

# National Capital Region Transportation Planning Board

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## MEMORANDUM

### Technical Committee Item 3

November 26, 2014

**TO:** TPB Technical Committee

**FROM:** Gerald Miller  
Acting Deputy Director  
Department of Transportation Planning

**SUBJECT:** Briefing on Amendment to the FY 2015 Unified Planning Work Program (UPWP) to Revise the Budget

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#### Proposed FY 2015 UPWP Budget Revisions

Since the FY 2015 UPWP was approved in March, the funding allocations provided by DDOT, MDOT and VDOT have been revised to reflect changes in new FY 2015 funding and adjustments in the unobligated FY 2013 funding. This memorandum describes an amendment to revise the budget and work activities to reflect the funding changes. The TPB will be asked to approve this amendment at its meeting on December 17.

On March 19, 2014, the TPB approved the budget for the FY 2015 UPWP, which includes “new FY 2015 funds” that come from the federal FY 2014 budget and “unobligated FY 2013 funds” that are unexpended funds from the completed FY 2013 UPWP. As described below, the new funding total needs to be decreased by \$165,179 and the unobligated FY 2013 total needs to be increased by \$336,084. **The net result is an increase of \$170,905 (1.2 percent ) for the total FY 2015 UPWP budget.**

#### *Changes to the New FY 2015 Funding Totals*

Because the federal FY 2014 budget had not been finalized in February in time for the FY 2015 UPWP to be approved by the TPB in March, we assumed the allocations of new FY 2015 FTA Section 5303 and FHWA PL funding to be provided by the DOTs would be similar to the previous year. After the federal FY 2014 MPO planning allocations were finalized, DDOT, MDOT, VDOT, and VDRPT determined their new FY 2015 funding commitments for the UPWP. The commitments are shown in italics for each “New FY 2015” row in the attached Table 1 from the FY 2015 UPWP that was approved by the TPB in March. These allocations provide **a net decrease of \$165,179** (including state and local matching funds) in new FY 2015 funding for the UPWP relative to the totals included in the FY 2015 UPWP approved in March.

#### *Changes to the Unobligated FY 2013 Funding Totals*

Based upon information from the DOTs some adjustments to the “unobligated FY 2013” assumed funding totals are needed. The adjustments to the FTA and FHWA totals are shown in for each “unobligated FY 2013” row in the attached Table 1 from the FY2015

UPWP. These adjustments result in a **net increase of \$336,084** in the total unobligated FY2013 funding.

### *Changes to the Technical Assistance and Core Program Budgets*

As shown in Table 1, the FY 2015 UPWP budget **is increased by a total of \$170,905** relative to the total approved by the TPB in March.

The technical assistance funding level for each state is an agreed percentage of the total new FY 2015 funding provided through the respective state. The technical assistance funding level for WMATA is an agreed percentage of the new FTA 2015 funding. Therefore, the budgets for the technical assistance programs in the District, Maryland and WMATA will increase by \$1,757, \$13,776 and \$4,905 respectively, while the Virginia program will decrease by \$37,832.

Because the total for all of the **technical assistance programs decrease by \$17,394, the net total funding for the core work program increases by \$188,301.**

### Proposed Work Activity Budget Increases

A 1 percent across the board increase is proposed for the current work activity budgets in the core work program (not including the carryover budgets from FY 2014) for increases in salaries and other costs during the fiscal year. The 1 percent will account for \$111,301 of the \$188,301 total increase. The remaining \$77,000 is proposed to be allocated to two work activities in the core work program. For the 3.C Regional Studies activity, a \$50,000 increase is proposed to provide resources for supporting the proposed multi-disciplinary professional working group to be convened by COG to develop a multi-sector action plan to reduce greenhouse gas emissions. For the 1.E Public Participation activity, a \$27,000 increase is proposed to initiate an evaluation of the current public involvement process as recommended during the recent Federal planning certification review.

The proposed 1 percent increases and increase to Regional Studies and the Technical Assistance Program budgets are shown in the attached Table A. Table B provides a summary of the proposed work activities utilizing the additional funding. The changes to the budgets and work activities in the core program and technical assistance programs will be shown in Appendix A.

**TABLE 1 AMEND**  
**FY 2015 TPB PROPOSED FUNDING BY FEDERAL, STATE AND LOCAL SOURCES**  
**(July 1, 2014 to June 30, 2015)**

		<b>FTA SECT 5303 80% FED &amp; 20% STA/ LOC</b>	<b>FHWA SECT 112 80% FED &amp; 20% STA/ LOC</b>	<b>CHANGE IN FHWA FUNDING</b>	<b>TOTALS</b>	<b>CHANGE IN TOTAL FUNDING</b>
<b>ALLOTMENTS PROVIDED BY DDOT</b>						
<b>NEW FY 2015</b>	+11,152	<b>521,703</b>	<b>2,148,445</b>	+1,862	<b>2,670,148</b>	+13,014
<b>UNOBLIGATED FY 2013</b>	-4,130	<b>28,123</b>	<b>116,540</b>	-8,884	<b>144,663</b>	-13,014
<b>CARRYOVER FY 2014</b>		<b>61,337</b>	<b>232,005</b>		<b>293,342</b>	
<b>SUBTOTAL</b>	+7022	<b>611,163</b>	<b>2,496,990</b>	-7022	<b>3,108,153</b>	0
<b>ALLOTMENTS PROVIDED BY MDOT</b>						
<b>NEW FY 2015</b>	+23,521	<b>1,253,735</b>	<b>3,531,767</b>	+78,521	<b>4,785,502</b>	+102,042
<b>UNOBLIGATED FY 2013</b>	+97,222	<b>152,328</b>	<b>374,130</b>	+176,420	<b>526,458</b>	+273,642
<b>CARRYOVER FY 2014</b>		<b>208,833</b>	<b>554,435</b>		<b>763,269</b>	
<b>SUBTOTAL</b>	+120,743	<b>1,614,896</b>	<b>4,460,332</b>	+254,941	<b>6,075,229</b>	+375,684
<b>ALLOTMENTS PROVIDED BY VDRPT &amp; VDOT</b>						
<b>NEW FY 2015</b>	+26,645	<b>1,010,540</b>	<b>3,168,679</b>	-306,879	<b>4,179,219</b>	-280,234
<b>UNOBLIGATED FY 2013</b>		<b>72,000</b>	<b>332,689</b>	+75,456	<b>404,689</b>	+75,456
<b>CARRYOVER FY 2014</b>		<b>191,848</b>	<b>571,198</b>		<b>763,046</b>	
<b>SUBTOTAL</b>	+26,645	<b>1,274,388</b>	<b>4,072,566</b>	-231,423	<b>5,346,954</b>	-204,778
<b>TPB BASIC PROGRAM</b>						
<b>TOTAL NEW FY 2015</b>	+61,317	<b>2,785,978</b>	<b>8,848,891</b>	-226,496	<b>11,634,869</b>	-165,179
<b>TOTAL UNOBL FY 2013</b>	+93,092	<b>252,451</b>	<b>823,359</b>	+242,992	<b>1,075,810</b>	+336,084
<b>SUBTOTAL</b>	+154,409	<b>3,038,429</b>	<b>9,672,250</b>	+16,496	<b>12,710,679</b>	+170,905
<b>TOTAL CARRYOVER FY 2014</b>		<b>462,019</b>	<b>1,357,638</b>		<b>1,819,657</b>	
<b>TOTAL BASIC PROGRAM</b>	+154,409	<b>3,500,448</b>	<b>11,029,888</b>	+16,496	<b>14,530,336</b>	+170,905
<b>GRAND TOTAL</b>	+154,409	<b>3,500,448</b>	<b>11,029,888</b>	+16,496	<b>14,530,336</b>	+170,905

"New FY2015 funds" are newly authorized funds for the FY2015 UPWP

"Unobligated FY2013 funds" are unexpended funds from the completed FY2013 UPWP

"Carryover FY2014 funds" are programmed from the FY2014 UPWP to complete specific work tasks in the FY2015 UPWP

**TABLE A WORK ACTIVITY BUDGET INCREASES FOR TABLE 2  
TPB FY 2015 WORK PROGRAM BY FUNDING SOURCES**

WORK ACTIVITY	No Carryove1 PERCENT OTHER CURRENT INCREASE CHANGE			AMENDED	FINAL
	TOTAL COST			FINAL BUDGET	FINAL INCREASE
<b>1. PLAN SUPPORT</b>					
A. Unified Planning Work Program (UPWP)	72,800	750		73,550	750
B. Transp Improvement Program (TIP)	247,800	2,500		250,300	2,500
C. Constrained Long-Range Plan	636,100	6,400		642,500	6,400
D. Financial Plan	64,900	650		65,550	650
E. Public Participation	434,700	4,360	27,000	466,060	31,360
F. Private Enterprise Participation	18,800	200		19,000	200
G. Annual Report	82,500	850		83,350	850
H. Transportation/Land Use Connection Program	430,300	4,600		434,900	4,600
I. DTP Management	482,800	5,541		488,341	5,541
Subtotal	2,470,700	25,851		2,523,551	52,851
<b>2. COORDINATION PLANNING</b>					
A. Congestion Management Process (CMP)	211,000	2,150		213,150	2,150
B. Management, Operations, and ITS Planning	350,500	3,550		354,050	3,550
C. Transportation Emergency Preparedness Planning	77,600	800		78,400	800
D. Transportation Safety Planning	128,800	1,300		130,100	1,300
E. Bicycle and Pedestrian Planning	125,000	1,250		126,250	1,250
F. Regional Bus Planning	160,000	1,600		161,600	1,600
G. Human Services Transportation Coordination	141,200	1,500		142,700	1,500
H. Freight Planning	154,500	1,550		156,050	1,550
I. MATOC Program Planning & Support	123,600	1,250		124,850	1,250
Subtotal	1,472,200	14,950		1,487,150	14,950
<b>3. FORECASTING APPLICATIONS</b>					
A. Air Quality Conformity	584,600	5,900		590,500	5,900
B. Mobile Emission Analysis	707,200	7,300		714,500	7,300
C. Regional Studies	531,800	5,400	50,000	587,200	55,400
D. Coord Coop Forecasting & Transportation Planning	831,000	8,400		839,400	8,400
Subtotal	2,654,600	27,000		2,731,600	77,000
<b>4. DEVELOPMENT OF NETWORKS/MODELS</b>					
A. Network Dvelopment	792,800	8,000		800,800	8,000
B. GIS Technical Support	565,300	5,700		571,000	5,700
C. Models Development	1,103,400	11,100		1,114,500	11,100
D. Software Support	184,300	1,900		186,200	1,900
Subtotal	2,645,800	26,700		2,672,500	26,700
<b>5. TRAVEL MONITORING</b>					
A. Cordon Counts	258,400	2,600		261,000	2,600
B. Congestion Monitoring and Analysis	360,500	3,600		364,100	3,600
C. Travel Survey and Analysis		0		0	0
Household Travel Survey	727,500	7,300		734,800	7,300
D. Regional Transportation Clearinghouse	327,400	3,300		330,700	3,300
Subtotal	1,673,800	16,800		1,690,600	16,800
<b>Core Program Total (1 to 5)</b>	<b>10,917,100</b>	<b>111,301</b>	<b>77,000</b>	<b>12,275,401</b>	<b>188,301</b>
<b>6. TECHNICAL ASSISTANCE</b>					
A. District of Columbia	380,303		1,757	382,060	1,757
B. Maryland	916,067		13,776	929,843	13,776
C. Virginia	897,295		(37,832)	859,463	-37,832
D. WMATA	249,578		4,905	254,483	4,905
Subtotal	2,443,243		-17,394	2,425,849	-17,394
<b>Total, Basic Program</b>	<b>13,360,343</b>	<b>111,301</b>	<b>59,606</b>	<b>14,701,250</b>	<b>170,907</b>

**TABLE B: Proposed Work Activity Budget Increases in FY 2015 UPWP**

<b>Work Task</b>	<b>Budget Change</b>	<b>Activity</b>
<b>1. Plan Support</b>		
E. Public Participation	<b>\$27,000</b>	Increase would initiate an evaluation of the current public involvement process as recommended during the recent Federal planning certification review.
<b>3. FORECASTING APPLICATIONS</b>		
C. Regional Studies	<b>50,000</b>	Increase would provide resources for supporting the proposed multi-disciplinary professional working group to be convened by COG to develop a multi-sector action plan to reduce greenhouse gas emissions.
<b>Core Program Total</b>	<b>77,000</b>	
<b>6. TECHNICAL ASSISTANCE</b>		
A. District of Columbia	1,757	To be programmed
B. Maryland	13,776	
C. Virginia	-37,832	
D. WMATA	<b>4,905</b>	
<b>Subtotal</b>	<b>-17,394</b>	
<b>Total, Basic Program</b>	<b>170,907</b>	



## APPENDIX A: AMENDMENTS TO FY 2015 UPWP

Deletions to text are shown in ~~strikeout~~ and **additions in bold**.



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### E. PUBLIC PARTICIPATION

The Participation Plan which was updated in the spring of 2014 will guide all public involvement activities to support the development of the TIP, the CLRP, the Regional Transportation Priorities Plan, and all other TPB planning activities.

Work activities include:

- Support implementation of the TPB Participation Plan.
- Provide public outreach support for the Regional Transportation Priorities Plan. Through a variety of public outreach activities, citizens will discuss the benefits, desirability and feasibility of potential projects and plan components.
- Develop and conduct workshops or events, as needed, to engage the public and community leaders on key regional transportation issues, including challenges reflected in the CLRP and TIP.
- Ensure that the TPB's website, publications and official documents are timely, thorough and user-friendly.
- Develop new written materials, tools and visualization techniques to better explain to the public how the planning process works at the local, regional and state levels.
- Conduct at least one session of the Community Leadership Institute, a two-day workshop designed to help community activists learn how to get more actively involved in transportation decision making in the Washington region.
- Effectively use technology, including social media and other web-based tools, to spread information about regional transportation planning and engage the public in planning discussions and activities.
- Provide staff support for the TPB Citizens Advisory Committee (CAC), including organizing monthly meetings and outreach sessions, and drafting written materials for the committee.
- Provide staff support for the TPB Access for All Advisory (AFA) Committee that includes leaders of low-income, minority and disabled community groups.
- Prepare AFA Committee memo to the TPB with comments on the CLRP related to projects, programs, services and issues that are important to community groups, such as providing better transit information for limited English speaking populations, improved transit services for people with disabilities, pedestrian and bike access and safety, and potential impacts of transit-oriented development and gentrification.
- Conduct regular public involvement procedures, including public comment sessions at the beginning of each TPB meeting and official public comment periods prior to the adoption of key TPB documents.

- **Initiate an evaluation of the current public involvement process as recommended during the recent Federal planning certification review. It is anticipated that a consultant will be utilized and additional funding will be identified for this activity in the FY 2016 UPWP**

Oversight: Transportation Planning Board

Cost Estimate: \$434,700 + **\$4,360** + **\$27,000**

Products: TPB Participation Plan with a proactive public involvement process; CAC and AFA Committee Reports

Schedule: On-going, with forums and meetings linked to preparation of CLRP and TIP

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### C. REGIONAL STUDIES

#### Regional Transportation Priorities Plan

Development of the Regional Transportation Priorities Plan (RTPP) began in July 2011. In January 2014, the TPB approved the RTPP.

In FY 2015, TPB staff will conduct outreach and analysis activities related to the RTPP. Tasks will include:

- *RTPP/ CLRP Comparative Assessment* – COG/TPB staff will conduct a qualitative assessment of how well the three overarching priorities identified in the RTPP are being met by the transportation system laid out in the 2014 CLRP. This analysis will begin in the spring and end in the fall of 2014.
- *Outreach on the RTPP* – COG/TPB staff will engage policy officials and staff of the TPB's member jurisdictions to promote dialogue on the RTPP and to further the realization of its objectives. Outreach activities will promote discussion that connects the regional policy framework provided by the RTPP with the planning and decision-making activities conducted by the TPB's members. Staff will also conduct outreach with members of the general public that will seek input from a variety of constituencies, including representative citizens, historically disadvantaged communities, opinion leaders and community activists, as well as stakeholders who are already involved in the TPB process.
- *Enhanced Linkages to COG's Place + Opportunity Plan* – Many of the strategies and priorities laid out in the RTPP are closely connected to COG's Place + Opportunity Plan, which focuses on enhancing the region's 141 Activity Centers. In FY2015, COG/TPB staff will identify ways to further promote those linkages through analysis and outreach.
- *Conduct Other Planning Activities and Analysis Related to the RTPP* – In addition to the work identified above, staff will identify and conduct other analysis and planning activities related to key issues and themes identified in the RTPP. Activities may include developing new/revised transportation and land-use scenarios, conducting analysis of those scenarios, and other research and analysis efforts, such as benefit-cost analysis.
- ***Identify Cost-Effective Actions to Reduce Greenhouse Gas Emissions -- Provide resources for supporting the 2015 multi-disciplinary professional working group to be convened by COG to develop a multi-sector action plan to reduce greenhouse gas emissions.***

#### Support for COG's Region Forward

Since FY 2011, TPB staff has provided support for the Metropolitan Washington Council of Government's (COG) Region Forward regional planning efforts involving transportation. Region Forward is supported by a voluntary compact signed by all of the

COG member jurisdictions, and outlines a series of targets and indicators that measure progress towards creating and attaining a more accessible, sustainable, prosperous, and livable future.

In FY 2015, TPB staff will continue to provide support for these regional planning efforts involving transportation. As noted above, staff will particularly seek to promote linkages with the Place and Opportunity Plan, approved by the COG board in January 2014.

Prepare Grant Applications for US DOT Grant Funding Programs

In February 2010, the TPB was awarded \$58.8 million for a regional priority bus network under the TIGER I grant program. In September 2012, the TPB was awarded a \$200,000 Transportation, Community, and System Preservation (TCSP) Grant to identify strategic bicycle and pedestrian access improvements for rail station areas in the region. In FY2015, TPB staff will respond to promising opportunities for submitting project grant applications for USDOT grant funding programs, as approved by the TPB.

Oversight:	Transportation Planning Board
Cost Estimate:	\$531,800 + <b>\$5,400</b> + <b>\$50,000</b>
Products:	RTPP/ 2014 CLRP Baseline Comparison - November  Project grant applications for USDOT grant funding programs as approved by TPB
Schedule:	On-going throughout the year

## 6. TECHNICAL ASSISTANCE

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#### A. DISTRICT OF COLUMBIA

##### 4. Other Tasks To Be Defined

Cost Estimate:           \$115,470 **+1,757**  
                                  19,833 carryover from FY 2014  
~~135,303 total~~ **137,060**

**TOTAL DISTRICT OF COLUMBIA COST ESTIMATE:** \$360,470  
  19,833 carryover from FY 2014  
~~\$380,303~~ **\$382,060**

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#### B. MARYLAND

##### 1. Other Tasks yet to be defined

Other tasks are anticipated but not yet defined. This project is established to account for TPB staff time spent in responding to requests for technical assistance by MDOT, SHA, other modal agencies and jurisdictions whose scope of work or characteristics do not conform to the other work tasks of the Maryland Technical Assistance Program. Work under this project will be performed upon authorization by MDOT, SHA and/or other modal agencies and jurisdictions.

Cost Estimate:           \$6,043 **+13,776**  
                                  10,024 carryover from FY 2014  
\$16,067 total

**TOTAL MARYLAND COST ESTIMATE:**           \$646,043 **+13,776**  
   \$270,024 carryover from FY 2014  
   ~~\$916,067 total~~ **929,843**

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C. VIRGINIA

4. Regional and Sub-regional Studies

This project provides support for technical analysis for planning studies throughout the year as identified and requested VDOT and/or VDRPT. Work may include but not be limited to technical support in ongoing corridor/subarea studies, and initiation of new studies ranging from major new corridor analyses to the development of travel demand forecasts for individual facilities. Tasks undertaken under this work element may involve staff assisting VDOT in the review and/or analysis of Section 527 reports. Staff may also assist VDOT in its work on a system-wide evaluation designed to provide information relating to the effectiveness of ongoing and planned projects and programs aimed at addressing the congestion and mobility challenges in Northern Virginia.

Cost Estimate:           \$240,000 **-37,832**  
   256,119 carryover from FY 2014  
   \$505,119 total

Products:                Travel demand modeling and technical analysis in support of Northern Virginia regional and sub-regional planning studies

**TOTAL VIRGINIA COST ESTIMATE:**           \$564,195 **-37,832**  
   333,091 carryover from FY 2014  
   ~~\$897,286 total~~ **859,463**

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D. WMATA

4. Other Tasks to be Defined

Other tasks anticipated but not yet defined

Cost Estimate:           \$26,700 carryover from FY 2014

**TOTAL WMATA COST ESTIMATE:**           \$222,895 **+4,905**  
   26,700 carryover from FY 2014  
   ~~\$249,595 total~~ **254,483**