



MEMORANDUM - DRAFT

TO: National Capital Region Transportation Planning Board
FROM: Lyn Erickson, TPB Plan Development and Coordination Program Director
SUBJECT: Draft FY 2023 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities, Including 'Carryover' Amounts
DATE: February 9, 2023

The Board will be asked to amend the FY 2023 Unified Planning Work Program (UPWP) at its March 15, 2023, meeting, to remove certain work activities and associated funding amounts and to approve "carrying over" this funding into the draft FY 2024 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 2023 (between now and June 30, 2023). Two independent actions will occur: 1) the FY 2023 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 2024 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 2023 UPWP that are to be "carried over" into the new FY 2024 UPWP. The projects and funding are already included in the Draft FY 2024 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 2023 UPWP be amended to reduce the total budget for the basic UPWP by \$1,734,500 (\$1,644,500 Core UPWP, \$90,000 Technical Assistance) to reflect work activities that are not anticipated to be completed during the remaining part of fiscal year ending June 30, 2023, OR work activities being deferred. Staff recommends this amount and work activities be "carried over" to the FY 2024 UPWP to support continued work on these activities and other activities planned for FY 2024. The proposed FY 2023 UPWP amended budget amounts and distribution are listed in Tables 1, 2, and 3 which are attached to this memo.

CHANGES TO FY 2023 UPWP ACTIVITIES AND BUDGETS

The \$1,734,500 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 \$225,000, including:
 - a) \$125,000 budgeted for certain Regional Public Transportation Planning activities, regarding inter-city/commuter bus and rail usage surveys, as well as addressing TPB-related recommendations from the 2019 Regional Bus Transformation Project; these activities will be delayed due to uncertainties in transit service and ridership during the continuing coronavirus pandemic, in particular data collection and analysis of public transportation travel and use. In addition, continuing work in support of the Bus Transformation Project recommendations was delayed because anticipated related WMATA activities were deferred.
 - b) \$100,000 budgeted for certain Resiliency Planning activities. Several activities started later in FY 2023 due to the hiring process.
2. Task 5 – Travel Forecasting: Carry over \$682,000 in funding.
 - a) \$382k of that funding is associated with consultant assistance to continue the multi-year project to develop the region's next-generation travel demand forecasting model, a disaggregate activity-based model, to be known as the Gen3 Travel Model.
 - b) \$300k of that funding is associated with a potential data purchase or data collection to support the Gen3 Travel Model, or its successor. Such an expenditure is now not expected until FY 24.
3. Task 7 – Transportation Research and Data Programs: Carry over \$575,000 in funding budgeted for consultant services and data purchases in order to support data acquisition and consultant services for conducting travel surveys and transportation research activities during FY 2024.
4. Task 8 – Regional Land Use and Transportation Planning Coordination: Carry over \$50,000 in funding budgeted for consultant services to support consultant services during FY 2024.
5. Task 9 – Mobility Enhancement Programs: Carry over \$112,500 in funding under the Regional Roadway Safety Program, to enable completion of projects selected in the FY 2022-funded round of program grants. Work on these projects began in FY 2022 and will be completed in FY 2023. Additional funds supporting shares of the costs of these projects will also be carried over under Task 11, Technical Assistance.
6. Task 11 – Technical Assistance: Carry over \$90,000 from the Regional Public Transportation Technical Assistance budget earmarked for developing a regional High-Capacity Transit station map graphic into the FY 2024 Regional Public Transportation Technical Assistance budget to develop a regional High-Capacity Transit station map graphic.

Table 2: Revenue - FY 2022 TPB Proposed Funding by Federal, State, and Local Sources 2/4/2022
Amended as proposed **DRAFT**

	FTA SECT 5303	FHWA PL FUNDS	OTHER CASP & SPR	
	FED/STA/LOC 80%/10%/10%	FED/STA/LOC 80%/10%/10%	CASP-FAA/LOC: 90%/10% SPR-FHWA/LOC: 80% / 20%	GRAND TOTALS

DDOT ALLOCATIONS				
NEW FY 2022	\$615,909	\$2,378,018		\$2,993,927
- Amended	\$574,226	\$2,087,771		\$2,661,996
PRIOR UNEXPENDED	\$181,878	\$334,459		\$516,337
CARRYOVER FY 2021	\$113,353	\$486,107		\$599,460
SUBTOTAL - DC	\$911,139	\$3,198,584		\$599,460
	\$869,457	\$2,908,337		\$3,777,793

MDOT ALLOCATIONS				
NEW FY 2022	\$1,400,744	\$3,992,600		\$5,393,350
- Amended	\$1,305,944	\$3,505,559		\$4,811,234
PRIOR UNEXPENDED	\$158,217	\$470,898		\$629,115
CARRYOVER FY 2021	\$321,218	\$799,263		\$1,182,081
SUBTOTAL - MD	\$1,880,178	\$5,344,320		\$7,204,545
	\$1,785,379	\$4,831,750		\$6,622,430

VDRPT & VDOT ALLOCATIONS				
NEW FY 2022	\$1,160,155	\$3,100,706		\$4,690,861
- Amended	\$1,081,630	\$3,099,768		\$4,181,406
PRIOR UNEXPENDED	\$122,834	\$389,394		\$512,128
CARRYOVER FY 2021	\$267,500	\$738,258		\$1,005,836
SUBTOTAL - VA	\$1,551,467	\$4,658,358		\$6,208,826
	\$471,933	\$4,227,420		\$5,699,370

TOTAL FHWA/FTA FUNDING ALLOCATIONS				
NEW FY 2022	\$3,170,998	\$9,901,330		\$13,078,138
- Amended	\$2,961,808	\$8,692,828		\$11,654,636
PRIOR UNEXPENDED	\$462,829	\$1,194,751		\$1,657,580
CARRYOVER FY 2021	\$702,149	\$2,085,228		\$2,787,377
SUB-TOTAL - FHWA-FTA	\$4,341,785	\$13,181,309		\$17,523,094
	\$4,126,786	\$11,972,807		\$16,099,593

TOTAL BASIC UPWP	\$4,341,785	\$13,181,309		\$17,523,094
- Amended	\$4,126,786	\$11,972,807		\$16,099,593
FAA - CASP PROGRAM			\$252,700	\$252,700
State Planning & Research (SPR)			\$260,000	\$260,000

GRAND TOTAL UPWP - Amended	\$4,126,786	\$11,972,807	\$512,700	\$16,612,293
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Jurisdictional breakdown of Carryover Funds:				
	FTA	FHWA		TOTAL
District of Columbia	\$41,683	\$290,247		\$331,931
Maryland	\$94,800	\$487,315		\$582,114
Virginia	\$78,517	\$430,938		\$509,455
GRAND TOTAL	\$215,000	\$1,208,500		\$1,423,500

- "New FY2022" funding amounts from DDOT and VDOT are at FY 2021 levels and will be updated.
- "Prior Unexpended" funding amounts are yet to be confirmed by funding agencies and may change.
- "Carryover FY2021 funds" are funds budgeted for Core and Technical Assistance work program activities in FY 2021 UPWP, that are not anticipated to be spent in FY 2021. As such these funds will be carried over from FY 2021 to be used to perform Core program and Tech. Assistance activities in FY 2022.

Table 3: FY 2022 UPWP Expenditures			2/4/2022
Amended as proposed			DRAFT
WORK ACTIVITY	FY 2022 TOTAL BUDGETED ¹	ESTIMATED CARRYOVER	FY 2022 TOTAL AMENDED
CORE PROGRAMS			
1. Long-Range Transportation Planning	\$1,095,434	\$50,000	\$1,045,434
2. Transportation Improvement Program	\$466,962		\$466,962
3. Planning Elements	\$2,768,270	\$50,000	\$2,718,270
4. Public Participation	\$994,711	\$65,000	\$929,711
5. Travel Forecasting	\$3,298,136	\$50,000	\$2,767,336
6. Mobile Emissions Planning	\$2,039,172		\$2,039,172
7. Travel Monitoring and Data Programs	\$2,410,000	\$325,000	\$1,816,001
8. Regional Land Use and Transportation Planning Coordination	\$1,190,179		\$1,190,179
9. Mobility and Enhancement Programs	\$963,379	\$112,500	\$876,171
10. TPB Management and Support	\$963,379		\$963,379
Sub-total: Core Program	\$14,946,115	\$1,133,500	\$14,812,615
11. TECHNICAL ASSISTANCE			
A. District of Columbia	\$274,756	\$22,500	\$252,256
B. Maryland	\$483,305	\$26,250	\$457,055
C. Virginia ²	\$436,679	\$26,250	\$410,429
D. Public Transportation ³	\$382,238	\$215,000	\$167,238
Sub-total: Technical Assistance Program	\$1,576,978	\$290,000	\$1,286,978
Total - Basic UPWP:	\$17,523,093	\$1,423,500	\$16,099,593
AIR SYSTEMS AND PLANNING RESEARCH			
1. Continuous Airport System Planning (CASP) ⁴	\$252,700		\$252,700
2. State Planning & Research (SPR) ⁵	\$260,000		\$260,000
Sub-total: CASP and SPR	\$512,700		\$512,700
GRAND TOTAL UPWP -	\$18,035,793	\$0	\$16,612,293
<p>1. As approved by the TPB at its March 11, 2021 meeting.</p> <p>2. Includes \$14,000 in carry over funding from FY 2021 for projects obligated in FY 2021 and being executed in FY 2022</p> <p>3. Includes \$191,630 in carry over funding from FY 2021 for projects obligated in FY 2021 and being executed in FY 2022</p> <p>4. CASP work activities are based on anticipated FAA grants to conduct airport ground access planning as part of CASP program.</p> <p>5. SPR program activities are funded through a separate grant from the District of Columbia's DOT to assist in DDOT's HPMS program.</p>			

TABLE 4 TPB FY 2022 UPWP BUDGET BY WORK PROGRAM ACTIVITY AND EXPENDITURE CATEGORY - FINAL DRAFT

2/4/2022

Amended as proposed

DRAFT

UPWP - Work Activity	COG Labor Cost		Total	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	COG Staff		Interns	Temps			Softwre, Data, PC	Studies Programs	Other Costs		
CORE PROGRAMS													
1. Long-Range Transportation Planning	\$444,009	\$0	\$444,009	\$108,338	\$0	\$0	\$552,347	\$331,511	\$5,000	\$200,000	\$6,900	\$161,900	\$1,045,434
2. Transportation Improvement Program	\$133,656	\$0	\$133,656	\$32,612	\$0	\$0	\$166,268	\$99,694	\$0	\$0	\$1,000	\$201,000	\$466,962
3. Planning Elements	\$976,851	\$32,957	\$1,009,808	\$246,393	\$0	\$0	\$1,256,201	\$57,818	\$12,500	\$590,000	\$156,350	\$708,850	\$2,718,270
4. Public Participation	\$436,057	\$0	\$436,057	\$106,398	\$0	\$0	\$542,455	\$325,200	\$2,000	\$25,000	\$100,000	\$62,000	\$929,711
5. Travel Forecasting	\$1,056,977	\$0	\$1,056,977	\$257,902	\$0	\$0	\$1,314,879	\$138,402	\$421,000	\$703,056	\$71,000	\$664,056	\$2,767,337
6. Mobile Emissions Planning	\$820,122	\$94,080	\$914,202	\$223,065	\$0	\$0	\$1,137,267	\$681,905	\$41,000	\$110,000	\$69,000	\$220,000	\$2,039,172
7. Travel Monitoring And Data Programs	\$745,263	\$0	\$745,263	\$181,844	\$0	\$0	\$927,107	\$555,894	\$125,000	\$275,000	\$258,000	\$333,000	\$1,816,001
8. Planning Scenarios And Socio Economic Forecasting	\$226,808	\$250,441	\$477,249	\$116,449	\$0	\$0	\$593,698	\$355,981	\$75,000	\$110,000	\$55,500	\$240,500	\$1,190,179
9. Mobility Enhancement Programs	\$117,995	\$45,918	\$163,913	\$39,995	\$0	\$0	\$203,908	\$122,263	\$1,000	\$660,000	\$1,500	\$550,000	\$876,171
10. TPB Support and Management	\$312,315	\$0	\$312,315	\$76,205	\$0	\$0	\$388,520	\$232,957	\$1,500	\$124,101	\$216,300	\$341,901	\$963,377
UPWP Core Program Total	\$5,270,053	\$423,396	\$5,693,448	\$1,392,701	\$0	\$0	\$7,082,650	\$4,246,757	\$559,000	\$2,053,657	\$870,550	\$3,483,207	\$14,812,613
TECHNICAL ASSISTANCE PROGRAM													
A. District of Columbia	\$5,867	\$0	\$5,867	\$1,431	\$0	\$0	\$7,298	\$4,376	\$0	\$30,000	\$233,082	\$240,582	\$252,256
B. Maryland	\$5,867	\$0	\$5,867	\$1,431	\$0	\$0	\$7,298	\$4,376	\$0	\$195,000	\$276,631	\$445,381	\$457,055
C. Virginia	\$5,867	\$0	\$5,867	\$1,431	\$0	\$0	\$7,298	\$4,376	\$0	\$304,000	\$121,006	\$398,756	\$410,430
D. Public Transportation	\$5,867	\$0	\$5,867	\$1,431	\$0	\$0	\$7,298	\$4,376	\$0	\$326,000	\$44,565	\$155,565	\$167,238
Technical Assistance Program Total	\$23,466	\$0	\$23,466	\$5,726	\$0	\$0	\$29,192	\$17,503	\$0	\$565,000	\$675,285	\$1,240,285	\$1,286,980
Total Basic Program	\$5,293,519	\$423,396	\$5,716,914	\$1,398,427	\$0	\$0	\$7,111,841	\$4,264,260	\$559,000	\$2,618,657	\$1,545,835	\$4,723,492	\$16,099,593
OTHER PROGRAMS													
Continuous Air Systems Planning	\$124,099	\$0	\$124,099	\$30,280	\$0	\$0	\$154,380	\$92,566	\$0	\$0	\$5,754	\$5,754	\$252,700
State Planning & Research Program (DC)	\$76,513	\$0	\$76,513	\$18,669	\$0	\$0	\$95,182	\$57,071	\$0	\$107,746	\$0	\$107,746	\$260,000
GRAND TOTAL	\$5,494,131	\$423,396	\$5,917,527	\$1,443,877	\$0	\$0	\$7,361,403	\$4,413,898	\$559,000	\$2,726,403	\$1,551,589	\$4,836,992	\$16,612,293