

ITEM 9 - Action
December 17, 2014

Approval of an Amendment to the FY 2015 Unified Planning Work Program (UPWP) to Revise the Budget and Work Elements

Staff Recommendation: Receive briefing on an amendment to the FY 2015 UPWP to revise the budget and work elements to reflect funding changes and adopt Resolution R11-2015 to approve the amendment.

Issues: None

Background: Since the FY 2015 UPWP was approved in March 2014, the funding allocations provided by DDOT, MDOT VDOT and VDRPT have been revised to reflect changes in new FY 2015 funding and adjustments in the unobligated FY 2013 funding.

**NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
777 North Capitol Street, N.E.
Washington, D.C. 20002**

**RESOLUTION TO AMEND
THE FY 2015 UNIFIED PLANNING WORK PROGRAM (UPWP)
TO REVISE THE BUDGET AND WORK ELEMENTS**

WHEREAS, the National Capital Region Transportation Planning Board (TPB), which is the metropolitan planning organization (MPO) for the Washington Region, has the responsibility under the provisions of Moving Ahead for Progress in the 21st Century (MAP-21) for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area;

WHEREAS, the Joint Planning Regulations issued in February 2007 by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) require a Unified Planning Work Program for Transportation Planning (UPWP); and

WHEREAS, the UPWP is required as a basis and condition for all funding assistance for transportation planning to state, local, and regional agencies by the FHWA and FTA; and

WHEREAS, the FY 2015 UPWP for the Washington Metropolitan Area was approved by the TPB on March 19, 2014; and

WHEREAS, the approved budget for the FY 2015 UPWP was based upon allocations of FTA Section 5303 and FHWA funding from the District of Columbia Department of Transportation (DDOT), Maryland Department of Transportation (MDOT), Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (VDRPT) that were assumed to be similar to the previous year; and

WHEREAS, by November, the final federal FY 2014 MPO planning allocations, which determine the new FY 2015 funding for the UPWP, were determined by DDOT, MDOT, VDOT, and the VDRPT; and

WHEREAS, the changes in commitments are shown in italics for each "New FY 2015" row in the attached Table 1 AMEND from the FY 2015 UPWP that was approved by the TPB in March, and 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; and

WHEREAS, based upon information provided by DOTs, adjustments to the "unobligated FY 2013" funding totals, shown for each "unobligated FY 2013" row in the attached Table 1 AMEND from the FY2015 UPWP, provide a **net increase of \$336,084** in the

total unobligated FY2013 funding; and

WHEREAS, the net result is **an increase of \$170,905** for the total FY 2015 UPWP budget as shown in italics in the attached Table 1 AMEND from the FY 2015 UPWP approved by the TPB on March 19, 2014; and

WHEREAS, the technical assistance funding level for each state is an agreed percentage of the total new FY 2015 funding provided through the respective state and the technical assistance funding level for WMATA is an agreed percentage of the new FTA 2015 funding, and therefore the funding budgets for the District, Maryland and WMATA will increase by \$1,757, \$13,776 and \$4,905 respectively, while the Virginia level will decrease by \$37,832, as shown in italics in the attached Table A, and

WHEREAS, because the technical assistance program funding decreases by a net of \$17,394, the net total funding for the core work program increases by \$188,301; and

WHEREAS, a 1 percent across the board increase is proposed for the FY 2015 budgets in the core program as shown in italics in the attached Table A; and

WHEREAS, the 1 percent increase will account for \$111,301 of the \$188,301 total increase, the remaining \$77,000 is proposed to be allocated to two specific work activities in the core work program as shown in Table A and summarized in Table B; and

WHEREAS, the changes to the budgets and work activities in the program are shown in Appendix A; and

WHEREAS, at its December 5 meeting, the TPB Technical Committee was briefed on the proposed amendment to the budget and work activities in the FY 2015 UPWP;

NOW, THEREFORE, BE IT RESOLVED THAT the NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD amends the FY 2015 UPWP to include the budget revisions shown on the attached Table 1 AMEND and Table A, and to work activity budgets and narratives as presented in Appendix A.

National Capital Region Transportation Planning Board

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MEMORANDUM

December 9, 2014

TO: Transportation Planning Board

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

Proposed FY 2015 UPWP Budget Revisions

Since the FY 2015 UPWP was approved in March, the funding allocations provided by DDOT, MDOT, VDOT and VDRPT 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 AMEND 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 AMEND 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 AMEND, 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 decreases 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 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. For the 3.C Regional Studies activity, a \$50,000 increase is proposed to provide resources for supporting the multi-disciplinary professional working group to be convened by COG to develop a multi-sector action plan to reduce greenhouse gas emissions.

The proposed 1 percent increases and the increases to Public Participation, 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 are 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)

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

DRAFT 12/9/2014

WORK ACTIVITY	No Carryove-1 PERCENT OTHER CURRENT INCREASE CHANGE			AMENDED BUDGET	FINAL INCREASE
	TOTAL COST				
1. PLAN SUPPORT					
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
2. COORDINATION PLANNING					
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
3. FORECASTING APPLICATIONS					
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
4. DEVELOPMENT OF NETWORKS/MODELS					
A. Network Development	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
5. TRAVEL MONITORING					
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
Core Program Total (1 to 5)	10,917,100	111,301	77,000	11,105,401	188,301
6. TECHNICAL ASSISTANCE					
A. District of Columbia	360,470		1,757	362,227	1,757
B. Maryland	646,043		13,776	659,819	13,776
C. Virginia	564,195		(37,832)	526,363	-37,832
D. WMATA	222,878		4,905	227,783	4,905
Subtotal	1,793,586		-17,394	1,776,192	-17,394
Total, Basic Program	12,710,686	111,301	59,606	12,881,593	170,907

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

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

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 + \$5,400 + \$50,000
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**