



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: February 2, 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 \$3,682,000 (\$3,557,000 Core UPWP, \$125,000 Technical Assistance) to reflect work activities that are not anticipated to be completed during the remaining part of 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 \$3,682,000 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 \$500,000, including:
 - \$400,000 in funding budgeted for consultant services and data purchases (Congestion Management Process and Systems Performance, Operations, and Technology Planning tasks). Additional time is needed to address availability and quality review issues for data intended to be purchased.
 - \$100,000 budgeted for certain Freight Planning activities, to align with stakeholder needs and schedules.
2. Task 5 – Travel Forecasting: Carry over \$626,000 in funding, which is composed of the following:
 - \$276k was for completing the development of the Gen3, Phase 2 Model and for, potentially, some optional enhancements to the Gen3 Model.
 - \$150k was for possible consultant assistance with re-estimation and re-calibration of the Gen2 Travel Model to a year represented by a recent household travel survey, such as 2018, which corresponds to the 2017-2018 Regional Travel Survey (RTS).
 - \$200k 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 \$2,250,000 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 8 – Regional Land Use and Transportation Planning Coordination: Carry over \$100,000 in funding budgeted for consultant services to support consultant services during FY 2025.
6. 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.