the City limits.

C - LONG RANGE TRANSPORTATION PLANNING - SYSTEM LEVEL

WORK ELEMENT:

300 Transportation Plan Implementation and Project Development

Objective: To implement components of and address activities associated with the Great Falls Area Transportation Plan.

Recent Previous Work: A number of diverse activities have been conducted under this work element during past fiscal years. Several of these activities are described as follow:

Staff processed the permanent closure and vacation of several streets in conjunction with local studies and development plans. Staff assisted consulting firms retained to conduct various studies and assisted in the implementation of projects and programs recommended in the studies. Staff prepared and conducted trip generation analyses and anticipated traffic impacts of proposed development plans and subdivisions. A number of public hearings and informational meetings were attended regarding preliminary engineering and design of projects scheduled in the Great Falls Transportation Improvement Program. Staff assisted in the coordination and preparation of plans and funding proposals for bicycle and pedestrian projects and worked to implement bike and pedestrian improvements recommended in the Transportation Plan.

Methodology: Steps will continue to be taken to implement elements, projects, programs, etc. of the Great Falls Area Long Range Transportation Plan and other transportation plans and studies, including general or non-transportation plans with transportation elements, chapters or sections. Staff will continue to assist consulting firms retained to conduct special studies and analyses of projects proposed in the Transportation Plan. Trip generation and traffic impacts of proposed commercial, residential and industrial development plans and programs will be conducted, as necessary.

Coordination and planning efforts will continue for the River's Edge Trail and other bicycle and shared-use transportation facilities, including on-street facilities. Assistance for planning and development of shared-use non-motorized facilities that are a functional component of the transportation network will also be contracted from the City of Great Falls under this work element for approximately \$51,600.

Staff will provide assistance and support for selecting and moving roadway, bike facility, and pedestrian facility projects forward, as an important and necessary component of implementing the LRTP. Staff participation during project selection and development will be focused upon ensuring the components of the LRTP are adhered to and its stated goals and objectives considered. Transportation programs and issues identified during updates of the Great Falls Growth Policy and its Transportation Element, as well as other local area Plans, will be conducted under this work element.

Transportation Plan issues, activities, strategies and programs will be conducted, as time and staff resources allow, including traffic calming, neighborhood traffic planning, road design standards, roadway landscaping policies, transportation demand management, traffic information brochures, preservation of transportation corridors, future right-of-way needs, etc. System ADA/accessibility will be investigated, and priorities established for upgrades.

300 Transportation Plan Implementation and Project Development (continued)

Transportation Alternatives (TA) and other grants and non-traditional funding sources for projects will be pursued under this Work Element. Staff may also act as local project administrator and contact for grants and TA projects needing local coordination under this work element.

Activities to increase safe and accessible transportation options from of the Plan will be reviewed, and appropriate enhancement projects will be pursued. This could include pedestrian, bicycle or vehicular safety initiatives and projects. It is anticipated that 40% of staff time under this Work Element – including contracted services to the City of Great Falls Park & Recreation Department - will be related to eligible project, programs, activities or projects that will increase safe and accessible options for multiple travel modes for people of all ages and abilities.

Estimated Safe & Accessible expenditures: \$52,640

<u>Staffing:</u>		<u>Administrative</u>		<u>Technical</u>		<u>Clerical</u>
(Weeks)		2		21		2
<u>Funding:</u>	<u>PL</u>	<u>State</u>	<u>FTA</u>	<u>Local</u>		<u>Total</u>
PCD (FY23)	120,866	18,734	0	0		139,600
PCD (FY24)	113,939	17,661	0	0		131,600

Functional Agency Responsibility: PCD will be responsible for all work.

Product: Transportation projects and programs consistent with the Great Falls Area Long Range Transportation Plan.

C - LONG RANGE TRANSPORTATION PLANNING - SYSTEM LEVEL

WORK ELEMENT:

301 Transportation System Data Base Program

Objective: To maintain a coordinated program of transportation system data and information for the Great Falls area.

Previous Work: A formal traffic count program was established for the Great Falls area, cooperatively establishing count locations under the responsibility of the City of Great Falls/Great Falls MPO and MDT. This count program is documented in a technical memorandum, titled "Great Falls Urban Transportation Study Area, Traffic Count Program".

Methodology: Traffic volumes in the Great Falls area will be counted by the MDT and PCD in accordance with the traffic count program. Tabulated traffic data for the Great Falls area will be submitted to MDT by April 1.

Traffic counts performed by The MPO will be provided by the Great Falls Public Works Department during FY23 for a labor plus equipment charge of approximately \$8,500. As well, additional bike/ped counts may be initiated if staff time allows.

A base-line pavement condition survey will be performed, to inform decisions for pavement preservation projects and to help prioritize expenditure of local, state and federal dollars. The results of the study will be made available to the State, City and County, and will be updated on a regular basis to ensure the data is current and relevant. An initial survey will also include collection of data on ADA ramps for an understanding of current accessibility limitations, opportunities and needs. Using this data, a baseline Sidewalk Inventory will be kept up-to-date for the area, including ADA ramps.

As time and resources allow, various data will be gathered and updated for the major street network including roadway width, speed and delay, turning movements, number of lanes, pavement condition, signalized intersections, etc. This activity will primarily update the information presented and illustrated in the Existing Conditions chapter of the Great Falls Area Long Range Transportation Plan. Further use and development of web-based transportation information will be investigated.

Other relevant transportation data will be gathered/compiled under this activity. Performance standards may be considered for development, based upon Federal and State guidance from the most recent Federal Transportation Act.

Traffic Count Program: \$8,500
 Pavement Condition and ADA Ramp Survey: \$175,000
 Estimated Safe & Accessible expenditures: \$45,000

<u>Staffing:</u>		<u>Administrative</u>	<u>Technical</u>	<u>Clerical</u>	
(Weeks)		0	2	0	
<u>Funding:</u>	<u>PL</u>	<u>State</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
PCD (FY23)	11,602	1,798	0	0	13,400
PCD (FY24)	163,463	25,337	0	0	188,800

301 Transportation System Data Base Program (continued)

Functional Agency Responsibility: PCD and MDT will be responsible for counts as specified in the Great Falls Traffic Count Program. PCD, MDT and the City of Great Falls will be responsible for development of other data, as appropriate.

Products:

- 1) A current Traffic Count Program
- 2) Updated data base information
- 3) Provision of data on the City and MPO's website
- 4) Pavement Condition Survey
- 5) ADA Ramp inventory

C - LONG RANGE TRANSPORTATION PLANNING - SYSTEM LEVEL

WORK ELEMENT:

302 Transportation Plans, Analyses, Assessments and Studies

Objectives:

- 1) To conduct periodic reviews of the Transportation Plan, including analysis of projected traffic volumes, land use, accidents and funding data.
- 2) To maintain accurate estimates of socioeconomic indicators.
- 3) To address Federal planning requirements in the Transportation Planning Area, as appropriate.
- 4) To support MDT traffic modeling in the transportation planning process

Previous Work: In cooperation with the MDT and consultants, updates of the Long Range Transportation Plan were performed. Additionally, socioeconomic estimates were monitored for population, dwelling units and employment for the Transportation Planning Area. Completed a minor update to the Long Range Transportation Plan in FFY2018, as well as an Amendment in FFY2019. Additionally, a sub-area study (North Great Falls Sub-Area Transportation Study) was completed in FFY2022.

Methodology:

The coordination of air quality and transportation plans and programs will continue to the extent appropriate and in accordance with applicable requirements. Other environmental factors such as noise, water quality, aesthetics, etc., will be considered to the extent appropriate during major transportation planning decisions in accordance with applicable requirements.

Context-sensitive, smart growth and land use/transportation planning opportunities in the Great Falls area will be investigated to the extent appropriate.

Sub-area transportation studies will be performed as necessary to supplement the LRTP. Review and reporting of Transportation Planning Performance Measures will occur under this work element.

An update to the LRTP Update will continue into this fiscal year. Remaining expenditures on the contract are expected to be in the range of \$60,000. It is estimated that 20% of expenditure under this Work Element – including LRTP Plan update costs - will be related to activities described as eligible activities (i.e., sidewalk, pedestrian accessibility, bike facilities, etc.) that ensure compliance with the requirement to expend 2.5% of the annual PL allocation upon efforts to increase safe and accessible transportation options.

Estimated Safe & Accessible expenditures: \$22,000

<u>Staffing:</u>		<u>Administrative</u>		<u>Technical</u>		<u>Clerical</u>
(Weeks)		5		10		0
<u>Funding:</u>	<u>PL</u>	<u>State</u>	<u>FTA</u>	<u>Local</u>		<u>Total</u>
PCD (FY23)	252,814	39,186	0	0		292,000
PCD (FY24)	95,238	14,762	0	0		110,000

Functional Agency Responsibilities: PCD will be responsible for all work.

Products: A compliant Long Range Transportation Plan (LRTP) and related plans

D - TRANSIT TRANSPORTATION PLANNING

WORK ELEMENT:

400 Transit Program Administration

Objectives: To provide program support, general administration, grant administration, and training in support of transit planning activities.

Previous Work (FY23): Stayed abreast of federal/state requirements concerning grants, funding and planning. Improved 5303 grant reporting. Performed research for planning resources. Attended general transit-related meetings. Improved data-keeping methodologies. Performed general grant oversight. Updated the UPWP work elements for FY24. Continued activities undertaken in FY2021.

Methodology (FY24): All administrative functions necessary in support of transit planning activities will be performed. Quarterly progress and expenditure reports will be prepared and transmitted to the Planning Advisory Board to maintain federal funding support. Furthermore, this UPWP will be revised when deemed necessary. The FY2024 UPWP for transit planning activities will also be developed under this line item. Maintain coordination with 5310 providers and as the lead agency, develop and apply for capital grants for new vehicles as decided by the Great Falls Transportation Advisory Committee.

The General Manager will participate in recognized and approved training programs in order to improve skills and capabilities. General Manager will assimilate regulations and codes to keep abreast of federal, state, and local requirements as they relate to the transit planning process. This will include review of Federal provisions and development of strategies to comply with same. To maintain interaction and feedback with appropriate citizen and professional groups, the General Manager will participate with the TAC, PCC, GFTAC, citizen advisory boards, and others as needed. Grant administration functions will be performed.

Staffing: The staff hours for this project will be charged to this program with monthly verifiable time sheets for actual measurable work completed.

General Manager: 560 hrs. = 14 weeks

<u>Funding:</u>	<u>PL</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
GFTD (FY23)	0	15,244	3,811	19,055
GFTD (FY24)	0	15,244	3,811	19,055

Functional Agency Responsibilities: The Great Falls Transit District will be responsible for all work.

Products:

- 1) An ongoing administrative program to carry out the transit planning function, including quarterly progress and expenditure reports
- 2) FFY2024 UPWP work elements

D - TRANSIT TRANSPORTATION PLANNING

WORK ELEMENT:

401 Transit Service Planning and Assessment

Objectives: To provide the citizens of Great Falls with acceptable transportation alternatives to single-occupancy private vehicles in the future. To continually assess transportation needs in both developed and developing areas. To provide intermodal options (e.g., bike and bus, park and ride, etc.). To afford viable public transportation during times of constrained financial resources.

Previous Work (FY23): Maintained performance-indicator reports. Considered required service modifications for a more effective system. Assessed the effects of the downtown transfer center; researched possible improvements for the transfer center and for the transfer center's general management. Performed general planning for system improvements including route changes, schedule changes, and locations for amenities such as bus shelters. Performed general transit planning. Continued activities undertaken in FY2021. Updated the Coordinated Transportation Plan. Worked on Transit Asset Management Plan.

Methodology (FY24): Continuation of activities undertaken in FY2023 including research to determine if there is the possibility additional service hours or routes could be added to the system in the future. Develop a plan for integrating items from the Transit Development Plan, when funding allows for expansion. Study where fixed bus stops should be, should GFTD move to a fixed stop system.

The Coordinated Transportation Plan will be updated via the Great Falls Transportation Advisory Committee (GFTAC), and a Transit Development Plan will be developed through the services of a consultant (expected to be in the range of \$225,000). Continuation of activities undertaken in FY2022.

Staffing: The staff hours for this project will be charged to this program with monthly verifiable time sheets for actual measurable work completed.

	Transit Staff:	1644 hrs. = 41 weeks		
<u>Funding:</u>	<u>PL</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
GFTD (FY23)	0	215,518	53,879	269,397
GFTD (FY24)	0	215,518	53,879	269,397

Functional Agency Responsibilities: The Great Falls Transit District will be responsible for all work.

Products:

- 1) Monthly summary showing financial position and ridership summary by month
- 2) On-going ridership tracking by route
- 3) Grant applications and revisions
- 4) System assessment documentation (e.g., survey results, locational needs, etc.)
- 5) Update of Transfer Center - interior repairs and painting
- 6) Current National Transit Database passenger count
- 7) Coordinated Public Transportation Plan, Transit Asset Management Plan, Federal Safety Plan, Transit Development Plan

D - TRANSIT TRANSPORTATION PLANNING

WORK ELEMENT:

402 Transit Service Enhancement

Objectives: To improve service and ridership in existing transit system.

Previous Work (FY23): Made beneficial changes to GFTD Internet site. Revised historical ridership data and current data for increased accuracy in analysis. Prepared National Transit Database reports. Provided monthly ridership analysis. Gathered information from public for planning purposes. Identified groups in the community for stakeholder outreach efforts. Continued activities undertaken in FY21.

Methodology (FY24): Continue to identify groups in the community for outreach efforts to increase ridership. Assess public reaction to routes, schedules, public outreach tools, and alterations of such. Complete National Transit Database reports. Upkeep monthly ridership figures and summary figures for effective decision-making. Innovate in establishing new reports and figures to better shed light on important decisions for Great Falls Transit. Assess overall system functioning. Develop a more robust Internet site. Produce general flyers and signs for maximum public awareness of system and system changes. Continuation of activities undertaken in FY23.

Staffing: The staff hours for this project will be charged to this program with monthly verifiable time sheets for actual measurable work completed.

Transit Staff: 485 hrs. = 12 weeks

<u>Funding:</u>	<u>PL</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
GFTD (FY23)	0	10,712	2,678	13,390
GFTD (FY24)	0	10,712	2,678	13,390

Functional Agency Responsibilities: The Great Falls Transit District will be responsible for all work.

Products:

- 1) Transit ridership by month (i.e., including inter-modal)
- 2) Performance indicators by month
- 3) Ridership comparisons by month
- 4) Educational outreach methods and products

D - TRANSIT TRANSPORTATION PLANNING

WORK ELEMENT:

403 Transit ADA Implementation

Objectives: To ensure optimal use of Great Falls Transit District funds in meeting elderly and disabled transportation needs for both specialized and fixed-route transportation in accordance with Federal Americans with Disabilities Act (ADA) regulations.

Previous Work (FY23): Continued activities undertaken in FY21. Maintained an open communication for planning purposes with elderly and disabled people in the community through the ADA Advisory Committee. Identified means to address transit and special transportation needs including efforts to assess both short and long-term paratransit needs of the community and efforts to evaluate organizational and fiscal means to address transportation needs. Closely monitored ACCESS service. Revised and improved ACCESS data reporting. Explored the possibility of expanding coordinated transportation with other agencies and 5310 providers in the Great Falls area.

Methodology (FY24): Continuation of activities undertaken in FY23. Plan additional sensitivity training for GFTD operators and other employees. Continue general administration of ACCESS program as well as records maintenance for future decision making. Research alternative means of serving seniors and people with disabilities through cost-effective programs. Study the consequences for seniors, people with disabilities, and for the ACCESS program of implementing fixed stops on the fixed route system. Localize and plan for wheelchair pads at necessary locations. Devise plans to attract seniors and passengers with disabilities to GFTD's fixed routes.

Staffing: The staff hours for this project will be charged to this program with monthly verifiable time sheets for actual measurable work completed.

ADA Coordinator:	1708 hrs. = 43 weeks
Transit Staff:	<u>1340 hrs. = 34 weeks</u>
	3048 hrs. = 77 weeks

<u>Funding:</u>	<u>PL</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
GFTD (FY23)	0	38,728	9,682	48,410
GFTD (FY24)	0	38,728	9,682	48,410

Functional Agency Responsibilities: The Great Falls Transit District will be responsible for all work.

Products:

- 1) Elderly and disabled transportation service database
- 2) Elderly and disabled transportation service certification
- 3) Elderly and disabled transportation service contract maintenance
- 4) Elderly and disabled transportation service financial statement
- 5) Elderly and disabled transportation service ridership (i.e., monthly)
- 6) ADA Advisory Committee minutes

E - TRANSPORTATION IMPROVEMENT PROGRAM

WORK ELEMENT:

600 Transportation Improvement Program (TIP)

Objective: To maintain a Transportation Improvement Program (TIP), which reflects the current implementation status of the transportation plan and transit development program, and conforms to Federal TIP guidance.

Previous Work: The Great Falls TIP was first adopted by the PCC during FY 1976, and has been updated on a regular basis, as needed. As well, the Administrative Modification and Amendment processes were used for minor changes. A full update to a new format was completed in FFY2023.

Methodology: The TIP will be updated and/or amended. During the program period of the adopted TIP, revisions will be conducted as needed in response to changes in the transportation plan, project priorities, funding, etc., and in response to requests to include and modify transit funded programs and projects.

Modifications necessary for compliance with Federal TIP regulations will be made.

<u>Staffing:</u>	<u>Administrative</u>		<u>Technical</u>		<u>Clerical</u>
(Weeks)	0		2		0
<u>Funding:</u>	<u>PL</u>	<u>State</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
PCD (FY23)	4,329	671	0	0	5,000
PCD (FY24)	4,329	671	0	0	5,000

Functional Agency Responsibility: PCD will be responsible for all work.

Product: A current, compliant Transportation Improvement Program.

**TABLE 1
FEDERAL FISCAL YEAR 2024 FUNDING SUMMARY
(OCTOBER 1, 2023 - SEPTEMBER 30, 2024)**

WORK ELEMENT	FFY 2023	FFY 2023	FFY 2024	FFY 2024	FFY 2024	SOURCES					DISBURSEMENT		
	ESTIMATED ACTUAL COSTS*	ESTIMATED COSTS	ESTIMATED DIRECT COSTS	ESTIMATED SALARY COSTS	ESTIMATED TOTAL COSTS	PL	State	FTA 5303	SHPO	LOCAL	PCD	MDT	GFTD
41.11.00-PROGRAM SUPPORT & ADMIN													
100 PROG ADMIN & PARTICIPATION	123240	119000	2000	130000	132000	109957	17043	0	0	5000	132000	0	0
101 SERVICE	52302	70000	0	53000	53000	41558	6442	0	0	5000	53000	0	0
41.12.00-GEN DEV & COMP PLANNING													
200 INFO & DATABASE PROGRAM	48765	27000	15000	13000	28000	19913	3087	0	0	5000	28000	0	0
202 LAND USE & DEVELOPMENT REVIEW	479758	525000	0	285000	285000	0	0	0	0	285000	285000	0	0
203 GROWTH POLICY DEV & IMP	32737	72000	0	80000	80000	0	0	0	0	80000	80000	0	0
204 HISTORIC PRESERVATION	97889	101000	0	107000	107000	0	0	0	6000	101000	107000	0	0
205 CODE ENFORCEMENT	95832	82000	0	99000	99000	0	0	0	0	99000	99000	0	0
41.13.01-LR TRANS PLNNG-SYS LEVEL													
300 TRANS PLAN IMPL & PROJ DEV	94361	139600	51600	80000	131600 ¹	113939	17661	0	0	0	131600	0	0
301 TRANS SYSTEM DATA BASE PROG	8369	13400	183500	5300	188800 ²	163463	25337	0	0	0	188800	0	0
302 TRANS PLANS, ANALYSIS, ETC	110994	292000	60000	50000	110000 ³	95238	14762	0	0	0	110000	0	0
41.14.00-SHORT RANGE TRANS PLNNG													
400 TRANSIT PROGRAM ADMIN.	24264	19055	0	19055	19055	0	0	15244	0	3811	0	0	19055
401 TRANSIT SERV PLNNG & ASSESS	60489	269397	225000	44397	269397	0	0	215518	0	53879	0	0	269397
402 TRANSIT SERVICE ENHANCEMENT	16327	13390	0	13390	13390	0	0	10712	0	2678	0	0	13390
403 TRANSIT ADA IMPLEMENTATION	58827	48410	0	48410	48410	0	0	38728	0	9682	0	0	48410
41.15.00-TRANS IMPROVEMENT PROG.													
600 TRANS IMPROVEMENT PROGRAM	3306	5000	0	5000	5000	4329	671	0	0	0	5000	0	0
TOTALS	--	--	--	--	1569652	548398	85002	280202	6000	650050	1219400	0	350252

* estimated utilizing 4th quarter of FFY2023

¹ includes Eligible Safe and Accessible Transportation Options Planning expenditure of \$52,640. See Work Element description for details.

² includes Eligible Safe and Accessible Transportation Options Planning expenditure of \$45,000. See Work Element description for details.

³ includes Eligible Safe and Accessible Transportation Options Planning expenditure of \$22,000. See Work Element description for details.

NOTE: The 2.5% PL Funding set-aside for Eligible Safe and Accessible Transportation Options Planning activities have a FFY2022 match ratio of 86.58% Federal Share/13.42% State Share, and are eligible for 100% Federal Share in FFY2023 and FFY2024.

TABLE 2
FUNDING PRORATION
(OCTOBER 1, 2023 - SEPTEMBER 30, 2024)

WORK ELEMENT	RECIPIENT	FUNDING PRORATION PERCENTAGES				TOTALS
		PL*	FTA 5303	SHPO	LOCAL	
100 PROG ADMINISTRATION & PARTICIPATION	PCD	96%	0%	0%	4%	100%
101 SERVICE	PCD	91%	0%	0%	9%	100%
200 INFO. & DATABASE PROGRAM	PCD	62%	0%	0%	38%	100%
202 LAND USE & DEVELOPMENT REVIEW	PCD	0%	0%	0%	100%	100%
203 GROWTH POLICY DEV. & IMPL.	PCD	0%	0%	0%	100%	100%
204 HISTORIC PRESERVATION	PCD	0%	0%	6%	94%	100%
205 CODE ENFORCEMENT	PCD	0%	0%	0%	100%	100%
300 TRANSPORTATION PLAN IMPLEMENTATION	PCD	100%	0%	0%	0%	100%
301 TRANSPORTATION SYSTEM DATA	PCD	100%	0%	0%	0%	100%
302 TRANSPORTATION PLANS, ANALYSIS ETC.	PCD	100%	0%	0%	0%	100%
400 TRANSIT PROGRAM ADMINISTRATION	GFTD	0%	80%	0%	20%	100%
401 TRANSIT SERV PLNG & ASSESSMENT	GFTD	0%	80%	0%	20%	100%
402 TRANSIT SERVICE ENHANCEMENT	GFTD	0%	80%	0%	20%	100%
403 TRANSIT ADA IMPLEMENTATION	GFTD	0%	80%	0%	20%	100%
600 TRANSPORTATION IMPROVEMENT PROG.	PCD	100%	0%	0%	0%	100%

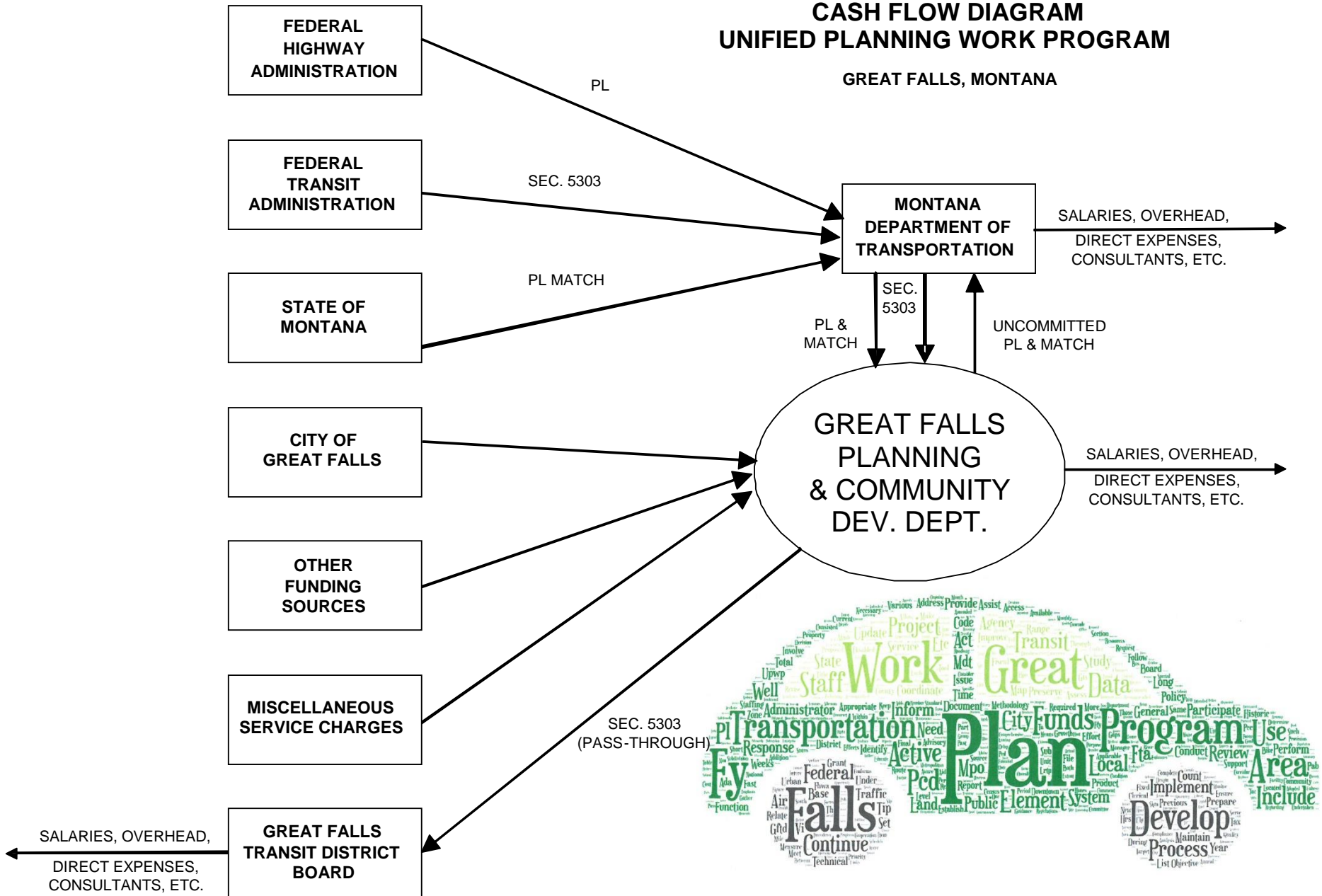
* Includes State match of 13.42%.

Note 1: As this Table applies to salary reimbursement rates, this table does not include direct-reimbursement items such as consultant services

Note 2: Although the purpose of this Table is to show contributions to Work Elements from multiple funding sources, Work Elements funded from only one funding source have also been included for this UPWP.

CASH FLOW DIAGRAM UNIFIED PLANNING WORK PROGRAM

GREAT FALLS, MONTANA



COST ALLOCATION PLAN

INTRODUCTION:

The following plan provides a procedure for preparing reimbursement requisitions for PL-104 (f), FTA Section 5303 and other planning funds received by the Great Falls Planning & Community Development Department in performance of its duties as staff for the MPO.

IDENTIFICATION OF COSTS

The costs encountered in conducting this work program are delineated below by type:

<u>Direct</u>	<u>Indirect</u>	<u>Fringe Benefits</u>
Salaries	Financial & HR services	FICA
Mileage	Computer & IT costs	PERS
Advertising	Vehicle costs	Workers Compensation
Travel	Office Supplies	Unemployment Insurance
Interview & Moving	Recruitment	Sick Leave
Printing & Publication	Postage	Vacation
Staff Training Costs	Dues & Subscriptions	Paid Holidays
Consultants	Telephone	Employee Health Insurance
Other	Office Equipment & Maintenance	Life Insurance
	Rent	

ALLOCATION OF COSTS

Direct costs will be charged to the work program line items to which they apply. A record of staff time and expenditures will be kept to document expenses incurred against each line item.

Based upon a recommendation by the Audit Unit of the Montana Department of Transportation, the indirect rate is based upon eligible indirect costs from the previous year. Due to inconsistent staff levels, this rate fluctuates from year-to-year. This rate is supported by an indirect cost allocation plan submitted to the Montana Department of Transportation and the Federal cognizant agency. From the calculations in the Indirect Cost Allocation Plan, a rate of 40% of direct salary expenditures for indirect costs will be used. The calculated rate will be applied to the Unified Planning Work Program fiscal year of October 1 through September 30, and is a predetermined, fixed rate that is not subject to change during the stated period.

Fringe benefits will be calculated at a rate of 63% of the direct salaries charged to each line item. This rate is supported by documentation submitted to and approved by the Montana Department of Transportation. The calculated rate will be applied to the Unified Planning Work Program fiscal year of October 1 through September 30, and is a predetermined, fixed rate that is not subject to change during the stated period.

The degree of participation by each funding agency is based on the participation percentages that have been determined for each line item. Each funding agency will provide their share of the total charges made against each line item according to the percentages indicated in the Funding Proration Table. However, approved, eligible direct line items that are chargeable to PL will be reimbursed on a 100% basis, and will not be part of the percentage calculations in the Funding Proration Table.