

## **ITEM 7 – Action**

March 21, 2018

Approval of Amendment to the FY 2018  
Unified Planning Work Program (UPWP), and Approval of FY 2018  
Carryover Funding to FY 2019

### **Staff**

**Recommendation:** Adopt Resolutions R15-2018 and R16-2018 to approve the amendment to the FY 2018 UPWP and the FY 2018 carryover funding to FY 2019.

**Issues:** None

**Background:** The UPWP is an annual statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area and serves as the TPB staff work scope for the year. Certain projects and budgets in the current FY 2018 UPWP have been identified to be carried over to FY 2019. The board will be briefed on the enclosed amendment to the FY 2018 UPWP and associated FY 2018 carryover funding to FY 2019.



TPB R15-2018  
March 21, 2018

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

**RESOLUTION TO AMEND THE FY 2018 UNIFIED PLANNING WORK PROGRAM (UPWP)  
TO REVISE THE BUDGET AND WORK ELEMENTS**

**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 2018 UPWP for the Washington Metropolitan Area was approved by the TPB on March 29, 2018; and

**WHEREAS**, revised work statements and budgets for projects in the FY 2018 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 2019, as described in the attached materials; and

**WHEREAS**, at its March , 2017 meeting, the TPB Technical Committee was briefed on the proposed revised work statements and budgets for projects in the FY 2018 UPWP and recommended approval by the TPB;

**NOW, THEREFORE, BE IT RESOLVED THAT** the National Capital Region Transportation Planning Board amends the FY 2018 UPWP to include revised work statements and budgets, as described in the attached Memorandum of March 15, 2018 entitled: "FY 2018 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities."



TPB R16-2018  
March 21, 2018

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

**RESOLUTION TO APPROVE  
CARRYOVER FUNDING FROM FY 2018 TO THE  
FY 2019 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 2018 UPWP for the Washington Metropolitan Area was approved by the TPB on March 29, 2018; and

**WHEREAS**, project work statements and budgets for carryover from FY 2018 to FY 2019 have been developed for the core program and 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 statements and budgets for carryover funding from FY 2018 to FY 2019 as described in the attached Memorandum of March 15, 2018 entitled "FY 2017 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities."





## **MEMORANDUM**

**TO:** Transportation Planning Board  
**FROM:** Lyn Erickson, TPB Plan Coordination and Program Director  
**SUBJECT:** FY 2018 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities  
**DATE:** March 15, 2018

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The Board is being asked to take three actions to approve the FY 2019 Unified Planning Work Program (UPWP). First, the TPB will be asked to amend the FY 2018 UPWP to remove funding and work activities reflecting work that staff has determined will not be completed by June 30, 2018. A separate action is then taken to “carry over” this funding into the draft FY 2019 UPWP. The final action will be to approve the entire FY 2019 UPWP.

This memorandum identifies the budget and activities associated with the first two board actions. The proposed FY 2018 UPWP amendment reflects the latest status of work activity changes to previously planned activities. The budget amendment will identify a limited amount of funding and some of the activities planned for this fiscal year to be “carried over” into the next fiscal year (FY 2019). The proposed amendment and “carry over” funding and activities were reviewed by the agencies who provide federal funding for the UPWP: 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 2018 UPWP be amended to reduce the total budget for the basic UPWP by \$1,297,692 to reflect work activities that are not anticipated to be completed during the remaining part of fiscal year ending June 30, 2018. Staff also recommends this amount be “carried over” to the FY 2019 UPWP to support continued work on these activities and other activities planned for FY 2019. The proposed FY 2018 UPWP amendment budget amounts and distribution are listed in Tables 1, 2, and 3 which are attached to this memo.

### **CHANGES TO FY 2018 UPWP ACTIVITIES AND BUDGETS**

Of the \$1,297,692 recommended reduction in budget, the core program’s work activity budget will be reduced by \$1,199,885 and the combined Technical Assistance program budget will be reduced by \$97,806. These amounts will be carried over to the FY 2019 UPWP core program.

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

1. Activity 2 – Performance-Based Planning and Programming: Carry over \$50,000 from budgeted consultant support services to update the iTIP database. This work activity is planned to be undertaken in FY 2019 and will support the tracking and reporting needs of the Performance Based Planning and Programming activities.

2. Activity 4 – Planning Programs: Carry over \$75,000 budgeted for an update to the region’s ITS Architecture. This work activity is planned to be undertaken and completed during FY 2019.
3. Activity 5 – Travel Forecasting: Carry over \$315,000 in funding budgeted for consultant support services and other direct program costs. Consultant support services is planned to be secured during FY 2019 for the travel demand forecasting model development work activity.
4. Activity 6 – Travel Monitoring and Data Programs: Carry over a total of \$759,886 budgeted for consultant support services and staff time. About \$400,000 of this amount will be used towards consultant support services anticipated during FY 2019 for the major “once in a decade” region-wide household travel survey as well as support for travel monitoring counts/studies.
5. Activity 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 \$97,806 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:
  - Of the total \$97,806 in funds being carried over: the Maryland Technical Assistance budget will be reduced by \$25,000; the Virginia Technical Assistance budget will be reduced by \$57,806 and the WMATA Technical Assistance budget will be reduced by \$15,000.





National Capital Region  
**Transportation Planning Board**

**Table 1: FY 2018 UPWP Revenues Estimates by Source – As Amended**  
 (July 1, 2017 to June 30, 2018)

	FTA SECT 5303  80% FED & 20% STA/ LOC	FHWA PL FUNDS  80% FED & 20% STA/ LOC	FAA CASP 90% / 10% FED / LOC	TOTALS
<b>DDOT ALLOCATIONS</b>				
NEW FY 2019	\$480,136	\$1,983,293		\$2,463,429
PRIOR UNEXPENDED	\$80,386	\$331,484		\$411,870
CARRYOVER FY 2017	\$105,858	\$428,585		\$537,248
<b>SUBTOTAL - DC</b>	<b>\$666,380</b>	<b>\$2,743,362</b>		<b>\$3,412,547</b>
<b>MDOT ALLOCATIONS</b>				
NEW FY 2019	\$1,143,681	\$3,311,324		\$4,455,006
PRIOR UNEXPENDED	\$240,479	\$668,726		\$909,204
CARRYOVER FY 2017	\$339,484	\$986,969		\$1,326,453
<b>SUBTOTAL - MD</b>	<b>\$1,723,644</b>	<b>\$4,967,019</b>		<b>\$6,690,663</b>
<b>VDRPT &amp; VDOT ALLOCATIONS</b>				
NEW FY 2019	\$922,029	\$2,585,609		\$3,507,639
PRIOR UNEXPENDED	\$165,308	\$477,834		\$643,143
CARRYOVER FY 2017	\$238,323	\$601,516		\$839,839
<b>SUBTOTAL - VA</b>	<b>\$1,325,660</b>	<b>\$3,664,960</b>		<b>\$4,990,620</b>
<b>TOTAL FHWA/FTA FUNDING ALLOCATIONS</b>				
NEW FY 2019	\$2,545,847	\$7,880,226		\$10,426,073
PRIOR UNEXPENDED	\$486,173	\$1,478,044		\$1,964,217
CARRYOVER FY 2017	\$686,470	\$2,017,070		\$2,703,540
<b>SUB-TOTAL - FHWA-FTA</b>	<b>\$3,718,490</b>	<b>\$11,375,340</b>		<b>\$15,093,830</b>
<b>TOTAL BASIC UPWP</b>	<b>\$3,718,490</b>	<b>\$11,375,340</b>		<b>\$15,093,830</b>
<b>FAA - CASP PROGRAM</b>			<b>\$362,235</b>	<b>\$362,235</b>
<b>GRAND TOTAL UPWP</b>	<b>\$3,718,490</b>	<b>\$11,375,340</b>	<b>\$362,235</b>	<b>\$15,456,065</b>

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 2018 UPWP Expenditures – As Amended**

WORK ACTIVITY	FY 2018 TOTAL APPROVED	FY 2018 REVISED	Difference
<b>A. CORE PROGRAMS</b>			
1. Long-Range Transportation Planning	\$1,615,200	\$1,615,200	
2. Performance-Based Planning and Programming	\$687,807	<b>\$637,807</b>	\$50,000
3. Mobile Emissions Planning	\$1,587,817	\$1,587,817	
4. Planning Programs	\$1,840,950	<b>\$1,765,950</b>	\$75,000
5. Travel Forecasting	\$2,409,905	<b>\$2,094,905</b>	\$315,000
6. Travel Monitoring and Data Programs	\$3,550,657	<b>\$2,790,772</b>	\$759,886
7. Cooperative Forecasting & Transportation Planning Coordination	\$993,576	\$993,575	
8. Public Participation & Human Transportation Service Coordination	\$1,055,345	\$1,055,345	
9. Transportation Alternatives and Land Use Connection Programs	\$440,215	\$440,215	
10. TPB Support and Management	\$865,054	\$865,055	
<b>Sub-total: Core Program</b>	<b>\$15,046,525</b>	<b>\$13,846,639</b>	<b>\$1,199,885</b>
<b>B. TECHNICAL ASSISTANCE</b>			
A. District of Columbia	\$274,742	\$274,742	
B. Maryland	\$499,828	<b>\$474,828</b>	\$25,000
C. Virginia	\$397,806	<b>\$340,000</b>	\$57,806
D. WMATA	\$172,620	<b>\$157,620</b>	\$15,001
<b>Sub-total: Technical Assistance Program</b>	<b>\$1,344,997</b>	<b>\$1,247,190</b>	<b>\$97,806</b>
Total - Basic UPWP	16,391,522		
<b>C. AIR SYSTEMS PLANNING</b>			
1. Continuous Airport System Planning (CASP)	\$362,235	\$362,235	
<b>Sub-total: CASP</b>	<b>\$362,235</b>	<b>\$362,235</b>	
<b>GRAND TOTAL UPWP</b>	<b>\$16,753,757</b>	<b>\$15,456,064</b>	<b>\$1,297,692</b>
Amended amounts in <b>bold font</b>			



National Capital Region  
Transportation Planning Board

**Table 3: TPB FY 2018 Work Program by Funding Sources - As Amended**

WORK ACTIVITY	DIRECT LABOR		INDIRECT COSTS			Non-personnel	OTHER DIRECT COSTS			TOTAL PROGRAM
	DTP	Othr. COG	Mgmt/Admn	Leave	Fringe Ben.		PC/DATA	Consultants	Other	
CORE PROGRAMS										
1. Long-Range Planning	\$428,879	\$40,500	\$115,467	\$114,454	\$180,419	\$300,512	\$3,000	\$425,000	\$6,968	\$1,615,200
2. Performance-Based Planning & Programming	\$242,427	\$0	\$59,637	\$59,114	\$93,184	\$155,210	\$1,200	\$0	\$27,035	\$637,807
3. Mobile Emissions Planning	\$528,689	\$74,221	\$148,316	\$147,015	\$231,746	\$386,004	\$28,438	\$10,000	\$33,387	\$1,587,817
4. Planning Programs	\$669,450	\$15,907	\$168,598	\$167,119	\$263,437	\$438,789	\$1,000	\$25,000	\$16,649	\$1,765,950
5. Travel Forecasting	\$781,383	\$0	\$192,220	\$190,534	\$300,348	\$500,268	\$25,438	\$50,000	\$54,713	\$2,094,905
6. Travel Monitoring and Data Programs	<b>\$386,193</b>	\$0	<b>\$100,847</b>	<b>\$99,963</b>	<b>\$157,576</b>	<b>\$262,463</b>	\$55,000	<b>\$1,525,650</b>	\$203,079	<b>\$2,790,771</b>
7. Cooperative Forecasting & Transp. Plng. Coord.	\$141,394	\$230,663	\$91,526	\$90,723	\$143,011	\$238,204	\$2,500	\$0	\$55,553	\$993,575
8. Public Partici. & Human Transp. Ser.Coord.	\$280,100	\$0	\$68,904	\$68,300	\$107,664	\$179,329	\$2,000	\$245,757	\$103,290	\$1,055,345
9. Transp. Alt. & Land Use Conectn.Programs	\$50,152	\$20,700	\$17,430	\$17,277	\$27,234	\$45,362	\$1,000	\$260,000	\$1,060	\$440,215
10. TPB Support and Management	\$255,808	\$0	\$62,929	\$62,377	\$98,327	\$163,777	\$1,000	\$10,000	\$210,837	\$865,055
Core Program Total	<b>\$3,764,475</b>	\$381,992	<b>\$1,025,875</b>	<b>\$1,016,876</b>	<b>\$1,602,947</b>	<b>\$2,669,919</b>	\$120,576	<b>\$2,551,407</b>	<b>\$712,571</b>	<b>\$13,846,639</b>
TECHNICAL ASSISTANCE										
1. District of Columbia	\$51,452	\$0	\$12,657	\$12,546	\$19,777	\$32,941	\$0	\$110,000	\$35,369	\$274,742
2. Maryland	\$70,808	\$0	\$17,419	\$17,266	\$27,217	\$45,333	\$0	\$160,000	<b>\$136,786</b>	<b>\$474,828</b>
3. Virginia	\$42,999	\$0	\$10,578	\$10,485	\$16,528	\$27,529	\$0	\$100,000	<b>\$131,882</b>	<b>\$340,000</b>
4. WMATA	\$7,164	\$0	\$1,762	\$1,747	\$2,754	\$4,587	\$0	\$130,000	<b>\$9,606</b>	<b>\$157,620</b>
Technical Assistance Program Total	\$172,422	\$0	\$42,416	\$42,044	\$66,275	\$110,390	\$0	\$500,000	<b>\$313,643</b>	<b>\$1,247,190</b>
<b>Total Basic Program</b>	<b>\$3,936,897</b>	\$381,992	<b>\$1,068,291</b>	<b>\$1,058,920</b>	<b>\$1,669,223</b>	<b>\$2,780,309</b>	\$120,576	<b>\$3,051,407</b>	<b>\$1,026,214</b>	<b>\$15,093,829</b>
CONTINUOUS AIRPORT SYSTEM PLANNING PROGRAM (CASP)										
PROGRAM (CASP)	\$144,053	\$0	\$35,437	\$35,126	\$55,371	\$92,227	\$0	\$0	\$0	\$362,235
<b>GRAND TOTAL</b>	<b>\$4,080,950</b>	<b>\$381,992</b>	<b>\$1,103,728</b>	<b>\$1,094,046</b>	<b>\$1,724,594</b>	<b>\$2,872,537</b>	<b>\$120,576</b>	<b>\$3,851,384</b>	<b>\$1,164,020</b>	<b>\$15,456,064</b>

Amended amounts in bold font.



# UNIFIED PLANNING WORK PROGRAM (UPWP)

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## Board Actions

Lyn Erickson  
Plan Development and Coordination Program Director

Transportation Planning Board  
March 21, 2018

Agenda Items  
#7 & #8



National Capital Region  
Transportation Planning Board

## TPB Actions March 21, 2018

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- MPO Revenue and MPO Expenditures - the budget is balanced!
- **Adopt Resolution R15-2018**  
Action to amend the 2018 UPWP to remove funding to be “carried over” to FY 2019
- **Adopt Resolution R16-2018**  
Action to approve “carryover” funding from FY 2018 to FY 2019
- **Adopt Resolution R17-2018**  
Action to approve FY 2019 UPWP



National Capital Region  
Transportation Planning Board

Agenda Items #7 & 8: Draft FY 2018 UPWP  
March 21, 2018

## Next steps after TPB action

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- Submit amendment and FY 2018 UPWP to USDOT
- USDOT takes 60 days to approve
- Receive funding authorization from DDOT, MDOT, VDOT, VDRPT
- Start the work on July 1!

## Next Steps

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- Staff recommends approval:
  - **Resolution R15-2018** to amend 2018 UPWP to remove funding to be “carried over” to FY 2019
  - **Resolution R16-2018** to approve “carryover” funding from FY 2018 to FY 2019
  - **Resolution R17-2018** to approve the FY 2019 UPWP

## Lyn Erickson

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National Capital Region  
Transportation Planning Board