



MEMORANDUM – FINAL 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: March 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 \$2,022,000 (\$1,657,000 Core UPWP, \$365,000 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 \$2,022,000 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 1 – Long-Range Transportation Planning: Carry over \$90,000 to conduct additional analysis to support long-range planning for planning areas such as, but not limited to, considering equity and Justice40 in regional transportation planning and supporting the Planning and Environmental Linkages approach.
2. Task 3 – Planning Elements: Carry over a total of \$425,000, including:
 - \$200,000 in funding budgeted for consultant services and data purchases (Congestion Management Process and Systems Performance, Operations, and Technology Planning tasks), in order to support expanded congestion management data acquisition and related analysis activities during FY 2024.
 - \$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.
 - \$100,000 budgeted for certain Resiliency Planning activities. Several activities started later in FY 2023 due to the hiring process.
3. Task 5 – Travel Forecasting: Carry over \$682,000 in funding.
 - \$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.
 - \$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.
4. Task 7 – Transportation Research and Data Programs: Carry over \$410,000 in funding budgeted for consultant services and data purchases to support data acquisition and consultant services for conducting travel surveys and transportation research activities during FY 2024.
5. 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.
6. Task 11 – Technical Assistance:
 - The District of Columbia's budget will carry over \$50,000 into the FY 2024 core program to support the EV Deployment Plan.
 - The Maryland Technical Assistance budget will carry over \$50,000 into the FY 2024 core program to support the EV Deployment Plan.

- The Virginia Technical Assistance budget will carry over \$50,000 into the FY 2024 core program to support the EV Deployment Plan.
- The Regional Public Transportation Technical Assistance budget will carry over \$215,000 into the FY 2024 Regional Public Transportation Technical Assistance Program, with \$125,000 earmarked for the Transit Within Reach technical assistance grant program and \$90,000 to develop a regional High-Capacity Transit station map graphic.

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TABLE 1
REVENUE ESTIMATES FOR FY 2023 UPWP - AMENDED

	FTA SECT 5303 80% FED & 20% STA/ LOC	FHWA PL FUNDS 80% FED & 20% STA/ LOC	OTHER CASP (FAA: 90/10) FHWA (SPR:80/20)	TOTALS
DISTRICT OF COLUMBIA - ALLOCATIONS				
NEW FY 2023 ¹	\$522,668	\$2,483,706	-	\$3,006,374
PRIOR UNEXPENDED ²	\$102,439	\$1,263,415	-	\$1,365,854
FY 2022 CARRYOVER	\$41,683	\$290,247	-	\$331,930
SUBTOTAL - D.C	\$666,790	\$4,037,368	-	\$4,704,158
MARYLAND - ALLOCATIONS				
NEW FY 2023 ¹	\$1,212,462	\$3,455,938	-	\$4,668,401
PRIOR UNEXPENDED ²	\$409,627	\$1,115,690	-	\$1,525,317
FY 2022 CARRYOVER	\$94,800	\$487,315	-	\$582,115
SUBTOTAL - MD	\$1,716,889	\$5,058,943	-	\$6,775,833
VIRGINIA - ALLOCATIONS				
NEW FY 2023 ¹	\$984,522	\$2,675,127	-	\$3,659,648
PRIOR UNEXPENDED ²	\$347,825	\$601,723	-	\$949,548
FY 2022 CARRYOVER	\$78,517	\$430,938	-	\$509,455
SUBTOTAL - VA	\$1,410,864	\$3,707,788	-	\$5,118,651
TOTAL FUNDING ALLOCATIONS				
SUB-TOTAL NEW FY 2023	\$2,719,652	\$8,614,771	-	\$11,334,423
SUB-TOTAL PRIOR UNEXPENDED	\$859,891	\$2,980,828	-	\$3,840,719
SUB-TOTAL FY 2022 CARRYOVER	\$215,000	\$1,208,500	-	\$1,423,500
TOTAL BASIC UPWP	\$3,794,543	\$12,804,099	-	\$16,598,642
OTHER TPB PROGRAMS				
Continuous Air System Planning (CASP)	-	-	\$629,030	\$629,030
State Planning & Research (SPR)	-	-	\$245,721	\$245,721
GRAND TOTAL UPWP	\$3,794,543	\$12,804,099	\$874,751	\$17,473,393
Amended Amounts				

3/3/2023

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TABLE 2
EXPENDITURE ESTIMATES FOR FY 2023 UPWP - AMENDED

WORK ACTIVITY	FY 2023 TOTAL COST ESTIMATE
UPWP CORE PROGRAMS	
1. Long-Range Transportation Planning	\$1,032,781
2. Transportation Improvement Program	\$428,465
3. Planning Elements	\$2,639,122
4. Public Participation	\$913,277
5. Travel Forecasting	\$2,682,640
6. Mobile Emissions Planning	\$2,265,567
7. Transportation Research and Data Programs	\$2,199,576
8. Regional Land Use and Transportation Planning Coordination	\$1,115,429
9. Mobility Enhancement Programs (EM, TLC, TAP, RSP)	\$1,082,499
10. TPB Support and Management	\$989,546
Sub-total: Core Program	\$15,348,902
UPWP TECHNICAL ASSISTANCE PROGRAM	
A. District of Columbia	\$279,633
B. Maryland	\$442,971
C. Virginia	\$334,845
D. Public Transportation	\$192,289
Sub-total: Technical Assistance Program	\$1,249,739
Total - Basic U P W P	\$16,598,642
OTHER TPB PROGRAMS	
1. Continuous Airport System Planning (CASP)	\$629,030
2. State Planning and Research Program (For DDOT)	\$245,721
GRAND TOTAL UPWP	\$17,473,393
Amended Amounts	

TABLE 3 TPB FY 2023 UPWP BUDGET BY WORK PROGRAM ACTIVITY AND EXPENDITURE CATEGORY - AMENDED

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UPWP - Work Activity	COG Labor Cost		Total COG Labor	COG Labor Fringe Cost	Supplemental Labor		Total Labor & Fringe Cost	COG Indirect Cost	Direct Costs (Implementation)			Total Prgrm. (Implmntn.) Direct Cost	Grand Total Cost
	DTP Staff	Other Staff			Interns	Temps			Sftwre, Data, PC	Studies Programs	Other Costs		
CORE PROGRAMS													
1. Long-Range Transportation Planning	\$459,999	\$0	\$459,999	\$105,478	\$0	\$0	\$565,476	\$295,405	\$5,000	\$160,000	\$6,900	\$171,900	\$1,032,781
2. Transportation Improvement Program	\$121,542	\$0	\$121,542	\$27,870	\$0	\$0	\$149,412	\$78,053	\$200,000	\$0	\$1,000	\$201,000	\$428,465
3. Planning Elements	\$1,127,093	\$59,275	\$1,186,368	\$272,034	\$0	\$0	\$1,458,402	\$761,869	\$12,500	\$350,000	\$56,350	\$418,850	\$2,639,122
4. Public Participation	\$385,403	\$0	\$385,403	\$88,373	\$0	\$0	\$473,776	\$247,501	\$2,000	\$90,000	\$100,000	\$192,000	\$913,277
5. Travel Forecasting	\$1,074,088	\$0	\$1,074,088	\$246,288	\$0	\$0	\$1,320,376	\$689,764	\$135,000	\$439,000	\$98,500	\$672,500	\$2,682,640
6. Mobile Emissions Planning	\$939,502	\$98,746	\$1,038,248	\$238,070	\$0	\$0	\$1,276,318	\$666,749	\$64,000	\$165,000	\$93,500	\$322,500	\$2,265,567
7. Transportation Research and Data Program	\$857,380	\$0	\$857,380	\$196,597	\$0	\$0	\$1,053,978	\$550,598	\$405,000	\$140,000	\$50,000	\$595,000	\$2,199,576
8. Regional Land Use and Transportation Planning Coordination	\$239,106	\$260,459	\$499,565	\$114,550	\$0	\$0	\$614,115	\$320,814	\$75,000	\$50,000	\$55,500	\$180,500	\$1,115,429
9. Mobility Enhancement Programs	\$211,452	\$46,364	\$257,816	\$59,117	\$0	\$0	\$316,933	\$165,566	\$1,000	\$597,500	\$1,500	\$600,000	\$1,082,499
10. TPB Support and Management	\$305,213	\$0	\$305,213	\$69,985	\$0	\$0	\$375,198	\$196,003	\$2,045	\$200,000	\$216,300	\$418,345	\$989,546
UPWP Core Program Total	\$5,720,778	\$464,843	\$6,185,622	\$1,418,363	\$0	\$0	\$7,603,985	\$3,972,322	\$901,545	\$2,191,500	\$679,550	\$3,772,595	\$15,348,903
TECHNICAL ASSISTANCE PROGRAM													
A. District of Columbia	\$6,316	\$0	\$6,316	\$1,448	\$0	\$0	\$7,764	\$4,056	\$0	\$30,000	\$287,813	\$317,813	\$279,633
B. Maryland	\$6,316	\$0	\$6,316	\$1,448	\$0	\$0	\$7,764	\$4,056	\$0	\$195,000	\$286,152	\$481,152	\$442,971
C. Virginia	\$6,316	\$0	\$6,316	\$1,448	\$0	\$0	\$7,764	\$4,056	\$0	\$175,000	\$198,025	\$373,025	\$334,845
D. Public Transportation	\$6,316	\$0	\$6,316	\$1,448	\$0	\$0	\$7,764	\$4,056	\$0	\$125,000	\$55,469	\$180,469	\$192,289
Technical Assistance Program Total	\$25,263	\$0	\$25,263	\$5,793	\$0	\$0	\$31,056	\$16,224	\$0	\$525,000	\$827,459	\$1,352,459	\$1,249,739
Total Basic Program	\$5,746,042	\$464,843	\$6,210,885	\$1,424,156	\$0	\$0	\$7,635,041	\$3,988,545	\$901,545	\$2,716,500	\$1,507,009	\$5,125,054	\$16,598,642
OTHER PROGRAMS													
Continuous Air Systems Planning	\$140,030	\$0	\$140,030	\$32,109	\$0	\$0	\$172,139	\$89,925	\$0	\$235,000	\$131,966	\$366,966	\$629,030
State Planning & Research Program (DC)	\$80,141	\$0	\$80,141	\$18,376	\$0	\$0	\$98,517	\$51,466	\$0	\$95,738	\$0	\$95,738	\$245,721
GRAND TOTAL	\$5,966,213	\$464,843	\$6,431,056	\$1,474,641	\$0	\$0	\$7,905,697	\$4,129,936	\$901,545	\$3,047,238	\$1,638,975	\$5,587,758	\$17,473,393
Amended Amounts													