

ITEM 7 – Action

March 20, 2019

Approval of Amendment to the FY 2019 Unified Planning Work Program (UPWP), and Approval of FY 2019 Carryover Funding to FY 2020

Staff Recommendation: Adopt Resolutions R13-2019 and R14-2019 to approve the amendment to the FY 2019 UPWP and the FY 2019 carryover funding to FY 2020.

Issues: None

Background: The UPWP is an annual work statement that identifies planning priorities and activities to be carried out within a metropolitan planning area. It serves as the TPB staff's work scope for the year. Certain projects and budgets in the current FY 2019 UPWP have been identified to be removed from the FY 2019 UPWP and carried over to FY 2020. The board will be briefed on the enclosed amendment to the FY 2019 UPWP and associated FY 2019 carryover funding to FY 2020.

TPB R13-2019
March 20, 2019

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
777 North Capitol Street, N.E.
Washington, D.C. 20002

**RESOLUTION TO AMEND THE FY 2019 UNIFIED PLANNING WORK PROGRAM (UPWP)
TO REVISE THE BUDGET AND WORK ACTIVITIES**

WHEREAS, the National Capital Region Transportation Planning Board (TPB), which is the metropolitan planning organization (MPO) for the Washington Region, has the responsibility under the provisions of Fixing America's Surface Transportation (FAST) Act for developing and carrying out a continuing, cooperative, and comprehensive transportation planning process for the Metropolitan Area; and

WHEREAS, the Statewide and Metropolitan Transportation Planning rule as published in the May 27, 2016 Federal Register by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) require a Unified Planning Work Program (UPWP) for Transportation Planning; and

WHEREAS, the UPWP is required as a basis and condition for all funding assistance for transportation planning to state, local, and regional agencies by the FHWA and FTA; and

WHEREAS, the FY 2019 UPWP for the Washington Metropolitan Area was approved by the TPB on March 23, 2018; and

WHEREAS, revised work activities and budgets for projects in the FY 2019 UPWP have been developed by staff, the District Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT), the Virginia Department of Transportation (VDOT), and the Washington Metropolitan Area Transit Authority (WMATA) to modify projects and identify funding which will be carried over into FY 2020, as described in the attached materials; and

WHEREAS, at its March 1, 2019 meeting, the TPB Technical Committee was briefed on the proposed revised work activities and budgets for projects in the FY 2019 UPWP, and recommended approval of these revisions by the TPB;

NOW, THEREFORE, BE IT RESOLVED THAT the National Capital Region Transportation Planning Board amends the FY 2019 UPWP to include revised work activities and budgets, as described in the attached Memorandum of March 14, 2019 entitled: "FY 2019 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities."

TPB R14-2019
March 20, 2019

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
777 North Capitol Street, N.E.
Washington, D.C. 20002

**RESOLUTION TO APPROVE
CARRYOVER FUNDING FROM FY 2019 TO THE
FY 2020 UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the National Capital Region Transportation Planning Board (TPB), which is the metropolitan planning organization (MPO) for the Washington Region, has the responsibility under the provisions of Fixing America's Surface Transportation (FAST) Act for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

WHEREAS, the Statewide and Metropolitan Transportation Planning rule as published in the May 27, 2016 Federal Register by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) require a Unified Planning Work Program (UPWP) for Transportation Planning; and

WHEREAS, the UPWP is required as a basis and condition for all funding assistance for transportation planning to state, local, and regional agencies by the FHWA and FTA; and

WHEREAS, the FY 2019 UPWP for the Washington Metropolitan Area was approved by the TPB on March 23, 2018; and

WHEREAS, project work activities and budgets for carryover from FY 2019 to FY 2020 have been developed for the core program and for the Technical Assistance Programs of the District Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT), the Virginia Department of Transportation (VDOT), and the Washington Metropolitan Area Transit Authority (WMATA);

NOW, THEREFORE, BE IT RESOLVED THAT the National Capital Region Transportation Planning Board approves the work activities and budgets for carryover funding from FY 2019 to FY 2020 as described in the attached Memorandum of March 14, 2019 entitled "FY 2019 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities."



MEMORANDUM

TO: Transportation Planning Board
FROM: Lyn Erickson, TPB Plan Development and Program Coordination Director
SUBJECT: FY 2019 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities
DATE: March 14, 2019

The Board will be asked to amend the FY 2019 UPWP to remove certain work activities and associated funding amounts and to approve “carrying over” this funding into the draft FY 2020 UPWP. The amendment to remove work activities and funding reflects staff’s determination that the work activities will not be completed in the remaining months of FY 2019 (between now and June 30, 2019). Two independent actions will occur: 1) the FY 2019 UPWP will be amended to remove funding, and 2) this funding will be “carried over” into the FY 2020 UPWP.

This memorandum identifies the specific work activities and budget amounts and activities to be removed from FY 2019 UPWP and to be “carried over” into the new FY 2020 UPWP. The proposed amendment and “carry over” funding and activities were reviewed by the state funding and oversight agencies: the District Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT) the Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (DRPT).

SUMMARY OF BUDGET REVISIONS

Staff recommends that the current FY 2019 UPWP be amended to reduce the total budget for the basic UPWP by \$1.222 million to reflect work activities that are not anticipated to be completed during the remaining part of fiscal year ending June 30, 2019. Staff also recommends this amount be “carried over” to the FY 2020 UPWP to support continued work on these activities and other activities planned for FY 2020. The proposed FY 2019 UPWP amendment budget amounts and distribution are listed in Tables 1, 2, and 3 which are attached to this memo.

CHANGES TO FY 2019 UPWP ACTIVITIES AND BUDGETS

Of the \$1.222 million recommended reduction in budget, the core program’s work activity budget will be reduced by \$950,000 and the combined Technical Assistance program budget will be reduced by \$272,000. These amounts will be carried over to the FY 2020 UPWP core program.

The breakdown of the funds within the core program recommended to be carried over is as follows:

1. Task 5 – Travel Forecasting: Carry over \$600,000 in funding budgeted for consultant support services. This funding in FY 2019 was provided to fund the first part of consultant’s work activities to develop the next generation travel demand model. At this time, staff estimates only being able to procure a consultant by the end of FY 2019 and that the work activities of developing the next generation model will begin in FY 2020.

2. Task 7 – Travel Monitoring and Data Programs: Carry over \$350,000 in funding budgeted for consultant services and staff time to complete the “once in a decade” Regional Travel Survey. FY 2019 included funding to support activities analyzing the data collected during calendar year 2018. The data analysis work activity was planned to be conducted during FY 2019 and FY 2020.

3. Task 11 – Technical Assistance: The Technical Assistance program provides funding to the three state Departments of Transportation (DOT) and WMATA to assist in planning studies and travel monitoring activities that support regional planning. Staff and the DOTs have identified a total amount of \$272,000 to be carried over. This carry over is largely due to budget underruns and insufficient time during the remaining fiscal year to initiate and complete any new activity. The breakdown of the funds within the Technical Assistance program recommended to be carried over is as follows:
 - The District of Columbia Technical Assistance budget will be reduced by \$7,000, which will be used in FY 2020 to support the Big Data Evaluation Study to be conducted under Task 7 – Travel Monitoring and Data Programs.

 - The Maryland Technical Assistance budget will be reduced by \$125,000. Of that amount, \$10,000 will be used to support the MARC-VRE Run-Through Study and \$100,000 will be used to support the Transportation Land-use Connections (TLC) projects. Both amounts will be carried over into the FY 2020 Maryland Technical Assistance Program. The remaining \$15,000 will be used in FY 2020 to support the Big Data Evaluation Study to be conducted under Task 7 – Travel Monitoring and Data Programs.

 - The Virginia Technical Assistance budget will be reduced by \$25,000. Of that amount, \$10,000 will be used to support the MARC-VRE Run-Through Study and will be carried over into the FY 2020 Virginia Technical Assistance Program. The remaining \$15,000 will be used in FY 2020 to support the Big Data Evaluation Study to be conducted under Task 7 – Travel Monitoring and Data Programs.

 - The Regional Transit/WMATA Technical Assistance budget will be reduced by \$115,000, which will be used in FY 2020 to support the Big Data Evaluation Study to be conducted under Task 7 – Travel Monitoring and Data Programs.



National Capital Region
Transportation Planning Board

Table 1: FY 2019 UPWP Revenues Estimates by Source – As Amended
 (July 1, 2018 to June 30, 2019)

| | FTA SECT 5303 | FHWA PL FUNDS | FAA CASP 90% / 10% FED / LOC | TOTALS |
|---|---|---|---|---------------------|
| | 80% FED & 20% STA/ LOC | 80% FED & 20% STA/ LOC | | |
| DDOT ALLOCATIONS | | | | |
| NEW FY 2019 | \$474,834 | \$2,117,626 | | \$2,592,460 |
| PRIOR UNEXPENDED | \$57,490 | \$530,067 | | \$587,557 |
| CARRYOVER FY 2018 | \$57,868 | \$226,126 | | \$283,994 |
| SUBTOTAL - DC | \$590,192 | \$2,873,818 | | \$3,464,011 |
| MDOT ALLOCATIONS | | | | |
| NEW FY 2019 | \$1,155,956 | \$3,457,975 | | \$4,613,930 |
| PRIOR UNEXPENDED | \$276,915 | \$881,508 | | \$1,158,423 |
| CARRYOVER FY 2018 | \$145,064 | \$698,212 | | \$543,275 |
| SUBTOTAL - MD | \$1,577,935 | \$4,737,694 | | \$6,315,629 |
| VDRPT & VDOT ALLOCATIONS | | | | |
| NEW FY 2019 | \$986,827 | \$2,978,518 | | \$3,965,344 |
| PRIOR UNEXPENDED | \$116,886 | \$430,608 | | \$547,494 |
| CARRYOVER FY 2018 | \$128,228 | \$342,195 | | \$470,422 |
| SUBTOTAL - VA | \$1,231,940 | \$3,751,320 | | \$4,903,260 |
| TOTAL FHWA/FTA FUNDING ALLOCATIONS | | | | |
| NEW FY 2019 | \$2,617,616 | \$8,554,118 | | \$11,171,735 |
| PRIOR UNEXPENDED | \$451,291 | \$1,842,183 | | \$2,293,473 |
| CARRYOVER FY 2018 | \$331,159 | \$966,532 | | \$1,297,692 |
| SUB-TOTAL - FHWA-FTA | \$3,400,067 | \$11,362,833 | | \$14,762,899 |
| TOTAL BASIC UPWP | \$3,400,067 | \$11,362,833 | | \$14,762,899 |
| FAA - CASP PROGRAM | | | \$350,000 | \$350,000 |
| GRAND TOTAL UPWP | \$3,400,067 | \$11,362,833 | \$350,000 | \$15,112,899 |

1. "New FY 2019" funding amounts are first time funds being provided by the DOTs.
2. "Prior Unexpended" are unexpended funds from previous fiscal year currently being reprogrammed by DOTs.
3. "Carryover FY 2018 funds" are funds from work activities from the FY 2018 UPWP to be completed in FY 2019.
4. As part of the Continuous Air System Planning work we anticipate receiving funds from FAA to process their 2017 biennial Air Passenger Survey and assist in Ground Access planning work.

Table 2: FY 2019 UPWP Expenditures – As Amended

| WORK ACTIVITY | FY 2019 TOTAL APPROVED | FY 2019 REVISED | Difference |
|---|------------------------------|---------------------|---------------------|
| A. CORE PROGRAMS | | | |
| 1. Long-Range Transportation Planning | \$1,049,855 | \$1,049,855 | |
| 2. Performance-Based Planning and Programming | \$701,890 | \$701,890 | |
| 3. Mobile Emissions Planning | \$1,887,121 | \$1,887,121 | |
| 4. Planning Programs | \$1,859,037 | \$1,859,037 | |
| 5. Travel Forecasting | \$2,754,091 | \$2,154,091 | -\$600,000 |
| 6. Travel Monitoring and Data Programs | \$2,760,334 | \$2,410,334 | -\$350,000 |
| 7. Cooperative Forecasting & Transportation Planning Coordination | \$915,451 | \$915,451 | |
| 8. Public Participation & Human Transportation Service Coordination | \$1,261,894 | \$1,261,894 | |
| 9. Transportation Alternatives and Land Use Connection Programs | \$482,053 | \$482,053 | |
| 10. TPB Support and Management | \$893,653 | \$893,653 | |
| Sub-total: Core Program | \$14,565,379 | \$13,615,379 | -\$950,000 |
| B. TECHNICAL ASSISTANCE | | | |
| A. District of Columbia | \$283,756 | \$276,756 | -\$7,000 |
| B. Maryland | \$518,802 | \$393,802 | -\$125,000 |
| C. Virginia | \$436,798 | \$411,798 | -\$25,000 |
| D. WMATA | \$180,164 | \$65,164 | -\$115,000 |
| Sub-total: Technical Assistance Program | \$1,419,520 | \$1,147,520 | -\$272,000 |
| | | | |
| Total - Basic UPWP | \$15,984,900 | \$14,762,900 | -\$1,222,000 |
| C. AIR SYSTEMS PLANNING | | | |
| 1. Continuous Airport System Planning (CASP) | \$350,000 | \$350,000 | |
| Sub-total: CASP | \$350,000 | \$350,000 | |
| | | | |
| GRAND TOTAL UPWP | \$16,334,900 | \$15,112,900 | -\$1,222,000 |
| Amended amounts in bold font | | | |
| 1. Above estimates reflect amendments to carryover work activities from FY 2019 to FY 2020 UPWP. FY 2019 Carryover amounts are anticipated to be approved by the Board on 3/20/2019. | | | |
| 2. CASP work activities are based on anticipated FAA grants to process the biennial Air Passenger Survey conducted in FY 2018 and to assist in ground access improvement planning. | | | |

Table 3: TPB FY 2019 Work Program by Funding Sources - As Amended

| Work Activity | Direct Salaries DTP Staff | Direct Salaries Other COG Staff | Total Direct Labor Costs | M&A | Leave Benefits | Fringe Benefits | Non Personnel | Total Indirect Costs | Data & PC | Consultant | Other Costs | Total Other Direct Costs | Total |
|---|---------------------------|---------------------------------|--------------------------|--------------------|--------------------|--------------------|--------------------|----------------------|------------------|--------------------|------------------|--------------------------|---------------------|
| CORE PROGRAMS | | | | | | | | | | | | | |
| 1. Long-Range Planning | \$354,290 | \$15,525 | \$369,815 | \$91,292 | \$89,574 | \$134,917 | \$254,357 | \$570,140 | \$3,000 | \$100,000 | \$6,900 | \$109,900 | \$1,049,854 |
| 2. Performance-Based Planning and Programming | \$245,855 | \$0 | \$245,855 | \$60,692 | \$59,549 | \$89,694 | \$169,098 | \$379,033 | \$1,200 | \$75,000 | \$800 | \$77,000 | \$701,888 |
| 3. Mobile Emissions Planning | \$640,018 | \$74,221 | \$714,240 | \$176,316 | \$172,999 | \$260,571 | \$491,251 | \$1,101,136 | \$28,438 | \$10,000 | \$33,300 | \$71,738 | \$1,887,114 |
| 4. Planning Programs | \$690,499 | \$16,464 | \$706,963 | \$174,520 | \$171,236 | \$257,916 | \$486,246 | \$1,089,918 | \$1,000 | \$35,000 | \$261,189 | \$62,189 | \$1,859,069 |
| 5. Travel Forecasting | \$790,437 | \$0 | \$790,437 | \$195,126 | \$191,455 | \$288,369 | \$543,659 | \$1,218,609 | \$25,438 | \$50,000 | \$69,600 | \$145,038 | \$2,154,084 |
| 6. Travel Monitoring and Data Programs | \$556,068 | \$0 | \$556,068 | \$137,270 | \$134,687 | \$202,866 | \$382,461 | \$857,284 | \$55,000 | \$838,977 | \$103,000 | \$996,977 | \$2,410,329 |
| 7. Cooperative Forecasting & Transportation Planning Coordination | \$146,458 | \$190,895 | \$337,353 | \$83,279 | \$81,712 | \$123,074 | \$232,030 | \$520,094 | \$2,500 | \$0 | \$55,500 | \$58,000 | \$915,447 |
| 8. Public Participation and Human Transportation Service Coordination | \$390,150 | \$0 | \$390,150 | \$96,312 | \$94,500 | \$142,336 | \$268,343 | \$601,491 | \$2,000 | \$165,000 | \$103,250 | \$270,250 | \$1,261,891 |
| 9. Transportation Alternatives and Land Use Connection Programs | \$50,332 | \$36,225 | \$86,557 | \$21,367 | \$20,965 | \$31,578 | \$59,534 | \$133,445 | \$1,000 | \$260,000 | \$1,050 | \$262,050 | \$482,052 |
| 10. TPB Support and Management | \$253,334 | \$0 | \$253,334 | \$62,538 | \$61,361 | \$92,422 | \$174,242 | \$390,563 | \$1,000 | \$37,792 | \$210,962 | \$249,754 | \$893,651 |
| Core Program Total | \$4,117,441 | \$333,330 | \$4,450,771 | \$1,098,713 | \$1,078,037 | \$1,623,743 | \$3,061,219 | \$6,861,712 | \$120,576 | \$1,571,769 | \$610,551 | \$2,302,896 | \$13,615,379 |
| TECHNICAL ASSISTANCE | | | | | | | | | | | | | |
| A. District of Columbia | \$59,521 | \$0 | \$59,521 | \$14,693 | \$14,417 | \$21,715 | \$40,938 | \$91,763 | \$0 | \$123,458 | \$2,014 | \$125,472 | \$276,756 |
| B. Maryland | \$75,966 | \$0 | \$75,966 | \$18,753 | \$18,400 | \$27,714 | \$52,249 | \$117,116 | \$0 | \$180,000 | \$20,719 | \$200,719 | \$393,801 |
| C. Virginia | \$74,984 | \$0 | \$74,984 | \$18,511 | \$18,162 | \$27,356 | \$51,574 | \$115,603 | \$0 | \$147,000 | \$74,211 | \$221,211 | \$411,798 |
| D. WMATA | \$6,793 | \$0 | \$6,793 | \$1,677 | \$1,645 | \$2,478 | \$4,672 | \$10,472 | \$0 | \$0 | \$47,899 | \$47,899 | \$65,164 |
| Technical Assistance Program Total | \$217,265 | \$0 | \$217,265 | \$53,634 | \$52,624 | \$79,263 | \$149,434 | \$334,955 | \$0 | \$450,458 | \$144,843 | \$595,301 | \$1,147,520 |
| Total Basic Program | \$4,334,705 | \$333,330 | \$4,668,036 | \$1,152,347 | \$1,130,662 | \$1,703,006 | \$3,210,653 | \$7,196,667 | \$120,576 | \$2,022,227 | \$755,394 | \$2,898,197 | \$14,762,900 |
| CONTINUOUS AIRPORT SYSTEM PLANNING PROGRAM (CASP) | | | | | | | | | | | | | |
| PROGRAM (CASP) | \$127,264 | \$0 | \$127,264 | \$31,416 | \$30,825 | \$46,429 | \$87,532 | \$196,202 | \$0 | \$0 | \$26,534 | \$26,534 | \$350,000 |
| GRAND TOTAL | \$4,461,969 | \$333,330 | \$4,795,300 | \$1,183,763 | \$1,161,487 | \$1,749,435 | \$3,298,184 | \$7,392,869 | \$120,576 | \$2,022,227 | \$781,928 | \$2,924,731 | \$15,112,899 |

Amended amounts in **bold font**.

UNIFIED PLANNING WORK PROGRAM (UPWP)

Board Actions

Lyn Erickson
Plan Development and Coordination Program Director

Transportation Planning Board
March 20, 2019

Agenda Items
7 & 8



TPB actions March 20, 2019

- **Adopt Resolution R13-2019**
Action to amend the 2019 UPWP to remove funding to be “carried over” to FY 2020
- **Adopt Resolution R14-2019**
Action to approve “carryover” funding from FY 2019 to FY 2020
- **Adopt Resolution R15-2019**
Action to approve FY 2020 UPWP

Next steps after TPB action

- Submit amendment and FY 2020 UPWP to U.S. Department of Transportation (U.S. DOT)
- U.S. DOT takes 60 days to approve
- Receive funding authorization from DDOT, MDOT, VDOT, and VDRPT
- Start work on July 1!

TPB action

Staff recommends approval:

- **Resolution R13-2019** to amend FY 2019 UPWP to remove funding to be “carried over” to FY 2020
- **Resolution R14-2019** to approve “carryover” funding from FY 2019 to FY 2020
- **Resolution R15-2019** to approve the FY 2020 UPWP

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Transportation Planning Board