



GREATER HELENA MPO | TPCC

August 10, 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**

- Third Public Outreach – Long Range Transportation Plan.

Presenter

RPA

Time allotted

1:00 – 1:15

☐ **ACTION ITEMS**

☐ **Consider Approving the Federal Fiscal Year 2027 Unified Planning Work Program**

- FFY27 UPWP Memorandum
- TTAC Approved FFY27 UPWP
- Summary of FFY27 PL Funds Allocation
- PL Funds Five-Year Projections

MPO Manager

1:15 – 2:00

☐ **Obtain Signatures for the Redesignation of the MPO and Revised TTAC Bylaws.**

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.



Meeting Date August 10, 2026

To: Transportation Polic Coordinating Committee
From: Ty Weingartner, Greater Helena MPO Manager
Subject: Federal Fiscal Year 2027 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.

Background Information: In Federal Fiscal Year 2027 (FFY27), the Greater Helena Metropolitan Planning Organization (MPO) will begin with \$808,229.00 in available Planning Funds (PL). During the first quarter of FFY27, the MPO will finalize the Long-Range Transportation Plan (LRTP), allocating \$41,095.18 toward its completion. Following the LRTP, the TTAC proposes to initiate the development of a "Pedestrian Plan" within the same fiscal year. The Pedestrian Plan would consist of a Non-Motorized Plan, Accessibility Plan, and a Safe Routes to School.

For the Pedestrian Plan, research indicates an allocation of \$280,000.00 in PL Funds. This estimate is based on the Billings MPO's expenditure of \$180,000.00 for their Safe Routes to School Plan. To ensure comprehensive planning, the MPO Manager has included an additional \$50,000 for an Accessibility Plan and \$50,000 for a Non-Motorized Plan, bringing the total planning allocation to \$280,000.00. When combined with ongoing MPO Operational Costs, the **total proposed PL allocation for FFY27 is \$486,744.73.**

In FFY27, the MPO will have \$22,064.00 remaining from the FFY25 5303 Transit Fund allocation after completing the Transit Development, Transit Asset, and Transit Improvement Plan. The MPO intends to use these funds to support City of Helena Transit staff in developing transit plans.

The accompanying chart presents projected Planning Fund (PL) and 5303 Funds allocations and expenditures for the next five years. These projections are informed by anticipated annual PL and

5303 fund allocations, ongoing operational costs, and federal requirements to update the LRTP and Comprehensive Safety Action Plan within the five-year period. This approach ensures MPO compliance with federal mandates and supports planning initiatives that strengthen the region's transportation network.

Proposal/Objective:

The TTAC requests that the Transportation Policy Coordinating Committee (TPCC) approve the current version of the FFY27 UPWP.

Advantage:

The proposed Planning Funds Allocation for Federal Fiscal Year 2027 provides sufficient resources to update the Long-Range Transportation Plan (LRTP) and Comprehensive Safety Action Plan (CSAP) within five years, as well as to develop additional plans, such as an Air Quality Plan, during years two through four.

Disadvantage:

None

**Staff Recommendation/
Recommended Motion:**

Approval of the Federal Fiscal Year 2027 Unified Planning Work Program.

Documents

- Federal Fiscal Year 2027 Unified Planning Work Program
- Planning (PL) Funds Summary
- 5303 Summary
- 5 Year Allocation Projections

Unified Planning Work Program (UPWP)

Federal Fiscal Year 2027

(October 1, 2026 – September 30, 2027)

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: July 20, 2026

TPCC:

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.

TAC Review

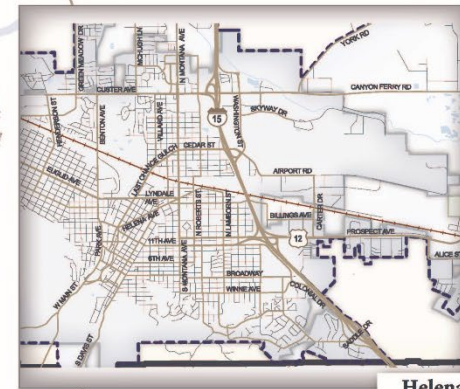
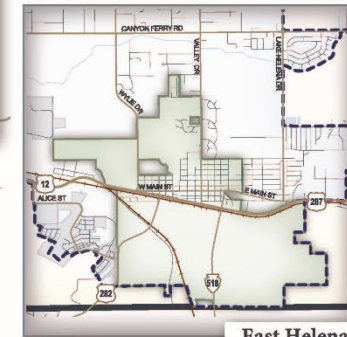
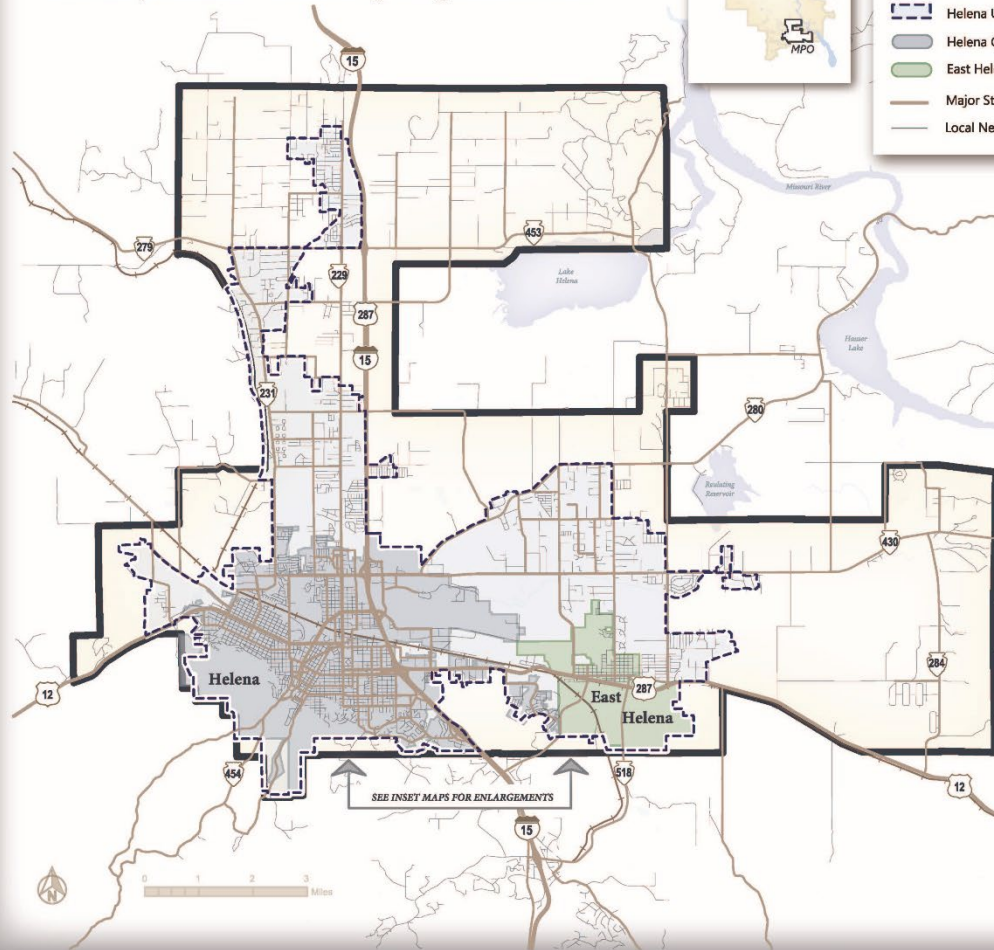
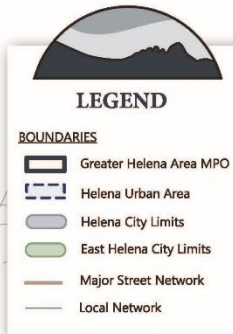
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TAC Review

Greater Helena MPO
Metropolitan Planning Organization



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

This work program allocates staff hours and planning funds to implement the MPO's new Comprehensive Safety Action Plan, which replaces the 2013 Greater Helena Area Community Transportation Safety Plan (CTSP). Efforts will focus on data collection and analysis in four focus areas: intersection crashes, run-off-the-road crashes, non-motorist involvement, and high-risk behaviors such as speeding, unrestrained occupants, impaired driving, and inattentive driving. Staff will also monitor progress on 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 or 40 CFR §93. 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 FFY27. 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 FFY27. 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 07/20/2026 and x/xx/xxxx 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, 07/20/2026
- UPWP posted on MPO website 7/21/2026- 8/7/2026
- Transportation Policy Coordinating Committee, xx/xx/2026

Final approval of the FFY 2025 UPWP was completed at the TPCC meeting on xx/xx/2026

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, City of East Helena and Lewis and Clark County Commissions, 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 2026

The Greater Helena Area Metropolitan Planning Organization (MPO) made significant progress in program administration, as detailed in the Federal Fiscal Year 2026 (FFY26) Unified Planning Work Program (UPWP).

During the fiscal year, the MPO developed its first Comprehensive Safety Action Plan, now in Final Draft, to be jointly approved with the inaugural Long-Range Transportation Plan, which is scheduled for completion in November 2026.

To support these plans and increase public awareness, the MPO launched a new website featuring information about the organization, key meeting dates, and access to maps, plans, and agreements. A dedicated Long-Range Transportation Plan (LRTP) webpage was also created, offering plan details, public engagement opportunities, and options for public comment through an online form and virtual map. The MPO hosted four public open houses to inform the community about the LRTP and gather feedback. Additionally, a community Safety Summit brought together local experts in Engineering, Education, Enforcement, and Emergency Medical Services to assist in developing the Comprehensive Safety Action Plan.

During FFY26, MPO staff enhanced their professional development by attending relevant training and webinars, including sessions on Safe Routes to School and Safe Streets for All. Staff also collaborated with other Montana MPOs to share best practices and discuss future planning opportunities.

The MPO strengthened cooperation between state and local agencies by organizing partnership meetings with key executives, decision makers, and district leaders from the Montana State Department of Transportation, as well as administrators, engineers, planners, and street maintenance staff from each MPO entity. The MPO also hosted a Safety Summit with experts in Engineering, Education, Enforcement, and Emergency Medical Services to address safety issues within the MPO boundary.

Through the development of the Comprehensive Safety Action Plan (CSAP), the MPO identified safety challenges that meet the criteria for IIJA opportunities. The MPO partnered with the City of Helena to apply for the area's first SS4A Grant.

In developing the LRTP and CSAP, the MPO collected and analyzed data related to IIJA performance measures. For the CSAP, the MPO reviewed five years of crash data within its boundaries. For the LRTP, data was gathered on roadway volumes and capacity, intersection and corridor operations, non-motorized transportation conditions, travel trends, and asset conditions, including structures and pavement.

Proposed Activities in FFY 2027

- 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.
- 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.
- 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 IIJA 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 IIJA.
- Work to incorporate IIJA 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.
- Submit quarterly reports and invoices on eligible PL and 5303 activities throughout FFY 2027.

Product

The proposed activities will be to continue an effective management 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 – FFY27 Q1, Q2, Q3, Q4

Staffing

900 hours – City of Helena

Non-Personnel Costs for Work Activity 100

City of Helena	
\$3,632.40	Rent
\$500.00	Office Supplies
\$3,295.35	Information Technology and Support Services (Computer, Phone and Data)
\$1,000.00	Travel
\$2,000.00	Training
\$1,030.00	Publications (AMPO)
\$1,800.00	Website
\$300.00	Telephone
\$917.00	Naviline
\$1,000.00	Survey Application
\$14,474.75	TOTAL

Staffing Hours for Work Activity 100

CITY OF HELENA POSTIONS	HOURS
MPO Manager	900
Total	900

Funding for Work Activity 100 – Program Administration 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

FFY 2027

Agency	PL*	State	Local	Totals
City of Helena	\$69,665.51	\$10,798.24	\$	\$80,463.75
TOTALS	\$69,665.51	\$10,798.24	\$	\$80,463.75

* 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 2026

In Federal Fiscal Year 2026, the Greater Helena Area Metropolitan Planning Organization (MPO) achieved significant progress under Work Element 101 of the Unified Planning Work Program (UPWP). The MPO submitted its second UPWP, which provided a detailed outline of prioritized tasks for the fiscal year. Throughout FFY26, the MPO submitted quarterly reports and invoices for eligible planning activities, supporting transparency and accountability. The MPO also managed mid-year revisions to the FFY26 UPWP, incorporating necessary changes to ongoing initiatives and establishing a framework for planning in the subsequent federal fiscal year.

Proposed Activities in FFY 2027

- Review the UPWP at the local, state, and federal levels annually.
- Include SATO reporting as required by IIJA Section 11206.
- 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 2028 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 FFY28 UPWP – FFY27 end of Q3

- Development of the FFY28 UPWP – FFY28 Q4

Staffing

150 hours – City of Helena

Staffing Hours for Work Activity 101

CITY OF HELENA POSITIONS	HOURS
MPO Manager	150
Total	150

FFY26

Agency	PL*	State	Totals
City of Helena	\$6,617.05	\$1,025.69	\$7,642.99
TOTALS	\$6,617.05	\$1,025.69	\$7,642.99

FFY27

Agency	PL*	State	Totals
City of Helena	\$9,377.91	\$1,453.59	\$10,831.50
TOTALS	\$9,377.91	\$1,453.59	\$10,831.50

* 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 2026

The Greater Helena Metropolitan Planning Organization (MPO) has demonstrated a proactive and inclusive approach to public participation and stakeholder engagement in its planning processes. Adhering to the Public Participation Plan as approved by the Transportation Policy Coordinating Committee (TPCC) and in compliance with federal requirements (23 CFR 450.316), the MPO has implemented a comprehensive communications and outreach strategy.

Key initiatives included regularly publishing planning information, public meeting dates, and opportunities for involvement through channels such as the MPO website, social media, and local media. The MPO responded promptly to public comments and maintained an email communication list to keep interested parties informed.

To ensure equitable outreach, the MPO conducted open houses in diverse areas within its boundaries during the Long-Range Transportation Plan (LRTP) process. Efforts were also made to

facilitate direct engagement with private individuals and organizations through one-on-one meetings, including with groups such as AARP Montana, Bike-Walk Montana, East Helena Public Schools, and other key stakeholders.

The MPO collaborated closely with local, state, and federal agencies, including the City of Helena Commission, Lewis and Clark County Commission, Montana Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration, ensuring comprehensive legislative and interagency coordination.

The organization continually seeks to expand and adapt its outreach methods, employing innovative tools such as virtual open houses, online engagement platforms, and targeted stakeholder networks, particularly to reach underserved populations. These strategies underscore the MPO's commitment to transparent, accessible, and resilient public engagement in transportation planning.

Proposed Activities in FFY 2027

- 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 development of the Pedestrian 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 Metropolitan Planning Organization (MPO) will actively engage with citizens throughout the development of transportation plans by hosting public open houses, conducting surveys, and facilitating focus groups. Through ongoing outreach and collaboration, the MPO will gather input from residents, local schools, advocacy groups, and individuals with disabilities to ensure transportation reflects the community's priorities and addresses barriers to safe driving, walking and biking.

- Public Involvement Plans – Q1 FFY27

Staffing

150 hours - MPO

Staffing Hours for Work Activity 102

CITY OF HELENA POSITIONS	HOURS
MPO Manager	150
Total	150

Non-Personnel Costs for Work Activity 102

Item	Cost
N/A	0.00

CONSULTANTS:

City of Helena	
N/A	0.00
TOTAL	

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

FFY26

Agency	PL*	State	Totals
City of Helena	\$9,377.91	\$1,453.59	\$10,831.50
TOTALS	\$9,377.91	\$1,453.59	\$10,831.50

* 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, with one of the key objectives being for the MPO to formally adopt the inaugural LRTP in the first quarter of FFY27. Following adoption, transition the long-term vision into

actionable projects, establish performance metrics to measure success, align funding strategies, and maintain robust public engagement.

Accomplishments in FFY 2026

The Greater Helena Area Metropolitan Planning Organization (MPO) achieved significant milestones in Federal Fiscal Year 2026 with the near completion of its inaugural Long-Range Transportation Plan (LRTP). By the end of the federal fiscal year, the MPO had finalized approximately 90% of the LRTP, including the comprehensive Existing and Projected Conditions Report, clearly defined Goals and Objectives, a cohesive Visioning and Goals framework, and a thorough evaluation of Alternative Modeling Scenarios.

These accomplishments were made possible through extensive public outreach and engagement. The MPO hosted six in-person Open Houses across different areas within the MPO boundary to ensure accessibility and representation for all community members. Additionally, Virtual Open Houses were offered, providing opportunities for online review and interactive commenting on maps and proposals. The MPO also conducted a series of one-on-one meetings with local community organizations to better understand specific needs and gather input on requested transportation improvements.

Through these efforts, the Greater Helena Area MPO fostered strong community collaboration and ensured that the LRTP reflects the diverse needs and aspirations of the region, positioning the area for sustainable and inclusive transportation planning in the years ahead.

Proposed Activities in FFY 2027

During Federal Fiscal Year 2027, the United Work Planning Program will prioritize several key activities within the Long-Range Transportation Plan (LRTP) Element. The Greater Helena Area is expected to adopt its first LRTP by November 2026. After adoption, the program will initiate support for implementing the elements, projects, and programs identified in the LRTP. Assistance will be provided to consulting firms conducting special studies and analyses of proposed LRTP projects. Targeted support will also be directed toward non-motorized transportation projects to promote inclusive mobility options. The LRTP will undergo periodic review to maintain its relevance and effectiveness in guiding regional transportation planning.

Staffing

200 hours -City of Helena

Staffing Hours for Work Activity 300

CITY OF HELENA POSITIONS	HOURS
MPO Manager	200
Total	200

CONSULTANTS:

City of Helena	
\$41,095.18	Long-Range Transportation Plan
\$41,095.18	TOTAL

**Funding for Work Activity 300 – Long Range Transportation Plan
FFY 2026**

Agency	PL*	State	Local	Totals
City of Helena	\$280,549.50	\$43,485.50	\$	\$324,035.00
TOTALS	\$280,549.50	\$43,485.00	\$	\$324,035.00

FFY 2027

Agency	PL*	State	Local	Totals
City of Helena	\$48,065.04	\$7,450.14	\$	\$55,515.18
TOTALS	\$48,065.04	\$7,450.14	\$	\$55,515.18

* 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)

The MPO will dedicate a minimum of 10% of its annual PL allocation to SATO/Complete Streets set-aside tasks, integrating non-motorized safety and accessibility into the special studies.

301 Metropolitan Planning Area Transportation Plans

Objective

Develop and maintain comprehensive transportation plans for the Metropolitan Planning Area (MPA) that proactively address both long-term and short-term mobility, accessibility, and safety needs. Ensure plans are responsive to changing regional trends, support sustainable growth, and reflect the needs and priorities of all users.

These plans serve as integral components of the Long-Range Transportation Plan (LRTP) and the broader transportation planning process, leveraging shared data and analysis to support coordinated and forward-thinking regional planning.

Develop a comprehensive, data-driven Pedestrian Plan that integrates Safe Routes to School initiative, non-motorized network expansion, and universal accessibility compliance to create, safe, connected, and equitable active transportation systems for all users within the MPO boundary.

Accomplishments in FFY 2026

During the 2026 Federal Fiscal Year, the Metropolitan Planning Organization (MPO) made significant strides under the Metropolitan Planning Area Transportation Plan by developing a Comprehensive Safety Action Plan, scheduled for formal adoption before December 2026. Employing a systematic approach, the MPO identified, analyzed, and addressed safety risks within its boundaries. Extensive public engagement was a key component, with numerous public open houses and virtual sessions conducted to gather community input. Additionally, the MPO hosted a Safety Summit that convened local experts in Engineering, Education, Enforcement, and Emergency Medical Services

to inform the planning process. The Safety Action Plan targeted critical focus areas, including intersection crashes, run-off-the-road crashes, non-motorist involved incidents, and high-risk behaviors. Aligned with the State of Montana's Vision Zero initiative, the plan's overarching goal is to achieve zero fatalities and serious injuries. Furthermore, the plan outlined specific projects, policy recommendations, plans, and implementation strategies to advance transportation safety throughout the region.

Proposed Activities in FFY 2027

In response to extensive public input emphasizing the need for a Safe Routes to School Plan and a comprehensive vision for the MPO's Non-Motorized Network, the upcoming Unified Planning Work Program will prioritize the development of a "Pedestrian Plan" under the Metropolitan Planning Area Transportation Plans Element. This plan will address current conditions and outline recommended improvements for students walking, biking, or rolling to school, ensuring the safety and accessibility of routes throughout the MPO.

Furthermore, the Pedestrian Plan will broaden its focus to encompass non-motorized travel for all residents, evaluating both current patterns and future projections for walking, biking, and other active transportation modes. A key component of the plan will be its commitment to accessibility, striving to ensure that all citizens—including those with disabilities—can travel safely and conveniently throughout the MPO boundary. By creating a comprehensive framework that integrates Safe Routes to School, network expansion, and universal accessibility, the MPO will support a more connected, healthy, and equitable transportation system for the entire community.

Product

The primary deliverable for the Pedestrian Plan will be a comprehensive report that provides a detailed assessment of existing pedestrian infrastructure, identifies gaps and barriers to safe non-motorized travel, and recommends both short-term and long-term strategies for improvement. The report will feature maps and data visualizations illustrating current and proposed Safe Routes to School, as well as the broader non-motorized network within the MPO. It will also include an implementation timeline, cost estimates for priority projects, and performance measures to track progress. Additionally, the plan will offer an Accessibility Assessment to ensure that all recommendations align with universal design principles and address the needs of all users, including individuals with disabilities. The final deliverable will serve as both a guiding document for local agencies and a resource for the community, supporting efforts to create a safer, more accessible, and more connected transportation system.

Timeline

- MPO Releases Request for Qualifications– FFY27 Q1
- MPO selects a consultant – FFY27 Q1
- Consultant Starts Work – FFY27 Q2
- Final Deliverable – FFY28 Q1

Staffing

480 hours City of Helena

Staffing Hours for Work Activity 301

CITY OF HELENA POSITIONS	HOURS
MPO Manager	480
Total	480

CONSULTANTS:

City of Helena	
\$280,000.00	Pedestrian Plan
\$280,000.00	TOTAL

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

FFY 2027

Agency	PL*	State	Totals
City of Helena	\$272,433.32	\$42,227.48	\$314,660.80
TOTALS	\$272,433.32	\$42,227.48	\$314,660.80

* 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 20 percent of MPO staff time will be supportive of eligible activities as outlined in IIJA. This percentage was determined based on:

- From the Pedestrian Plan, the MPO should expect significant advancements in Safe and Accessible Transportation Options (SATO) throughout the metropolitan area. The plan will identify specific infrastructure improvements and policy recommendations designed to enhance safety for pedestrians of all ages and abilities, with a particular focus on school zones and high-traffic corridors. By prioritizing accessible design and connectivity, the plan will support the creation of a non-motorized network that encourages walking, biking, and rolling as viable and attractive transportation options. Additionally, the plan will provide actionable strategies to address barriers faced by individuals with disabilities, ensuring that all community members can safely and conveniently access schools, workplaces, and

other destinations. Ultimately, the Pedestrian Plan will serve as a blueprint for building a more inclusive, equitable, and resilient transportation system under the SATO framework.

302 Transportation Data

Objective

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

Accomplishments in FFY 2026

During the reporting period, the MPO advanced the collection and dissemination of transportation data to support major planning initiatives, including the Long-Range Transportation Plan and the Comprehensive Safety Action Plan. The MPO developed travel demand models representing current and projected travel needs, as well as alternative route models to address potential community requirements. Data collection included performance and safety measures, enabling the identification of safety concerns and prioritization of necessary improvements. The MPO also compiled socioeconomic and land use data, such as population figures, housing density, employment locations, and zoning information. System operations data collected included traffic volumes, vehicle classifications, travel speeds, commute times, and intersection delays. In safety and infrastructure, the MPO gathered comprehensive information on roadway conditions, structural capacities, and historical crash data, including statistics on fatalities and non-motorized incidents.

Proposed Activities in FFY 2027

- 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

100 hours City of Helena

Staffing Hours for Work Activity 302

CITY OF HELENA POSITIONS	HOURS
MPO Manager	100
Total	100

**Funding for Work Activity 302 – Transportation Data
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

FFY 2027

Agency	PL*	State	Local	Totals
City of Helena	\$6,251.94	\$969.06	\$	\$7,221.00
TOTALS	\$6,251.94	\$969.06	\$	\$7,221.00

* 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 2026

The Greater Helena Area Metropolitan Planning Organization (MPO) is currently developing its first Long-Range Transportation Plan (LRTP), scheduled for adoption in December 2026. The MPO's inaugural Transportation Improvement Plan (TIP) will be initiated in conjunction with the LRTP adoption.

Proposed Activities in FFY 2027

- The MPO anticipates the development of a preliminary draft TIP in correlation with the LRTP in early FFY27.

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 2027, 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

100 hours City of Helena

Staffing Hours for Work Activity 600

CITY OF HELENA POSITIONS	HOURS
MPO Manager	100
Total	100

Funding for Work Activity 600 – TIP FFY 2026

Agency	PL*	State	Local	Totals
City of Helena	\$2,450.84	\$379.89	\$	\$2,830.74
TOTALS	\$2,450.85	\$379.89	\$	\$2,830.74

FFY 2026

Agency	PL*	State	Local	Totals
City of Helena	\$6,251.94	\$969.06	\$	\$7,221.00
TOTALS	\$6,251.94	\$969.06	\$	\$7,221.00

* 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

**TABLE 1: FUNDING SUMMARY
FEDERAL FISCAL YEAR 2027**

WORK ELEMENT	FUNDING SOURCES FY 2027			
	2027 PL Allocation: \$808,229.07			
	PL*	STATE	LOCAL	EST. COST
100 Administration	\$69,665.51	\$10,798.24	\$0.00	\$80,463.75
101 UPWP	\$9,377.91	\$1,453.59	\$0.00	\$10,831.50
102 Public Involvement	\$9,377.91	\$1,453.59	\$0.00	\$10,831.50
300 Long Range Plan	\$48,065.04	\$7,450.14	\$0.00	\$55,515.18
301 Planning Area Transportation Plans	\$272,433.32	\$42,227.48	\$0.00	\$314,660.80
302 Data	\$6,251.94	\$969.06	\$0.00	\$7,221.00
600 TIP	\$6,251.94	\$969.06	\$0.00	\$7,221.00
TOTAL	\$421,423.59	\$65,321.14	\$0.00	\$486,744.73
900 Reserve	\$321,483.54			\$321,483.54

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

TABLE 2: FUNDING COMPARISONS

Total Annual PL Allocation	\$808,228.27	\$931,059.82
WORK ELEMENT	FY 2027 ESTIMATED COST	FY 2026 ESTIMATED COST
100 Administration	\$80,463.75	\$69,041.36
101 UPWP	\$10,831.50	\$7,642.99
102 Public Involvement	\$10,831.50	\$7,642.99
300 Long Range Plan	\$55,515.18	\$324,035.00
301 Planning Area Transportation Plans	\$314,660.80	\$53,984.20
302 Data	\$7,221.00	\$5,661.47
600 TIP	\$7,221.00	\$2,830.74
TOTAL	\$486,744.73	\$470,838.75
900 Reserve	\$321,483.54	\$460,221.07

**TABLE 3: PERCENT OF WORK ELEMENTS ELIGIBLE FOR PL FUNDING
FEDERAL FISCAL YEAR 2027**

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

WORK ELEMENT	MPO Manager	TOTAL M.M.
100	4	4
101	1	1
102	1	1
300	1	1
301	3	3
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 2027

WORK ELEMENT	FY 2027 ELIGIBLE SATO PLANNING ACTIVITY ESTIMATED COST	FY 2026 ELIGIBLE SATO PLANNING ACTIVITY ESTIMATED COST
100 Administration	\$3,249.45	\$3,452.07
300 Long Range Plan	\$721.00	\$4,198.32
301 Planning Area Transportation Plans	\$10,398.24	\$3,117.40
TOTAL	\$14,368.69	\$10,676.79

* 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

Indirect

Legal Services
Office Supplies & Stationary
Dues/Subscriptions
Office Vehicle

Fringe Benefits

FICA
PERS
Industrial Accident
Unemployment Ins.

Staff Training
Printing & Publication

Office Machine
Maintenance
Jury Duty

Sick Leave
Vacation
Paid Holidays
Health Insurance
Military Leave

Consultants
Rent
Telephone
Other

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*	\$808,228.27
TOTAL	\$808,228.27

*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, 2026, through September 30, 2027.

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 2026

In Federal Fiscal Year 2026, The City of Helena made significant progress in the Transit Systems Management Work Element. The City of Helena selected a consultant to develop three key plans: the Transit Asset Management Plan, the Transit Development Plan, and the Transit Improvement Plan. Work began in the third quarter of FFY26. Planning efforts were coordinated with the Long Range Transportation Plan, including an open house to gather public input on current transit operations and future needs in the MPO area. A transit survey was also distributed to collect additional feedback. The City of Helena and their consultant held several one-on-one meetings with organizations such as AARP Montana and Helena Food Share to gather recommendations.

Operationally, regular transit updates were provided at TTAC and TPCC meetings, to the transit advisory board, and during quarterly meetings with the Montana Department of Transportation and State MPOs. The City of Helena continued to manage grant funding through the TrAMS Database and regularly reviewed policies and procedures for effectiveness and efficiency.

Proposed Activities in FFY 2027

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.
- City of Helena 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.
- City of Helena Staff finalize the FTA required Transit Asset Management Plan (TAM).

- City of Helena 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:

- Final TAM – FFY27 Q1

Staffing in FFY27 will be paid using FFY25 5303 programmed funds.

412 hours City of Helena

Staffing Hours for Work Activity – TSM

Programmed in FFY25 work is ongoing in FFY27

City of Helena	HOURS
Capital Transit Manager	100
Transportation Systems Director	156
Transportation Systems Deputy Director	156
Total	412

CONSULTANTS:

Programmed in FFY25 5303 allocation, work is ongoing in FFY27

City of Helena	
\$16,357.43	Transit Asset Management Plan
\$3,490.00	Direct Expenses (Marketing, Supplies)
\$19,847.43	TOTAL

Funding for Work Activity – TSM

FFY 2027 – Programmed in FFY25 work in ongoing in FFY27

Agency	Local	5303	Totals
City of Helena	\$10,331.48	\$41,325.92	\$51,657.40
TOTALS	\$10,331.48	\$41,325.92	\$51,657.40

** 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 Transit Development Plan describes existing facilities and projects needed for the next 5 years.

Accomplishments in FFY 2026

The City of Helena expects to complete the Transit Development Plan, which uses data-driven analysis to identify current issues and future needs for public transit within the MPO boundary. This process included coordination with the Long Range Transportation Plan, an open house for public input, and a transit survey for additional feedback. The City also held one-on-one meetings with organizations such as AARP Montana and Helena Food Share to gather recommendations.

Proposed Activities in FFY 2027

Currently, the City of Helena will use FFY25 programmed 5303 Funds for staff time. In Federal Fiscal Year 2027, the City of Helena will monitor progress by integrating the TDP's vehicle and facility recommendations into regional Transit Asset Management targets and aligning transit safety by regularly reviewing the agency's Public Transportation Agency Safety Plan (PTASP) targets with transit safety goals. Annual performance reports will evaluate ridership, route efficiency, and budget health against TDP benchmarks. For operations and infrastructure, the City of Helena may undertake engineering and design for capital improvements such as bus shelters, transit hubs, and pedestrian access projects, depending on the recommendations of the Transit Plans and the feasibility of implementation based on available resources. Collaboration with local planning departments to update zoning laws that support transit-oriented development and improved bus access will also depend on the outcomes of the Transit Plans and resource feasibility. Additional efforts, such as supporting route restructuring, schedule adjustments, and microtransit pilot programs, may be pursued as recommended in the Transit Plans and as resources allow. Ongoing public engagement will be conducted through information campaigns and by involving technical and citizens' advisory committees to review and guide project milestones, as feasible within available resources and in alignment with Transit Plan outcomes.

Staffing

100 hours City of Helena

Staffing Hours:

Programmed using FFY25 5303 allocation - TDP

CITY OF HELENA POSITIONS	HOURS
Capital Transit Manager	100

Total

100

CONSULTANTS: *

City of Helena	
\$0.00	
\$0.00	TOTAL

***Consultant was fully paid for the Transit Development Plan using FFY25 5303 funds in the Federal Fiscal Year 2026.**

Funding – TDP

Programmed in FFY25 work in ongoing in FFY27

Agency	Local	5303	Totals
City of Helena	\$1,100.00	\$4,400.00	\$5,500.00
TOTALS	\$1,100.00	\$4,400.00	\$5,500.00

** Local match provided by City of Helena.

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

Functional Agency Responsibility

The City of Helena will maintain and update the TDP.

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

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

Accomplishments in FFY 2026

In Federal Fiscal Year 2026, significant progress was made on the Transit Improvement Program (TIP). The City of Helena initiated a solicitation process and successfully hired a consultant to develop the TIP in alignment with both the Transit Development Plan (TDP) and the Transit Asset Management Plan (TAM). Work on the TDP commenced in the spring of 2026 and is anticipated to be completed by November 2026. The TIP will be created and released in conjunction upon the completion of the TDP and the TAM, ensuring a coordinated and comprehensive approach to regional transit planning and asset management.

Proposed Activities in FFY 2027

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:

- The City of Helena will develop and compile information on operating and capital projects for which the City of Helena plans to utilize grant assistance for inclusion in the TIP; this includes utilizing and updating the City of Helena'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 – FFY27 Q1
- Final TIP – FFY27 Q1

Staffing

100 hours City of Helena

Staffing Hours – TIP

Programmed Using FFY25 5303 Funds.

CITY OF HELENA POSITIONS	HOURS
Capital Transit Manager	100
	0
Total	100

CONSULTANTS:

Programmed in FFY25 work is ongoing in FFY27

City of Helena	
\$9,846.22	Transit Improvement Plan
\$9,846.22	TOTAL

Funding - TIP

Programmed in FFY25 work is ongoing in FFY27

Agency	Local	5303	Totals
City of Helena	\$3,130.52	\$12,552.06	\$15,652.58
TOTALS	\$3,130.52	\$12,552.06	\$15,652.58

** Local match provided by City of Helena.

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

Functional Agency Responsibility

The City of Helena will provide transit-related information in the TIP document.

TRANSIT FUNDING

TABLE 1: TRANSIT FUNDING SUMMARY

FFY2025 5303 Allocation

FFY2025 5303 Allocation	\$84,314.00			STAFF
	5303	Local	Est. Cost	HOURS
44.21.00 Program Support & Administration				
01- Transit System Management	\$41,325.92	\$10,331.48	\$51,657.40	412
44.24.00 Short Range Transp. Planning				
01 - Transit Development Plan	\$4,400.00	\$1,100.00	\$5,500.00	100
44.25.00 Transportation Improvement Prog.				
01 - TIP	\$12,522.06	\$3,130.52	\$15,652.58	100
Allocation spent in prior years	\$26,042.30	\$6,510.57	\$32,552.87	0
Total	\$84,290.28	\$21,072.57	\$105,362.85	612
Reserve	\$23.72			

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

FFY2026 5303 Allocation

FFY2026 5303 Allocation	\$86,055.00			STAFF
	5303	Local	Est. Cost	HOURS
44.21.00 Program Support & Administration				
01- Transit System Management	\$0.00		\$0.00	0
44.24.00 Short Range Transp. Planning				
01 - Transit Development Plan	\$0.00		\$0.00	0
44.25.00 Transportation Improvement Prog.				
01 - TIP	\$0.00		\$0.00	0
Total	\$0.00	\$0.00	\$0.00	0
Reserve	\$86,055.00			

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

FFY2027 5303 Allocation

FFY2027 5303 Allocation	\$88,243.00			STAFF
	5303	Local	Est. Cost	HOURS
44.21.00 Program Support & Administration				
01- Transit System Management	\$0.00		\$0.00	0
44.24.00 Short Range Transp. Planning				
01 - Transit Development Plan	\$0.00		\$0.00	0
44.25.00 Transportation Improvement Prog.				
01 - TIP	\$0.00		\$0.00	0
Total	\$0.00	\$0.00	\$0.00	0
Reserve	\$88,243.00			

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

TABLE 2: TRANSIT FUNDING COMPARISONS

WORK ELEMENT	FFY 2027 ESTIMATED COST	FFY 2026 ESTIMATED COST	FFY 2025 Estimated Cost
44.21.00 Program Support & Administration	\$0.00	\$0.00	
01-Transit System Management (TSM)	\$0.00	\$0.00	\$41,325.92
44.24.00 Short Range Transp. Planning	\$0.00	\$0.00	
01-Transit Development Plan (TDP)	\$0.00	\$0.00	\$30,442.30
44.25.00 Transportation Improvement Prog.	\$0.00	\$0.00	
01-TIP	\$0.00	\$0.00	\$12,522.06
TOTAL	\$0.00	\$0.00	\$84,314.00

TABLE 3: TRANSIT FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2027

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

Expenditures identified include direct costs, such as consultant fees, and personnel salary and benefits.

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 07/21/2026 and x/xx/2026 noting that the planned adoption of the document would take place on 8/10/2026. The vote on the final adoption by TPCC was x/xx/2026. *The attendance numbers below do not include committee members or staff present.*

TTAC – 07/20/2026

Attendance at Meeting:	12
Public Comments on Draft UPWP:	0

TPCC – xx/xx/xxxx

Attendance at Meeting:	0
Public Comments on Draft UPWP:	0

Starting FFY27 PLANNING Funds: \$808,229.07

Work Program Element	MPO Manager Hours	FFY27 Total	PL Funds	State
100 Program Administration	900	\$64,989.00	\$56,267.48	\$8,721.52
Rent		\$3,632.40	\$3,144.93	\$487.47
Telephone		\$300.00	\$259.74	\$40.26
Travel/Training		\$3,000.00	\$2,597.40	\$402.60
ITS Computer		\$3,295.35	\$2,853.11	\$442.24
Navalinel		\$917.00	\$793.94	\$123.06
Website		\$1,800.00	\$1,558.44	\$241.56
Office Supplies		\$500.00	\$432.90	\$67.10
Survey Application		\$1,000.00	\$865.80	\$134.20
Other Dues and Certifications		\$1,030.00	\$891.77	\$138.23
Total 100 Program Work Element		\$80,463.75	\$69,665.51	\$10,798.24
101 UPWP	150	\$10,831.50	\$9,377.91	\$1,453.59
102 Public Involvement and Service	150	\$10,831.50	\$9,377.91	\$1,453.59
300 - Long Range Transportation Plan	200	\$14,420.00	\$12,484.84	\$1,935.16
Finalize LRTP		\$41,095.18	\$35,580.21	\$5,514.97
Total 300 Program Work Element		\$55,515.18	\$48,065.04	\$7,450.14
301 Metropolitan Planning Area Transportation Plans	480	\$34,660.80		
Pedestrian Plan (SRTS, ADA, Non-Motorized)		\$280,000.00		
Total 301 Metropolitan Planning Area Transportation		\$314,660.80	\$272,433.32	\$42,227.48
302 Transportation Data	100	\$7,221.00	\$6,251.94	\$969.06
600 Transportation Improvement Plan	100	\$7,221.00	\$6,251.94	\$969.06
700 Air Quality	0	\$0.00	\$0.00	\$0.00
Totals:	2080	\$486,744.73	\$421,423.59	\$65,321.14
900 Reserve		\$0.00	\$321,484.34	\$0.00

	2027	2028	2029	2030	2031
Allocation	\$392,747	\$396,674	\$400,641	\$404,648	\$408,694
Carryover/Reserve, Adjustments	\$460,221	\$321,774	\$506,860	\$694,838	\$885,036
Minus State Allocation	(\$44,739)	(\$45,186)	(\$45,638)	(\$46,095)	(\$46,556)
Total for annual UPWP	\$808,229	\$673,262	\$861,863	\$1,053,391	\$1,247,175

100. Program Administration and Coordination						
	100 Administration	\$80,464	\$81,268	\$82,081	\$82,902	\$83,731
	101 UWP	\$10,832	\$10,940	\$11,049	\$11,160	\$11,271
	102 Citizens Involvement	\$10,832	\$10,940	\$11,049	\$11,160	\$11,271
200. Public/Stakeholder Participation & Education						
300. Transportation System Data and Plans						
	300 Long Range Plan	\$55,515	\$14,152	\$14,294	\$14,436	\$379,727
	301 Planning Area Transportation Plans	\$314,661	\$34,661	\$33,965	\$33,965	\$83,753
	302 Data	\$7,076	\$7,221.00	\$7,293.21	\$7,366.14	\$7,439.80
600. Metropolitan Transportation Plan						
	600 TIP	\$7,076	\$7,221	\$7,293	\$7,366	\$7,440
700. Air Quality						
	700 Air Quality	\$0.00	\$0	\$0	\$0	\$0.00
Balance						
		\$486,455	\$166,403	\$167,024	\$168,355	\$584,633

Amounts shown in total dollars

		Carryover / Reserve	\$321,774	\$506,860	\$694,838	\$885,036	\$662,542
MPO Plans Cost Estimate		2027	2028	2029	2030	2031	
Long-Range Transportation Plan	Every 5 years (four years for air quality nonattainment areas)	\$41,095.18	\$0.00	\$0.00	\$0.00	\$365,290.51	
Comprehensive Safety Action Plan	Every 5 years for SS4A eligible	\$0.00	\$0.00	\$0.00	\$0.00	\$49,788.16	
Public Participation Plan	As needed. (In House)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Safe Routes to School	As needed.	\$180,000	\$0.00	\$0.00	\$0.00	\$0.00	
Accessibilty	As needed.	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
Non-Motorized	As needed.	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
Transportation Improvement Plan	Every 4 years (In House)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



Meeting Date August 10, 2026

To: Transportation Policy Coordinating Committee
From: Ty Weingartner, Greater Helena MPO Manager
Subject: Signing of the 3Cs and PL Agreements
Present Situation: The MPO must finalize its redesignation by signing the 3Cs and PL Agreements.

Background Information: On March 2, 2026, the Transportation Policy Coordinating Committee (TPCC) approved the redesignation of the MPO from the City of Helena and Lewis and Clark County Consolidated Planning Board to the TPCC. The committee also approved updates to the Cooperative, Comprehensive, Continuing (3Cs) Agreement and the Planning Fund (PL) Agreement to reflect this change.

Following the MPO's redesignation request, the necessary documents were submitted to Governor Gianforte for signature and approval. On June 12, 2026, the Governor approved the Greater Helena Area Transportation Policy Coordinating Committee as the MPO for the Helena urban area.

To complete the redesignation, local elected members of the TPCC must sign the 3Cs and PL Agreements.

Proposal/Objective: Formally signed the 3Cs and PL Agreements.

Advantage: Signing these agreements will ensure the MPO is properly structured and compliant with Senate Bill 382.

Disadvantage: None

Staff Recommendation: Sign the 3Cs and PL Agreements

Supporting Documents:
Governor's Office Letter of Redesignation
Revised 3Cs Agreement
Revised PL Agreement
March 02, 2026, Memorandum the Consideration Redesignation of the MPO

OFFICE OF THE GOVERNOR
STATE OF MONTANA

GREG GIANFORTE
GOVERNOR



KRISTEN JURAS
LT. GOVERNOR

June 12, 2026

Emily Dean, Mayor
City of Helena
316 N Park Ave
Helena, MT 59623

Kelly Harris, Mayor
City of East Helena
306 E. Main Street
East Helena, MT 59635

Tom Rolfe, Chair
Lewis and Clark County Commission
316 N Park Ave
Helena, MT 59623

Subject: Redesignation of the Greater Helena Area Metropolitan Planning Organization (MPO)

Dear Mayor Dean, Mayor Harris, and Commissioner Rolfe:

The 2023 Montana State Legislature passed Senate Bill 382 establishing the Montana Land Use Planning Act (MLUPA). The City of Helena meets the population threshold of the MLUPA and subject to its requirements. Upon full implementation of MLUPA, the City intends to consolidate all land use planning advisory board authority in its newly created Planning Commission and dissolve its three historic land use boards. Therefore, the current City-County Consolidated Planning Board, which serves as the MPO, will be dissolved.

This letter serves to formally redesignate the Greater Helena Area Transportation Policy Coordinating Committee as the MPO for the Helena urban area, and the City of Helena as the recipient of Federal transit funds for the Missoula metropolitan area. In addition to the redesignation, and in accordance with 23 U.S.C. 134(e), I hereby approve the Metropolitan Planning Area boundary attached hereto in Figure 1 – Greater Helena Area MPA Map.

Sincerely,

A handwritten signature in blue ink, appearing to read "Greg Gianforte".

Greg Gianforte
Governor

Mayor Dean, Mayor Harris, Commissioner Rolfe

June 12, 2026

Page 2

Attachment: Figure 1 – Greater Helena Area MPA Map

cc: Christopher Dorrington, Director, MDT
Doug McBroom, Statewide Planning and Modal Operations, MDT
Lucia Olivera, FHWA Montana Division Administrator

MEMORANDUM OF AGREEMENT FOR THE GREATER HELENA AREA METROPOLITAN TRANSPORTATION PLANNING PROCESS

THIS AGREEMENT is made and entered into this 10 day of August 2026, by and between the STATE OF MONTANA, DEPARTMENT OF TRANSPORTATION, hereinafter referred to as "STATE," the CITY OF HELENA, hereinafter referred to as "HELENA", the CITY OF EAST HELENA, hereinafter referred to as "EAST HELENA," and the COUNTY OF LEWIS AND CLARK, hereinafter referred to as "COUNTY".

WITNESSETH THAT:

WHEREAS, 23 U.S. C. § 134, 23 U.S.C. § 150, and 49 U.S.C. § 5303 require that a Metropolitan Planning Organization (MPO) be designated for each metropolitan area with a population of 50,000 or greater, as a condition to the receipt of Federal highway and transit funds, that the metropolitan area has a continuing, cooperative, and comprehensive performance-based multimodal transportation planning process that provides for consideration and implementation of projects, strategies, and services, that consider all transportation modes and supports community development and sound goals that lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods; and,

WHEREAS, HELENA, EAST HELENA and the COUNTY signed an Interlocal Agreement for Transportation Planning Services between Lewis and Clark County, City of Helena, and City of East Helena that addresses cooperation in the provision of transportation planning services; and

WHEREAS, the parties to this Agreement desire to continue to cooperate in the transportation planning process now in progress and further desire to ensure that transportation planning is an integral part of continuing, cooperative, and comprehensive planning; and,

WHEREAS, the parties to this Agreement desire to take a performance-driven, outcome-based approach to planning and programming linking investment decision-making to the achievement of performance targets; and,

WHEREAS, the Greater Helena Area Transportation Policy Coordinating Committee (TPCC), once designated by the Governor of the State of Montana and affected local units of government representing 75 percent of the population in the entire metropolitan area is the Greater Helena Area Metropolitan Planning Organization (MPO); and,

WHEREAS, the TPCC is established as the official governing body of the Greater Helena Area Metropolitan Transportation Planning Process, thus having final local approval of all Federal Surface Transportation Program-Urban Funded transportation projects in the Greater Helena Area Metropolitan Planning Area, approval of the Metropolitan Transportation Plan, the Transportation Improvement Plan, the Unified Planning Work Program, and other required documents; and,

WHEREAS, HELENA operates a transit system and maintains responsibility for providing transit district residents with safe and reliable transit service, as well as implementing improvements to meet changing travel needs; and,

WHEREAS, 23 U.S.C. § 104 (d) and 49 U.S.C. § 5303 provide planning funds (PL and Section 5303) for the purpose of carrying out metropolitan transportation planning requirements of Section 134 of Title 23; and,

WHEREAS, the STATE and designated MPO shall execute or cause to be executed separate agreements for performance management and data sharing, and the distribution of PL and Section 5303 funds; and,

WHEREAS, the STATE and designated MPO shall execute or cause to be executed separate agreements for the roles and responsibilities for the development of financial plans that support the transportation plan, transportation improvement program, and annual listing of obligated projects; and,

WHEREAS, the STATE and designated MPO shall execute or cause to be executed separate agreements for the roles and responsibilities for air quality conformity; and developing and sharing performance data, setting performance targets, reporting targets, and tracking progress towards meeting targets.

NOW, THEREFORE, BE IT RESOLVED that the parties hereto do mutually agree to:

1. The Greater Helena Area TPCC is established as the policy board of the Greater Helena Area MPO to cooperatively carry out transportation planning and programming in the Greater Helena Area Metropolitan Planning Area through the following established forum and process:
 - A. The TPCC shall carry out the metropolitan transportation planning process and work cooperatively to develop the Long-Range Transportation Plan, the Transportation Improvement Program, the Unified Planning Work Program, and any amendments or updates. The TPCC shall coordinate transportation planning with other providers of transportation and transportation infrastructure. The TPCC shall consist of the following officials:
 - a. Voting Members:
 - 1) City of Helena Mayor
 - 2) Lewis and Clark County Commission Chair
 - 3) City of East Helena Mayor
 - 4) Montana Department of Transportation (MDT) Great Falls District Administrator
 - 5) Chair of the Transportation Technical Advisory Committee (TTAC)
 - b. Non-Voting Members:
 - 1) Division Administrator, Federal Highway Administration (FHWA)
 - 2) Transit Manager, City of Helena
 - 3) Federal Transit Administration (FTA) Region 8 Administrator
 - c. Each member of the TPCC may designate an alternate to serve in his/her place via written notice to the TPCC Chairperson. All elected members shall designate another elected official as their designee.
 - d. Additional members of this Committee may be appointed by a majority of the membership if such an appointment is determined to be necessary or useful by the Committee.

- B. The Transportation Technical Advisory Committee (TTAC) shall provide the TPCC with the technical advice necessary to carry out the continuing, comprehensive, and cooperative (3-C) transportation planning process in the Greater Helena Area Metropolitan Planning Area. The TTAC shall, at a minimum, consist of the following members:
- a. Voting Members: The TTAC shall be comprised of thirteen (13) Voting Members. The following positions shall serve as the voting members.
 - 1) City of Helena Transportation Systems Director
 - 2) City of Helena Community Development Director
 - 3) City of East Helena Public Works Director
 - 4) City of East Helena Planning Staff
 - 5) Lewis and Clark County Public Works Director
 - 6) Lewis and Clark County Community Development and Planning Director
 - 7) City of Helena Transit Manager
 - 8) City of Helena Americans with Disabilities Act (ADA) Coordinator
 - 9) Non-Motorized Advocate at Large
 - 10) Montana Department of Transportation (MDT) Area Planner
 - 11) MDT Great Falls District Preconstruction Engineer
 - 12) Helena Public Schools District No. 1 Superintendent
 - 13) East Helena Public Schools District No. 9 Superintendent
 - b. Non-Voting Members: The following positions shall serve as standing Non-Voting Members of the TTAC:
 - 1) City-County Public Health Officer
 - 2) Helena Regional Airport Director
 - 3) Helena Police Chief
 - 4) Lewis and Clark Rural Fire Council Chair
 - 5) Federal Highway Administration (FHWA) Division, Statewide and Urban Planner
 - 6) Federal Transit Administration (FTA) Region 8 Transportation Program Specialist
 - 7) MDT Division Maintenance Chief
 - c. The TTAC may, through a majority vote, determine the necessity of adding Non-Voting Members possessing specialized expertise to enhance the Committee's technical advisory functions. Such recommendations are subject to approval by the Transportation Policy Coordinating Committee (TPCC). All newly appointed members will serve a term of three (3) years.
 - d. Each member of the TTAC may designate an alternate to serve in his/her place via written notice to the TTAC Chairperson.
 - Alternates may serve on a meeting-by-meeting basis or on a permanent basis.

- Designated alternates shall have the same voting status (Voting or Non-Voting) as the member they represent.
- C. Public Involvement Procedures for obtaining public involvement will be adopted by the TPCC. These procedures will describe methods to obtain additional local input in the planning process consistent with 23 C.F.R. §450.
- D. Transportation Planning At a minimum, continuing, cooperative and comprehensive transportation planning will be conducted in that portion of the Greater Helena Area that is expected to become urbanized during the forecast period. Said area shall be referenced as the Greater Helena Area Metropolitan Planning Area (MPA).
- E. Scope of Services the transportation planning process shall be:

- 1) Cooperative, in that, the STATE, COUNTY, HELENA, and EAST HELENA shall cooperatively accomplish the transportation planning process in response to the needs and changes occurring in the study area.

The STATE and MPO shall coordinate their respective targets for performance measurement to ensure consistency, to the maximum extent practicable. This includes, but is not limited to, identifying how performance-based planning provisions will be cooperatively implemented.

- 2) Comprehensive, in that, all elements affecting metropolitan area development and transportation shall be considered. These elements and requirements are described in various documents published by the U. S. Department of Transportation.
- 3) Continuing, in that, the planning process is intended to continue indefinitely and shall be maintained as long as this Agreement is in force.

The operational scope of the transportation planning process will involve conducting the following general activities:

- (a) Establish a coordinated process for the collection and sharing of performance data, the selection of performance targets, reporting targets, and tracking progress towards meeting targets for the metropolitan area.
- (b) Collect, maintain, analyze, and disseminate basic planning information, financial information and plans, and engineering data to support the development of the metropolitan transportation plan, annual listing of projects and Transportation Improvement Program.
- (c) Serve the public and private sectors by providing current information concerning plans, programs, projects, recommendations, and implementation schedules.

- (d) Prepare, update, and revise long and short-range transportation plans to consider all transportation modes in the transportation planning area; develop transportation improvement programs for project implementation; prepare, update, and revise a public involvement plan; and, conduct air quality conformity determinations, to the extent required, for new or revised transportation plans and improvement programs.
- (e) Prepare and distribute studies, reports, maps, plans, annual listings of obligated projects, etc., for documentation and information purposes; participate in meetings, seminars, etc., at all levels of government; coordinate planning and plan implementation activities; and, conduct public information and involvement programs.
- (f) Research, investigate and develop estimating, forecasting and related planning procedures.

F. Work Program – An annual unified planning work program shall be prepared and approved by the participating agencies, which defines the urban transportation and transportation related planning activities to be conducted within the MPA, regardless of funding sources. The unified planning work program shall include:

- 1) A brief discussion of program objectives and accomplishments, including performance targets, during the previous 12-month period; and
- 2) A description of major activities to be performed during the next year, who will perform the work, the resulting products and a summary of the total amounts and sources of federal and matching funds.

2. Mechanisms governing the agreement are as follows:

- A. Amendments – Any amendments to the terms of this Agreement, as detailed herein, shall be agreed to, in writing, by the signatory parties.
- B. By-laws – Both the TPCC and the TTAC shall adopt and comply with by-laws as are justified and warranted to enact the purposes of this Agreement.
- C. Term of Agreement – This Agreement shall be for a perpetual term unless changed as provided for in paragraph 2.A. above or terminated in the manner described as follows: Any party may terminate its interests and obligations under this Agreement by giving at least ninety (90) days' notice, in writing, to the other parties.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals the day and year firstabove written.

LEWIS AND CLARK COUNTY, MONTANA

By: _____
Board of County Commissioners, Chair

Date: _____

ATTEST:

Lewis and Clark County Clerk and Recorder

CITY OF HELENA, MONTANA

By: _____
City of Helena, Mayor

Date: _____

ATTEST:

City of Helena City Clerk

CITY OF EAST HELENA

By: _____
City of East Helena, Mayor

Date: _____

ATTEST:

City of East Helena City Clerk

APPROVED FOR THE STATE

By: _____
MDT Statewide Planning and Modal
Operations Manager

Date: _____

By: _____
Legal Counsel, Montana Department
of Transportation

**AGREEMENT FOR THE DISTRIBUTION OF METROPOLITAN PLANNING
(PL) FUNDS**

**GREATER HELENA AREA METROPOLITAN
TRANSPORTATION PLANNING PROCESS**

This Agreement made and entered into this 10 day of August 2026, by and between the State of Montana Department of Transportation (MDT), City of Helena (HELENA), City of East Helena (EAST HELENA), and Lewis and Clark County (COUNTY).

WITNESSETH THAT:

WHEREAS, the Greater Helena Area Transportation Policy Coordinating Committee (TPCC) has been designated by the Governor of the State of Montana as the Greater Helena Area Metropolitan Planning Organization (MPO) for, among other things, receiving metropolitan planning funds; and,

WHEREAS, the TPCC is the governing body of the MPO and the TPCC has granted HELENA the authority to accept, receive, contract for, and expend funds, grants, and services from Federal, State, and local governments or their agencies and instrumentalities on their behalf; and,

WHEREAS, HELENA will provide staff to conduct the business of the MPO as defined in the Interlocal Agreement of the Local Agencies; and,

WHEREAS, Title 23 USC Section 104(d), provides planning funds for the purpose of carrying out urban transportation planning requirements of Section 134 (PL funds); and,

WHEREAS, these planning funds will be used for the Greater Helena Area Metropolitan Transportation Planning Process and 2.5% of planning funds will be set-aside for Complete Streets Planning Activities, as detailed in the annually adopted Unified Planning Work Program; and,

WHEREAS, HELENA has staff resources available to conduct the activities detailed in the annually adopted Unified Planning Work Program; and,

WHEREAS, the Participating Agencies have executed a Cooperative Agreement for the Greater Helena Area Metropolitan Transportation Planning Process;

NOW, THEREFORE, it is agreed by and between the parties hereto that the TPCC shall direct, or cause to be directed, the overall operation of the activities detailed in the annually adopted Unified Planning Work Program and conduct or, cause to be conducted, these activities in consideration of the terms, conditions, covenants, and performance as set forth in Section I through XVIII of the General Agreement Provisions and as described in the annually adopted Unified Planning Work Program which are governed by this Agreement.

GENERAL AGREEMENT PROVISIONS

DEFINITIONS

Participating Agencies: Montana Department of Transportation, City of Helena, City of East Helena, and Lewis and Clark County.

Local Agencies: City of Helena, City of East Helena, and Lewis and Clark County.

Program Supervisor: MPO Project Manager

Work Program: PL funded portion of the annually adopted Unified Planning Work Program.

PL Funds: Metropolitan Planning funds, as made available under 23 U.S.C. §104(b).

I. PURPOSE, SCOPE, AND METHODS OF PROCEDURE

The purpose of this Agreement is to provide for the distribution of PL Funds to the Local Agencies to conduct the Greater Helena Area Metropolitan Transportation Planning Process as described in the Work Program.

This Agreement is continuing and updated annually by a Work Program covering planning activities for the next fiscal year. Each annual Work Program becomes a part of this Agreement upon approval by the TPCC, MDT, and the Federal Highway Administration (FHWA). The Work Program must include a 2.5% set-aside of the annual allocation of planning funds to be used on safe and accessible transportation options and Complete Streets Planning Activities.

The scope of work and methods of procedure will be described in the Work Program, except where detailed work plans are required for approval by MDT and FHWA.

II. REPORTS

1. Brief quarterly progress reports shall be prepared in collaboration with all Local Agencies. The quarterly progress reports shall be prepared by the Program Supervisor and submitted to MDT, on or before the 15th day of the month following the end of the quarter. The reports shall describe the activities of the past quarter, such as work accomplished, difficulties encountered, decisions made, or any other important information relative to the Work Program.
2. An annual report shall be prepared by the Program Supervisor and a draft copy of the Work Program for the ensuing Federal fiscal year shall be submitted to MDT on or before August 1st for review and comment. The final Work Program shall be submitted to MDT on or before September 1st for approval.

III. TIME

Work described in this Agreement shall be considered to start at the beginning of each Federal fiscal year as described in the Work Program and shall be completed by the end of the Federal fiscal year for which the Work Program is prepared, except where circumstances beyond the control of HELENA do not allow completion within the time frame of the Work Program and as coordinated with MDT. HELENA shall be responsible for adherence to this time schedule.

IV. AGREEMENT COSTS

Agreement costs shall include the following categories and be reimbursed according to the Cost Allocation Plan contained in the Work Program:

1. Direct Costs
2. Indirect Costs
3. Fringe Benefits

V. PAYMENT

HELENA shall pay all costs incurred in conducting the work as described in the Work Program. Payment by MDT to HELENA shall be on a cost reimbursable basis for actual, eligible costs incurred in the performance of the work and in accordance with the terms and conditions set forth in this Agreement. Payments to HELENA shall not exceed the total PL Funds available in the Work Program.

The Local Agencies shall pay all costs incurred in conducting their portion of work as described in the Work Program and submit their billings to HELENA. Payment by MDT will be to HELENA and HELENA will in turn reimburse the Local Agencies.

HELENA shall submit an invoice for all reimbursable expenses not more frequently than once each month. Reimbursement shall be made for all costs supported by complete and accurate documentation. Each claim for reimbursement must be identified as either "in progress" or "final."

VI. SOURCE OF FUNDS

Unless otherwise indicated, PL Funds made available under Title 23 USC, Section 104(b), with the appropriate proportion of State matching funds, shall be used for payments.

VII. AUDIT

Funds expended under this Agreement are subject to audit as required by the Single Audit Act Amendments of 1996, 31 USC 7501 et seq in accordance with Office of Management and Budget Circular A-133, Revised, "Audits of States, Local Governments and Non-Profit Organizations", the latest applicable OMB A-133 Compliance Supplement provisions for U.S. DOT and any further revision or supplement thereto. HELENA provides assurance to MDT that an audit will be conducted in accordance with OMB Circular A-133, and that compliance with audit requirements will occur. Failure to comply will result in reimbursement to MDT of any funds paid to HELENA by MDT under this Agreement for that fiscal year. One copy of the final annual audit will be forwarded to MDT's Statewide & Urban Planning Section. Audit costs under the Single Audit Act are not chargeable to this Agreement or MDT.

VIII. SUBCONTRACTING AND SPECIAL SERVICES

The services subcontracted by the Local Agencies are to be supervised by the Program Supervisor. HELENA shall not assign, subcontract, or transfer any of the work provided for under this Agreement to any organization other than the Local Agencies as described in the Work Program without prior approval from MDT. No more than 50% of the total PL Funds in the Work Program can be subcontracted. Contracts for specialized services, including audits, shall receive prior approval from MDT.

IX. PROPRIETARY RIGHTS

If patentable discoveries or inventions should result from the work of the Participating Agencies described herein, all rights accruing from such discoveries or inventions shall be the sole property of the Participating Agency. However, the State of Montana and the United States Government are granted an irrevocable, non-exclusive, nontransferable, and royalty-free license to practice each invention in the manufacture, use, and disposition, according to law, of any article or material and in the use of any method developed as part of the work under this Agreement.

X. INSPECTION OF WORK

MDT and FHWA shall be afforded all opportunities to review and inspect the work and shall during any reasonable time have access to the premises and to all data, notes, records, correspondence, instructions, and memoranda pertaining to the work under this Agreement.

XI. RECORDS

HELENA shall maintain or cause to be maintained accounting records and other evidence pertaining to costs incurred. These data shall be made available to MDT, FHWA, or any authorized representative of the State of Montana or the Federal Government during any reasonable time during the agreement period and for three (3) years after the date of the final payment of PL Funds to HELENA. Copies thereof shall be furnished, upon request.

XII. OWNERSHIP OF DATA

The ownership of data, including summaries and charts, shall be vested in HELENA, but will be available to the Participating Agencies, upon request.

XIII. EQUIPMENT

All equipment, including tools, shall be used exclusively on the Work Program.

The total funds expended for purchases of minor items of equipment listed in the Work Program shall not be exceeded without prior approval from MDT.

Major equipment which are not identified specifically in the Work Program shall be approved by MDT prior to purchase. A major item of equipment is an item that is non-expendable and costs \$10,000 or more and must be obtained by proper competitive practices in accordance with State of Montana purchasing laws and regulations.

The ownership and/or title of all equipment or tools built, manufactured, or assembled by HELENA shall upon the completion of this Agreement become vested in HELENA, subject to the obligations and conditions set forth in 2 CFR 200, and HELENA agrees to maintain records of any equipment and make such records and equipment available for inspection by MDT or its authorized representatives. Ownership and/or title of equipment will be retained for the equipment's useful life, and HELENA shall not sell, convey, or otherwise transfer title or ownership of the equipment to any other governmental or private party. HELENA agrees to maintain the equipment for its stated program purposes for the useful life of the equipment and will notify MDT of any equipment disposition after its useful life and maintain records of the disposition.

XIV. TRAVEL

Expenditures of PL Funds for out-of-state travel require prior approval by MDT. Expenditures for in-state travel shall be at the discretion of the Program Supervisor, provided expenditures do not exceed the stated funds available in the Work Program. All travel for activities not related to the MPO requires prior approval by MDT. Reimbursement for both in-state and out-of-state travel shall be at the prevailing rates for each participating agency. If travel expenses are expected to exceed travel funds available in the Work Program, a Work Program amendment is required.

XV. PUBLICATION

Papers, interim or annual reports, forms, or other materials shall not be copyrighted except with prior written approval by MDT and FHWA. Participating Agencies and FHWA are free to use the data and results without restriction, unless copyrighted.

XVI. AMENDMENT

Any amendments to the terms of this Agreement shall be agreed to in writing by the Participating Agencies with concurrence by FHWA, prior to undertaking any action affected by the change.

XVII. TERMINATION OF AGREEMENT

A party may terminate its interest and obligations under this Agreement by giving at least sixty (60) days' notice in writing to the other parties. If the Agreement is terminated prior to the fulfillment of the terms stated herein, MDT shall reimburse HELENA only for actual expenses incurred to the date of termination.

XVIII. LEGAL RELATIONS

The Participating Agencies shall comply with all Federal, State, and local laws and ordinances applicable to the work to be conducted under this Agreement, including the non-discrimination regulations set forth in Exhibit A.

No liability shall be attached to MDT by reason of entering into this Agreement, except as expressly provided herein.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals the day and year first above written.

LEWIS AND CLARK COUNTY, MONTANA

By: _____
Board of County Commissioners, Chair

Date: _____

ATTEST:

Lewis and Clark County Clerk and Recorder

CITY OF HELENA, MONTANA

By: _____
City of Helena, Mayor

Date: _____

ATTEST:

City of Helena City Clerk

CITY OF EAST HELENA

By: _____
City of East Helena, Mayor

Date: _____

ATTEST:

City of East Helena City Clerk

APPROVED FOR THE STATE

By: _____
MDT Statewide Planning and Modal
Operations Manager

Date: _____

By: _____
Legal Counsel, Montana Department
of Transportation

MDT NONDISCRIMINATION AND DISABILITY ACCOMMODATION NOTICE

Montana Department of Transportation ("MDT") is committed to conducting all of its business in an environment free from discrimination, harassment, and retaliation. In accordance with State and Federal law MDT prohibits any and all discrimination and protections are all inclusive (hereafter "protected classes") by its employees or anyone with whom MDT does business:

Federal protected classes

Race, color, religion, national origin, sex, age, disability, and genetic information.

State protected classes

Race; color; national origin; familial or marital status; pregnancy, childbirth, or medical conditions related to pregnancy or childbirth; creed; social origin or condition; genetic information; sex, sexual orientation, gender identification or expression; ancestry; age; mental or physical disability; political or religious affiliations or ideas; military service or veteran status; vaccination status or possession of immunity passport.

For the duration of this contract/agreement, the PARTY agrees as follows:

(1) Compliance with Regulations: The PARTY (hereinafter includes consultant) will comply with all Acts and Regulations of the United States and the State of Montana relative to Non-Discrimination in Federally and State-assisted programs of the U.S. Department of Transportation and the State of Montana, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

(2) Non-discrimination:

- a. The PARTY, with regard to the work performed by it during the contract, will not discriminate, directly or indirectly, on the grounds of any of the protected classes in the selection and retention of subcontractors, including procurements of materials and leases of equipment, employment, and all other activities being performed under this contract/agreement.
- b. PARTY will provide notice to its employees and the members of the public that it serves that will include the following:
 - i. Statement that PARTY does not discriminate on the grounds of any protected classes.
 - ii. Statement that PARTY will provide employees and members of the public that it serves with reasonable accommodations for any known disability, upon request, pursuant to the Americans with Disabilities Act as Amended (ADA).

- iii. Contact information for PARTY's representative tasked with handling non-discrimination complaints and providing reasonable accommodations under the ADA.
- iv. Information on how to request information in alternative accessible formats.
- c. In accordance with Mont. Code Ann. § 49-3-207, PARTY will include a provision, in all of its hiring/subcontracting notices, that all hiring/subcontracting will be on the basis of merit and qualifications and that PARTY does not discriminate on the grounds of any protected class.

(3) Participation by Disadvantaged Business Enterprises (DBEs):

- a. If the PARTY receives federal financial assistance as part of this contract/agreement, the PARTY must comply with applicable federal and state laws regarding the DBEs, including but not limited to 49 CFR Part 26.
- b. By signing this agreement the PARTY assures that:
The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.
- c. PARTY must include the above assurance in each contract/agreement the PARTY enters.

(4) Solicitation for Subcontracts, Including Procurement of Materials and Equipment:

In all solicitations, either by competitive bidding, or negotiation, made by the PARTY for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the PARTY of the PARTY's obligation under this contract/agreement and all Acts and Regulations of the United States and the State of Montana related to Non-Discrimination.

(5) Information and Reports: The PARTY will provide all information and reports required by the Acts, Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by MDT or relevant US DOT Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the PARTY will so certify to MDT or relevant US DOT Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

(6) Sanctions for Noncompliance: In the event of a PARTY's noncompliance with the Non-discrimination provisions of this contract/agreement, MDT will impose such sanctions as it

or the relevant US DOT Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the PARTY under the contract/agreement until the PARTY complies; and/or
- b. Cancelling, terminating, or suspending the contract/agreement, in whole or in part.

(7) Pertinent Non-Discrimination Authorities:

During the performance of this contract/agreement, the PARTY, for itself, its assignees, and successor in interest, agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Federal

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601 *et seq.*), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Sections 162 and 301(g) of the Federal-Aid Highway Act of 1973, (Public Law No. 93-87, 87 Stat. 250, codified at 23 U.S.C. § 324), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Section 520 of the Airport and Airways Improvement Act of 1982, (49 U.S.C. § 47123), (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (Public Law No. 100-259), (broadened the scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, (42 U.S.C. §§ 12131 through 12189), which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and

certain testing entities as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs or activities (20 U.S.C. § 1681 *et seq.*).

State

- Mont. Code Ann. § 49-3-205 Governmental services;
- Mont. Code Ann. § 49-3-206 Distribution of governmental funds;
- Mont. Code Ann. § 49-3-207 Nondiscrimination provision in all public contracts.

(8) Incorporation of Provisions: The PARTY will include the provisions of paragraphs one through seven in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and/or directives cited therein. The PARTY will take action with respect to any subcontract or procurement as MDT or the relevant US DOT Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the PARTY becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the PARTY may request MDT to enter into any litigation to protect the interests of MDT. In addition, the PARTY may request the United States to enter into the litigation to protect the interests of the United States.



Meeting Date August 10, 2026

To: Transportation Policy Coordinating Committee

From: Ty Weingartner, Greater Helena MPO Manager

Subject: Formally Sign the Updated MPO TTAC Bylaws

Present Situation: The updated Transportation Technical Advisory Committee Bylaws require formal signature.

Background Information: On March 2, the TPCC approved TTAC's proposed by-law updates to clarify the process for adding new members, specify term lengths, and distinguish between voting and non-voting members. The committee noted that the previous by-laws were unclear and did not align with the current structure used by other local boards and committees.

The next step is to formally sign the revised by-laws to complete the process.

Proposal/Objective: Formally signed the revised TTAC Bylaws

Advantage: Signing these bylaws will clarify and streamline the process for adding professional members to support transportation planning within the MPO boundary.

Disadvantage: None

Staff Recommendation: Sign the revised TTAC Bylaws.

Supporting Documents Revised TTAC Bylaws
March 02, 2026, Memorandum Revisions of the TTAC Bylaws

By-laws of the Greater Helena Area Metropolitan Planning Organization Transportation Technical Advisory Committee

Functions, duties, membership, and responsibilities of the Transportation Technical Advisory Committee of the Greater Helena Area Metropolitan Planning Organization, hereinafter referred to as the TTAC, are as follows:

Article I – Transportation Technical Advisory Committee

Section 1 Name

The name of this Committee shall be the Transportation Technical Advisory Committee (TTAC) of the Greater Helena Area Metropolitan Planning Organization (MPO).

Section 2 Origin

The TTAC is established by the Memorandum of Agreement for the Greater Helena Area Metropolitan Transportation Planning Process, which has been agreed to by the Montana Department of Transportation (STATE), City of Helena (HELENA), City of East Helena (EAST HELENA), and Lewis and Clark County (COUNTY).

Section 3 Purpose

The purpose of the TTAC is to provide technical advice to the Transportation Policy Coordinating Committee (TPCC) necessary to carry out the continuing, comprehensive, and cooperative (3-C) transportation planning process and provide technical direction to the metropolitan transportation planning staff.

Section 4 Function

The Committee shall provide advice to the TPCC or other appropriate committees, and technical direction to the appropriate committees and staffs regarding:

1. Local objectives, community values, community goals and policies to guide development of transportation plans and programs.
2. Professional and technical considerations involving transportation plans and decisions.
3. Long and short-range plans and programs.
4. Programs for financing, staging, administering, or otherwise implementing the transportation planning process.
5. Solutions to specific transportation problems.
6. Evaluation and consideration of social and environmental effects.

These functions will be carried out in close cooperation with the MPO staff.

Section 5 Membership

Membership for voting and non-voting members shall be limited to professionals employed by, or officially representing, public agencies, tribal governments, or institutions with jurisdiction or operational responsibilities within the MPO planning area.

Voting Members: The TTAC shall be comprised of thirteen (13) Voting Members. The following positions shall serve as the voting members.

1. City of Helena Transportation Systems Director
2. City of Helena Community Development Director
3. City of East Helena Public Works Director
4. City of East Helena Planning Staff
5. Lewis and Clark County Public Works Director
6. Lewis and Clark County Community Development and Planning Director
7. City of Helena Transit Manager
8. City of Helena Americans with Disabilities Act (ADA) Coordinator
9. Non-Motorized Advocate at Large
10. Montana Department of Transportation (MDT) Statewide & Urban Planning Planner
11. MDT Great Falls District Preconstruction Engineer
12. Helena Public Schools District No. 1 Superintendent
13. East Helena Public Schools District No. 9 Superintendent

Non-Voting Members: The following positions shall serve as standing Non-Voting Members of the TTAC:

1. City-County Public Health Officer
2. Helena Regional Airport Director
3. Helena Police Chief
4. Lewis and Clark Rural Fire Council Chair
5. Federal Highway Administration (FHWA) Division Statewide and Urban Planner
6. Federal Transit Administration (FTA) Region 8 Transportation Program Specialist
7. MDT Division Maintenance Chief

5.1 Additional Members

The TTAC may, through a majority vote, determine the necessity of adding Non-Voting Members possessing specialized expertise to enhance the Committee's technical advisory functions, as outlined in the TTAC Membership Policy and Procedures. Such recommendations are subject to approval by the Transportation Policy Coordinating Committee (TPCC). All additional appointed members will serve a term of three (3) years.

5.2 Designation of Alternates

Each member of the TTAC may designate an alternate to serve in his/her place via written notice to the TTAC Chairperson.

- Alternates may serve on a meeting-by-meeting basis or on a permanent basis.

- Designated alternates shall have the same voting status (Voting or Non-Voting) as the member they represent.

5.3 Balance of Representation

The TTAC shall strive to maintain balanced representation of transportation modes, disciplines, and jurisdictions within the MPO planning area.

Section 6 Organization

The Committee officers are a Chairperson and Vice Chairperson, elected by a quorum of TTAC members at the first scheduled meeting of the calendar year. Each term lasts one year, with no limit on reelection.

Article II - Duties

Section 1 Duties and Responsibilities

The TTAC shall have the following duties and responsibilities:

1. Establish subcommittees to provide supplemental technical personnel and assistance.
2. Serve on subcommittees, as requested.
3. Review the various phases of the urban transportation planning process (i.e., methodology, projections, assumptions, recommended plans, and assignment of priorities).
4. Advise the staff in obtaining inventories and other data required for the continuing planning process.
5. Work closely with the TPCC in carrying out its duties.
6. Coordinate staff functions assigned to the participating agencies.

Section 2 Duties of Officers

1. Chairperson - The chairperson shall preside at all meetings of the TTAC and to call special meetings as needed.
2. Vice Chairperson - The Vice-Chairperson shall act in the absence of the Chairperson.

Article III – Meetings

Section 1 Meeting Time

The TTAC shall meet as frequently as necessary to carry out its duties. When federal funding or regulatory deadlines necessitate immediate action, the Chair is authorized to convene a special meeting with expedited notice.

In cases where a quorum cannot be achieved in time to meet a federal deadline, the TTAC may, delegate authority to the Chair to entertain a motion if voting members from three out of the four MPO jurisdictions (State of Montana, Lewis and Clark County, City of Helena, City of East Helena) are in attendance.

Section 2 Subcommittees

Subcommittees shall meet as determined by the Chairperson of the Committee.

Section 3 Quorum for Committee Meetings

A quorum shall consist of a simple majority of the voting members listed in the regular membership section of these by-laws including the chairperson or his/her designated representative. Generally, Roberts Rules of Order will be used as guidance in all meeting proceedings.

Section 4 Reporting on Meetings

The Metropolitan Transportation Planning Staff, consisting of staff from HELENA shall perform the following services and functions:

1. Record meeting minutes and attendance.
2. Prepare meeting agendas.
3. Prepare meeting reports and written materials.
4. Notify members of meetings.
5. Other duties, as required.

Minutes of the Committee meetings shall include, at a minimum, the pertinent discussion and final actions of the Committee.

Article IV - Coordination with Others

Section 1 Resolving Differences of Opinion

If any differences of opinion arise between the STATE and local agencies in regard to transportation planning, or among the local agencies with reference to land use planning, these will be resolved at the TTAC level, unless they involve major policy decisions. In such instances they will be brought before the TPCC for resolution.

Article V - Adoption and Amendment of By-laws

Section 1 How Adopted

These by-laws may be adopted by:

1. a majority of the voting members of TTAC; and
2. a majority of the voting members of TPCC.

Section 2 How Amended

These by-laws may be amended by:

1. a majority of the voting members of TTAC; and
2. a majority of the voting members of TPCC.

LEWIS AND CLARK COUNTY, MONTANA

By: _____ Date: _____
Board of County Commissioners, Chair

ATTEST:

Lewis and Clark County Clerk and Recorder

CITY OF HELENA, MONTANA

By: _____ Date: _____
City of Helena, Mayor

ATTEST:

City of Helena City Clerk

CITY OF EAST HELENA

By: _____ Date: _____
City of East Helena, Mayor

ATTEST:

City of East Helena City Clerk

APPROVED FOR THE STATE

By: _____ Date: _____
MDT Statewide Planning and Modal
Operations Manager

By: _____
Legal Counsel, Montana Department
of Transportation