

CITY OF HELENA
Greater Helena MPO | TTAC

May 19, 2025 - 3:00 PM

Zoom Meeting: <https://us06web.zoom.us/j/85336314391>

(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.

Agenda Items

Topic	Presenter	Time allotted
<input type="checkbox"/> TTAC Members provide updates on MPO Projects	TTAC Members	3:00 – 3:15
Old Business		
<input type="checkbox"/> Update on Contract with RPA <ul style="list-style-type: none">• TPCC Approved on 5.12.2025• Agreement for Professional Services in progress	Ty Weingartner	3:15 – 3:20
<input type="checkbox"/> Update on Transportation Alternative Funds <ul style="list-style-type: none">• TPCC Approved on 5.12.2025• TA Applications to post at the end of day on 5.19.2025	Ty Weingartner	3:20 – 3:30
New Business		
<input type="checkbox"/> Update on MDT Functional Classification	Geoff Streeter	3:30 – 3:50
<input type="checkbox"/> Informational: Federal Fiscal Year 2026 PL and 5303 Allocation <ul style="list-style-type: none">• PL Funds = \$392,747.00• 5303 Funds = \$86,055.00	Ty Weingartner	3:50 – 3:55
<input type="checkbox"/> Informational: Electronic Traffic Counters Location <ul style="list-style-type: none">• Montana between Tera Ct and Enterprise• US12 between Granite Ave. and William St.	Ty Weingartner	3:55 – 4:00

Member Communications and Discussion Topics

Adjournment

Memorandum

To:	Transportation Technical Advisory Committee Members	
From:	MPO Manager	
Subject:	Consider approving the Scope and Fee from RPA to develop three transportation plans.	
Meeting Date:	4/21/2025	
Agenda Item Type:	Public Involvement, Long Range Plan, Planning Area, Data, TIP	
Background	<p>On March 3, 2025, the Transportation Policy Coordinating Committee (TPCC) approved the initiation of negotiations with RPA, the top-scoring vendor, for the development of three transportation plans: the Public Participation Plan, the Long-Range Transportation Plan, and the Comprehensive Safety Action Plan.</p> <p>Between March 11 and March 14, members of the Technical Transportation Advisory Committee (TTAC) engaged in discussions to determine the scope of work and associated fees for RPA's involvement in these projects. The Metropolitan Planning Organization (MPO) Manager requests the TTAC to consider ratifying this negotiation and to forward the recommendation to the TPCC for final approval.</p>	
Recommendation	Approve the negotiation and forward the recommendation to the TPCC for final approval.	
Unresolved Issues:	Traffic Model Solution.	
Alternatives:	N/A	
Fiscal Effects:	Federal Fiscal Year 2025 UPWP Allotment:	
	Transportation Plan	PL Funds
	Public Participation Plan	\$20,000
	Long-Range Transportation Plan	\$350,000
	Comprehensive Safety Action Plan	\$50,000
	Total	\$420,000

	Reserve	\$205,342.80
Decision	The TTAC has decided that members are to provide any proposed modifications to the Scope and Fee provided by RPA regarding the development of the three transportation plans by Friday, March 21. Subsequently, the MPO Manager will coordinate with RPA to address these requested revisions. Should RPA accept the proposed changes, and if the fee remains at or below \$500,000.00, the MPO Manager will proceed with the TPCC.	
TPCC Decision	On 5/12/2025 the TPCC approved the Scope and Fee on a 4-0 Vote	
Notes	RPA has updated the Scope and Fee to reflect this update. Scope and Fee contract amount: \$435,000.000 <ul style="list-style-type: none"> \$12,000.00 allocated allowance for supplemental traffic data collection. 	

Task	Description	Total Labor Hours	Estimated Cost
1.0	PROJECT MANAGEMENT AND ADMINISTRATION	160 \$	38,987.52
2.0	PUBLIC PARTICIPATION PLAN	102 \$	19,921.33
3.0	COMMUNITY ENGAGEMENT	360 \$	72,846.90
4.0	NEEDS ASSESSMENT AND BASELINE CONDITIONS	400 \$	68,090.37
5.0	VISIONING AND GOALS	90 \$	16,081.60
6.0	COMPREHENSIVE SAFETY ACTION PLAN	270 \$	49,788.16
7.0	STRATEGIES AND RECOMMENDATIONS	260 \$	46,890.18
8.0	LRTP REPORT PREPARATION	180 \$	33,548.18
	DIRECT DIRECT EXPENSES	\$	19,477.50
	SUB OUTSIDE SERVICES AND SUBCONSULTANTS	360 \$	69,368.00
TOTAL		2182 \$	435,000

Memorandum

To:	Transportation Technical Advisory Committee
From:	MPO Manager
Subject:	Transportation Alternative (TA) Funding.
Meeting Date:	5/19/2025
Agenda Item Type:	Long-Range Transportation Plans
Appendices	<ul style="list-style-type: none">• TA Fund Application• TA Instructions
Background	<p>The Bipartisan Infrastructure Law (BIL) continues the Transportation Alternatives (TA) set-aside from the Surface Transportation Block Grant (STBG) program. Eligible applicants and projects for these set-aside funds include all capital improvement and pavement preservation projects that were previously eligible under the Transportation Alternatives Program established by the Moving Ahead for Progress in the 21st Century Act (MAP-21). This encompasses a variety of smaller-scale transportation projects, such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements like historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity.</p> <p>Notably, non-profits are now eligible to apply, with project requests needing to go through the Metropolitan Planning Organization (MPO).</p> <p>The BIL allows MPOs to administer their own competitive application processes, with approval and oversight from the Montana Department of Transportation (MDT). Applications can come from entities within the MPO as well as from the MPO itself, particularly when there is funding that is not population-based.</p> <p>All submitted projects must meet federal and state eligibility guidelines and identify a local, federal, or state sponsoring agency. Private individuals and organizations may recommend a project provided it is sponsored by the relevant governmental agency. Examples of sponsoring agencies may include, but are not limited to, the City of Helena, the City of East Helena, Lewis and Clark County, and the Montana Department of Transportation.</p>

	<p>The Greater Helena Area MPO is responsible for determining and approving the correct process for collecting TA applications, including the timeline, scoring committee, and other pertinent information.</p> <p>The Greater Helena Area MPO has been allocated \$1,349,833.00 in TA funding.</p> <p>On April 21, 2025, the Greater Helena Area Metropolitan Planning Organization (MPO) approved the procedure for soliciting applications for Transportation Alternatives (TA) Funds, along with the associated timeline and evaluation criteria. The Committee requested that the Transportation Planning Coordinating Committee (TPCC) consider formal approval of this TA process.</p> <p>On May 12, 2025, the TPCC approved the Transportation Alternatives Procedures.</p>
Recommendation	The MPO Manager recommends following the proposed schedule provided below.
Unresolved Issues:	Not Applicable
Alternatives:	Not Applicable
Fiscal Effects:	None

Proposed Schedule

May 19, 2025	Call for Applications is released
August 2, 2025	Application Deadline
August/September 2025	Tentative awarded projects
November/December 2025	Funding, Construction & Maintenance Agreements are executed for each project
January 2026	Project development begins
2027-2029	Project bidding and construction

Greater Helena Area Transportation Alternatives Program

2025 Program Description

Transportation Alternatives Program Purpose

The Transportation Alternatives (TA) Set-Aside from the Surface Transportation Block Grant (STBG) Program provides funding for a variety of generally smaller-scale transportation projects such as pedestrian and bicycle facilities; construction of turnouts, overlooks, and viewing areas; community improvements such as historic preservation and vegetation management; environmental mitigation related to stormwater and habitat connectivity; recreational trails; safe routes to school projects; and vulnerable road user safety assessments.

The Montana Department of Transportation has allocated \$1,349,833 to the Greater Helena Area MPO from its TA funding.

Eligible entities (Project Sponsors)

The [Bipartisan Infrastructure Law \(BIL\)](#) allows for Metropolitan Planning Organizations (MPOs) to administer their own competitive application process with approval and oversight from the Montana Department of Transportation (MDT). Billings, Missoula, Great Falls, Gallatin Valley (Bozeman), and Greater Helena will all be overseeing a local process for the TA funding that is specific to areas with a population of over 50,000. Entities within the MPO may also apply with MDT's Call for Applications as well, as there is funding that is not tied to population. The timeline for both processes runs concurrently.

Projects submitted must meet Federal and State guidelines for eligibility and must identify a local, Federal or State sponsoring agency. Private individuals and organizations may recommend a project if the project is sponsored by the government agency in which the project is located. Examples of a sponsoring agency include; Lewis and Clark County, City of Helena, City of East Helena.

ELIGIBLE PROJECTS

Federal law identifies the following broad descriptions for eligible projects:

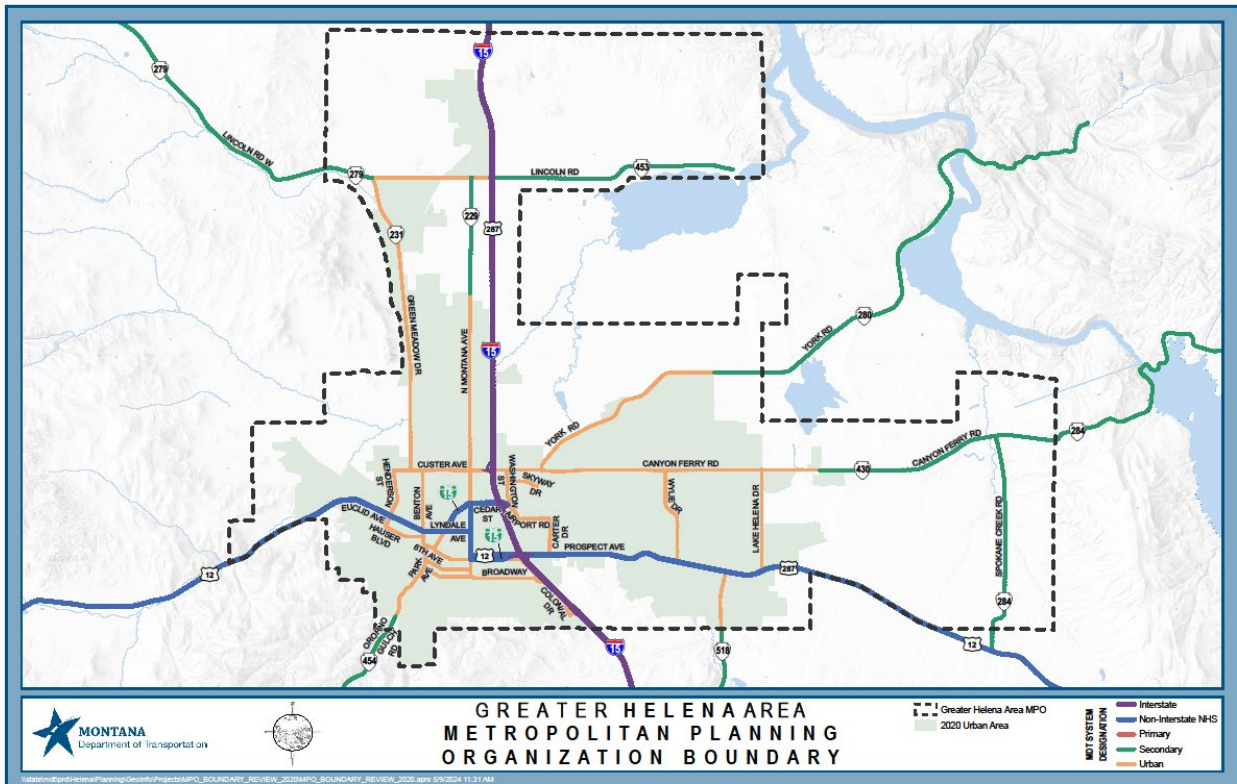
- 1) on- and off-road pedestrian and bicycle facilities
- 2) infrastructure projects for improving non-driver access to public transportation and enhanced mobility

- 3) community improvement activities
- 4) environmental mitigation
- 5) recreational trail program projects
- 6) safe routes to school projects
- 7) projects for the planning, design or construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways
- 8) activities in furtherance of a vulnerable road user safety assessment

In Montana, the types of eligible projects have typically been for construction of new and preservation of existing bicycle and/or pedestrian facilities. Examples include new accessible ramps for people with disabilities; new sidewalks, bike trails or shared-use paths along existing streets or roads; and, resurfacing existing but deteriorated asphalt paths.

Location Requirement

All projects must be entirely located within the Greater Helena Area Metropolitan Urban Boundary.



Greater Helena Area MPO

2025 Transportation Alternative Funding Instructions

Application Deadline: Completed applications must be received by:

08/02/2025/5:00 pm MST

Contact Information: For questions, please reach out to:

Ty Weingartner, MPO Manager

406-447-8406

tweingartner@helenamt.gov

Application Submission: Applications must be submitted on the City of Helena website (enter URL here) using the TA Application Form. Applicants should ensure they provide complete responses within the space available in each section. Attachments are permitted at the end of the form.

Please submit one (1) electronic version of the application. Hard copy applications will only be accepted with prior approval before the application deadline from the MPO Manager.

Eligibility and Scoring Guidelines: The Greater Helena Area MPO (GHAMPO) reserves the right to remove a project from being considered during the scoring process under the following circumstances.

- The project receives a score of less than 25% in either the “Project Benefits” or “Project Readiness” sections.
- A fatal flaw is identified, which may include an incomplete application, lack of maintenance commitment by the applicant, non-compliance with ADA requirements, substantial right-of-way or environmental impact, or failing to have a signed endorsement letter from the local government, Lewis and Clark County, City of Helena, or City of East Helena, etc.

Scoring Procedure

The GHAMPO Selection Committee (Committee) is responsible for evaluating and scoring TA applications.

The Committee will use the following procedure for the scoring and selection of TA projects:

1. **Screening for Eligibility:** The Committee will first screen all applications for eligibility. Projects that do not meet eligibility requirements will be marked ineligible. The reasons for ineligibility may include failure to fit an eligible category, not having a sponsoring entity approval, not meeting funding restrictions, the proposed project being outside of the MPO boundary, or submission by an ineligible sponsor. If a project is deemed ineligible, the Project Sponsor will be notified by the MPO Manager.
2. **Scoring Process:** Each Committee member will score applications independently before the scoring meetings. The category descriptions in the TA Application will guide the Committee members during evaluations. Each application has a maximum score of 100 points:
 - 10 points for Project Description
 - 40 points each for Project Benefits
 - 10 points for Operation and Maintenance Plan for the Facility
 - 40 points for Project Readiness.
3. **Scoring Meetings:** The Committee will convene for scoring meetings to discuss applications and individual scores. Members can adjust their scores based on discussions with the Committee.
4. **Final Score Calculation:** For each application, the final score will consist of the total scores from all Committee members, averaged together.
5. **Ranking and Recommendation:** After scoring, the Committee will create a ranked list of applications. This ranked list will be presented to the Transportation Technical Coordination Committee (TTAC), which will approve the projects to recommend for award to the Transportation Policy Coordination Committee (TPCC). The TPCC will then approve the projects to be awarded.

Instructions for Completing TA Application

1. **Project Name:** Provide a brief description of the project.
2. **Project Sponsor:** Name of the local entity proposing the project.
3. **Project Sponsor Contact Information:** Name of the local entity proposing the project.
 - a. **Name:** Primary contact for the Project Sponsor.
 - b. **Title:** Title of the primary contact at the Project Sponsor.
 - c. **Address, City, State, Zip:** Full address of the primary contact.

- d. **Email:** Email address of the primary contact.
- e. **Phone:** Phone number of the primary contact.

4. Cost Table

Provide as much detail as possible regarding funding, including the federal and local shares by project phase: Preliminary Engineering (PE), Construction Engineering (CE), Right-of-Way (RW), and Utility Costs (IC). A contingency of 20-30% is encouraged, and inflation should also be taken into account. Additionally, the Montana Department of Transportation's indirect cost rate of 11.32% must be included. Federal funds typically cover 86.58% of project costs, with the remaining 13.42% requiring a match. This match can be either local or State, depending on the project type. State match is available for on-system projects (those on the MDT system) that involve ADA upgrades of existing facilities or pavement preservation of existing on-system facilities. For all other projects, including new infrastructure (whether on-system or off-system), the match must come from local sources. Ensure these funding details are clearly delineated by phase to provide a comprehensive project estimate.

5. **MPO Sponsoring Entity:** Provide the local entity that is sponsoring the application.

***Upload Letter of Support from MPO Sponsoring Entity**

6. **Project Description:** Describe the overall project. What is being proposed? Why is it necessary? Include detailed information, such as proposed surfacing type, width, side slope conditions, how drainage will be managed, whether curb and gutter are proposed, the path's proximity to a roadway, and any significant cut/fill required. Describe the surrounding terrain and any potential impact on driveways, parking lots, roadway ditches, culverts, drainage facilities, signs, etc.
7. **Project Benefits:** Explain why the project is needed. Provide context regarding the project's history, current conditions, and relationship to any current or future projects or plans, if applicable.
8. **Describe the Operation and Maintenance Plan for the Facility:** Are there any established maintenance agreements? Has there been communication with the primary manager of the infrastructure, such as the Montana Department of Transportation or Helena Parks and Recreation?
9. **Project Readiness**
- **Design level of detail:** What design work has been completed on this project, if any?
 - **Right of Way/Utility Impacts:** Are the utility and right-of-way impacts documented? Has previous coordination with property owners and utility companies addressed these impacts?
 - **Project Budget:** What is the estimated cost, how was it derived, and what contingencies are included? Describe how the construction budget was developed, including supporting methods, resources, or comparisons. A thorough and accurate budget is

critical to the application and will be scored accordingly. Avoid generalizations or rough estimates. For infrastructure projects, it is strongly recommended to employ an engineer for the development of the project cost estimate, which may result in a higher score. Additionally, explain how the other phases, such as PE, RW, IC, and CE, have been estimated. The applicant must also detail their plan for managing potential overages in the project, outlining strategies for addressing unexpected costs. Remember to include MDT's indirect cost of 11.32% for all phases, along with contingency and inflation.

4. Cost Table	Total Cost	TA Federal Share (100% or 86.58%)	Match (N/A or 13.42%)	Additional Contribution
Preliminary Engineering (PE)	\$ 10,000.00	\$ 8,658.00	\$ 1,342.00	
PE (Applicant) 90%	\$ 9,000.00	\$ 7,792.20	\$ 1,207.80	
PE (MDT) 10%	\$ 1,000.00	\$ 865.80	\$ 134.20	
Construction (CN)	\$100,000.00	\$86,580.00	\$13,420.00	
Construction Engineering (CE)	\$ 10,000.00	\$ 8,658.00	\$ 1,342.00	
CE (Applicant) 95%	\$ 9,500.00	\$ 8,225.10	\$ 1,274.90	
CE (MDT) 10%	\$ 500.00	\$ 432.90	\$ 67.10	
Right-of-Way (RW)				
Incidental Construction (IC)				
Subtotal	\$120,000.00	\$103,896.00	\$16,104.00	
Indirect Cost (IDC) 11.32% SFY25	\$ 169.80 1	\$ 147.01	\$ 22.79	
Grand Total	\$120,169.80	\$104,043.01	\$16,126.79	
Match Type:				
State Match:				
Local Match:	\$16,126.79			
Additional Contribution:				
Estimated Project Sponsor Cost:	\$16,126.79			
1	IDC is applied only to the MDT rows and is not applicable for the applicant rows. This example: (\$1,000 PE plus \$500 CE) multiplied by 11.32% equals \$169.80			

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Greater Helena Area Metropolitan Planning Organization

Transportation Alternatives (TA) Program

1. Project Name

2. Project Sponsor

3. Project Sponsor Contact Information

Name:

Title:

Address:

City:

State:

Zip Code:

E-Mail:

Phone:

4. Cost Table

4. Cost Table	Total Cost	TA Federal Share (100% or 86.58%)	Match (N/A or 13.42%)	Additional Contribution
Preliminary Engineering (PE)				
PE (Applicant) 90%				
PE (MDT) 10%				
Construction (CN)				
Construction Engineering (CE)				
CE (Applicant) 95%				
CE (MDT) 5%				
Right-of-Way (RW)				

4. Cost Table	Total Cost	TA Federal Share (100% or 86.58%)	Match (N/A or 13.42%)	Additional Contribution
Incidental Construction (IC)				
Subtotal				
Indirect Cost (IDC) 11.32% SFY25				
Grand Total				

Match Type:	
State Match:	
Local Match:	
Additional Contribution:	
Estimated Project Sponsor Cost:	

5. MPO Sponsoring Entity

Upload Letter of Support from MPO Sponsoring Entity

6. Project Description: (10 Points)

7. Project Benefits: (40 Points)

8. Describe the Operation and Maintenance Plan for the Facility: (10 Points)

9. Project Readiness: (40 Points)

Design level of detail: What design work has been completed on this project, if any?

Right of Way/Utility impacts: (are utility and ROW impacts documented? Has there been past coordination around addressing these impacts with property owners and utility companies?)

Project Budget: (what is the opinion of probable cost, how was it derived and what contingencies does in included?)

Attachments

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April 02, 2025

David Knoepke, Transportation Systems Director
ATTN: Ty Weingartner, Greater Helena Area MPO Manager
City of Helena
316 N Park Ave,
Helena, Montana 59601

Subject: FFY 2026 Unified Planning Work Program (UPWP)

The following information is for your use in completing the FFY 2026 Unified Planning Work Program (UPWP). The PL funds available to the Greater Helena Area MPO are shown below.

The PL fund allocation has been estimated based on FFY 2026 Infrastructure Investment and Jobs Act (IIJA) apportionment using the distribution formula approved at the Federal level. Funding is dependent on federal authorization.

FFY 2026 (Estimate)	= \$ 392,747
Unobligated Funds	= \$ <u>205,342</u>
TOTAL AVAILABLE	= \$ 598,089

IIJA/BIL § 11206 states that 2.5 percent of an MPO's annual PL allocation is required to be set aside every year to be used on safe and accessible transportation options (SATO) planning activities. The Greater Helena MPO set-aside amount for FFY26 will be \$9,819.

Any changes or modifications to the current year UPWP may affect the total available for FFY2026.

GHAMPO's initial Long Range Transportation Plan and Transportation Improvement Program should be formally adopted by December 29, 2026.

Please allow sufficient time for MDT, FHWA and FTA to review and comment on the draft work program. Keep in mind that final approval of this document is a prerequisite for submission of the Section 5303 grant application for transit planning activities.

To meet the October 1st deadline for FHWA/FTA approval of the UPWP, MDT is requesting that a draft UPWP be provided no later than August 1, 2025 per the terms of the PL Agreement. Local approval actions must be taken and the final UPWP document provided to MDT no later than September 1, 2025 per the PL agreement. Any expenditure made after October 1, 2025 in advance of federal approval will not be reimbursed.

If you have any questions regarding the Department's request or other information in this letter, please let us know.

Mitch Buthod

Mitch Buthod, AICP,
Statewide & Urban Planning Section Supervisor – MDT

CC: Ty Weingartner – Greater Helena Area MPO Manager
Katie Potts – Statewide and Urban Planner – FHWA
Geoff Streeter – Statewide and Urban Planner – MDT

May 05, 2025

Ty Weingartner – Greater Helena Area MPO Manager
City of Helena
316 N Park Ave,
Helena, Montana 59601

Subject: FFY 2025 Section 5303 Allocation for FFY 2026 Grant

Please be advised that Montana's share of FTA Section 5303 planning funds for FFY 2025 is \$649,966. The funds will be distributed as follows based on the Section 5303 distribution formula as approved at the federal level on September 29, 2023.

<u>Urbanized Area</u>	<u>Percentage</u>	<u>Amount</u>
Billings	32.57	\$211,694
Bozeman	14.94	\$ 97,105
Great Falls	16.97	\$110,299
Helena	13.24	\$ 86,055
Missoula	<u>22.28</u>	<u>\$144,812</u>
	100.00	\$649,966

A reconciliation balance of \$84,314 is available making total Section 5303 funds currently available for use in the FFY 2026 Greater Helena UPWP \$170,369 federal share.

If you have any questions regarding the information contained in this letter, please contact Kenn Winegar at 444-6124.

Mitch Buthod

Mitch Buthod, AICP,
Statewide & Urban Planning Section Supervisor – MDT

CC: Emma Belmont, FTA, Transportation Specialist
Katie Potts - Statewide and Urban Planner – FHWA
David Knoepke Transportation Systems Director

Memorandum

To:	Transportation Technical Advisory Committee Members
From:	MPO Manager
Subject:	Location of Two Permanent Traffic Counters
Meeting Date:	3/17/2025 / Update 5/19/2025
Agenda Item Type:	Data
Background	<p>The Montana Department of Transportation (MDT) has secured a grant aimed at enhancing traffic monitoring within the Greater Helena Area Metropolitan Planning Organization (MPO) boundaries. This initiative involves the installation of two Leetron permanent non-intrusive continuous traffic counters, which are designed to provide accurate and ongoing data regarding traffic patterns and volumes. During the TTAC meeting, MDT team members will present an overview of the project's objectives, detailing how these devices will contribute to improved traffic management and planning.</p> <p>On April 02, 2025, Members from Lewis and Clark County, City of Helena, City of East Helena, and MDT discussed locations for the implementation of the traffic counters.</p>
Recommendation	In light of this initiative, the MPO manager proposes the formation of a sub-committee tasked with identifying the optimal locations for the installation of the traffic counters, ensuring that the devices are positioned to yield the most beneficial data for the area.
Decision	<p>On April 23, 2025, the following sites were picked:</p> <p>Montana between Tera Ct and Enterprise. <https://maps.app.goo.gl/9rCAMkAbnH5ZRNUm9 [maps.app.goo.gl]> 46.613697,-112.021038 This is an existing luminary on the west side of Montana. There are some power lines that cross Montana and are parallel with Montana, but I believe we have enough room to be safe. It appears that power probably comes from the intersection at Tara Ct on the W side of Montana.</p> <p>US12 between Granite Ave and William St <https://maps.app.goo.gl/JD9XioS2dZxh689R8 [maps.app.goo.gl]> 46.606472,-112.080391</p>

	<p>This is also an existing luminary on the north side of the highway. I'm not sure where the power comes from, but there is the number "19" labeled on the pole, and nearby there is a power pole with a box on it with the number "19". I'm just guessing that the power comes from there. There is no meter on the box.</p>
Alternatives:	
Fiscal Effects:	