

**Billings Urban Area
Unified Planning Work Program
(UPWP)
Federal Fiscal Year
2025
DRAFT**



Prepared By:
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In Cooperation With:
Montana Department of Transportation
Federal Highway Administration
Federal Transit Administration

INTRODUCTION

- Metropolitan Planning Organization (MPO) must be established in communities over 50,000 in population to do transportation planning and be eligible for federal transportation planning funds.
- The Work Program for the MPO is required to be revised and adopted annually by the Policy Coordination Committee (PCC) whose members are four – The Mayor or his designee, the Chair of the County Commission, the Planning Board Chair and the local MDT District Administrator.
- The Work Program is reviewed and recommended for approval by the:
 - Technical Advisory Committee (TAC)
 - Planning Board
 - County Commission
 - City Council
 - Montana Department of Transportation (MDT)



Work Elements

- There are 12 work elements in the MPO Work Program and the staff activity that is reimbursed to the MPO must be defined in those elements
- Reimbursement of funds occurs quarterly
- Each element has a different percentage rate for reimbursement
- 2.5% of PL funds must be set aside for Safe and Accessible Transportation Options



FUNDING SOURCES

The degree of participation by each funding agency is based on the pro-rations which have been determined for each line item. Each agency contributes their share of the total charges made against each line item according to the approved pro-rations. Funding sources and amounts contained in the UPWP are as follows:

SUMMARY:

- The UPWP is updated annually and is current between October 1, 2024 through September 30, 2025.
- All Work Elements in the UPWP must be related to Transportation and/or Transportation Planning.



**FUNDING SUMMARY
FEDERAL FISCAL YEAR 2025**

WORK ELEMENT	FUNDING SOURCES FY 2025		
	PL	LOCAL	EST. COST
100 Administration	\$295,900	\$242,100	\$538,000
101 Service	\$32,500	\$32,500	\$65,000
102 Citizen Involvement	\$51,000	\$51,000	\$102,000
200 Community Planning	\$104,400	\$243,600	\$348,000
204 Zoning	\$42,000	\$168,000	\$210,000
205 Subdivision	\$63,900	\$149,100	\$213,000
300 Transportation System	\$190,000	\$0	\$190,000
301 Transportation Plan	\$150,000	\$0	\$150,000
302 Planning Studies	\$120,000	\$80,000	\$200,000
500 T.I.P.	\$30,000	\$0	\$30,000
600 Environmental	\$36,000	\$0	\$36,000
700 Un-Programmed Funds	\$5,834	\$120,350	\$126,184
TOTAL	\$1,121,534	\$1,086,650	\$2,208,184



**TABLE II
FUNDING COMPARISONS**

WORK ELEMENT	FY 2025 ESTIMATED COST	FY 2024 ESTIMATED COST
100 Administration	\$538,000	\$510,000.00
101 Service	\$65,000	\$64,000.00
102 Citizen Involvement	\$102,000	\$100,000.00
200 Community Planning	\$348,000	\$350,000.00
204 Zoning	\$210,000	\$212,000.00
205 Subdivision	\$213,000	\$215,000.00
300 Transportation System	\$190,000	\$175,000.00
301 Transportation Plan	\$150,000	\$400,000.00
302 Planning Studies	\$200,000	\$360,000.00
500 T.I.P.	\$30,000	\$37,000.00
600 Environmental	\$36,000	\$36,000.00
700 Un-Programmed Funds	\$126,184	\$13,790.00
TOTAL	\$2,208,184	\$2,472,790.00

**FUNDING PERCENTAGES
FEDERAL FISCAL YEAR 2025**

WORK ELEMENT	RECIPIENT	PL	LOCAL	TOTAL
100 Administration	MPO	55	45	100
101 Service	MPO	50	50	100
102 Citizen Inv.	MPO	50	50	100
200 Community Planning	MPO	30	70	100
204 Zoning Administration	MPO	20	80	100
205 Subdivision Admin.	MPO	30	70	100
300 Transportation System Data	MPO	100		100
301 Transportation Plan	MPO	100		100
302 Planning Studies	MPO	60	40	100
500 T.I.P.	MPO	100		100
600 Environmental	MPO	100		100
700 Un-Programmed Funds	MPO	100		100



2024 Priorities

- Complete the Update to our Ped/Bike Plan
- Complete the Feasibility Study for the 21st Street Underpass (Move to 2025)
- Finalize the Transportation Elements to Neighborhood Plans (West End and Heights)



2025 Priorities

- Complete the Feasibility Study for the 21st Street Underpass (budget updated)
- Complete Transportation Elements to Neighborhood Plans
- MPO LRTP Plan Modification – Project list and MPO Boundary
- Update to the Mobile Trail Application
- City of Billings Complete Street Progress Report Update
- Bike Share RFP
- FHWA requirement for a 2.5% set-aside to complete Safe and Accessible Transportation Planning Options.
- Travel Demand Modeling



Transit Section

- The Transit section of the UPWP is also structured into separate elements with specific activities and functions outlined within each element.
- Reimbursement of funds occurs quarterly; amounts will differ for each quarter based upon the activities undertaken and eligible hours spent per element.
- Federal funding is provided via FTA Section 5303 for multimodal transportation planning in metropolitan areas. Funds are apportioned via a formula, including factors such as urbanized area population. Local match is provided through local transportation mills, advertising revenue, and other applicable sources.



Transit Funding Overview

2025 Funding Detail

WORK ELEMENT	FUNDING SOURCES FFY 2025			STAFF HOURS
	LOCAL	FTA	EST. COST	
44.21.01 Administration	\$9,538	\$38,152	\$47,690	535.00
44.24.01 Future Service Personnel Hours	\$13,400	\$53,599	\$66,999	495.00
44.24.01 Future Service Studies	\$30,000	\$120,000	\$150,000	
44.24.02 Current Service	\$18,817	\$75,268	\$94,085	802.62
44.25.01 T.I.P.	\$1,526	\$6,103	\$7,629	68.00
44.26.12 Coordination of Non-Emergency Transportation	\$8,572	\$34,289	\$42,861	465.00
TOTAL	\$81,853	\$327,411	\$409,264	2,365.62

2024 to 2025 Funding Comparison

WORK ELEMENT	FFY 2024	FFY 2025
44.21.01 Administration	\$34,767	\$47,690
44.24.01 Future Service	\$89,215	\$66,999
44.24.02 Current Service	\$69,213	\$94,085
44.25.01 T.I.P.	\$6,489	\$7,629
44.26.12 Coordination of Non-Emergency Transportation	\$36,491	\$42,861
Programmed Studies	\$150,000	\$150,000
TOTAL	\$386,275	\$327,411

Transit 2024

- Required Plan Updates (PTASP, DBE, TAM)
- Executed fixed-route service overhaul with over 450 designated bus stops
- Implemented a new Automated Vehicle Location System (AVL), integrated with Google Maps, and received FTA certification for passenger counting data usage
- Planned, developed and implemented third-party CDL testing program with State of Montana



Transit 2025

- Complete a Transit Sustainability and Governance Study (moved from FY24).
- Assess feasibility of rapid transit line connecting Heights, Downtown, and Westend to decrease passenger travel time, along with additional transfer locations
- Evaluate and upgrade bus stops as needed to comply with ADA requirements and Bus Stop Master Plan
- Plan changes to routes to adjust to one-way to two-way street conversions downtown



Draft 2025 UPWP Review Schedule

- TAC July 18th
- Planning Board August 13th
- County Commission August 6th
- City Council August 12th
- PCC August 20th
- MDT, FHWA, FTA September 30th



BILLINGS - YELLOWSTONE COUNTY



MPO

METROPOLITAN PLANNING ORGANIZATION

