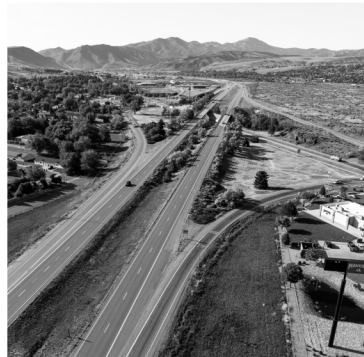
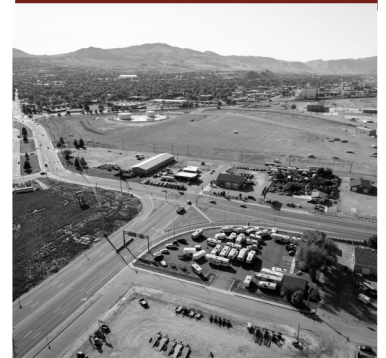


UNIFIED PLANNING WORK PROGRAM (UPWP)

FY 2026

Approved August 4, 2025



BANNOCK
Transportation Planning
ORGANIZATION

214 E. Center Street Suite 70 | P.O. Box 6129 | Pocatello ID 83205



Unified Planning Work Program

Prepared by

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The preparation of this report has been funded in part by the U.S. Department of Transportation through the Federal Highway Administration and Federal Transit Administration under the Metropolitan Planning Program Section 104(f) of Title 23 United States Code. Contents of this report do not necessarily reflect the official views or policies of the U.S. Department of Transportation, the Federal Highway Administration, or the Federal Transit Administration.

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Bannock Transportation Planning Organization

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 - For more information on Bannock Transportation Planning Organization's civil rights program and procedures to file a complaint, contact 208 233-9322; email: admin@bannockplanning.org; or visit our administrative office 214 E. Center Street Suite 70, Pocatello, Idaho 83201. For more information, visit www.bannockplanning.org.
 - A complainant may file a complaint directly with the Idaho Transportation Department Office of Civil Rights, Office of Civil Rights Program Manager, PO Box 7149 Boise, ID 83707-1129 Phone 208-334-8884 <https://apps.itd.idaho.gov/apps/ocr/complaint.aspx>
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Resolution 2025-4

Providing for the Approval of the Fiscal Year 2026 Unified Planning Work Program

WHEREAS, Bannock Transportation Planning Organization (BTPO) is the designated Metropolitan Planning Organization (MPO) for the Pocatello Urbanized area according to USC 23 §134 and

WHEREAS, the BTPO is a forum for cooperative transportation decision-making for the urbanized area under the direction of elected officials from the City of Pocatello, City of Chubbuck, Bannock County, as well as the Idaho Transportation Department and Pocatello Regional Transit, and

WHEREAS, per the Bipartisan Infrastructure Law, BTPO has an adopted Metropolitan Transportation Plan which meets all the requirements outlined in CFR §23 450.322; and

WHEREAS, CFR §23 450.308 requires BTPO to develop and submit an annual Unified Planning and Work program that details the various tasks in which federal funds will be expended during the fiscal year; and

WHEREAS, the UPWP addresses regional planning priorities and considers the planning factors listed in CFR §23 450.306(b).

NOW, THEREFORE, BE IT RESOLVED that Bannock Transportation Planning Organization's Policy Board approves the Unified Planning Work Program for Fiscal Year 2026 and

BE IT FURTHER RESOLVED that the Policy Board find all planning requirements have been met and authorize the Executive Director and Chairman to execute a joint certification of this fact with the Idaho Department of Transportation.

Adopted by the BTPO Policy Board meeting on August 4, 2025.



Roger Hernandez, Chair
BTPO Policy Board

Attest: 

Devin Hiram
BTPO Executive Director



Introduction

The Unified Planning Work Program (UPWP) describes the plans and activities that the Bannock Transportation Planning Organization (BTPO) will conduct in fiscal year (FY) 2026 (October 1, 2025, to September 30, 2026). BTPO was created in 1982 by Bannock County, the City of Pocatello, and the City of Chubbuck to address short- and long-range transportation planning issues and act as the Metropolitan Planning Organization (MPO) for the Pocatello urbanized areas. In 2012, traffic operation was added to the areas of responsibility. In 1991, BTPO's planning area was expanded to include the Portneuf Valley Non-Attainment Area (Figure 1).

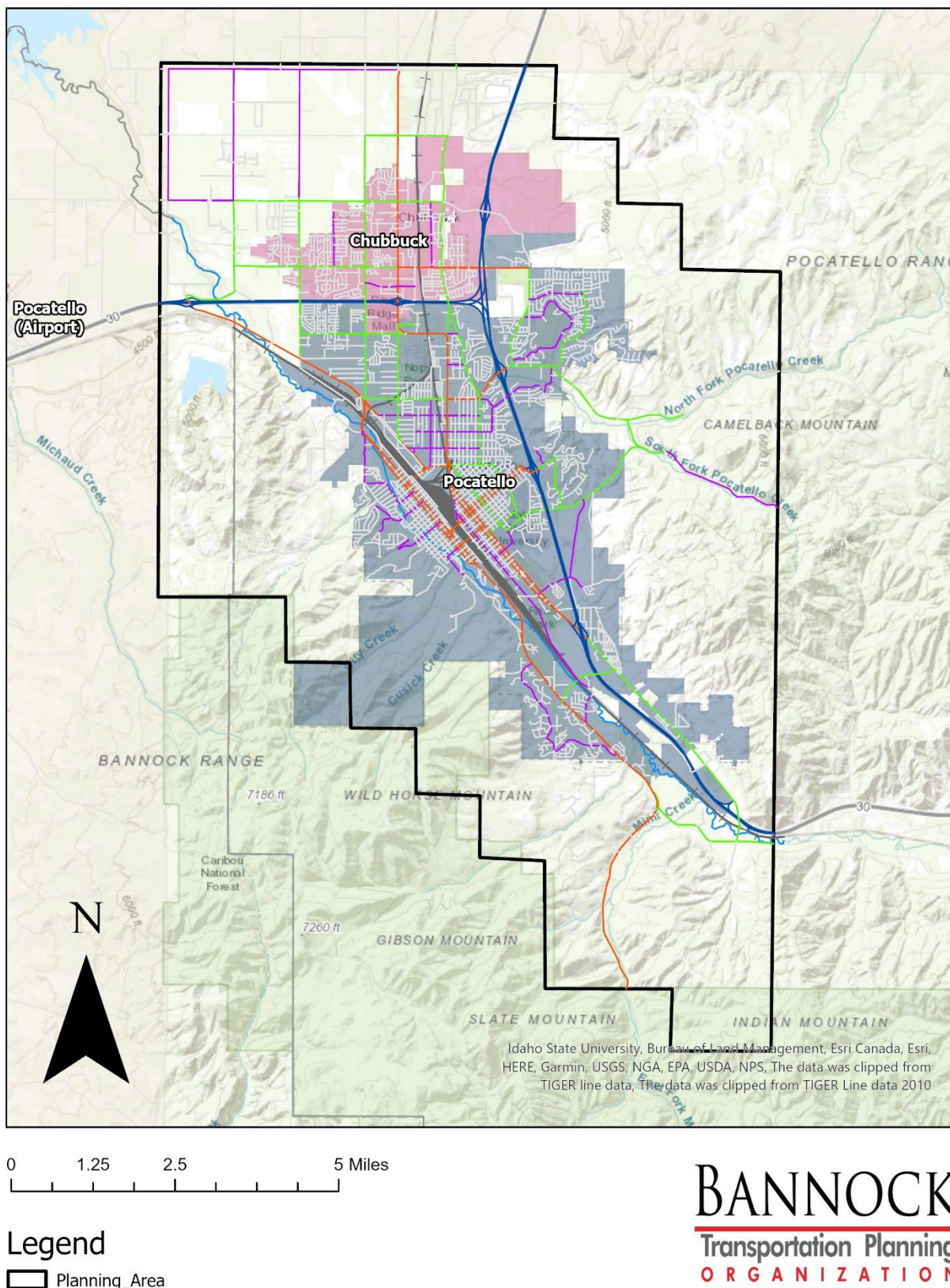
The Idaho Governor designated BTPO as the MPO for the Pocatello Urbanized Area in 1982. MPOs are required under 23 CFR §450.300 to conduct a transportation planning process that is continuous, cooperative, and comprehensive. MPOs perform planning and development work to address regional problems and cross jurisdictional boundaries. The performance-based multimodal planning process develops projects and strategies that address ten (10) national planning factors, and the goals and strategies identified in the Metropolitan Transportation Plan.

BTPO developed the UPWP in cooperation with local governments, the Idaho Transportation Department, and Pocatello Regional Transit. The projects, plans, and activities in the UPWP reflect the Metropolitan Transportation Plan goals and strategies. The UPWP activities also monitor the performance targets established in the Metropolitan Transportation Plan.

The governing body for BTPO is an eight-member Policy Board composed of elected officials representing Pocatello, Chubbuck, Bannock County, the Idaho Transportation Department, and Pocatello Regional Transit (See Appendix A).



Figure 1 BTPO Planning Area





Planning Focus Areas

The priority focuses for the FY 2026 UPWP are the Long-Range Plan and a continuation of Complete Streets Planning, detailed below:

Metropolitan Transportation Plan (Long-Range Plan) Update – The focus on the MTP update is to analyze current conditions, establish goals, objectives, and strategies, and an action plan. This will be year one of two of this project, with FY27 planned as a continuation of the planning effort.

Safe & Accessible: Bike Rack Analysis (A continuation of the Complete Streets Project) – This project will audit previously collected data and will inventory new bike racks in the network through a combination of staff time and through crowdsourced efforts. Data from this task will continue the Complete Street efforts of past years by evaluating the existing transportation network. Staff will evaluate existing local government regulations regarding bike rack requirements and will make recommendations to the member agencies. Bike rack data will be made publicly available for use by the public to identify storage locations and member agencies.

Work Plan Tasks

This UPWP includes nine tasks, two of which are the previously identified priority focus areas. Tables associated with each task break down costs by 1) BTPO staff, 2) Total Other Expenses/Operational Expenses, and 3) Contract Services. BTPO charges direct costs to the work program line items to which they apply, and BTPO keeps a record of staff time and expenditures to document expenses incurred against each line item. For a detailed line budget by task, see Appendix C.

“BTPO Staff” includes salaries and benefit expenses for BTPO personnel which for FY 2026, includes a full-time Executive Director and a part-time bookkeeper.

“Total Other Expenses” or “Operational Expenses” include but are not limited to expenses necessary to carry out the tasks such as office rental, office supplies and equipment, software or services, fuel, telephones, vehicle use and fuel, copier usage, annual audit, travel, and training and books and reference materials.

“Contract Services” includes costs associated with work performed by outside consultants to complete a task.



Fiscal Year 2026 tasks are as follows:

Task 1– Administration and Coordination

Description: The administration task provides for administrative needs, including financial reporting, budgeting, federal report requirements, and other activities related to the organization's operation. The administrative task also provides staff support to BTPO's standing committees and other agencies that BTPO is a member of. The coordination component allows staff to provide local and state coordination between agencies.

Activities and Products:

- General Administration – provides the required administrative functions, including financial reporting, financial audit, contract administration, and ensuring the agency meets all local, State, and federal program administration requirements.
- Committee Support - Provide staff support to the Policy Board, Technical Advisory Committee, and Signal Coordination Committee. Activities include meeting preparation and minutes.
- Member Agency Technical Support and Coordination - Support meetings, workshops, public events, and other needs that may occur within the year.
- FY 2025 Annual Report and Expenditures – Prepare and submit an annual report on the activities and expenditures in the previous fiscal year.
- Monitor FY 2026 Unified Planning and Work Program – Prepare quarterly progress reports and modifications to the Unified Planning Work Program if needed.
- FY 2027 Unified Planning and Work Program –Prepare the FY 2027 Unified Planning and Work Program in coordination with the Idaho Transportation Department and, Pocatello Regional Transit, and member agencies.

Schedule:

- Tasks are ongoing during the fiscal year.
- Quarterly progress reports (January 2026, April 2026, July 2026, and November 2026)
- Annual UPWP and amendments (Draft July 2026, Final August 2026)
- Monthly financial reports (Monthly)

Responsible Agency(s): BTPO staff will perform and administer this task.



Table 1- Administration Task Budget

Task 1.0	Activity Code 710		Funding Source*	
Expense Category	Workdays	Costs	CPG	Local
BTPO Staff	104	\$48,601	\$45,034	\$3,567
Contract Services		\$0	\$0	\$0
Operational expenses**		\$47,086	\$43,630	\$3,456
TOTALS	104	\$95,687	\$88,663	\$7,023

* Funding Source Split: PL funds: 92.66%; Local funds: 7.34%

** Operational Expenses include telecommunications & Internet, mailing costs, printing costs, software (Adobe Creative Suite, Canva, Windows/Microsoft Office, QuickBooks, Antivirus, and other support software), Travel out of region includes conference registration costs, annual audit costs, office repairs, maintenance, and supplies, office utility costs, subscriptions/dues/memberships (APA, AMPO, ITE, etc.), advertisements and public notices.

Task 2 – Public Outreach

Description: The Public Outreach task is focused on informing the public about transportation planning and operation. BTPO's primary methods of informing the public include the website, email news updates, social media posts, and notices in the newspaper.

Activities and Products:

- Website Update and Maintenance - Maintain a website that provides information to the public in an easy-to-understand format.
- Annual Review - Prepare an annual review and evaluation of the public involvement activities of the previous year.
- Distribute news and Information - Provide information to the public and agencies on transportation in the BTPO planning area.
- Continue to maintain and develop lists of interested parties and of the public for notice and comment opportunities.

Schedule:

- All activities are ongoing
- Public Involvement Annual Review (Fourth Quarter)

Responsible Agency(s): BTPO staff will perform or administer this task.



Table 2- Public Outreach Task Budget

Task 2	Activity Code 747		Funding Source*	
Expense Category	Workdays	Costs	CPG	Local
BTPO Staff	25	\$13,984	\$12,958	\$1,026
Total Other Expenses**		\$11,232	\$10,407	\$824
Contract Services		\$0	\$0	\$0
TOTALS	25	\$25,216	\$23,365	\$1,851

* Funding Source Split: PL funds: 92.66%; Local funds: 7.34%

** Total Other Expenses include technology software and support (website registration and support, contact management software, & Social Pinpoint public engagement software), printing and other outreach supplies.

Task 3 – Transportation Improvement Program (TIP)

Description: The TIP process is a cooperative effort between the Idaho Transportation Department, Local Highway Technical Assistance Council (LHTAC), Pocatello Regional Transit, and member agencies. The TIP lists all federally funded and regionally significant projects within the region and is a subset of the State Transportation Investment Program (STIP). The TIP serves as the required Program of Projects for the Federal Transit Administration's projects.

Activities and Products:

- Prepare amendments to the TIP as needed.
- Quarterly Coordination Meeting – Attend quarterly coordination meetings on the TIP.
- Transit Program of Project – Collaborate with Pocatello Regional Transit on developing the annual project program.
- Project Coordination - Coordinate with ITD and LHTAC on statewide competitive programs to ensure potential projects are consistent with the MTP.
- Transportation Improvement Program - Develop a seven-year funding program that lists federally funded and regionally significant transportation projects.

Schedule:

- Amendments – As required
- Draft FY 2027 – 2033 Transportation Improvement Program (Third Quarter)

Responsible Agency(s): Many agencies participate in developing the TIP. BTPO staff will administer tasks, develop the TIP document, and provide public outreach. BTPO will also provide public involvement activities required for the project program. ITD is responsible for developing the STIP and maintaining a database of all federally funded projects. ITD is



responsible for submitting projects for consideration on the State Highway System or selected through a statewide process.

Table 3- TIP Task Budget

Task 3	Activity Code 712		Funding Source*	
Expense Category	Workdays	Costs	CPG	Local
BTPO Staff	25	\$13,984	\$12,958	\$1,026
Total Other Expenses**		\$1,825	\$1,691	\$134
Contract Services				
TOTALS	25	\$15,809	\$14,649	\$1,160

* Funding Source Split: PL funds: 92.66%; Local funds: 7.34%

** Total Other Expenses include task advertisements and notice fees, copier usage fees, and other supplies such as paper and ink.

Task 4 Transportation Modeling, Demographic, and GIS

Description: The task has an extensive interrelated scope with other tasks in the UPWP. The purpose of the task is to develop and maintain the tools and data needed to support other planning projects. BTPO maintains a travel demand model, Synchro model, and Geographic Information Systems. Included in the task is collecting and tracking performance measures data.

Activities and Products:

- Travel Demand Model – Provide model results to the MTP and conformity analysis.
- Synchro model –Track and catalog the time-of-day plans used within the region.
- Evaluate Highway capacity and corridor timing models to determine the best suited for long-range planning.
- Annual Vehicle Miles Traveled – Develop annual vehicle miles for 2025 and maintain historical data.
- Update the annual building permit report.
- Travel Time Data – Maintain a network of monitors tracking travel time along the arterial corridors.
- Geographic Information System (GIS)- Develop and maintain layers for streets, intersections, bicycle facilities, transit facilities, functional classification, national highway system, and others as needed.

Schedule:

- All modeling tasks are ongoing.

FY 2026 Unified Planning Work Program



- Annual Vehicle Miles Traveled Table (Second Quarter)
- Maintain GIS layers (Ongoing)
- Annual Housing Unit Growth (Third Quarter)

Responsible Agency(s): BTPO staff will complete this task. BTPO coordinates the data collection activities with Pocatello, Chubbuck, the Idaho Transportation Department, and Bannock County.

Table 4- Transportation Modeling, Demographic, and GIS Task Budget

Task 4	Activity Code 720		Funding Source*	
Expense Category	Workdays	Costs	CPG	Local
BTPO Staff	54	\$30,206	\$27,989	\$2,217
Total Other Expenses**		\$46,780	\$43,346	\$3,434
Contract Services		\$0	\$0	\$0
TOTALS	54	\$76,986	\$71,335	\$5,651

* Funding Source Split: PL funds: 92.66%; Local funds: 7.34%

** Total Other Expenses include software (Streetlight, ESRI, TransCAD), aerial imagery, telecommunications, printing expenses and copier usage, and other supplies to carry out this task.

Task 5 – Metropolitan Transportation Plan (MTP) 2055 Update

Description: The MTP was approved in 2023 and must be updated every 5 years. In FY26, the MTP 2055 planning efforts will build on the efforts of the currently adopted MTP. The requirements for an MTP are listed in 23 CFR §450.324. The MTP will include analyses of current conditions, including analysis of existing local ordinances and other regulations to determine how they compare with adopted BTPO policies and plans, demographic projections based on housing and employment trends, scenario planning, travel demand modeling, updating the Public Participation Plan, public and stakeholder engagement, evaluation of project evaluation criteria by reviewing practices of other MPOs as well as analysis of local data. FY26 will be the first of a multiple year approach to completion and adoption of the MTP by 2028.

Activities and Projects:

- Collect and analyze data regarding existing conditions through U.S. Census, BTPO, State, and local datasets to produce necessary documents for modeling and for the existing conditions report
- Engage and coordinate with a consultant to review the gathered statistical information and develop population projections



- Update the Travel Demand Model through internal and consultant efforts
- Collect and assess local codes, plans, and regulations to evaluate how they compare with BTPO plans and policies, and identify areas which are and are not congruent and issue a report of findings. (Third Quarter)
- Update the Public Participation Plan as required by 23 CFR §450.316 (Fourth Quarter)

Schedule:

- Existing Conditions report developed (First & Second Quarters)
- Population Projections developed for travel demand model and future conditions report (First through Third quarters)
- Travel Demand Model update (First through Third Quarters)
- Findings on local policy congruence with BTPO documents (Third Quarter)
- Public Participation Plan updated (Fourth Quarter)

Responsible Agency(s): BTPO staff will perform this task in coordination with consultants and applicable agencies.

Table 5- MTP Update Budget

Task 5	Activity Code 731		Funding Source*	
Expense Category	Workdays	Costs	STBG-LU	Local
BTPO Staff	45	\$25,171	\$23,324	\$1,848
Total Other Expenses**		\$1,000	\$927	\$73
Contract Services		\$323,829	\$300,060	\$23,769
TOTALS	45	\$350,000	\$324,310	\$25,690

* Funding Source Split: PL funds: 92.66%; Local funds: 7.34%

** Total Other Expenses include printing expenses and copier usage, and other supplies to carry out this task.

Task 6 – Safe & Accessible – Bike Rack Analysis (Complete Streets Continuation)

Description: The last time that a bike rack inventory was completed was in 2012. This task will review previously collected data and will inventory racks in the network through a combination of staff time and through crowdsourced efforts. Data from this task will be input into GIS databases and will continue the Complete Street efforts of past years by evaluating the existing transportation network. Staff will evaluate existing local government regulations regarding bike



rack requirements and will make recommendations to the member agencies by using information from GIS and employment data; the analysis will also evaluate locations for on-street parking. Bike rack data will be made publicly available for use by the public to identify storage locations, and efforts will be made to identify rack purchase/installation outside funding sources and to encourage the business community to install them.

Activities and Products:

- Physically review all 2012 inventoried bike racks in the planning area through staff time and through crowdsourced input
- Input data about current conditions, formerly mapped and new bike racks, into GIS databases.
- Publish and advertise the database for the public's transportation uses.
- Identify deficiencies, possible outside funding sources, and encourage business owners to install appropriate bike racks to grow the network.

Schedule:

- Audit the 2012 bike rack data and input changes to the system into the GIS database (First through Third Quarters)
- Analyze existing regulations of local governments and compare with existing non-residential office buildings to determine number of bike rack spaces that should be in place currently. (First & Second Quarters)
- Analyze employment and retail location data (First & Second Quarters)
- Publish the database and encourage its use by member agencies (Fourth Quarter)

Responsible Agency(s): BTPO staff will perform this task along with assistance from the crowdsourced public and regional stakeholders.

Table 6- Safe & Accessible Task Budget

Task 6	Activity Code 738		Funding Source*	
Expense Category	Workdays	Costs	Safe	Local
BTPO Staff	21	\$11,886	\$11,886	\$0
Total Other Expenses**		\$50	\$50	\$0
Contract Services		\$0	\$0	\$0
TOTALS	21	\$11,936	\$11,936	\$0

* Funding Source Split: Safe & Accessible funds: 100%; Local funds: 0%

** Total Other Expenses include printing expenses and copier usage.



Task 7 – Coordinated Traffic Signal

Description: In accordance with an existing Memorandum of Understanding (MOU) between partners, coordinate operations and planning of the Pocatello/Chubbuck Coordinated Traffic Control Centers. Provide maintenance resources to maintain the coordination traffic control system. BTPO serves as the coordination and oversight element of the control center. This is a 100% locally-funding task without federal funding.

Activities and Products:

- Maintain the Coordinated System – Work with the signal coordination committee to maintain the traffic control system.
- Capital Improvement Program – Implement the approved program.

Schedule:

- Implement a five-year capital plan (Ongoing)
- Maintain the Coordinated System (Ongoing)

Responsible Agency(s): The MOU with the City of Pocatello, ITD, City of Chubbuck, and BTPO describes the responsibilities for this task. BTPO is responsible for staffing the coordination committee and implementing the CIP.

Table 7- Coordinated Traffic Signal Coordination Task Budget

Task 7	Activity Code 745		Funding Source*
Expense Category	Workdays	Costs	Local
BTPO Staff	5	\$4,195	\$4,195
Total Other Expenses**		\$133,200	\$133,200
Contract Services***		\$15,000	\$15,000
TOTALS	5	\$152,395	\$152,395

* Funding Source Split: Federal: 0%; Local funds: 100%

** Total Other Expenses include traffic equipment, software, repairs and maintenance.

*** Contract services includes on-call consultants to perform necessary studies and reviews.

Task 8 – Transportation Data Collection and Management

Description: The task provides the data needed to conduct transportation system plans. Historically, BTPO and the Idaho Transportation Department have been, and continue to be, the region's primary providers of vehicle usage data. BTPO also has 10 pedestrian and bicycle counters on greenways throughout the planning area. This is a 100% locally-funding task without federal funding.

**Activities and Products:**

- Traffic Counts - Conduct traffic counts and turning counts (tube, radar, video, etc.) as outlined in the traffic monitoring report. Maintain a traffic count database.
- Bicycle and Pedestrian Activity - Conduct bicycle and pedestrian counts as outlined in the traffic monitoring report.
- Seasonal Factors – Annually update seasonal factors groups to allow conversion of daily traffic count into annual averages.

Schedule:

- Traffic counts, turning counts, and travel time studies (Ongoing)
- Pedestrian and bicycle counts (Ongoing)
- Updated factor group/seasonal factors (Second Quarter)

Responsible Agency(s): BTPO staff will perform this task.

Table 8- Transportation Data Collection and Management Task Budget

Task 8	Activity Code 758		Funding Source*
Expense Category	Workdays	Costs	Local
BTPO Staff	5	\$2,797	\$2,797
Total Other Expenses**		\$11,215	\$11,215
Contract Services		\$0	\$0
TOTALS	5	\$14,012	\$14,012

* Funding Source Split: Federal: 0%; Local funds: 100%

** Total Other Expenses include telephone costs, traffic counts or studies, copier usage, repair and maintenance, fuel and insurance, utility fees, and other necessary supplies to carry out the task.

Task 9 - BTPO Local Operations

Description: To provide local dollars for expenditures not qualifying for reimbursement under federal guidelines. Program dollars for professional services for BTPO Policy Board-related events, meeting expenses, memberships, training, and equipment/software needs. This is a 100% locally-funding task without federal funding.



Table 9- Local Operations Task Budget

Task 9	Activity Code 724		Funding Source*
Expense Category	Workdays	Costs	Local
BTPO Staff	0	\$0	\$0
Total Other Expenses**		\$18,819	\$18,819
Contract Services			\$0
TOTALS	0	\$18,819	\$18,819

* Funding Source Split: Federal: 0%; Local funds: 100%

** Total Other Expenses include telephone costs, traffic counts or studies, copier usage, repair and maintenance, fuel and insurance, utility fees, and other necessary supplies to carry out the task.

Financial and Budgets

Funding for BTPO comes from the U.S. Department of Transportation and member agencies. The Consolidated Planning Grant combines FHWA's PL funds and FTA's Section 5303 Planning Funds into one grant. Consolidated Planning Grant PG funds require a local match of 7.34%; the exception to the local match are Safe & Accessible Transportation Options funds which equal 2.5% of the CPG funds and there is no local match required.

- Federal Highway Administration (FHWA) Funds: FHWA funding for MPOs is called Metropolitan Planning Funds or PL. These funds are available for MPOs to conduct the metropolitan transportation planning process required by 23 U.S.C. 134, including developing metropolitan area transportation plans and transportation improvement programs. The Idaho Transportation Department (ITD) administers the PL funds and distributes the funds to the MPOs through a population-based formula.
- Federal Transit Administration (FTA) Funds: Transit planning activities are the purpose of Section 5303 funds. FTA apportions Section 5303 funds for Idaho. The Idaho Transportation Department administers and distributes Section 5303 funding to the six MPOs through a population-based formula.

Local funds come from member agency dues.

BTPO also receives local funds for traffic operations. The City of Pocatello, City of Chubbuck, and Idaho Transportation Department all contribute to the operations of traffic signals in the MPO area, outline the funding source for the Fiscal Year 2026, and provide the consolidated Budget.

FY 2026 Unified Planning Work Program



Table 10 provides the anticipated funding level for FY 2026. The funding level includes any required local match. Table 11 provides the 2025 budget and the proposed 2026 budget by funding source. Table 12 is the line-item budget for all tasks for FY 2026.

There is a difference between the funding level in Table 14 and the proposed budget in Table 16 of \$109,216. Those funds are currently unprogrammed. The use of the unprogrammed revenue requires an amendment to the UPWP.

Table 10- Fiscal Year 2025 Funding by Source

Total Funding By Source FY 2026				
SOURCE OF FUNDS	FUNDING LEVEL	Federal	Local	Total
FHWA MPO Planning Funds (FHWA - PL)	\$171,734	\$159,129	\$12,605.3	\$171,734.3
FHWA MPO Safe/Accessible Planning (2026)	\$4,000	\$4,000	\$0.0	\$4,000.0
FHWA MPO Safe/Accessible Planning (2024/2025 carryover)	\$8,000	\$8,000	\$0.0	\$8,000.0
Federal Planning Funds Carryover FY2025 (FHWA-PL)	\$80,941	\$75,000	\$5,941.1	\$80,941.1
Federal Transit Administration (FTA - 5303)	\$48,227	\$44,687	\$3,539.9	\$48,226.9
Surface Transportation Planning Grant Large Urban	\$350,000	\$324,310	\$25,690.0	\$350,000.0
Bank Account Interest	\$15,000			\$15,000.0
Traffic Signal Operations	\$152,395		\$152,395.0	\$152,395.0
Traffic Signal Operations- BTPO	\$4,195		\$4,195.0	\$4,195.0
Local Reserves- Printer Fund	\$6,500		\$6,500.0	\$6,500.0
Local Reserves	\$15,551		\$15,551.0	\$15,551.0
Local Funds	\$13,533		\$13,532.7	\$13,532.7
Local Match carryover from FY 2025				
TOTALS	\$870,076	\$615,126	\$239,950	\$870,076

FY 2026 Unified Planning Work Program



Table 11- Fiscal Year 2025 Budget

Fund	2025 Budget	Proposed 2026 Budget	Federal Revenue	Revenue other than taxes	Total Revenue
Consolidated Planning Grant	\$356,732	\$213,697	\$278,816	\$22,086	\$300,902
STBG-LU	\$329,977	\$350,000	\$324,310	\$25,690	\$350,000
Safe & Accessible	\$0	\$11,936	\$12,000	\$0	\$12,000
Local Operations	\$8,817	\$32,831	\$0	\$35,584	\$35,584
Traffic Signal Operations	\$153,503	\$152,395	\$0	\$156,590	\$156,590
SMART Grant	\$175,000	\$0	\$0	\$0	\$0
Bank Account Interest	\$0	\$0	\$0	\$15,000	\$15,000
Total	\$1,024,029	\$760,860	\$615,126	\$254,950	\$870,076



Table 12- Consolidated Line Item Budget

Line Item Description	Budget
Salaries	\$101,470
Contract services	\$338,829
Telephone/DSL	\$2,700
Postage	\$940
Printing	\$9,550
Equipment/ Computer	\$96,265
Software (updates, maintenance, purchases)	\$63,794
Advertisements and Public Notices	\$2,000
Travel in region	\$0
Travel out of Region (Include conference registration)	\$13,811
Meeting Expense	\$2,361
Audit	\$5,300
Legal	\$0
Professional Services	\$9,032
Internet Expenses	\$2,160
Copier Usage	\$700
Rent	\$10,575
Supplies	\$6,340
Repair and Maintenance	\$33,860
Gasoline	\$600
Insurance	\$4,460
Utilities	\$2,200
Lease Payments	\$0
Memberships	\$2,845
Subscriptions	\$1,200
Training	\$514
Allocation fringe	\$49,355
TOTAL	\$760,860

Capital Purchases

During the fiscal year, BTPO plans to purchase the following capital items:

- Copy Machine – The copy machine is reaching end of life and a new one will likely be needed in FY2026.



Appendix A. Committees

Policy Board

Eight members from the City of Pocatello, the City of Chubbuck, Bannock County, the Idaho Transportation Department, and Pocatello Regional Transit comprise the eight-member Policy Board. The Policy Board is responsible for all administrative approvals.

Members:

- Brian Blad, Mayor City of Pocatello
- Jeff Hough, Bannock County Commissioner
- Kevin England, Mayor City of Chubbuck
- Roger Hernandez, Chair, Councilmember City of Chubbuck
- Linda Leeuwrik, Vice-Chair, Councilmember City of Pocatello
- Rick Cheatum, Councilmember City of Pocatello
- Skyler Beebe, Director of Pocatello Regional Transit
- Todd Hubbard, District Engineer Idaho Transportation Department

Technical Advisory Committee

Technical staff from the member agencies and the Idaho Department of Environmental Quality comprised the Technical Advisory Committee.

Members:

- Don Matson, City of Chubbuck (Planning)
- Bridger Morrison, City of Chubbuck (Public Works) (VICE-CHAIR)
- Jeffery Mansfield, City of Pocatello (Public Works)
- Merril Quayle, City of Pocatello (Engineering) (CHAIR)
- Becky Babb, City of Pocatello (Planning)
- Mike Neville, City of Pocatello (Traffic Engineering)
- Jason Hart, Idaho Department of Environmental Quality
- Chris Peirsol, Idaho Transportation Department (Planning)
- Chris Sigrist Idaho Transportation Department (Traffic Engineering)
- Kiel Burmester – Bannock County (Engineering)
- Vacant – Bannock County (Planning)
- Russ Meredith, Pocatello Regional Transit



Appendix B. MTP and Planning Factors

The Infrastructure and Investment and Jobs Act lists ten planning factors each MPO should consider in developing their UPWP. The planning factors are as follows:

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 freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system across and between modes for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.



Table 13- Evaluation of IJA Planning Factors

Planning Factor from IJA										
Work Tasks	Planning Factor Number from IJA									
	1	2	3	4	5	6	7	8	9	10
Task 1 Administration	x	X	X	X	X	X	X	X	X	X
Task 2 Public Outreach	X	X	X	X	X	X	X	X	X	X
Task 3 Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
Task 4 Transportation Modeling, Demographics and GIS	X		X	X	X	X	X	X	X	X
Task 5 Metropolitan Transportation Plan 2055	X	X	X	X	X	X	X	X	X	X
Task 6 Safe & Accessible - Bike Parking (Complete Streets)	X	X	X		X	X		X	X	X
Task 7 Coordinated Traffic Signal	X	X	X	X	X	X	X	X	X	X
Task 8 Transportation Data Collection and Management	x	x	x	x	X		X		X	X
Task 9 Local Operations	X			X			X		X	X

FY 2026 Unified Planning Work Program



Appendix C. Detailed Line Budget

Table 14- Detailed Line Item Budget by Task

Description		710 - Task 1	747 - Public Outreach	712- Task 3	720- Task 4	731- Task 5	738- Task 6	758- Task 8	745- Task 7	724- Task 9	Funding Source	
Line Item Description	Budget	General Administration	Public Outreach	Transportation Improvement Program	Modeling	MTP Update	Safe & Accessible Planning	Transportation Data	Traffic Signal	Local Operation	Federal	Local
Salaries	\$101,470	\$32,697	\$9,408	\$9,408	\$20,321	\$16,934	\$7,997	\$1,882	\$2,822	\$0	\$96,765.7	\$1,881.6
Contract services	\$338,829	\$0	\$0	\$0	\$0	\$323,829	\$0	\$0	\$15,000	\$0	\$323,829.0	\$0.0
Telephone/DSL	\$2,700	\$2,120	\$0	\$0	\$480	\$0	\$0	\$100	\$0	\$0	\$2,600.0	\$100.0
Postage	\$940	\$840	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$940.0	\$0.0
Printing	\$9,550	\$2,000	\$0	\$0	\$500	\$500	\$50	\$0	\$0	\$6,500	\$3,050.0	\$6,500.0
Equipment/ Computer	\$96,265	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$95,000	\$1,265	\$0.0	\$1,265.0
Software (updates, maintenance, purchases)	\$63,794	\$3,425	\$10,000	\$0	\$42,000	\$0	\$0	\$0	\$8,200	\$169	\$55,425.0	\$169.0
Advertisements and Public Notices	\$2,000	\$500	\$0	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000.0	\$0.0
Travel out of Region (Include conference registration)	\$13,811	\$9,906	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,905	\$9,905.9	\$3,905.0
Meeting Expense	\$2,361	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,361	\$0.0	\$2,361.0
Audit	\$5,300	\$5,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,300.0	\$0.0
Professional Services	\$9,032	\$0	\$1,032	\$0	\$3,000	\$0	\$0	\$5,000	\$0	\$0	\$4,031.8	\$5,000.0
Internet Expenses	\$2,160	\$2,160	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,160.0	\$0.0
Copier Usage	\$700	\$0	\$0	\$200	\$300	\$0	\$0	\$200	\$0	\$0	\$500.0	\$200.0
Rent	\$10,575	\$10,575	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,575.0	\$0.0
Supplies	\$6,340	\$2,500	\$200	\$25	\$500	\$500	\$0	\$2,115	\$0	\$500	\$3,725.0	\$2,615.0
Repair and Maintenance	\$33,860	\$2,100	\$0	\$0	\$0	\$0	\$0	\$1,000	\$30,000	\$760	\$2,100.0	\$1,760.0
Gasoline	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$600	\$0	\$0	\$0.0	\$600.0
Insurance	\$4,460	\$2,360	\$0	\$0	\$0	\$0	\$0	\$2,100	\$0	\$0	\$2,360.0	\$2,100.0
Utilities	\$2,200	\$2,100	\$0	\$0	\$0	\$0	\$0	\$100	\$0	\$0	\$2,100.0	\$100.0
Memberships	\$2,845	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,845	\$0.0	\$2,845.0
Subscriptions	\$1,200	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200.0	\$0.0
Training	\$514	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$514	\$0.0	\$514.0
Allocation fringe	\$49,355	\$15,904	\$4,576	\$4,576	\$9,884	\$8,237	\$3,890	\$915	\$1,373	\$0	\$47,066.8	\$915.2
TOTAL	\$760,860	\$95,687	\$25,216	\$15,809	\$76,986	\$350,000	\$11,936	\$14,012	\$152,395	\$18,819	\$575,634.1	\$32,830.8