



MEMORANDUM

TO: National Capital Region Transportation Planning Board
FROM: Lyn Erickson, TPB Plan Development and Coordination Program Director
SUBJECT: Draft FY 2021 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities, Including “Carryover” Amounts
DATE: February 26, 2021

The Board will be asked to amend the FY 2021 Unified Planning Work Program (UPWP) at its March 17, 2021 meeting, to remove certain work activities and associated funding amounts and to approve “carrying over” this funding into the draft FY 2022 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 2021 (between now and June 30, 2021). Two independent actions will occur: 1) the FY 2021 UPWP will be amended to remove funding, and 2) this funding will be “carried over” into the FY 2022 UPWP.

This memorandum identifies the revisions to the specific work activities and changes to the budget amounts in the FY 2021 UPWP that are to be “carried over” into the new FY 2022 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 2021 UPWP be amended to reduce the total budget for the basic UPWP by \$2,787,377 to reflect work activities that are not anticipated to be completed during the remaining part of fiscal year ending June 30, 2021 OR work activities being deferred. Staff recommends this amount and work activities be “carried over” to the FY 2022 UPWP to support continued work on these activities and other activities planned for FY 2022. The proposed FY 2021 UPWP amendment budget amounts and distribution are listed in Tables 1, 2, and 3 which are attached to this memo.

CHANGES TO FY 2021 UPWP ACTIVITIES AND BUDGETS

The \$2,787,377 recommended reduction in budget would be in the core program’s work activity budget and the combined Technical Assistance program budget. These amounts will be carried over to the FY 2022 UPWP core program and Technical Assistance.

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

1. Task 3 – Planning Elements: Carry over \$250,000. Of the \$250,000, \$100,000 is from the Congestion Management Program, \$100,000 from Systems Performance, Operations, and Technology (SPOT) Planning, and \$50,000 from Freight Planning activities. The FY 2021

funding was provided to support several activities within Planning Elements now recommended to be modified and/or better accomplished in FY 2022, including the following:

- The \$100,000 being carried over from the Congestion Management Process activity was intended for the development of jurisdictional and/or corridor-based congestion profiles. This activity is recommended to be deferred on account of the disruption in the travel patterns on account of the COVID-19 pandemic. This funding will be applied in FY 2022 toward the TPB's new Regional Roadway Safety Program.
 - The \$100,000 being carried over from SPOT planning activity is being deferred to FY 2022. \$50,000 of this funding will be applied in FY 2022 toward the TPB's new Regional Roadway Safety Program; and \$50,000 will be for an activity related to Connected/Automated Vehicles (CAV) technology activities. A number of webinars held in FY 2021 will inform the next set of CAV activities in FY 2022.
 - The \$50K being carried over from the regional Freight Planning activity will be applied towards an enhanced update to the Freight Plan, information from which will be incorporated into the 2022 update to Visualize 2045.
2. Task 5 – Travel Forecasting: Carry over \$660,000 in funding budgeted for consultant support services to assist with developing the TPB's next-generation travel demand forecasting model, to be known as the Gen3 Travel Model. This three-year project is scheduled to occur from FY 2020 through FY 2023. \$200,000 will be carried over for a model-development related data purchase that did not occur in FY 2021. Thus, the total amount to be carried over for Travel Forecasting is \$860,000.
 3. Task 6 – Mobile Emissions Planning: Carry over \$25,000 from other miscellaneous direct costs that were not used in FY 2021, but which could be allocated in FY 2022 to help fund the TPB Climate Change Mitigation Study (CCMS) of 2021.
 4. Task 7 – Travel Monitoring and Data Programs: Carry over \$506,000 in funding budgeted for consultant services and data purchases to initiate geographic-focused travel surveys, enhance the travel trends and monitoring program by developing enhanced visualizations, and to acquire big data products following completion of the Big Data evaluation study. The disruption in travel due to the COVID-19 pandemic was determined to be an inopportune time for additional travel surveys and monitoring activities. The ongoing consultant-assisted examination of the MPO's data needs and assessment of available big data is anticipated to be complete by end of FY 2021, and it will provide a road map for data purchases and analyses tasks in the future.
 5. Task 8 – Planning Scenarios and Socioeconomic Forecasting: Carry over \$60,000 in funding budgeted for data purchases and training into various FY 2022 core activities. A consultant contract will be completed in FY 2021 to build organizational awareness and staff training in scenario planning. The cost, if any, of future planning scenario tools that may be acquired is not yet known. Resources will be identified in other program areas to support this acquisition if it is necessary.

6. Task 11 – Technical Assistance: The Technical Assistance program provides funding to the three state Departments of Transportation (DOT) and the region's public transportation agencies to assist in planning studies and travel monitoring activities that support regional planning. Staff and the DOTs have identified a total amount of \$1.086 million 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's budget will carry over \$222,966 with \$30,000 earmarked for the Regional Safety Program (RSP) and the rest (\$192,966) toward the various core FY 2022 activities.
 - The Maryland Technical Assistance budget will carry over \$477,804 with \$35,000 earmarked for the RSP and the rest (\$442,804) toward the various core FY 2022 activities.
 - The Virginia Technical Assistance budget will carry over \$193,977 with \$14,000 earmarked for Bike/Ped/Scooter Counts, \$35,000 earmarked for the RSP, and the rest (\$144,977) toward the various core FY 2022 activities.
 - The Regional Public Transportation Assistance budget will carry over \$191,630 with \$135,000 earmarked for the Transit Within Reach technical assistance grant program and \$56,630 to develop a regional High-Capacity Transit station map graphic.

Table 1: FY 2020 UPWP Revenues Estimates by Source – As Amended

(July 1, 2020 to June 30, 2021)

	FTA SECT 5303 80% FED & 20% STA/LOC	FHWA PL FUNDS 80% FED & 20% STA/LOC	FAA CASP 90% / 10% FED / LOC	TOTALS
DDOT ALLOCATIONS				
NEW FY 2021	\$424,649	\$1,919,540		\$2,344,189
PRIOR UNEXPENDED	\$84,842	\$392,674		\$477,516
CARRYOVER FY 2020	\$129,624	\$428,605		\$558,229
SUBTOTAL – DC	\$639,115	\$2,740,818		\$3,379,934
MDOT ALLOCATIONS				
NEW FY 2021	\$1,154,124	\$3,178,133		\$4,332,257
PRIOR UNEXPENDED	\$260,929	\$765,798		\$1,026,727
CARRYOVER FY 2020	\$396,068	\$909,870		\$1,305,938
SUBTOTAL – MD	\$1,811,121	\$4,853,801		\$6,664,922
VDRPT & VDOT ALLOCATIONS				
NEW FY 2021	\$996,234	\$2,728,885		\$3,725,119
PRIOR UNEXPENDED	\$213,790	\$643,600		\$857,390
CARRYOVER FY 2020	\$298,664	\$697,149		\$995,812
SUBTOTAL – VA	\$1,508,687	\$4,069,633		\$5,578,321
TOTAL FHWA/FTA FUNDING ALLOCATIONS				
NEW FY 2021	\$2,575,007	\$7,826,558		\$10,401,565
PRIOR UNEXPENDED	\$559,561	\$1,809,509		\$2,361,633
CARRYOVER FY 2020	\$824,355	\$2,035,624		\$2,859,979
SUB-TOTAL – FHWA-FTA	\$3,958,924	\$11,671,690		\$15,623,177
TOTAL BASIC UPWP	\$3,958,924	\$11,671,690		\$15,623,177
FAA - CASP PROGRAM			\$475,000	\$475,000
GRAND TOTAL UPWP	\$3,958,924	\$11,671,690	\$475,000	\$16,098,177

Breakdown of FY 2021 UPWP

Carryover Amounts	FTA	FHWA	Total
DDOT Allocations	\$113,355	\$486,116	\$599,471
MDDOT Allocations	\$321,223	\$860,878	\$1,182,102
VDRPT & VDOT Allocations	\$267,583	\$738,221	\$1,005,804
	\$702,161	\$2,085,216	\$2,787,377

1. "New FY2021" FTA funding amounts from DDOT are at FY 2020 levels and may be updated.

2. "Prior Unexpended" funding amounts are yet to be confirmed and may change.

3. "Carryover FY 2020 funds" are funds budgeted for Core and Technical Assistance work program activities in FY 2020 UPWP that are not anticipated to be spent in FY 2020. As such these funds will be carried over from FY 2020 to be used to perform Core program and Tech. Assistance activities in FY 2021.

4. As part of the Continuous Air System Planning work we anticipate receiving funds from FAA to support their biennial Air Passenger Survey and assist in Ground Access planning work.

Table 2: FY 2021 UPWP Expenditures – As Amended

WORK ACTIVITY	FY 2021 TOTAL APPROVED	FY 2021 REVISED	Difference
A. CORE PROGRAMS			
1. Long-Range Transportation Planning	\$1,085,010	\$1,085,010	
2. Transportation Improvement Program	\$438,484	\$438,484	
3. Planning Elements	\$2,952,916	\$2,702,916	-\$250,000
4. Public Participation	\$1,018,896	\$1,018,896	
5. Travel Forecasting	\$3,846,492	\$2,986,492	-\$860,000
6. Mobile Emissions Planning	\$1,835,592	\$1,810,592	-\$25,000
7. Travel Monitoring and Data Programs	\$2,164,395	\$1,658,395	-\$506,000
8. Planning Scenarios and Socioeconomic Forecasting	\$1,530,943	\$1,470,943	-\$60,000
9. Mobility and Enhancement Programs	\$624,452	\$624,452	
10. TPB Management and Support	\$858,370	\$858,370	
Sub-total: Core Program	\$16,355,551	\$14,654,551	-\$1,701,000
B. TECHNICAL ASSISTANCE			
A. District of Columbia	\$294,366	\$71,400	-\$222,966
B. Maryland	\$807,804	\$330,000	-\$477,804
C. Virginia	\$578,977	\$385,000	-\$193,977
D. WMATA	\$373,856	\$182,226	-\$191,630
Sub-total: Technical Assistance Program	\$2,055,003	\$968,626	-\$1,806,377
Total - Basic UPWP	\$18,410,554	\$15,623,177	-\$1,086,377
C. AIR SYSTEMS PLANNING			
1. Continuous Airport System Planning (CASP)	\$475,000	\$475,000	
Sub-total: CASP	\$475,000	\$475,000	
GRAND TOTAL UPWP	\$18,885,554	\$16,098,177	-\$2,787,377
Amended amounts in bold font			

TABLE 3 TPB FY 2021 UPWP BUDGET BY WORK PROGRAM ACTIVITY AND EXPENDITURE CATEGORY - AMENDED DRAFT

March 5, 2021

TPB-Tech.

UPWP - Work Activity	COG Labor Cost		Total COG Staff	COG Labor Fringe Cost	Supplemental Labor		Total Labor & Fringe Cost	Total Indirect Cost	Direct Costs (Implementation)			Total Prgrm. Implmntn. Direct Cost	Grand Total Cost
	DTP Staff	Other Staff			Interns	Temps			Sftwre, Data, PC	Consultant Assistance	Other Costs		
	CORE PROGRAMS												
1. Long-Range Transportation Planning	\$406,631	\$0	\$406,631	\$102,837	\$0	\$0	\$509,467	\$303,643	\$5,000	\$260,000	\$6,900	\$271,900	\$1,085,010
2. Transportation Improvement Program	\$133,767	\$0	\$133,767	\$33,830	\$0	\$0	\$167,596	\$99,887	\$170,000	\$0	\$1,000	\$171,000	\$438,484
3. Planning Elements	\$1,018,981	\$31,997	\$1,050,978	\$265,792	\$0	\$0	\$1,316,771	\$784,795	\$12,500	\$552,500	\$36,350	\$601,350	\$2,702,916
4. Public Participation	\$408,524	\$0	\$408,524	\$103,316	\$0	\$0	\$511,840	\$305,057	\$2,000	\$0	\$100,000	\$202,000	\$1,018,896
5. Travel Forecasting	\$1,036,439	\$0	\$1,036,439	\$262,115	\$0	\$0	\$1,298,554	\$773,938	\$362,000	\$488,000	\$64,000	\$914,000	\$2,986,492
6. Mobile Emissions Planning	\$712,106	\$91,339	\$803,446	\$203,191	\$0	\$0	\$1,006,637	\$599,956	\$30,000	\$70,000	\$104,000	\$204,000	\$1,810,592
7. Travel Monitoring And Data Programs	\$647,068	\$0	\$647,068	\$163,643	\$0	\$0	\$810,711	\$483,184	\$153,740	\$176,760	\$34,000	\$364,500	\$1,658,395
8. Planning Scenarios And Socio Economic Forecasting	\$212,159	\$243,147	\$455,306	\$115,147	\$0	\$0	\$570,453	\$339,990	\$290,000	\$215,000	\$55,500	\$560,500	\$1,470,943
9. Mobility And Enhancement Programs	\$108,207	\$44,580	\$152,787	\$38,640	\$35,360	\$0	\$226,787	\$135,165	\$1,000	\$260,000	\$1,500	\$262,500	\$624,452
10. TPB Support and Management	\$296,775	\$0	\$296,775	\$75,054	\$0	\$0	\$371,829	\$221,611	\$3,565	\$44,563	\$216,800	\$264,928	\$858,370
UPWP Core Program Total	\$4,980,656	\$411,064	\$5,391,720	\$1,363,566	\$35,360	\$0	\$6,790,646	\$4,047,226	\$1,322,565	\$3,550,063	\$645,050	\$3,816,678	\$14,654,551
TECHNICAL ASSISTANCE													
A. District of Columbia	\$35,707	\$0	\$35,707	\$9,030	\$0	\$0	\$44,737	\$26,663	\$0	\$0	\$0	\$0	\$71,400
B. Maryland	\$51,782	\$0	\$51,782	\$13,096	\$0	\$0	\$64,878	\$38,667	\$0	\$175,000	\$51,455	\$226,455	\$330,000
C. Virginia	\$34,789	\$0	\$34,789	\$8,798	\$0	\$0	\$43,588	\$25,978	\$0	\$150,000	\$165,434	\$315,434	\$385,000
D. WMATA	\$7,311	\$0	\$7,311	\$1,849	\$0	\$0	\$9,160	\$5,459	\$0	\$38,000	\$129,606	\$167,606	\$182,226
Technical Assistance Program Total	\$171,449	\$0	\$171,449	\$43,359	\$0	\$0	\$214,809	\$128,026	\$0	\$502,262	\$1,209,907	\$709,496	\$968,626
Total Basic Program	\$5,152,105	\$411,064	\$5,563,169	\$1,406,925	\$35,360	\$0	\$7,005,455	\$4,175,252	\$1,322,565	\$4,052,325	\$1,854,957	\$4,526,174	\$15,623,177
CONTINUOUS AIRPORT SYSTEM PLANNING	\$172,853	\$0	\$172,853	\$43,715	\$0	\$0	\$216,568	\$129,074	\$0	\$129,358	\$0	\$129,358	\$475,000
GRAND TOTAL	\$5,324,958	\$411,064	\$5,736,022	\$1,450,640	\$35,360	\$0	\$7,222,022	\$4,304,326	\$1,322,565	\$4,181,683	\$1,854,957	\$4,655,532	\$16,098,177