

**ITEM 7 – Action**  
March 29, 2017

Approval of Amendment to the  
FY 2017 Unified Planning Work Program (UPWP), and  
Approval of FY 2017 Carryover Funding to FY 2018

**Staff**

**Recommendation:** Adopt Resolutions R12-2017 and R13-2017 to approve the amendment to the FY 2017 UPWP and the FY 2017 carryover funding to FY 2018.

**Issues:** None

**Background:** Certain projects and budgets in the current FY 2017 UPWP have been identified to be carried over to FY 2018. The board will be briefed on the enclosed amendment to the FY 2017 UPWP and associated FY 2017 carryover funding to FY 2018.



TPB R12-2017  
March 29, 2017

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

**RESOLUTION TO AMEND THE FY 2017 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 Fixing America's Surface Transportation (FAST) Act for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

**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 (UPWP) for Transportation Planning; 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 2017 UPWP for the Washington Metropolitan Area was approved by the TPB on March 16, 2016; and

**WHEREAS**, revised work statements and budgets for projects in the FY 2017 UPWP have been developed by staff, the District Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT), the Virginia Department of Transportation (VDOT), and the Washington Metropolitan Area Transit Authority (WMATA) to modify projects and identify funding which will be carried over into FY 2018, as described in the attached materials; and

**WHEREAS**, at its March 3, 2017 meeting, the TPB Technical Committee was briefed on the proposed revised work statements and budgets for projects in the FY 2017 UPWP and recommended approval by the TPB;

**NOW, THEREFORE, BE IT RESOLVED THAT** the National Capital Region Transportation Planning Board amends the FY 2017 UPWP to include revised work statements and budgets, as described in the attached Memorandum of March 9, 2017 entitled: "FY 2017 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities."



TPB R13-2017  
March 29, 2017

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

**RESOLUTION TO APPROVE  
CARRYOVER FUNDING FROM FY 2017 TO THE  
FY 2018 UNIFIED PLANNING WORK PROGRAM (UPWP)**

**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 Fixing America's Surface Transportation (FAST) Act for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

**WHEREAS**, the Joint Planning Regulations issued February 14, 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 201 UPWP for the Washington Metropolitan Area was approved by the TPB on March 16, 2016; and

**WHEREAS**, project work statements and budgets for carryover from FY 2017 to FY 2018 have been developed for the core program and the Technical Assistance Programs of the District Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT), the Virginia Department of Transportation (VDOT), and the Washington Metropolitan Area Transit Authority (WMATA);

**NOW, THEREFORE, BE IT RESOLVED THAT** the National Capital Region Transportation Planning Board approves the work statements and budgets for carryover funding from FY 2017 to FY 2018 as described in the attached Memorandum of March 9, 2017 entitled "FY 2017 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities."





## **MEMORANDUM**

**TO:** Transportation Planning Board  
**FROM:** Lyn Erickson, TPB Plan Coordination and Program Director  
**SUBJECT:** FY 2017 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities  
**DATE:** March 9, 2017

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A Unified Planning Work Program (UPWP) is an annual or biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. Metropolitan Planning Organizations (MPOs) are required to develop UPWPs to govern work programs for the expenditure of FHWA and FTA planning funds [23 CFR 450.308(b)]. In short, the UPWP is the staff budget to carry out the TPB's priorities and federally required activities for each year. The fiscal year starts July 1, and these budgets must be approved in March to give the Federal and State funding agencies time to issue approvals and authorizations before work can begin. In January and February, the TPB received presentations and materials on the Draft FY 2018 UPWP, which is the TPB's budget for next year.

The TPB will be taking three actions at the March 15, 2017 meeting to approve the budget for next year and to effectively maximize our ability to spend the federal funding in the most efficient way possible. The first action is to amend the TPB's current 2017 UPWP to identify funding and activities that staff will not be completing in FY 2017 (Resolution R12-2017). The second action the TPB will take is to "carryover" this funding and make it available to program into the FY 2018 UPWP (Resolution R13-2017). The third action is to approve the new FY 2018 UPWP (Resolution R14-2017).

This memorandum describes the proposed amendments to revise the budget of the TPB's FY 2017 UPWP to carryover previously approved work activities and budgets into the next fiscal year (Resolution R12-2017). The recommended amendments were reviewed by the State Departments of Transportation (who provide the largest funding match and who have MPO oversight authority) and the Technical Committee at its March 3, 2017 meeting.

### **SUMMARY OF BUDGET REVISIONS**

Staff recommends that the current FY 2017 UPWP be amended to reduce the total budget by \$2,703,540 to reflect work activities that are not anticipated to be completed during the remaining part of this fiscal year (ends June 30, 2017). Staff also recommends that this amount be carried over to the FY 2018 UPWP to support continued work on these activities and all of the other activities planned for FY 2018. The amended FY 2017 UPWP Budget amounts and distribution are listed in Tables 1 and 2 at the end of this memo.

## CHANGES TO FY 2017 UPWP ACTIVITIES AND BUDGETS

Of the \$2,703,540 recommended reduction in budget, the Core programs work activity budget will be reduced by \$1,925,627 and the combined Technical Assistance program budget will be reduced by \$877,913. These amounts will be carried over to the FY 2018 UPWP Core program.

The breakdown of the funds within the Core program recommended to be carried over is as follows:

1. Activity 2 – Performance-Based Planning and Programming: Carryover \$50,000 from FY2017 to reflect revised timelines of federal rulemaking on PBPP requirements. This funding will support PBPP activities planned for FY 2018.
2. Activity 4 – Planning Programs: Carryover \$150,000 from FY2017 UPWP resulting from a few planned work activities that are not being pursued for this fiscal year. The funds will be used to support the planned activities during the next fiscal year as noted below.
  - a. Congestion Management Process: Consistent with FAST Act. Work to leverage the Congestion Management Plan and its Technical report to develop a Regional Congestion Management Plan.
  - b. Systems Performance, Operations and Technology Planning: Develop a comprehensive update to the Regional ITS Architecture document.
  - c. Regional Public Transportation Planning: Publish the regional “State of Public Transportation” report.
  - d. Freight Planning: Hold a regional Freight Forum to explore strategies to address current challenges for efficient freight movement, particularly for last mile deliveries in dense urban and suburban areas, and to explore opportunities offered by advancements in freight movement including shared mobility and autonomous vehicles.
3. Activity # 6 Travel Monitoring and Data Programs: Carryover \$1,525,627 in funding for the Household Travel Survey to commence and complete the major “once in a decade” region-wide household travel survey. This amount being carried over reflects UPWP funding allocations from both FY 2017 and FY 2016. Given the significant resources needed for this work activity (currently estimated at about \$3 million) funding for this activity has traditionally been allocated over multiple fiscal years. While data collection for this survey was originally scheduled to begin in the FY 2017, it was decided to defer the start of the survey data collection until FY 2018 after completion of the main stages of the Metrorail SafeTrack program. This carryover funding together with the funding proposed in the FY 2018 UPWP budget will provide the funding needed to conduct and complete the data collection for this survey.
4. Activity 7 Cooperative Forecasting and Transportation Planning Coordination: Carryover \$100,000 in funding into the next fiscal year. There have been no updates to the Cooperative forecasts (Round 9.0) and no updates are anticipated to be completed during the remaining term of this fiscal year. These additional funds will support work with the region’s Planning Directors to identify and evaluate potential land use strategies and scenarios for improving transportation system performance outcomes as part of planned TPB’s Long Range Plan Task Force work activities and the quadrennial update of the TPB’s Constrained Long Range Plan element.



The Technical Assistance program provides funding to the three State Departments of Transportation (DOT) and WMATA to assist in planning studies and travel monitoring activities that support regional planning. Working with the DOTs staff has identified budget amounts that will not be expended in the remaining part of this fiscal year. The breakdown of the funds within the Technical Assistance program recommended to be carried over is as follows:

Of the total \$877,913 in funds being carried over: the DC Technical Assistance budget will be reduced by \$105,118, the MD Technical Assistance budget by \$498,367 and the VA Technical Assistance budget by \$251,428 and WMATA by \$23,000. The carryover amounts in this fiscal year are unusually large and reflect discontinued plans to explore a few technical work activities at this time. The carryover funds will form the largest basis of support for the TPB's Long Range Plan Task Force which is considering developing a set of unfunded or underfunded projects, program and policies initiatives that together can provide a substantive improvement in the performance outcomes of the region's transportation system in the long run.



March 9, 2017

**TABLE 1**  
**FY 2017 UPWP - PROPOSED AMENDED FUNDING BY SOURCE**

	<b>FTA SECT 5303 80% FED &amp; 20% STA/ LOC</b>	<b>FHWA SECT 112 80% FED &amp; 20% STA/ LOC</b>	<b>TOTALS</b>	
<b>ALLOTMENTS PROVIDED BY DDOT</b>				
NEW FY 2017	\$424,752	\$1,761,989	\$2,186,741	(\$560,683)
UNOBLIGATED FY 2015	\$68,477	\$279,993	\$348,470	
CARRYOVER FY 2016	\$79,400	\$318,784	\$398,184	
<b>SUBTOTAL</b>	<b>\$572,629</b>	<b>\$2,360,766</b>	<b>\$2,933,395</b>	
<b>ALLOTMENTS PROVIDED BY MDOT</b>				
NEW FY 2017	\$938,268	\$2,730,376	\$3,668,644	(\$1,329,637)
UNOBLIGATED FY 2015	\$194,173	\$538,451	\$732,624	
CARRYOVER FY 2016	\$257,977	\$742,683	\$1,000,660	
<b>SUBTOTAL</b>	<b>\$1,390,418</b>	<b>\$4,011,510</b>	<b>\$5,401,928</b>	
<b>ALLOTMENTS PROVIDED BY VDRPT &amp; VDOT</b>				
NEW FY 2017	\$802,976	\$2,261,865	\$3,064,841	(\$913,220)
UNOBLIGATED FY 2015	\$147,559	\$522,208	\$669,767	
CARRYOVER FY 2016	\$190,056	\$575,638	\$765,694	
<b>SUBTOTAL</b>	<b>\$1,140,591</b>	<b>\$3,359,710</b>	<b>\$4,500,301</b>	
<b>TPB BASIC PROGRAM</b>				
TOTAL NEW FY 2017	\$2,165,996	\$6,754,230	\$8,920,226	
TOTAL UNOBLIGATED FY 2015	\$410,209	\$1,340,652	\$1,750,861	
<b>SUBTOTAL</b>	<b>\$2,576,205</b>	<b>\$8,094,881</b>	<b>\$10,671,086</b>	
TOTAL CARRYOVER FY 2016	\$527,433	\$1,637,105	\$2,164,538	
<b>TOTAL BASIC PROGRAM</b>	<b>\$3,103,638</b>	<b>\$9,731,986</b>	<b>\$12,835,624</b>	(\$2,703,540)
<b>FAA - CASP PROGRAM</b>			<b>\$250,000</b>	
<b>GRAND TOTAL</b>	<b>\$3,103,638</b>	<b>\$9,731,986</b>	<b>\$13,085,624</b>	(\$2,703,540)

**New FY2017 funds** are newly authorized funds for the FY2017 UPWP

**Unobligated FY2015 funds** are unexpended funds from the completed FY2015 UPWP

**Carryover FY2016 funds** are programmed from the FY2016 UPWP to complete specific work tasks in the FY2016 UPWP



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

WORK ACTIVITY	TOTAL COST	FTA/STATE /LOCAL	FHWA/STATE /LOCAL	OTHER FUND
<b>CORE PROGRAMS</b>				
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	\$1,861,573	\$454,068	\$1,407,505	(\$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	\$11,704,003	\$2,854,798	\$8,849,205	(\$1,825,627)
<b>TECHNICAL ASSISTANCE</b>				
A. District of Columbia	\$245,000	\$202,145	\$42,855	(\$105,118)
B. Maryland	\$317,000	\$261,551	\$55,449	(\$498,367)
C. Virginia	\$420,000	\$346,534	\$73,466	(\$251,428)
D. WMATA	\$149,620	\$149,620	\$0	(\$23,000)
Technical Assistance Program Total	\$1,131,620	\$959,850	\$171,770	(\$877,913)
Total, Basic Program	\$12,835,623	\$3,814,648	\$9,020,975	
<b>CONTINUOUS AIRPORT SYSTEM PLANNING</b>				
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
<b>GRAND TOTAL UPWP</b>	<b>\$13,085,623</b>	<b>\$3,814,648</b>	<b>\$9,020,975</b>	<b>(\$2,703,540)</b>