



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: February 27, 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.



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**.