



MEMORANDUM – DRAFT

TO: National Capital Region Transportation Planning Board
FROM: Lyn Erickson, TPB Plan Development and Coordination Program Director
SUBJECT: Draft FY 2024 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities, Including ‘Carryover’ Amounts
DATE: March 1, 2024

The Board will be asked to amend the FY 2024 Unified Planning Work Program (UPWP) at its March 21, 2024, meeting, to remove certain work activities and associated funding amounts and to approve “carrying over” this funding into the draft FY 2025 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 2024 (between now and June 30, 2024). Two independent actions will occur: 1) the FY 2024 UPWP will be amended to remove some subtasks and associated funding, and 2) these subtasks and associated funding will be “carried over” into the FY 2025 UPWP. The two actions are contingent upon each other, so they either both occur or neither occurs.

This memorandum identifies the revisions to the specific work activities and changes to the budget amounts in the FY 2024 UPWP that are to be “carried over” into the new FY 2025 UPWP. The projects and funding are already included in the Draft FY 2025 UPWP that is out for review. 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 2024 UPWP be amended to reduce the total budget for the basic UPWP by \$3,132,000 (\$3,007,000 Core UPWP, \$125,000 Technical Assistance) to reflect work activities that are not anticipated to be completed during the remaining part of the fiscal year ending June 30, 2024, OR work activities being deferred. Staff recommends this amount and work activities be “carried over” to the FY 2025 UPWP to support continued work on these activities and other activities planned for FY 2025. The proposed FY 2024 UPWP amended budget amounts and distribution are listed in Tables 1, 2, and 3 which will be attached to this memo for the approval.

CHANGES TO FY 2024 UPWP ACTIVITIES AND BUDGETS

The \$3,132,000 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 2024 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 a total of \$400,000 in funding, budgeted for consultant services and data purchases (Congestion Management Process task).
2. Task 5 – Travel Forecasting: Carry over \$476,000 in funding, which is composed of the following:
 1. \$276,000 was for completing the development of the Gen3, Phase 2 Model and for, potentially, some optional enhancements to the Gen3 Model.
 2. \$200,000 was for a potential data purchase or data collection to support the Gen3 Travel Model, or its successor.
3. Task 6 – Mobile Emissions Analysis & Climate Change Planning: Carry over \$81,000 in funding, which is to be used for consultant assistance with climate change planning.
4. Task 7 – Transportation Research and Data Programs: Carry over \$2,050,000 in funding budgeted for consultant services to support consultant services for conducting travel surveys, data collection, and transportation research activities during FY 2025.
5. Task 11 – Technical Assistance: The Regional Public Transportation Technical Assistance budget will carry over \$125,000 into the FY 2025 Regional Public Transportation Technical Assistance Program to support the Transit Within Reach technical assistance grant program.

TABLE 1
AMENDED REVENUE ESTIMATES FOR FY 2024 UPWP - DRAFT

	FTA SEC 5303 80% FED & 20% STATE AND LOCAL	FHWA PL FUNDS 80% FED & 20% STATE AND LOCAL	FHWA SAFE AND ACCESSIBLE TRANSP. OPTIONS SET-ASIDE ¹	OTHER CASP (FAA: 90/10) FHWA (SPR:80/20)	TOTALS
DISTRICT OF COLUMBIA - ALLOCATIONS					
NEW: FY 24 & UNOBLIGATED FY 23 ²	\$664,347	\$2,910,690	\$74,633	-	\$3,649,670
	\$539,440	\$2,437,311			\$2,976,751
PRIOR UNEXPENDED ³	\$169,873	\$616,410	\$0	-	\$786,283
FY 2023 CARRYOVER ⁴	\$93,241	\$443,080	\$0		\$536,321
SUBTOTAL - D.C	\$927,461	\$3,970,180	\$74,633	-	\$4,972,274
	\$802,554	\$3,496,801			\$4,299,355
MARYLAND - ALLOCATIONS					
NEW: FY 24 & UNOBLIGATED FY 23 ²	\$2,252,029	\$5,728,450	\$125,306	-	\$8,105,785
	\$1,880,036	\$4,854,646			\$6,859,988
PRIOR UNEXPENDED ³	\$316,362	\$884,440	\$0	-	\$1,200,802
FY 2023 CARRYOVER ⁴	\$216,297	\$616,521	\$0		\$832,817
SUBTOTAL - MD	\$2,784,687	\$7,220,411	\$125,306	-	\$10,130,404
	\$2,412,695	\$6,355,607			\$8,893,608
VIRGINIA - ALLOCATIONS					
NEW: FY 24 & UNOBLIGATED FY 23 ²	\$2,036,580	\$5,422,424	\$115,518	-	\$7,574,521
	\$1,657,164	\$4,513,922			\$6,286,604
PRIOR UNEXPENDED ³	\$259,190	\$759,772	\$0	-	\$1,018,962
FY 2023 CARRYOVER ⁴	\$175,633	\$477,228	\$0		\$652,862
SUBTOTAL - VA	\$2,471,403	\$6,659,424	\$115,518	-	\$9,246,345
	\$2,091,987	\$5,750,922			\$7,958,427
TOTAL FUNDING ALLOCATIONS					
SUB-TOTAL NEW: FY 24 & FY 23 ²	\$4,952,956	\$14,061,563	\$315,457	-	\$19,329,976
	\$4,076,640	\$11,805,879			\$16,197,976
SUB-TOTAL PRIOR UNEXPENDED ³	\$745,425	\$2,260,622	\$0	-	\$3,006,047
SUB-TOTAL FY 2023 CARRYOVER ⁴	\$485,171	\$1,536,829	\$0		\$2,022,000
TOTAL BASIC UPWP	\$6,183,552	\$17,859,014	\$315,457	-	\$24,358,023
	\$5,307,236	\$15,603,330			\$21,226,023
OTHER TPB PROGRAMS					
Continuous Airport Sys. Plann. (CASP)				\$675,000	\$675,000
State Planning & Research (SPR)				\$248,000	\$248,000
	\$5,307,236	\$15,603,330			\$22,149,023
GRAND TOTAL UPWP	\$6,183,552	\$17,859,014	\$315,457	\$923,000	\$25,281,023

1.The November 15, 2021 Infrastructure Investment and Jobs Act (a.k.a. Bipartisan Infrastructure Law) requires each MPO to use at least 2.5% of its PL funds (under 23 U.S.C. 505) on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.

2."New FY2024" funding amounts are at the levels in the federal Infrastructure Investment Jobs Act (IIJA). It also includes the increased funding provided by the IIJA in federal FY2022 not programmed in TPB's FY2023 UPWP

3. "Prior Unexpended" funding amounts are yet to be confirmed by funding agencies and may change.

4. "Carryover FY2023 funds" are funds budgeted for Core and Technical Assistance work program activities in FY 2023 UPWP, that are not anticipated to be spent in FY 2023. As such, these funds will be carried over from FY 2023 to be used to perform Core program and Tech. Assistance activities in FY 2024.

2/15/2024

TABLE 2

3/3/2023

AMENDED EXPENDITURE ESTIMATES FOR FY 2024 UPWP - DRAFT

WORK ACTIVITY	FY 2024 TOTAL COST ESTIMATE
UPWP CORE PROGRAMS	
1. Long-Range Transportation Planning	\$1,136,668
2. Transportation Improvement Program	\$583,710
3. Planning Elements	\$3,905,138
	\$3,505,138
4. Public Participation	\$753,904
5. Travel Forecasting	\$3,442,357
	\$2,966,357
6. Mobile Emissions Planning	\$2,922,011
	\$2,841,011
7. Transportation Research and Data Programs	\$5,344,964
	\$3,294,964
8. Regional Land Use and Transportation Planning Coordination	\$1,211,231
9. Mobility Enhancement Programs (EM, TLC, TAP, RSP)	\$1,135,269
10. TPB Support and Management	\$1,707,259
Sub-total: Core Program	\$22,142,512
	\$19,135,512
UPWP TECHNICAL ASSISTANCE PROGRAM	
A. District of Columbia	\$330,930
B. Maryland	\$707,967
C. Virginia	\$664,437
D. Public Transportation	\$512,177
	\$387,177
Sub-total: Technical Assistance Program	\$2,215,511
	\$2,090,511
Total - Basic U P W P	\$24,358,023
	\$21,226,023
OTHER TPB PROGRAMS	
1. Continuous Airport System Planning (CASP) ¹	\$675,000
2. State Planning and Research Program (For DDOT) ²	\$248,000
	\$22,149,023
GRAND TOTAL UPWP	\$25,281,023

1. CASP work activities are based on anticipated FAA grants to conduct airport ground access planning as part of CASP program.

2. SPR program activities are funded through a separate grant from the District of Columbia's Department of Transportation to assist in DDOT's HPMS program.

TABLE 3 TPB AMENDED FY 2024 UPWP BUDGET BY WORK PROGRAM ACTIVITY AND EXPENDITURE CATEGORY - DRAFT

2/15/2024

3/3/2023

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			Computers, Data	Studies Programs	Other Costs		
CORE PROGRAMS													
1. Long-Range Transportation Planning	\$442,513	\$0	\$442,513	\$101,159	\$0	\$0	\$543,672	\$331,096	\$5,000	\$250,000	\$6,900	\$261,900	\$1,136,668
2. Transportation Improvement Program	\$178,423	\$0	\$178,423	\$40,788	\$0	\$0	\$219,211	\$133,499	\$230,000	\$0	\$1,000	\$231,000	\$583,710
3. Planning Elements	\$1,256,477	\$60,989	\$1,317,465	\$301,173	\$0	\$0	\$1,618,638	\$985,751	\$8,750	\$1,250,000	\$42,000	\$1,300,750	\$3,905,138
										\$850,000		\$900,750	\$3,505,138
4. Public Participation	\$317,128	\$0	\$317,128	\$72,495	\$0	\$0	\$389,623	\$237,280	\$2,000	\$25,000	\$100,000	\$127,000	\$753,904
5. Travel Forecasting	\$1,142,421	\$0	\$1,142,421	\$261,157	\$0	\$0	\$1,403,578	\$854,779	\$480,000	\$582,000	\$122,000	\$1,480,000	\$3,442,357
									\$280,000	\$306,000		\$708,000	\$2,966,357
6. Mobile Emissions Planning	\$1,157,440	\$103,683	\$1,261,124	\$288,293	\$0	\$0	\$1,549,417	\$943,595	\$90,000	\$230,000	\$109,000	\$420,000	\$2,932,011
										\$149,000		\$348,000	\$2,841,011
7. Transportation Research and Data Programs	\$918,124	\$0	\$918,124	\$209,883	\$0	\$0	\$1,128,007	\$686,957	\$980,000	\$2,500,000	\$50,000	\$2,530,000	\$5,344,964
									\$430,000	\$1,000,000		\$1,480,000	\$3,294,964
8. Regional Land Use and Transportation Planning Coordination	\$212,770	\$273,482	\$486,252	\$111,157	\$0	\$0	\$597,409	\$363,822	\$75,000	\$100,000	\$75,000	\$250,000	\$1,211,231
9. Mobility Enhancement Programs	\$231,149	\$0	\$231,149	\$52,841	\$48,682	\$0	\$332,672	\$202,597	\$1,000	\$597,500	\$1,500	\$600,000	\$1,135,269
10. TPB Support and Management	\$510,687	\$0	\$510,687	\$116,743	\$25,000	\$0	\$652,430	\$397,330	\$2,500	\$400,000	\$255,000	\$657,500	\$1,707,259
UPWP Core Program Total	\$6,367,132	\$438,154	\$6,805,286	\$1,555,688	\$73,682	\$0	\$8,434,657	\$5,136,706	\$1,874,250	\$5,934,500	\$762,400	\$8,571,150	\$22,142,512
TECHNICAL ASSISTANCE PROGRAM													
A. District of Columbia	\$6,685	\$0	\$6,685	\$1,528	\$0	\$0	\$8,213	\$5,002	\$0	\$0	\$317,715	\$317,715	\$330,930
B. Maryland	\$6,685	\$0	\$6,685	\$1,528	\$0	\$0	\$8,213	\$5,002	\$0	\$0	\$694,751	\$694,751	\$707,967
C. Virginia	\$6,685	\$0	\$6,685	\$1,528	\$0	\$0	\$8,213	\$5,002	\$0	\$0	\$651,222	\$651,222	\$664,437
D. Public Transportation	\$6,685	\$0	\$6,685	\$1,528	\$0	\$0	\$8,213	\$5,002	\$0	\$215,000	\$283,962	\$498,962	\$512,177
										\$90,000		\$373,962	\$373,962
Technical Assistance Program Total	\$26,740	\$0	\$26,740	\$6,113	\$0	\$0	\$32,853	\$20,008	\$0	\$215,000	\$1,947,650	\$2,162,650	\$2,215,511
										\$90,000		\$2,037,650	\$2,077,296
Total Basic Program	\$6,393,872	\$438,154	\$6,832,026	\$1,561,801	\$73,682	\$0	\$8,467,510	\$5,156,713	\$1,874,250	\$6,149,500	\$2,710,050	\$10,733,800	\$24,358,023
OTHER PROGRAMS													
Continuous Air Systems Planning	\$146,556	\$0	\$146,556	\$33,503	\$0	\$0	\$180,059	\$109,656	\$0	\$210,000	\$175,286	\$385,286	\$675,000
State Planning & Research Program (DC)	\$87,057	\$0	\$87,057	\$19,901	\$0	\$0	\$106,958	\$65,137	\$0	\$75,905	\$0	\$75,905	\$248,000
										\$4,053,405		\$8,062,991	\$22,149,023
GRAND TOTAL	\$6,627,485	\$438,154	\$7,065,639	\$1,615,205	\$73,682	\$0	\$8,754,526	\$5,331,506	\$1,874,250	\$6,435,405	\$2,885,336	\$11,104,991	\$25,281,023