



MEMORANDUM

TO: Transportation Planning Board Steering Committee
FROM: Kanti Srikanth, TPB Staff Director
SUBJECT: Technical Correction to FY 2017 UPWP Funding Tables
DATE: June 2, 2017

This memorandum describes a technical correction to Table 2 of the FY 2017 Unified Planning Work Program (UPWP) as amended on March 29, 2017. A minor error was found, the funding totals do not change, and Table 2 must be corrected in order to properly budget and pay for the UPWP activities.

SUMMARY

The TPB's FY 2017 UPWP was originally adopted by the TPB at its March 16, 2016 meeting and subsequently approved by the FHWA and FTA. The UPWP provides the scope of work and budget for the work activities for the period July 1, 2016 thru June 30, 2017. At its March 29, 2017 meeting the TPB amended the UPWP to revise the budget to carryover previously approved work activities and budgets into the next fiscal year (Resolution R12-2017). The supporting documents for this action included a memorandum (dated March 9, 2017) describing the details of the changes and summary tables reflecting the amended budgets. Staff has discovered an arithmetic error in the tables that listed the amended amounts. While the memorandum described the correct amount of carryover funding for one of the work activities, the amount listed in the table was incorrect. The following section provides details of the correction and the revised table is attached. This correction does not change the Board approval and does not change the overall scope for the work activities.

DETAILS

The March 9, 2017 memo detailed all the work activities whose budget amounts were being revised and the funding amounts to be carried over into the FY 2018 UPWP. Based on the information in this memo, the TPB amended the FY 2017 UPWP at its March 29, 2017 meeting to reduce the total budget by \$2,703,540 to reflect all the work activities that were not anticipated to be completed during the remaining part of this fiscal year (ending June 30, 2017). This amount was carried over to the FY 2018 UPWP to support continued work on these activities and all the other activities planned for FY 2018. The amended budgets by funding source for each work activity was listed in Table 2 that was attached to the March 9, 2017 memo.

Essentially, the numbers in the Table 2 "Total Cost" column were off by \$100,000 from an error in Task 6 "Travel monitoring and Data Programs". As described in the March 9, 2017 memo, of the above total amount the original budget for the Travel Monitoring and Data Programs work activity was to be reduced by \$1,525,627. The amended budget for the Travel monitoring and Data Programs work activity listed in Table 2, however, incorrectly reflected a reduction of \$1,625,627. This error is now being corrected in Table 2 and all related totals in Table 2 have been updated. The corrected Table 2 is attached with all the changed values highlighted.

As reflected in the attached Table 2, the incorrect total for the Travel Monitoring and Data Programs work activity of \$1,861,573 has been corrected to \$1,961,573. The corresponding FTA/State/Local share of the incorrect amount of \$454,068 has been corrected to \$478,460 while the corresponding FHWA/State/Local share of the incorrect amount of \$1,407,505 has been corrected to \$1,483,113.

Staff also reviewed the FY 2018 UPWP budget that was also adopted by the TPB at its March 29, 2017 meeting since it included the carryover funding from the amendment to the FY 2017 UPWP noted above. The total amount of FY 2017 UPWP carryover and the carryover amount for the Travel Monitoring and Data Programs work activity were both the correct amounts (\$2,703,540 and \$1,525,627 respectively) noted in the March 9, 2017 memo. As such this correction, does not affect the budget totals for FY 2018 UPWP adopted by the TPB.

NEXT STEPS

Staff has made the technical correction in the attached Table 2. Since there is no change to the total amount of funding, there is no need for further action. This UPWP technical correction has been placed on the June 2, 2017 Steering Committee agenda to inform the members the 2017 UPWP Table 2 has been updated. This information will also be reported at the June 21, 2017 TPB meeting as part of the Director's Report. The state Departments of Transportation and the FHWA and FTA offices will be notified.



March 9, 2017

Corrected: June 2, 2017

TABLE 2
FY 2017 UPWP - PROPOSED AMENDED WORK PROGRAM BUDGETS BY SOURCE

| WORK ACTIVITY | TOTAL COST | FTA/STATE /LOCAL | FHWA/STATE /LOCAL | OTHER FUND |
|---|---------------------|--------------------|--------------------|--------------------------------|
| CORE PROGRAMS | | | | |
| 1. Long-Range Planning | \$1,104,800 | \$269,479 | \$835,321 | |
| 2. Performance-Based Planning and Programming | \$469,145 | \$114,432 | \$354,713 | (\$50,000) |
| 3. Mobile Emissions Planning | \$1,598,800 | \$389,974 | \$1,208,826 | |
| 4. Planning Programs | \$1,564,200 | \$381,534 | \$1,182,666 | (\$150,000) |
| 5. Travel Forecasting | \$2,266,800 | \$552,910 | \$1,713,890 | |
| 6. Travel Monitoring and Data Programs | \$1,961,573 | \$478,460 | \$1,483,113 | (\$1,525,627) |
| 7. Cooperative Forecasting and Transportation Planning Coordination | \$760,000 | \$185,376 | \$574,624 | (\$100,000) |
| 8. Public Participation and Human Transportation Service Coordination | \$830,200 | \$202,499 | \$627,701 | |
| 9. Transportation Alternatives and Land Use Connection Programs | \$422,700 | \$103,103 | \$319,597 | |
| 10. TPB Support and Management | \$825,785 | \$201,422 | \$624,363 | |
| Core Program Total | \$11,804,003 | \$2,879,190 | \$8,924,813 | (\$1,825,627) |
| TECHNICAL ASSISTANCE | | | | |
| A. District of Columbia | \$245,000 | \$196,059 | \$48,941 | (\$105,118) |
| B. Maryland | \$317,000 | \$253,677 | \$63,323 | (\$498,367) |
| C. Virginia | \$420,000 | \$336,102 | \$83,898 | (\$251,428) |
| D. WMATA | \$149,620 | \$149,620 | \$0 | (\$23,000) |
| Technical Assistance Program Total | \$1,131,620 | \$935,458 | \$196,162 | (\$877,913) |
| Total, Basic Program | \$12,935,623 | \$3,814,648 | \$9,120,975 | |
| CONTINUOUS AIRPORT SYSTEM PLANNING | | | | |
| A. Process 2015 Air Passenger Survey - Phase 2 | \$125,000 | | | \$125,000 |
| B. Ground Access Forecast and Element Update | \$125,000 | | | \$125,000 |
| Continuous Airport System Planning Total | \$250,000 | | | \$250,000 |
| GRAND TOTAL UPWP | \$13,185,623 | \$3,814,648 | \$9,120,975 | \$250,000 (\$2,703,540) |