



GREATER HELENA MPO | TPCC

June 08, 2026

Zoom Online Meeting: <https://us02web.zoom.us/j/7867151323?omn=81628514240>
(City/County Building Room 226)

Call to Order

Roll Call

Public Comment on the Agenda / General Public Comment

- A. Comment in person.
- B. Comment online.

1. INFORMATIONAL ITEMS

☐ Transportation Plans Update

Presenter

RPA

Time allotted

1:00 – 1:20

☐ MPO Manager Updates

MPO Manager

1:20 – 1:25

2. ACTION ITEMS

☐ Consider amending the Federal Fiscal Year 2026
Unified Planning Work Program (FFY26 UPWP)

MPO Manager

1:25 – 1:40

Member Communications and Discussion Topics

Adjournment

It is the policy of the Greater Helena MPO to take public comment on any action item. For further information on any of the items mentioned above, please contact the MPO Manager at 447-8406 or tweingartner@helenamt.gov.

The MPO is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The MPO will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities. Persons with disabilities requiring accommodations to participate in the MPO's meetings, services, programs, or

activities should contact the City's ADA Coordinator, Anne Pichette, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following: Phone: (406) 447- 8490 TTY Relay Service 1-800-253-4091 or 711 Email: citycommunitydevelopment@helenamt.gov Mailing Address & Physical Location: 316 North Park Avenue, Room 445, Helena, MT 59623.

Resource Name	Title	Voting Member
Emily Dean	City of Helena Commissioner	Yes
Tom Rolfe	Lewis and Clark County Commission Chair	Yes
Kelly Harris	City of East Helena Mayor	Yes
Jim Wingerter	Montana Department of Transportation (MDT) District Administrator	Yes
David Knoepke	Chair of the Transportation Technical Advisory Committee (TIAC)	Yes
Lucia Olivera	Division Administrator, Federal Highway Administration (FHWA)	No
Trinity Palmerton	Transit Manager, City of Helena	No
David Beckhouse	Federal Transit Administration (FTA) Region 8 Administrator	No



Meeting Date June 08, 2026

To: Transportation Policy Coordinating Committee
From: Ty Weingartner, Greater Helena MPO Manager
Subject: MPO Manager Update

FFY27 UPWP

The Greater Helena Metropolitan Planning Organization (MPO) is required to submit the Unified Planning Work Program (UPWP) for the upcoming federal fiscal year by September 2027. In preparation, the Transportation Technical Advisory Committee (TTAC) is evaluating the next Transportation Plan, with particular emphasis on developing a Pedestrian Plan that addresses non-motorized transportation, Americans with Disabilities Act (ADA) compliance, and Safe Routes to School initiatives. The MPO Manager is currently defining the initial scope for this plan and preparing the forthcoming UPWP. The approval timeline for the Federal Fiscal Year 2027 UPWP includes TTAC approval of the recommended UPWP in July, followed by presentation of the UPWP by the MPO Manager to the Transportation Policy Coordinating Committee (TPCC) at the August 10 meeting.

Redesignation of the MPO

During the March TPCC meeting, the committee approved the redesignation of the Greater Helena Metropolitan Planning Organization (MPO) from the City and County Consolidated Planning Board to the Transportation Policy Coordinating Committee. All associated documentation is under review by the Governor's Office. Following approval of the redesignation, the MPO Manager will collaborate with TPCC members to obtain signatures on all necessary agreements, including the 3-C Cooperative Agreement, the Planning Funds Agreement, and the TTAC Bylaws.

**All contracts have been reviewed and approved by Lewis and Clark County Legal.*



Meeting Date June 08, 2026

To: Transportation Policy Coordinating Committee
From: Ty Weingartner, Greater Helena MPO Manager
Subject: Amendment to the Federal Fiscal Year 2026 Unified Planning Work Program.

Present Situation: The Greater Helena Metropolitan Planning Organization (MPO) is required to submit a Unified Planning Work Program (UPWP) to the Federal Highway Administration on an annual basis. The UPWP details the MPO's transportation planning priorities, activities, and budget, with a particular focus on Planning Funds (PL Funds). The document covers the Federal Fiscal Year, spanning October 1 to September 30, and is generally submitted in late August or early September. Amendments may be submitted throughout the year; however, Planning Funds not allocated in the UPWP are not eligible for reimbursement. The deadline for submitting an amendment is July of the Federal Fiscal Year.

Background Information: The Greater Helena Metropolitan Planning Organization (MPO) proposes an amendment to the Federal Fiscal Year 2026 Unified Planning Work Program (UPWP).

The amendment, as presented to and recommended by the Transportation Technical Advisory Committee, allocates an additional \$21,677.24. These funds are designated for the MPO staff Cost of Living Adjustment (COLA) for 2026, increased telephone charges, and higher information technology expenses.

Following the May 18, 2026, TTAC meeting, the MPO Manager was informed by the Transportation Plans Consultant that final billing for the Long-Range Transportation Plan would be delayed by one to two months. As a result, the MPO Manager proposes transferring \$41,095.18 from the Long-Range Transportation Plan (LRTP) work element group to reserves to prevent these funds from being frozen.

The net impact to the UPWP will be a reduction of **\$19,417.94** in total allocated Planning (PL) Funds for Federal Fiscal Year 2026 (FFY26).

If the amendment to the UPWP is approved by the Transportation Policy Coordinating Committee (TPCC), the MPO will retain \$460,221.07 in its reserve fund (unallocated funds) and receive an

additional allocation of \$392,747.00 in Federal Fiscal Year 2027. This will result in a total of \$852,968.07 available in FFY27, covering the period from October 2026 to September 2027.

The MPO Manager also proposes an amendment to the Transit 5303 Funds for Federal Fiscal Year 2026. The Transit Plans Consultant is now scheduled to complete the Transit Asset Management Plan (\$19,847.43) and Transit Improvement Plan (\$9,846.22) during October and November. Therefore, the MPO Manager proposes moving \$29,693.65 in 5303 Funds to Reserve to prevent these funds from being frozen for a year.

Proposal/Objective:

The Federal Fiscal Year Unified Planning Work Program should be amended to remove \$19,417.94 in Planning Funds, thereby ensuring full reimbursement of all MPO operational costs.

Additionally, \$29,693.65 in 5303 Funds should be allocated to the Reserve.

Advantage:

Amending the current Unified Planning Work Program (UPWP) ensures that operational expenses are fully supported by Planning Funds (PL Funds).

Disadvantage:

While this outcome is not expected, there is a possibility that \$3,000.00 in unused PL Funds could be frozen until Federal Fiscal Year 2028, which begins in October 2027. This situation may offer a benefit by serving as a contingency for unanticipated expenses.

**Staff Recommendation/
Recommended Motion:**

The MPO Manager recommends amending the FFY26 UPWP.

FFY26 PLANNING Funds: \$931,059.80

Work Program Element	MPO Manager Hours	MPO Manager PL Allotment	1Q	2Q	Total	Remaining	Hours Should be	Amendment	Proposed Amendment
100 Program Administration	772	\$47,663.28	\$14,746.07	\$16,701.34	\$31,447.41	\$16,215.87	\$54,633.21	\$6,969.93	\$6,969.93
Rent		\$3,590.00	\$908.10	\$908.10	\$1,816.20	\$1,773.80	\$3,632.40	\$42.40	\$42.40
Telephone		\$0.00	\$75.00	\$75.00	\$150.00	(\$150.00)	\$300.00	\$300.00	\$300.00
Travel/Training		\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00		(\$3,000.00)	\$0.00
ITS Computer		\$1,690.00	\$557.78	\$836.68	\$1,394.46	\$295.54	\$3,295.35	\$1,605.35	\$1,605.35
Navaline?		\$0.00	\$52.27	\$864.73	\$917.00	(\$917.00)	\$917.00	\$917.00	\$917.00
Website		\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	\$1,733.40	\$33.40	\$33.40
Office Supplies		\$500.00	\$0.00	\$0.00	\$0.00	\$500.00		(\$500.00)	\$0.00
Other Dues and Certifications		\$1,030.00	\$0.00	\$0.00	\$0.00	\$1,030.00		(\$1,030.00)	\$0.00
101 UPWP	108	\$6,667.92	\$0.00	\$0.00	\$0.00	\$6,667.92	\$7,642.99	\$975.07	\$975.07
102 Public Involvement and Service	108	\$6,667.92	\$0.00	\$566.15	\$566.15	\$6,101.77	\$7,642.99	\$975.07	\$975.07
300 - Long Range Transportation Plan	772	\$47,663.28	\$16,277.01	\$15,569.05	\$31,846.06	\$15,817.22	\$54,633.21	\$6,969.93	\$6,969.93
LRTP		\$310,496.95	\$36,529.05	\$127,851.68	\$164,380.73	\$146,116.22	\$269,401.77	(\$41,095.18)	-\$41,095.18
301 Metropolitan Planning Area Transpo	200	\$12,348.00	\$820.69	\$1,132.29	\$1,952.98	\$10,395.02	\$14,153.68	\$1,805.68	\$1,805.68
CSAP		\$39,830.52	\$7,468.23	\$27,383.48	\$34,851.71	\$4,978.81			\$0.00
302 Transportation Data	80	\$4,939.20	\$273.56	\$0.00	\$273.56	\$4,665.64	\$5,661.47	\$722.27	\$722.27
600 Transportation Improvement Plan	40	\$2,469.60	\$0.00	\$0.00	\$0.00	\$2,469.60	\$2,830.74	\$361.14	\$361.14
700 Air Quality	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals:	2080	\$490,256.67	\$77,707.76	\$191,888.50	\$269,596.26	\$220,660.41	\$147,198.29	(\$23,947.94)	-\$19,417.94
900 Reserve	0	\$440,803.13	\$0.00	\$0.00	0.00	0.00	0.00	\$423,655.89	\$460,221.07
FFY27 PL Fund Allocation:	\$392,747.00								\$852,968.07

FFY26 TRANSIT 5303 Funds: \$170,369.00

Work Program Element	Staff Hours	Hours Allotment	Additional 5303 Funding Sources	Additional 5303 Allotment	Amendment
44.21.00 Program Support & Administration					
01-Transit System Management	0	\$0.00	Consultant	\$19,847.43	\$0.00
44.24.00 Short Range Transportation Funding					
01 - Transit Development Plan (TDP)	0	\$0.00	Consultant	\$32,560.05	\$32,560.05
02 - Future Service Analysis and Enhancement	0	\$0.00	N/A		\$0.00
03 - Current Service Analysis and Enhancement	0	\$0.00	N/A		\$0.00
44.25.00 Transportation Improvement Program					
01 - TIP	0	\$0.00	Consultant	\$9,846.22	\$0.00
44.27.00 Other Activities					
01 - Implementation of the ADA	0	\$0.00	N/A		\$0.00
Totals:	0	\$0.00		\$62,253.70	\$32,560.05
Reserve				\$108,115.30	\$137,808.95

FFY2027 5303 Allocation:

\$88,243.00

\$226,051.95

Unified Planning Work Program (UPWP)

Federal Fiscal Year 2026

(October 1, 2025 – September 30, 2026)

Prepared by:

Greater Helena Area Metropolitan Planning Organization

In cooperation with

City of Helena, Montana

City of East Helena, Montana

County of Lewis and Clark, Montana

Montana Department of Transportation

Federal Highway Administration

Federal Transit Administration

Approved by:

TTAC: 7/21/2025

TPCC: 8/28/2025

MDT:

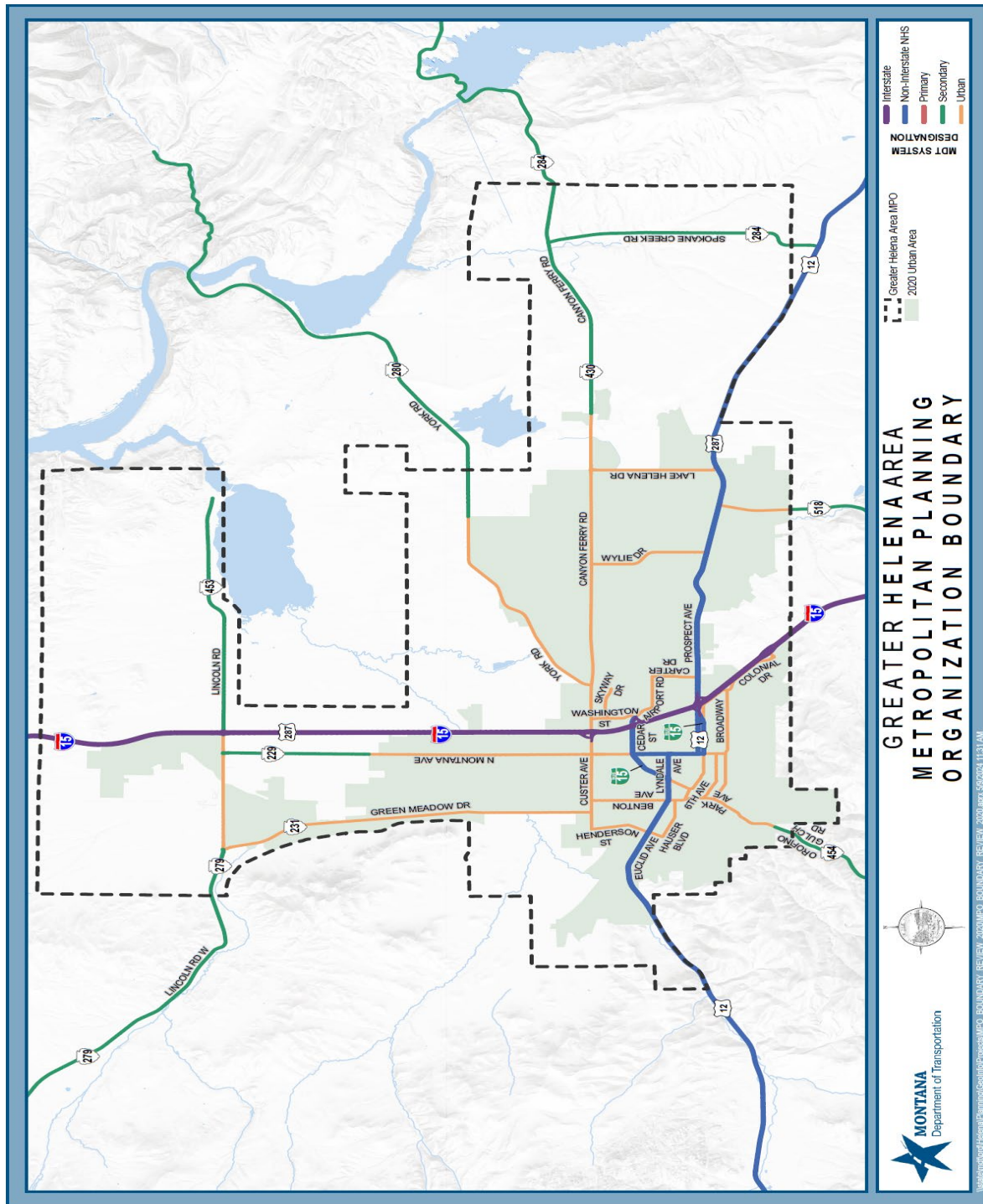
FHWA/FTA:

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(d)] of Title 23, U.S. Code. The format for this work program conforms to Federal Transit Administration (FTA) Chapter 2 Part 4 of FTA Circular 8100.1D. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

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SECTION 1 – INTRODUCTION

Abbreviations & Acronyms Used in the Work Program

ADA	Americans with Disabilities Act
CMB	Chemical Mass Balance
CMAQ	Congestion Mitigation Air Quality
CTSP	Community Transportation Safety Plan
DEQ	Montana Department of Environmental Quality
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY/FFY	Fiscal Year/Federal Fiscal Year. The local and state government fiscal year runs from July 1 - June 30. The Federal fiscal year runs from October 1 - September 30.
FAST Act	Fixing America's Surface Transportation Act or FAST Act. The five-year surface transportation bill signed by President Obama on December 4, 2015. The new law replaces the previous act known as Moving Ahead for Progress in the 21st Century, or MAP-21.
GHAMPO	Greater Helena Area Metropolitan Planning Organization
GIS	Geographic Information System
IJA	Infrastructure Investment and Jobs Act (IIJA) was Passed by Congress on November 15, 2021, authorizing funding for Federal transportation programs for the five-year period from 2022-2026.
LCPH	Lewis and Clark Public Health
LRTP	The Long-Range Transportation Plan is the 20-year planning document for the Greater Helena Area Metropolitan Planning Area. The MPO updates the LRTP every five years through an extensive consultation process to address multimodal transportation needs and investments.
MDT	Montana Department of Transportation
MPO	Metropolitan Planning Organization is the agency designated by Federal law to administer the federally required transportation planning process in a metropolitan area. An MPO must be in place in every urbanized area with a population of 50,000 or greater. The MPO is responsible for the LRTP and the Transportation Improvement Program (TIP). The MPO is the coordinating agency for grants, billings, and policy-making for transportation.
NTD	National Transit Database
PL	PL funds are those available for MPOs to carry out the metropolitan transportation planning process required by 23 USC §134, including the development of metropolitan area transportation plans and transportation improvement programs. Apportionments of PL funds are addressed in 23 USC §104(f).
PPP	Public Participation Plan - is a document developed by a Metropolitan Planning Organization (MPO) to outline how the public will be involved in the transportation planning process. It ensures that the public has opportunities to provide input on transportation plans and projects. The PPP is a requirement for all MPOs and is designed to promote transparency and collaboration in transportation decision-making.
PIP	Public Involvement Plan - This document is developed in accordance with the Federal Highway Administration's approved Public Participation Plan for the MPO. It specifically outlines the mechanisms through which the public will be involved in a particular planning document.
SATO	Safe and Accessible Transportation Options

TAM	Transit Asset Management
TDP	Transit Development Plan
TIP	Transportation Improvement Program. Updated regularly, the TIP lists priority projects and project segments scheduled for implementation over a five-year period. The TIP describes the cost and funding source for each project as well as location and limits.
TPCC	Transportation Policy Coordinating Committee. The policy body for the MPO, TPCC, is responsible for prioritizing Federal aid projects in the Greater Helena Metropolitan Planning Area. Composed of local elected officials and appointed regional and state officials, the TPCC approves the LRTP, TIP and UPWP.
TTAC	Transportation Technical Advisory Committee. Provides technical expertise to TPCC by reviewing and recommending revisions to the planning process, data collection, and forecasts, and federally mandated documents such as the LRTP. The MPO staff provides support to TTAC and TPCC.
UPWP	Unified Planning Work Program. A document prepared annually by the Metropolitan Planning Organization describing transportation planning activities to be conducted during the Federal fiscal year (10/1 - 9/30).

The Work Program and Its Purpose

The Unified Planning Work Program (UPWP) describes transportation planning activities that will occur in the Greater Helena Metropolitan area during the Federal Fiscal Year (FFY) that runs from October 1 through September 30. The Greater Helena Area Metropolitan Planning Organization (MPO) develops the UPWP annually for review and approval by local, state, and federal transportation officials. The Greater Helena Area Transportation Technical Advisory Committee (TTAC) and Transportation Policy Coordinating Committee (TPCC) approve the final UPWP locally and then forward it to the Montana Department of Transportation (MDT), the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for final approval.

The UPWP contains work elements such as administration, public involvement and long and short-range planning. Each element describes objectives, accomplishments for the past fiscal year and planned activities for the next year. Each element identifies the agency responsible for proposed activities and resources needed, including staff hours, dollar amounts and funding sources.

The Greater Helena Area MPO is newly formed following the results of the 2020 Census which announced the Helena Urban Area population to be 52,380 meeting the population threshold of 50,000 requiring the designation and formation of an MPO per 23 U.S.C. §134. Therefore, this UPWP is the second for the Greater Helena Area MPO and is intended to describe the transportation planning activities that will occur in the Greater Helena Area for October 01, 2025 – September 30, 2026.

Federal Guidance

The Infrastructure Investment and Jobs Act (IIJA) was passed by Congress on November 15, 2021, authorizing funding for Federal transportation programs for federal fiscal years 2022-2026. The IIJA effectively replaced the Fixing America's Surface Transportation (FAST) Act and the prior infrastructure act Moving Ahead for Progress in the 21st Century (MAP-21) Act.

The IIJA retains FAST Act's ten planning factors. The MPO is required, per 23 USC 134(h)(1), to consider these factors when developing transportation plans, programs, and projects:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. 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, housing, and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, people, and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

Performance Measures

Passage by Congress of the Infrastructure Investment and Jobs Act continues MAP-21 and FAST Act's focus on performance-based planning and programming.

Establishment of a performance- and outcome-based federal-aid program was a key feature of MAP-21 and FAST Act and continues under the Infrastructure Investment and Jobs Act. The MPO will track performance measures and report to committees, agencies, and the public on progress toward meeting the measures.

The national goal areas that the performance measures address include safety, infrastructure condition, congestion reduction, system reliability, freight movement, environmental sustainability, and reduced delays in project delivery. Rather than establish independent performance measure targets for the Greater Helena Metropolitan Planning Area, the Transportation Policy Coordinating Committee signed a Performance-Based Planning Agreement supporting state performance targets established by MDT, in coordination with Montana MPOs, on June 20, 2024.

The MPO supports the state targets for applicable performance measures under federal regulation 23 CFR §490 and will support the City of Helena for associated transit performance measures under federal code 49 USC 5326(c) and 49 USC 5329(d). Thus, the MPO will plan and program projects that contribute toward relevant targets for each performance measure.

Safety

Within this work program, staff hours and planning funds will contribute to continued implementation of the 2013 Greater Helena Area Community Transportation Safety Plan (CTSP) recommendations, as well as continued data collection and analysis. These efforts will work to address actions within the three emphasis areas identified in the CTSP (Alcohol and Impaired Driving Crashes, Occupant Protection/Seatbelt Use, and Bicycle and Pedestrian Crashes), as well as track progress on current measures to reduce traffic fatalities and severe injuries.

Pavement and Bridge Condition

Efforts included in this work program, such as the Long-Range Transportation Plan and data collection, will track pavement and bridge condition as well as prioritize improvement of existing facilities. The plans and data will help identify the most critical needs, bringing overall system condition up to meet performance targets set for the state.

Freight

Ongoing data collection and analysis will support efforts at the state level to improve system performance for freight and the movement of goods and services.

Air Quality

Helena is an air quality attainment area and is not subject to conformity requirements under the Clean Air Act or on-road mobile source emissions performance measures for criteria pollutants

(PM2.5, PM10, CO, VOC, or NOx). As a result, the Greater Helena Area MPO has no air quality requirements per 23 CFR §450. However, as detailed in a separate Performance-Based Planning Agreement, the MPO will support statewide CMAQ total emissions reduction performance measures and criteria pollutant reduction efforts to prevent exceedances and non-attainment designation.

The GHAMPO is not anticipating using any PL Funds for Air Quality in FFY26. However, air quality is a priority, as the MPO will include it in future UPWPs. Current air quality efforts in the Helena area are led by Lewis and Clark Public Health (LCPH), focusing on fine particulate (PM2.5) pollution, which poses significant health risks, particularly to vulnerable groups such as those with lung disease, the elderly, children, and pregnant women. In collaboration with the Montana Department of Environmental Quality (DEQ), LCPH maintains a monitoring station in the Helena Valley that tracks PM2.5 levels hourly, year-round. They also enforce local Outdoor Air Quality Regulations to control PM2.5 emissions.

A Chemical Mass Balance (CMB) study conducted in the winter of 2007-2008 identified residential wood stoves, ammonium nitrate, and sulfate as major contributors to PM2.5 pollution in Helena. Given the county's 16% population growth from 2010 to 2022, the Greater Helena Area Metropolitan Planning Organization Transportation Technical Advisory Committee suggests that this study should be updated over the next several years to provide the most current and accurate data, enabling the MPO to effectively control major sources of fine particulate pollution and protect residents' health.

The Greater Helena Area MPO has decided not to allocate any PL Funds for Air Quality initiatives in FFY26. However, they will collaborate in partnership with TTAC members from Lewis and Clark County Public Health (LCCPH). LCCPH has outlined a set of proposed objectives, which include the following list:

- Updating the CMB study in partnership with DEQ and other stakeholders.
- Continuing to monitor PM2.5 in the Helena Valley.
- Presenting data and recommendations to the Transportation Technical Assistance and Policy Committees.
- Researching climate-suitable methods for addressing transportation-related air pollution to ensure that health-based air quality standards are not exceeded.

Safe and Accessible Transportation Options (SATO)

The IIJA includes federal requirements to dedicate at least 2.5 percent of the annual PL allocation to safe and accessible transportation options and complete streets planning activities. Section 11206 of the IIJA defines complete streets activities as “standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.”

The IIJA does allow for flexibility for states or MPOs to opt out of SATO requirements if they can demonstrate adopted Complete Streets standards and policies and have developed an up-to-date Complete Streets prioritization plan. Currently, the Greater Helena Area MPO does not have an officially adopted Complete Streets policy, and the Long-Range Transportation Plan will include

prioritized SATO projects. Opting out of SATO requirements must be submitted and approved by the U.S. Secretary of Transportation no later than 30 days before funds are apportioned.

To meet the SATO requirements of IIJA, this UPWP details eligible activities under each work element, along with estimated cost for each of those activities within the existing work plan. These dedicated funds and activities are summarized in Table 5. Based on the PL allocation for FY2025 and FY2026, a minimum of \$16,505 must be dedicated to SATO activities.

Public Involvement

Development of the UPWP included discussion at the 07/21/2025 and 8/28/2025 TTAC and TPCC meetings and included opportunities for public review and comment on the draft up to and including the date of adoption by the TPCC. The MPO held two TTAC UPWP planning meetings and posted the UPWP on the MPO website for two weeks to allow for the public's review and comments. The adoption of the UPWP by the TPCC was also held in a public forum. The following outreach efforts and meetings are where the public could comment on the draft UPWP:

- Transportation Technical Advisory Committee, 07/21/2025, and 8/18/2025
- UPWP posted on MPO website 8/13/2025- 8/27/2025
- Transportation Policy Coordinating Committee, 08/28/2025

Final approval of the FFY 2025 UPWP was completed at the TPCC meeting on 08/28/2025

The MPO will also accept comments and answer questions in person, by mail, e-mail and telephone following posting of the draft UPWP. The MPO has updated the document based on comments received from MDT and the public on the UPWP.

SECTION 2 – WORK PROGRAM

Program Support and Administration

100 Program Administration

Objectives

Administer the transportation planning process as staff to the Greater Helena Area Metropolitan Planning Organization (MPO), as well as support the transportation planning activities of local, state and federal agencies. Inform the City of Helena and Lewis and Clark County Consolidated Planning Board, local governments, and public regarding transportation planning activities. Assist in keeping transportation staff skills current while implementing best practices and technologies related to transportation planning, safety, transportation demand management and other related activities. The MPO Manager will explore training as it becomes available. Maintain contact with, provide input to and receive feedback from various local, regional, state, and federal agencies, committees, and groups.

Accomplishments in FFY 2025

The Greater Helena Area Metropolitan Planning Organization (MPO) has achieved notable advancements in program administration, as outlined in the Federal Fiscal Year 2025 (FFY25) Unified Planning Work Program (UPWP). During FFY25, the MPO established bylaws for the Transportation Policy Coordinating Committee (TPCC) and the Transportation Technical Advisory Committee (TTAC), thereby enabling the organization of monthly TTAC meetings to address the needs of the MPO and guide its strategic direction. Regular meetings of the TPCC were convened to secure approval for key decisions and to establish MPO priorities. Furthermore, an MPO website was developed to enhance transparency and facilitate communication, while outreach efforts were conducted with the City of Helena Commission and the Lewis and Clark County Board of Commissioners to keep stakeholders informed of ongoing developments.

Compliance with Title IV requirements was integrated into all MPO contracts and templates to promote equity throughout the organization. The MPO also prepared a Request for Qualifications, leading to contracts for the development of three essential Transportation Plans: the Public Participation Plan, the Long-Range Transportation Plan, and the Comprehensive Safety Action Plan. Collaborative efforts were strengthened among the City of Helena, Lewis and Clark County, the City of East Helena, and the Montana Department of Transportation.

Additionally, the MPO actively participated in inter-MPO collaboration meetings and successfully launched its inaugural Transportation Alternatives Program, which included the implementation of an application process and criteria for project scoring and selection. Moreover, the MPO provided quarterly reports to both the Montana Department of Transportation (MDT) and the Federal Highway Administration (FHWA), underscoring its commitment to accountability and ongoing progress.

Proposed Activities in FFY 2026

- Carry out federally required transportation planning activities in all portions of the Metropolitan Planning Area.
- Perform all administrative functions of the transportation planning work program. Program management activities may include, but will not be limited to, correspondence, public

relations, employee guidance, program organization, consultant liaison, staff meeting attendance, maintenance of the Greater Helena Area MPO web pages and postings in alignment with 23 CFR § 450.316 for public involvement regarding transportation planning activities, Title VI and non-discrimination conformance. Activities will also include preparing contracts, quarterly progress, and expenditure reports and transmitting reports to MDT to maintain federal and state funding support.

- Conduct a self-certification to assure compliance with federal regulations outlined in 23 CFR §420, §450.306, and §450.336. The self-certification includes a review of the basic items required by law, including the Governor’s Designation (§450.310), Agreements (§450.314) and Public Involvement Policies (§450.316). This review will confirm that the basic documents are current and on file and that the MPO, TTAC and TPCC are fulfilling the roles and responsibilities as required.
- MPO staff will:
 - Participate in recognized and approved training programs and webinars to improve staff skills and capabilities.
 - Increase professional development through enrollment in transportation planning courses/conferences.
 - Pursue training and innovative practices related to safe and accessible transportation options planning activities.
 - Obtain prior approval from MDT before attending any conferences or training that require out-of-state travel per 2 CFR §200.475.
- Participate in and encourage increased cooperation between state and local agencies, departments, and governing bodies. Serve as both coordinator and participant in many of these meetings and committee gatherings.
- Work with other MPOs and agencies to assess IJIA opportunities and challenges, including grant applications and implementation of new rules such as the required SATO planning activities.
- Expand MPO participation with other agencies and groups, as required by the IJIA.
- Work to incorporate IJIA performance measures into MPO transportation plans and programs.
- Collect and analyze data pertaining to performance measures developed for the regional transportation system, based on the guidelines of the LRTP.
- Work with federal, state, and local agencies to improve current performance tracking methods. The MPO will track performance measures and provide regular reporting to the TTAC and TPCC and the public, subject to the availability of related data.
- Track and review grant notices, coordinate with the Cities, County, and MDT on grant application activities.
- Administer the GHAMPO’s Transportation Alternatives Program including application process, project scoring, and selection.

Product

The proposed activities will be to continue an effective and expeditious implementation of an ongoing administrative program, help to ensure a well-informed and competent staff, capture Title VI Assurances, and foster a continuing, cooperative, and comprehensive (3-C’s) planning process. Products include federally required MPO agreements, updated policies, quarterly reports, and invoices as well as annual maintenance agreements for software and data collection equipment.

Timeline

- Quarterly Reports and Invoices – FFY26 Q1, Q2, Q3, Q4
- Annual maintenance agreements - FFY26 Q4

Staffing

772 hours – City of Helena

Non-Personnel Costs for Work Activity 100

City of Helena	
\$3,632.40	Rent
\$500.00	Office Supplies
\$4,212.35	Information Technology and Support Services (Computer, Phone and Data)
\$300.00	Telephone
\$1,000.00	Travel
\$2,000.00	Training
\$1,030.00	Publications (AMPO)
\$1,733.40	Website
\$14,408.15	TOTAL

Staffing Hours for Work Activity 100

CITY OF HELENA POSTIONS	HOURS
MPO Manager	772
Total	772

Funding for Work Activity 100 – Program Administration FFY 2025

Agency	PL*	State	Local	Totals
City of Helena	\$53,822.90	\$8,342.61	\$	\$62,165.52
TOTALS	\$ 53,822.90	\$8,342.61	\$	\$62,165.52

FFY 2026

Agency	PL*	State	Local	Totals
City of Helena	\$59,776.01	\$9,265.35	\$	\$69,041.36
TOTALS	\$59,776.01	\$9,265.35	\$	\$69,041.36

* PL Funds: 86.58% federal share, 13.42% state share.

Functional Agency Responsibility

The MPO will be responsible for administering the planning process.

Safe and Accessible Transportation Options (SATO)

A conservative estimated 5 percent of MPO staff time will be supportive of eligible activities as outlined in IIJA. This percentage was determined based on:

- The MPO Manager will attend bike and pedestrian safety training to understand better how to create a network of active transportation facilities.
- The MPO Manager will attend an ADA training to understand better how to incorporate accessibility Complete Streets standards and policies.

101 Unified Planning Work Program (UPWP)

Objective

Define transportation and transportation-related planning activities anticipated within the MPA during the coming year.

Accomplishments in FFY 2025

During Federal Fiscal Year 2025, the Greater Helena Area Metropolitan Planning Organization (MPO) realized accomplishments under Work Element 101 of the Unified Planning Work Program (UPWP). Notably, the MPO successfully submitted its inaugural UPWP, which included a comprehensive delineation of prioritized tasks scheduled for completion throughout the fiscal year. Throughout FFY25, the MPO consistently delivered quarterly reports and invoices for eligible planning activities, thereby ensuring transparency and accountability. Furthermore, the MPO effectively managed mid-year revisions to the FFY25 UPWP, accommodating essential changes and updates to ongoing initiatives while also establishing a foundation for planning for the forthcoming federal fiscal year.

Proposed Activities in FFY 2026

- Review the UPWP at the local, state, and federal levels annually.
- Include SATO reporting as required by IIJA Section 11206.
- Submit quarterly reports and invoices on eligible PL and 5303 activities throughout FFY 2026.
- Develop a UPWP that contains a breakdown of tasks that are to be undertaken during the program year, funding and staffing information.
- Solicit public comments through TTAC and TPCC meetings regarding any proposed UPWP activity and incorporate such comments in the FFY 2027 UPWP
- Finalize by TTAC and TPCC for submittal to MDT.

Product

The proposed activities will contribute to a well-defined work program that documents MPO and Transit transportation planning activities.

Timeline:

- Begin working on FFY27 UPWP – FFY26 end of Q3
- Development of the FFY27 UPWP – FFY26 Q4

Staffing

108 hours – City of Helena

Staffing Hours for Work Activity 101

CITY OF HELENA POSITIONS	HOURS
MPO Manager	108
Total	108

FFY25

Agency	PL*	State	Totals
City of Helena	\$5,773.09	\$894.83	\$6,667.92
TOTALS	\$5,773.09	\$894.83	\$6,667.92

FFY26

Agency	PL*	State	Totals
City of Helena	\$6,617.30	\$1,025.69	\$7,642.99
TOTALS	\$6,617.30	\$1,025.69	\$7,642.99

* PL Funds: 86.58% federal share, 13.42% state share.

Functional Agency Responsibility

The MPO will coordinate with MDT and City of Helena Transit to develop the UPWP.

102 Public Involvement and Service

Objective

Prepare and disseminate transportation-related information to the community.

Accomplishments in FFY 2025

In the Federal Fiscal Year 2025, the Greater Helena Area Metropolitan Planning Organization (MPO) made significant progress under Work Element 102, which emphasizes Public Involvement and Services. A key accomplishment was the procurement of a contract with a respected contractor to develop the organization's inaugural Public Participation Plan, aimed at enhancing community engagement in transportation planning processes. Additionally, the MPO initiated a rebranding effort to clarify and reinforce its mission while improving the promotion of its events. To ensure transparency and information accessibility, the MPO maintained an updated website that offers the public valuable insights into its objectives, updates on contracts, and other relevant information, thereby fostering a more informed and engaged community. Furthermore, the MPO provided the agenda and supporting documents for upcoming meetings of the Transportation Policy Coordinating Committee (TPCC) and the Technical Transportation Advisory Committee (TTAC), along with information for participating via Zoom, to facilitate public input.

Proposed Activities in FFY 2026

- The MPO will adhere to the Public Participation Plan as approved by the TPCC, in accordance with the requirements outlined in 23 CFR 450.316.
- The MPO will supply transportation information to City and County agencies, and outside parties, by assisting in the development of information for:
 - Private individuals or groups to aid in their decisions.
 - Legislative purposes at the local, state, and federal level.
 - Ensure consistency between the transportation planning goals of the LRTP and other applicable local plans and policies.
- Through use of its web page, social media, and other means, the MPO will prepare and distribute information to encourage public understanding and support and make plans and other transportation information available to the public.
- The MPO will prepare transportation information for use in coordinating other urban development programs.
- The MPO will disseminate and communicate information related to the implementation of the Long-Range Transportation Plan.
- The MPO will expand outreach opportunities & tools to be resilient to changes in engagement strategy. MPO staff will continue to research and implement innovative methods to engage the community. Examples include virtual meeting tools, online engagement, and use of other stakeholder networks to reach underserved populations.

Product

The proposed activities will facilitate a public involvement process that prioritizes community education regarding transportation concerns, needs, and issues. The expected deliverables include Public Involvement Plans crafted to inform stakeholders and elicit input during the development of the Long-Range Transportation Plan and the Comprehensive Safety Action Plan. The Public Participation Plan is scheduled for completion by the end of September 2025. It is anticipated that the Metropolitan Planning Organization (MPO) may receive invoices for this deliverable at the commencement of Fiscal Year 2026. It is important to note that while the work will be finalized in Federal Fiscal Year 2025, invoices and requests for payment may be submitted thereafter.

Timeline

- Final Public Participation Plan – FFY25 Q4
 - Final invoices received – FFY26 Q1
- Public Involvement Plans (PIP)
 - PIP for the Comprehensive Safety Action Plan – FFY26 Q2
 - PIP for the Long-Range Transportation Plan – FFY26 Q3

Staffing

108 hours - MPO

Staffing Hours for Work Activity 102

CITY OF HELENA POSITIONS	HOURS
MPO Manager	108
Total	108

Non-Personnel Costs for Work Activity 102

Item	Cost
N/A	0.00

CONSULTANTS:

City of Helena	
N/A	0.00

TOTAL**FFY25**

Agency	PL*	State	Totals
City of Helena	\$23,954.89	\$3,713.03	\$27,667.92
TOTALS	\$23,954.89	\$3,713.03	\$27,667.92

FFY26

Agency	PL*	State	Totals
City of Helena	\$6,617.30	\$1,025.69	\$7,642.99
TOTALS	\$6,617.30	\$1,025.69	\$7,642.99

* PL Funds: 86.58% federal share, 13.42% state share.

Functional Agency Responsibility

The MPO, MDT and City of Helena Transit will be responsible for public involvement with their respective plans and responding to information requests.

Long Range Planning – System Level

300 Long Range Transportation Plan

Objective

Oversee the continuation of the two-year development, preparation, and adoption of a Greater Helena Area MPO LRTP that addresses the long and short-range transportation needs of the metropolitan planning area and identifies new transportation policies and facilities.

Accomplishments in FFY 2025

The Greater Helena Area Metropolitan Planning Organization (MPO) has made strides in advancing the development of its Long-Range Transportation Plan (LRTP), marking a crucial milestone in regional transportation planning. The MPO has effectively collaborated with a specialized vendor to produce its inaugural LRTP. The Request for Qualifications (RFQ) for consultant selection was issued on January 6, 2025, rigorously assessed by a Technical and Technical Advisory Sub Committee and subsequently approved by the Transportation Policy Coordinating Committee (TPCC) on May 12, 2025. A formal contract was finalized on June 2, 2025, with the project officially commencing on June 16, 2025. Public outreach activities initiated at the end of September have sought to promote community engagement and collect invaluable feedback to inform the planning process. The development of the LRTP is anticipated to continue through Federal Fiscal Year 2026.

Proposed Activities in FFY 2026

- Evaluate progress on goals and objectives outlined in the 2014 Greater Helena Area Long Range Transportation Plan in preparation for the MPO's LRTP.
- Kick off the development of the MPO's LRTP, and conduct long-range planning activities, including:
 - Conducting public outreach.
 - Reviewing and refining performance measures.
 - Performing a needs assessment.
 - Development and scoring of Long-Range Transportation Plan projects.
 - Developing a fiscally constrained project list.
 - Developing MPO recommendations.
- Soliciting feedback and providing updates via public interaction resources
 - City of Helena Website, Lewis and Clark County Website, East Helena Website
 - City/County Social Media via the Public Information Officers
 - Be Heard Helena App to gather public comment.
 - Any contracted Public Interactions

Product

The proposed activities advance the MPO's development of the Greater Helena Area MPO Long Range Transportation Plan and will result in detailed analysis of existing conditions, public input, and long-range transportation needs. The MPO will update needed projects, policies, and programs for the region, produce a fiscally constrained project list, and provide recommendations to guide transportation improvements and support the LRTP's guiding principles, goals, and objectives. Each of these components will contribute to the draft Long Range Transportation Plan, which is expected to be completed in FFY 2026

Timeline

- Community Engagement - FFY26 Q1 – Q4
- Needs Assessment and Baseline Conditions – FFY26 1Q
- Visioning and Goals – FFY26 2Q
- Strategies and Recommendations – FFY26 Q3
- Final LRTP – FFY26 Q4

Staffing

772 hours -City of Helena

Staffing Hours for Work Activity 300

CITY OF HELENA POSITIONS	HOURS
MPO Manager	772
Total	772

CONSULTANTS:

City of Helena	
\$269,401.77	Long-Range Transportation Plan
\$269,401.77	TOTAL

Funding for Work Activity 300 – Long Range Transportation Plan

FFY 2025

Agency	PL*	State	Local	Totals
City of Helena	\$83,968.05	\$13,015.15	\$	\$96,983.20
TOTALS	\$83,968.05	\$13,015.15	\$	\$96,983.20

FFY 2026

Agency	PL*	State	Local	Totals
City of Helena	\$280,549.50	\$43,485.50	\$	\$324,035.00
TOTALS	\$280,549.50	\$43,485.50	\$	\$324,035.00

* PL Funds: 86.58% federal share, 13.42% state share.

Functional Agency Responsibility

The MPO will be responsible for the implementation of the Greater Helena Area MPO Long Range Transportation Plan.

Safe and Accessible Transportation Options (SATO)

A conservative estimated 10 percent of MPO staff time will be supportive of eligible activities as outlined in IJJA. This percentage was determined based on

- The primary product of this FFY25 UPWP is the building of the Long-Range Transportation Plan, which will include identifying Complete Streets projects, areas to create a network of active transportation facilities, and regional planning to address travel demand.
- The GHAMPO will collaborate with the public in the development of the LRTP by:

- GHAMPO will solicit citizens' feedback on improving safety for bicyclists and pedestrians.
- GHAMPO will solicit input from citizens to address travel demands and capacity constraints.
- GHAMPO will solicit input regarding services from Capital Transit and how to increase services.

301 Metropolitan Planning Area Transportation Plans

Objective

Prepare and update transportation plans for the Metropolitan Planning Area (MPA). Address long and short-range transportation needs of the MPA such as a Comprehensive Safety Action Plan.

Metropolitan Planning Area transportation plans are components of the LRTP and the overall transportation planning process and will share transportation analysis to ensure proactive planning for the region.

Accomplishments in FFY 2025

The Greater Helena Area Metropolitan Planning Organization (MPO) has made advancements in regional transportation planning through various initiatives. A notable achievement includes the engagement of a consultant to develop the MPO's inaugural Comprehensive Safety Action Plan, an essential measure aimed at enhancing transportation safety within the Metropolitan Planning Area, with ongoing efforts anticipated for Fiscal Year 2026. Furthermore, the MPO has been actively involved in the Montana Department of Transportation's Comprehensive Highway Safety Plan, collaborating on strategies designed to mitigate accidents and improve overall roadway safety. These initiatives underscore the MPO's dedication to fostering a safer and more efficient transportation network for all community members.

Proposed Activities in FFY 2026

- Oversee the replacement of the Greater Helena Area Community Transportation Safety Plan (GHACTSP) with the MPO's Comprehensive Safety Action plan.
- Review and gather information on local plans and policies to ensure consistency with the transportation planning goals of the LRTP revisions

Product

The proposed activities will contribute to the development of the MPO Comprehensive Safety Action Plan that involves a systematic approach to identifying, analyzing, and addressing safety risks in the Greater Helena Area. The plan will begin with a thorough assessment of current safety conditions, gathering data on past incidents, potential hazards, and the effectiveness of safety measures. The plan will include feedback from community members, employees, and safety experts.

Timeline

- Final Comprehensive Safety Action Plan – FFY26 Q2

Staffing

200 hours City of Helena

Staffing Hours for Work Activity 301

CITY OF HELENA POSITIONS	HOURS
MPO Manager	200
Total	200

CONSULTANTS:

City of Helena	
\$39,830.52	Comprehensive Safety Action Plan
\$39,830.52	TOTAL

FFY 2025

Agency	PL*	State	Totals
City of Helena	\$19,348.90	\$2,999.10	\$22,348.00
TOTALS	\$19,348.90	\$2,999.10	\$22,348.00

FFY 2026

Agency	PL*	State	Totals
City of Helena	\$46,739.52	\$7,244.68	\$53,984.20
TOTALS	\$46,739.52	\$7,244.68	\$53,984.20

* PL Funds: 86.58% federal share, 13.42% state share.

Functional Agency Responsibility

MPO staff will address long, and short-range transportation needs of the planning areas and will identify new transportation policies and facilities for implementation in such areas.

Safe and Accessible Transportation Options (SATO)

A conservative estimated 5 percent of MPO staff time will be supportive of eligible activities as outlined in IJJA. This percentage was determined based on:

- Creating the Comprehensive Safety Action Plan will help with the adoption of Complete Streets standards and the development of Complete Streets, which will help identify a list of projects to improve the safety, mobility, and accessibility of streets.

302 Transportation Data

Objective

Collect and maintain data necessary to review various transportation plans and programs. Support efforts to implement GIS program in coordination with cartographers and GIS specialists.

Accomplishments in FFY 2025

The Greater Helena Area Metropolitan Planning Organization (MPO) has made significant progress in enhancing transportation data through collaborative initiatives with its member entities. The MPO has successfully established systematic processes for the collection of short-term traffic counts, thereby ensuring more accurate and reliable data for traffic analysis. In partnership with local agencies, the MPO has also provided vital information for the updated functional classification of roads and highways, thereby contributing to a comprehensive understanding of the regional transportation network. These achievements exemplify a strong commitment to data-driven decision-making and effective regional planning.

Proposed Activities in FFY 2026

- Maintain socio-economic and land use transportation data to supplement the metropolitan transportation planning process.
- Collect, maintain, and disseminate traffic data meeting FHWA requirements to supplement the metropolitan transportation planning process.
- Collect and analyze data pertaining to performance measures developed for the regional transportation system, based on the information provided in the LRTP.
- Capture and maintain travel demand model data for future uses including monitoring of plan progress.

Product

The proposed activities will ensure updated records pertinent to all aspects of transportation planning.

Staffing

80 hours City of Helena

Staffing Hours for Work Activity 302

CITY OF HELENA POSITIONS	HOURS
MPO Manager	80
Total	80

Funding for Work Activity 302 – Transportation Data FFY 2025

Agency	PL*	State	Local	Totals
City of Helena	\$4,276.36	\$662.84	\$	\$4,939.20
TOTALS	\$4,276.36	\$662.84	\$	\$4,939.20

FFY 2026

Agency	PL*	State	Local	Totals
City of Helena	\$4,901.70	\$759.77	\$	\$5,661.47
TOTALS	\$4,901.70	\$759.77	\$	\$5,661.47

* PL Funds: 86.58% federal share, 13.42% state share.

Functional Agency Responsibility

The MPO, MDT, City of Helena, City of East Helena, Lewis and Clark County and City of Helena Transit will cooperate to ensure the efficient acquisition and analysis of transportation data.

Transportation Improvement Program (TIP)**600 Transportation Improvement Program (TIP)****Objective**

Begin development of a viable five-year program of transportation projects.

TIP Development Process

Project Selection: The MPO will identify and select projects for the TIP through an annual process. The process includes the TTAC, TPCC, agencies and interested citizens. The intent of the process is to identify projects in the current LRTP that are suitable additions to the TIP for the upcoming five-year implementation period.

Project Phasing: For each project, the sponsoring agency or department establishes phases according to the project's priority, the amount of available funds and the estimated completion time.

Project Information: Each project in the TIP includes the following information:

1. Sufficient information to identify the project (type of work, length, termini, etc.).
2. Estimated total cost and the amount of Federal funds to be obligated during the program year.
3. Proposed sources of Federal and non-Federal funds; and
4. Funding recipient and State and local agencies responsible for carrying out the project.

State Review of Project Costs: MDT reviews the cost of projects listed in the Funding Tables in light of available funding.

Final Review and Approval: The TTAC reviews the TIP and then forwards it to TPCC for review and approval. The MPO then submits the TIP to MDT for approval. MDT then submits to FHWA/FTA for review. The MPO submits the approved TIP to MDT for use in developing the Statewide Transportation Improvement Program (STIP). The STIP incorporates the MPO's TIP by reference. The STIP is submitted for approval by FHWA and FTA.

City of Helena Capital Transit will contribute to the development and maintenance (amendments/modifications) of the TIP annually and coordinate with MPO staff to ensure that the TIP accurately reflects transit projects.

Accomplishments in FFY 2025

The Greater Helena Area Metropolitan Planning Organization (MPO) is currently engaged in the development of its first Long-Range Transportation Plan. At this stage of the process, no resources have been allocated to the Transportation Improvement Program Work Element.

Proposed Activities in FFY 2026

- The MPO anticipates the development of a preliminary draft TIP in correlation with the LRTP in late FFY26.

Product

The Greater Helena Area Metropolitan Planning Organization will be working on a draft Transportation Improvement Program (TIP), in correlation with the LRTP, for Fiscal Year 2026, laying the groundwork for a comprehensive final plan to be released in Federal Fiscal Year 2027. This draft TIP outlines proposed transportation projects designed to address the region's growing needs, including road maintenance, public transit enhancements, and infrastructure upgrades. The GHAMPO will be engaging with local communities, stakeholders, and other government agencies to ensure the plan reflects the area's priorities and supports sustainable growth

Timeline:

- Drafting of TIP – FFY26 Q2 – Q3
- Final TIP – FFY26 Q4

Staffing

40 hours City of Helena

Staffing Hours for Work Activity 600

CITY OF HELENA POSITIONS	HOURS
MPO Manager	40
Total	40

Funding for Work Activity 600 – TIP FFY 2025

Agency	PL*	State	Local	Totals
City of Helena	\$2,993.46	\$463.98	\$	\$3,457.44
TOTALS	\$2,993.46	\$463.98	\$	\$3,457.44

FFY 2026

Agency	PL*	State	Local	Totals
City of Helena	\$2,450.85	\$379.89	\$	\$2,830.74

TOTALS	\$2,450.85	\$379.89	\$	\$2,830.74
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* PL Funds: 86.58% federal share, 13.42% state share.

Functional Agency Responsibility

The MPO and City of Helena will be responsible for the development and maintenance of the TIP once developed.

Other Activities

900 Reserve

Objective

Provide for the accounting of available non-programmed funds in the current UPWP and provide funding toward additional transportation planning activities and/or studies as approved by the TTAC and TPCC.

Accomplishments in FFY 2025

None.

Proposed Activities in FFY 2026

This work element is utilized for accounting purposes only. No specific work activities may be charged to this work element.

Product

None.

SECTION 3 – FUNDING

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**TABLE 1: FUNDING SUMMARY
FEDERAL FISCAL YEAR 2026**

WORK ELEMENT	FUNDING SOURCES FY 2026			
	PL*	STATE	LOCAL	EST. COST
100 Administration	\$59,776.01	\$9,265.35	\$0.00	\$69,041.36
101 UPWP	\$6,617.30	\$1,025.69	\$0.00	\$7,642.99
102 Public Involvement	\$6,617.30	\$1,025.69	\$0.00	\$7,642.99
300 Long Range Plan	\$280,549.50	\$43,485.50	\$0.00	\$324,035.00
301 Planning Area Transportation Plans	\$46,739.52	\$7,244.68	\$0.00	\$53,984.20
302 Data	\$4,901.70	\$759.77	\$0.00	\$5,661.47
600 TIP	\$2,450.85	\$379.89	\$0.00	\$2,830.74
900 Reserve	\$460,221.07	\$0.00	\$0.00	\$460,221.07
TOTAL	\$867,873.26	\$63,186.56		\$931,059.82

*PL Funds: 86.58% federal share, 13.42% state share.

TABLE 2: FUNDING COMPARISONS

WORK ELEMENT	FY 2026 ESTIMATED COST	FY 2025 ESTIMATED COST
100 Administration	\$69,041.36	\$62,165.52
101 UPWP	\$7,642.99	\$6,667.92
102 Public Involvement	\$7,642.99	\$27,667.92
300 Long Range Plan	\$324,035	\$96,983.20
301 Planning Area Transportation Plans	\$53,984.20	\$22,348.00
302 Data	\$5,661.47	\$4,939.20
600 TIP	\$2,830.74	\$3,457.44
900 Reserve	\$460,221.07	\$538,312.80
TOTAL	\$931,059.82	\$762,542.00

TABLE 3: FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2026

WORK ELEMENT	PL	LOCAL	TOTAL
100 Administration	100		100
101 UPWP	100		100
102 Public Involvement	100		100
300 Long Range Plan	100		100
301 Planning Area Transportation Plans	100		100
302 Data	100		100
600 TIP	100		100

900 Reserve	100		100
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WORK ELEMENT	MPO Manager	TOTAL M.M.
100	3	3
101	1	1
102	1	1
300	4	4
301	1	1
302	1	1
600	1	1
900		
TOTAL	12	12

*This table indicates approximately how many man months individual staff members work in each work element.

TABLE 5: ELIGIBLE SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS (SATO) PLANNING ACTIVITY BY WORK ELEMENT FISCAL YEAR 2026

WORK ELEMENT	FY 2026 ELIGIBLE SATO PLANNING ACTIVITY ESTIMATED COST	FY 2025 ELIGIBLE SATO PLANNING ACTIVITY ESTIMATED COST
100 Administration	\$3,452.07	\$3,056.77
300 Long Range Plan	\$4,198.32	\$4,198.32
301 Planning Area Transportation Plans	\$3,117.40	\$3,117.40
TOTAL	\$10,767.79	\$10,372.49

* PL Funding obligated after 8/13/2024 used for eligible SATO Planning activities have a 100% Federal Share.

SECTION 4 – INDIRECT COST PLAN

Introduction

The following plan has been developed to provide a procedure to be followed in preparing reimbursement requisitions for 23 USC 104(d).

Identification of Costs

The costs encountered in carrying out this Unified Planning Work Program are delineated below by type:

Direct

Salaries
Mileage
Advertising
Travel
Staff Training
Printing & Publication

Consultants
Rent
Telephone
Other

Indirect

Legal Services
Office Supplies & Stationary
Dues/Subscriptions
Office Vehicle
Office Machine
Maintenance
Jury Duty

Fringe Benefits

FICA
PERS
Industrial Accident
Unemployment Ins.
Sick Leave
Vacation
Paid Holidays
Health Insurance
Military Leave

Allocation of Costs

The MPO will charge direct costs to the work program line items to which they apply. The MPO will keep a record of staff time and expenditures to document expenses incurred against each line item.

Funding Sources

The degree of participation by each funding agency is based on the prorations which have been determined for each line item. Each agency will be billed their share of the total charges made against each line item according to the approved prorations.

Funding sources and amounts contained in the UPWP are as follows:

PL*	\$931,059.80
TOTAL	\$931,059.80

*The matching ratio is Federal PL – 86.58% and State Match – 13.42%.

Indirect Rate

The MPO will utilize a de minimis indirect cost rate of 10% as allowed for in 2 CFR 200.414(f) for the period October 1, 2025, through September 30, 2026.

SECTION 5 – TRANSIT**44.21.00 PROGRAM SUPPORT & ADMINISTRATION****01 Transit Systems Management (TSM)****Objectives**

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

Accomplishments in FFY 2025

In the Federal Fiscal Year 2025 Unified Planning Work Program (UPWP), the Greater Helena Area Metropolitan Planning Organization (MPO) did not allocate any 5303 funds. However, in close collaboration with the Federal Transit Administration, the MPO undertook the significant endeavor of preparing all necessary documentation to secure FTA Direct Recipient status. This process included the development of comprehensive Policies and Procedures, the formulation of Transit Plans, and the establishment of training protocols for the effective use of the Transit Award Management System (TrAMS). These achievements exemplify the MPO's commitment to enhancing the management of transit systems and improving service delivery within the Greater Helena Area.

Proposed Activities in FFY 2026

All administrative functions necessary in support of transit planning and development will be performed under this work element.

- Continuing to assess data-keeping and gathering practices with focus on further technology utilization and process improvements.
- Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation, Statewide and Urban Planning Section to maintain funding requirements.
- Staff will execute grant administrative functions; staff will continue research and development regarding the utilization of FTA funding, including furthering innovative funding practices and partnerships.
- Maintenance of coordination agreements with 5310 providers.
- Research feasibility and make recommendations for capital grants.
- Participation in recognized and approved training programs in order to improve skills and capabilities including further Grant Management programs as recommended.
- Policy development including procedures, regulations, codes, and practices to ensure compliance with federal, state, and local requirements as they relate to the transit planning process.
- Participate with the TTAC, TPCC, citizen advisory boards, and other committees throughout the community as needed.
- Staff will update and maintain the FTA required Transit Asset Management Plan (TAM).
- Staff will maintain the required Public Transit Agency Safety Plan, including annual updates as well as further research and development of best practices.

Product

- An ongoing administrative program to carry out the transit elements identified within this UPWP.
- Oversight and execution of administrative functions pertaining to transit planning and development, which include the preparation of federally mandated plans. These plans encompass the Transit Asset Management Plan, Transit Development Plan, and Public Transportation Agency Safety Plan.
- Enhancement of transit staff skills and knowledge.
- Proper maintenance and administration of grant related activities.
- A Transit Asset Management Plan

Timeline:

- Needs Assessment and Baseline Conditions – FFY26 1Q
- Visioning and Goals – FFY26 2Q
- Final TAM – FFY26 Q4

Staffing

0 hours City of Helena

Staffing Hours for Work Activity - TSM

City of Helena	HOURS
Capital Transit Manager	0.00
Total	0.00

CONSULTANTS:

City of Helena	
\$0.00	Transit Asset Management Plan
\$0.00	Direct Expenses (Marketing, Supplies)
\$0.00	TOTAL

Funding for Work Activity – TSM**FFY 2025***

Agency	Local	5303	Totals
City of Helena	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -

FFY 2026

Agency	Local	5303	Totals
City of Helena	\$0.00	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00	\$0.00

*The Greater Helena Area MPO did not allocate 5303 funds in FFY25.

** Local match provided by City of Helena.

***5303 Funds: 80% federal share, 20% local match.

Functional Agency Responsibility

The City of Helena will be responsible for administering the planning process.

44.24.00 SHORT RANGE TRANSPORTATION PLANNING

01 Transit Development Plan (TDP)

Objectives

The TDP describes existing facilities and projects needed for the next 5 years.

Accomplishments in FFY 2025

The Greater Helena Area Metropolitan Planning Organization (MPO) did not allocate Federal Transit Administration (FTA) 5303 funds within the Fiscal Year 2025 Unified Planning Work Program (UPWP). Consequently, there are no accomplishments to report that utilized federal transportation planning funding.

Proposed Activities in FFY 2026

- Capital Transit will update the TDP and long range transportation plan with consultant assistance.

Product

The proposed activity will produce a compliant and up to date Transit Development Plan.

Timeline:

- Community Engagement - FFY26 Q1 – Q4
- Needs Assessment and Baseline Conditions – FFY26 1Q
- Visioning and Goals – FFY26 2Q
- Strategies and Recommendations – FFY26 Q3
- Final TDP – FFY26 Q4

Staffing

0 hours City of Helena

Staffing Hours - TDP

CITY OF HELENA POSITIONS	HOURS
Capital Transit Manager	0
Total Capital Transit	0
Total	0

CONSULTANTS:

City of Helena	
\$32,560.05	Transit Development Plan
\$32,560.05	TOTAL

Funding – TDP FFY 2025*

Agency	Local	5303	Totals
City of Helena	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -

FFY 2026

Agency	Local	5303	Totals
City of Helena	\$6,512.01	\$26,048.04	\$32,560.05
TOTALS	\$6,512.01	\$26,048.04	\$32,560.05

* The Greater Helena Area MPO did not allocate 5303 funds in FFY25.

** Local match provided by City of Helena

Functional Agency Responsibility

The City of Helena will develop and maintain an up to date TDP.

44.25.00 TRANSIT IMPROVEMENT PROGRAM**01 Transit Improvement Program (TIP)****Objectives**

To maintain a viable five-year program of transit improvements for the Greater Helena Area MPO.

Accomplishments in FFY 2025

The Greater Helena Area Metropolitan Planning Organization (MPO) did not allocate Federal Transit Administration (FTA) 5303 funds within the Fiscal Year 2025 Unified Planning Work Program (UPWP). Consequently, there are no accomplishments to report that utilized federal transportation planning funding.

Proposed Activities in FFY 2026

Functions necessary in support of transit related project inclusion in the Transportation Improvement Program will be performed under this work element. Activities are as follows:

- Capital Transit will develop and compile information on operating and capital projects for which Capital Transit plans to utilize grant assistance for inclusion in the TIP; this includes utilizing and updating Capital Transit's TAM and TDP, and other plans as required.
- All applicable projects will be provided to the MPO for inclusion in the program.
- Staff will monitor inclusion in the TIP and STIP to ensure ability to obtain federal Sections 5307, 5310 & 5339 and other applicable grants are not affected.

Product

- Monitoring of plans including Transit Asset Management, the Transit Development Plan, and other relevant plans for related projects.

- Annual inclusion of projects in TIP as necessary per FTA regulations.
- Creation and amendments to TIP as necessary to include new projects.

Timeline:

- Drafting of TIP – FFY26 Q2 – Q3
- Final TIP – FFY26 Q4

Staffing

0 hours City of Helena

Staffing Hours - TIP

CITY OF HELENA POSITIONS	HOURS
Capital Transit Manager	0
Total City of Helena	0
Total	0

CONSULTANTS:

City of Helena	
\$0.00	Transit Improvement Plan
\$0.00	TOTAL

Funding - TIP

FFY 2025*

Agency	Local	5303	Totals
City of Helena	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -

FFY 2026

Agency	Local	5303	Totals
City of Helena	\$0.00	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00	\$0.00

* Greater Helena Area MPO was designated by the governor in October 2023.

** Local match provided by City of Helena

***5303 Funds: 80% federal share, 20% local match.

Functional Agency Responsibility

Capital Transit will provide transit-related information to the City of Helena for the MPO's inclusion in the TIP document.

TRANSIT FUNDING

**TABLE 1: TRANSIT FUNDING SUMMARY
FEDERAL FISCAL YEAR 2026**

WORK ELEMENT	FUNDING SOURCES FY 2026			STAFF HOURS
Allocation (Federal)	2024 - \$84,314	2025 - \$86,055	\$170,369	
	5303*	LOCAL	EST. COST	
44.21.00 Program Support & Administration				
01-Transit System Management (TSM)	\$0.00	\$0.00	\$0.00	0
44.24.00 Short Range Transp. Planning				
01-Transit Development Plan (TDP)	\$26,048.04	\$6,512.01	\$32,560.05	0
44.25.00 Transportation Improvement Prog.				
01-TIP	\$0.00	\$0.00	\$0.00	
TOTAL	\$26,048.04	\$6,512.01	\$32,560.05	0
Reserve (Federal)	\$110,247.16	27,561.79	\$137,808.95	

*5303 Funds: 80% federal share, 20% state share.

TABLE 2: TRANSIT FUNDING COMPARISONS

WORK ELEMENT	FY 2026 ESTIMATED COST	FY 2025 ESTIMATED COST
44.21.00 Program Support & Administration	\$0.00	\$0.00
01-Transit System Management (TSM)	\$0.00	\$0.00
44.24.00 Short Range Transp. Planning	\$0.00	\$0.00
01-Transit Development Plan (TDP)	\$32,560.05	\$0.00
44.25.00 Transportation Improvement Prog.	\$0.00	\$0.00
01-TIP	\$0.00	\$0.00
TOTAL	\$32,560.05	\$0.00

TABLE 3: TRANSIT FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2026

WORK ELEMENT	5303	LOCAL	TOTAL
44.21.00 Program Support & Administration			
01-Transit System Management (TSM)	80	20	100
44.24.00 Short Range Transp. Planning			
01-Transit Development Plan (TDP)	80	20	100
44.25.00 Transportation Improvement Prog.			
01-TIP	80	20	100

Allocation of Costs

Capital Transit will not be using 5303 funds for direct wages, direct benefits or costs. 5303 funds will only be used for consulting costs.

Federal Transit Administration Section 5303 funding is available at an 80% reimbursement rate, meaning the local to FTA funding ratio for all categories is 20% local, 80% federal.

APPENDIX A
PUBLIC COMMENTS RECEIVED

MPO staff posted the draft of the Unified Planning Work Program on the City of Helena website with the agendas for TTAC and TPCC meetings on 07/21/2025 and 8/28/2025 noting that the planned adoption of the document would take place on 8/28/2025. The vote on the final adoption by TPCC was 8/28/2025. *The attendance numbers below do not include committee members or staff present.*

TTAC – 07/21/2025

Attendance at Meeting: 13

Public Comments on Draft UPWP: 0

TPCC – 08/28/2025

Attendance at Meeting: 5

Public Comments on Draft UPWP: 0