

## **ITEM 7 – Information**

February 17, 2021

### Briefing on the Draft FY 2022 Unified Planning Work Program

**Background:**

The board will be briefed on the draft Unified Planning Work Program (UPWP) for FY 2022 (July 1, 2021 through June 30, 2022). The UPWP is an annual statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area and serves as the TPB staff's work scope for the upcoming fiscal year. The board will be asked to approve the FY 2022 UPWP at its March 17 meeting.



## MEMORANDUM

**TO:** National Capital Region Transportation Planning Board  
**FROM:** Lyn Erickson, TPB Plan Development and Coordination Program Director  
**SUBJECT:** Draft FY 2021 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities, Including “Carryover” Amounts  
**DATE:** February 11, 2021

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The Board will be asked to amend the FY 2021 Unified Planning Work Program (UPWP) at its March 17, 2021 meeting, to remove certain work activities and associated funding amounts and to approve “carrying over” this funding into the draft FY 2022 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 2021 (between now and June 30, 2021). Two independent actions will occur: 1) the FY 2021 UPWP will be amended to remove funding, and 2) this funding will be “carried over” into the FY 2022 UPWP.

This memorandum identifies the revisions to the specific work activities and changes to the budget amounts in the FY 2021 UPWP that are to be “carried over” into the new FY 2022 UPWP. 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 2021 UPWP be amended to reduce the total budget for the basic UPWP by \$2,773,427 to reflect work activities that are not anticipated to be completed during the remaining part of fiscal year ending June 30, 2021 OR work activities being deferred. Staff recommends this amount and work activities be “carried over” to the FY 2022 UPWP to support continued work on these activities and other activities planned for FY 2022. The proposed FY 2021 UPWP amendment budget amounts and distribution are listed in Tables 1, 2, and 3 which are attached to this memo.

### CHANGES TO FY 2021 UPWP ACTIVITIES AND BUDGETS

The \$2,773,427 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 2022 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 \$250,000. Of the \$250,000, \$100,000 is from the Congestion Management Program, \$100,000 from Systems Performance, Operations, and Technology (SPOT) Planning, and \$50,000 from Freight Planning activities. The FY 2021

funding was provided to support several activities within Planning Elements now recommended to be modified and/or better accomplished in FY 2022, including the following:

- The \$100,000 being carried over from the Congestion Management Process activity was intended for the development of jurisdictional and/or corridor-based congestion profiles. This activity is recommended to be deferred on account of the disruption in the travel patterns on account of the COVID-19 pandemic. This funding will be applied in FY 2022 toward the TPB's new Regional Roadway Safety Program.
  - The \$100,000 being carried over from SPOT planning activity is being deferred to FY 2022. \$50,000 of this funding will be applied in FY 2022 toward the TPB's new Regional Roadway Safety Program; and \$50,000 will be for an activity related to Connected/Automated Vehicles (CAV) technology activities. A number of webinars held in FY 2021 will inform the next set of CAV activities in FY 2022.
  - The \$50K being carried over from the regional Freight Planning activity will be applied towards an enhanced update to the Freight Plan, information from which will be incorporated into the 2022 update to Visualize 2045.
2. Task 5 – Travel Forecasting: Carry over \$660,000 in funding budgeted for consultant support services to assist with developing the TPB's next-generation travel demand forecasting model, to be known as the Gen3 Travel Model. This three-year project is scheduled to occur from FY 2020 through FY 2023. \$200,000 will be carried over for a model-development related data purchase that did not occur in FY 2021. Thus, the total amount to be carried over for Travel Forecasting is \$860,000.
  3. Task 6 – Mobile Emissions Planning: Carry over \$25,000 from other miscellaneous direct costs that were not used in FY 2021, but which could be allocated in FY 2022 to help fund the TPB Climate Change Mitigation Study (CCMS) of 2021.
  4. Task 7 – Travel Monitoring and Data Programs: Carry over \$506,000 in funding budgeted for consultant services and data purchases to initiate geographic-focused travel surveys, enhance the travel trends and monitoring program by developing enhanced visualizations, and to acquire big data products following completion of the Big Data evaluation study. The disruption in travel due to the COVID-19 pandemic was determined to be an inopportune time for additional travel surveys and monitoring activities. The ongoing consultant-assisted examination of the MPO's data needs and assessment of available big data is anticipated to be complete by end of FY 2021, and it will provide a road map for data purchases and analyses tasks in the future.
  5. Task 8 – Planning Scenarios and Socioeconomic Forecasting: Carry over \$60,000 in funding budgeted for data purchases and training into various FY 2022 core activities. A consultant contract will be completed in FY 2021 to build organizational awareness and staff training in scenario planning. The cost, if any, of future planning scenario tools that may be acquired is not yet known. Resources will be identified in other program areas to support this acquisition if it is necessary.

6. Task 11 – Technical Assistance: The Technical Assistance program provides funding to the three state Departments of Transportation (DOT) and the region’s public transportation agencies to assist in planning studies and travel monitoring activities that support regional planning. Staff and the DOTs have identified a total amount of \$1.072 million to be carried over. This carry over is largely due to budget underruns and insufficient time during the remaining fiscal year to initiate and complete any new activity. The breakdown of the funds within the Technical Assistance program recommended to be carried over is as follows:
- The District of Columbia’s budget will carry over \$222,996 with \$30,000 earmarked for the Regional Safety Program (RSP) and the rest (\$192,966) toward the various core FY 2022 activities.
  - The Maryland Technical Assistance budget will carry over \$477,804 with \$35,000 earmarked for the RSP and the rest (\$442,804) toward the various core FY 2022 activities.
  - The Virginia Technical Assistance budget will carry over \$179,997 with \$35,000 earmarked for the RSP and the rest (\$144,997) toward the various core FY 2022 activities.
  - The Regional Public Transportation Assistance budget will carry over \$191,630 with \$135,000 earmarked for the Transit Within Reach technical assistance grant program and the rest (\$56,630) to develop a regional High-Capacity Transit station map graphic.

**TABLE 1**  
**REVENUE ESTIMATES FOR FY 2021 UPWP AMENDED - DRAFT**

	FTA SECT 5303 80% FED & 20% STA/ LOC	FHWA PL FUNDS 80% FED & 20% STA/ LOC	FAA Grants 90% / 10% Fed / Loc (CASP)	TOTALS
<b>DDOT - ALLOCATIONS</b>				
NEW FY 2021 <sup>1</sup>	\$538,004	\$2,405,656	-	\$2,943,660
<i>Amended</i>	<i>\$424,649</i>	<i>\$1,919,540</i>		<i>\$2,344,189</i>
PRIOR UNEXPENDED <sup>2</sup>	\$84,842	\$392,674	-	\$477,516
FY 2020 CARRYOVER	\$129,624	\$428,605	-	\$558,229
<b>SUBTOTAL - D.C</b>	<b>\$752,470</b>	<b>\$3,226,935</b>	-	<b>\$3,979,405</b>
<b>MDOT - ALLOCATIONS</b>	<i>\$639,115</i>	<i>\$2,740,818</i>		<i>3,379,934</i>
NEW FY 2021	\$1,475,348	\$4,039,011	-	\$5,514,359
<i>Amended</i>	<i>\$1,154,124</i>	<i>\$3,178,133</i>		<i>\$4,332,257</i>
PRIOR UNEXPENDED <sup>2</sup>	\$260,929	\$765,798	-	\$1,026,727
FY 2020 CARRYOVER	\$396,068	\$909,870	-	\$1,305,938
<b>SUBTOTAL - MD</b>	<b>\$2,132,344</b>	<b>\$5,714,680</b>	-	<b>\$7,847,024</b>
<b>VDRPT &amp; VDOT - ALLOCATIONS</b>	<i>\$1,811,121</i>	<i>\$4,853,801</i>		<i>6,664,922</i>
NEW FY 2021	\$1,263,817	\$3,467,106	-	\$4,730,923
<i>Amended</i>	<i>\$996,234</i>	<i>\$2,742,835</i>		<i>\$3,739,069</i>
PRIOR UNEXPENDED <sup>2</sup>	\$213,790	\$643,600	-	\$857,390
FY 2020 CARRYOVER	\$298,664	\$697,149	-	\$995,812
<b>SUBTOTAL - VA</b>	<b>\$1,776,271</b>	<b>\$4,807,855</b>	-	<b>\$6,584,125</b>
<b>TOTAL FHWA/FTA ALLOCATIONS</b>	<i>\$1,508,687</i>	<i>\$4,083,583</i>		<i>5,592,271</i>
SUB-TOTAL NEW FY 2021	\$3,277,169	\$9,911,773	-	\$13,188,942
<i>Amended</i>	<i>\$2,575,007</i>	<i>\$7,840,508</i>		<i>\$10,415,515</i>
SUB-TOTAL PRIOR UNEXPENDED	\$559,561	\$1,809,509	-	\$2,361,633
SUB-TOTAL FY 2020 CARRYOVER	\$824,355	\$2,035,624	-	\$2,859,979
<b>TOTAL BASIC UPWP</b>	<b>\$4,661,085</b>	<b>\$13,756,906</b>	-	<b>\$18,410,554</b>
<i>Amended</i>	<i>\$3,958,924</i>	<i>\$11,685,640</i>		<i>\$15,637,127</i>
<b>Continuous Air System Planning (CASP)</b>		-	\$475,000	\$475,000
<b>GRAND TOTAL UPWP</b>	<b>\$4,661,085</b>	<b>\$13,756,906</b>	<b>\$475,000</b>	<b>\$18,885,554</b>
<i>Amended</i>	<i>\$3,958,924</i>	<i>\$11,685,640</i>		<i>\$16,112,127</i>
<b>Jurisdictional Breakdown of FY 2021 UPWP Carryover Amounts</b>				
	<i>FTA</i>	<i>FHWA</i>		<i>TOTAL</i>
DDOT - ALLOCATIONS	\$113,355	\$486,116		599,471
MDOT - ALLOCATIONS	\$321,223	\$860,878		1,182,102
VDRPT & VDOT - ALLOCATIONS	\$267,583	\$724,271		991,854
	702,161	2,071,266		2,773,427

**TABLE 2**  
**EXPENDITURE ESTIMATES FOR FY 2021 UPWP AMENDED - DRAFT**

WORK ACTIVITY	FY 2021 TOTAL COST ESTIMATE	Carryover Estimate	FY 2021 TOTAL Amended
<b>CORE PROGRAMS</b>			
1. Long-Range Transportation Planning	\$1,085,010	\$0	\$1,085,010
2. Transportation Improvement Program	\$438,484	\$0	\$438,484
3. Planning Elements	\$2,952,916	\$250,000	\$2,702,916
4. Public Participation	\$1,018,896	\$0	\$1,018,896
5. Travel Forecasting	\$3,846,492	\$860,000	\$2,986,492
6. Mobile Emissions Planning	\$1,835,592	\$25,000	\$1,810,592
7. Travel Monitoring And Data Programs	\$2,164,395	\$506,000	\$1,658,395
8. Planning Scenarios And Socio Economic Forecasting	\$1,530,943	\$60,000	\$1,470,943
9. Mobility And Enhancement Programs	\$624,452	\$0	\$624,452
10. TPB Support and Management	\$858,370	\$0	\$858,370
<b>Sub-total: Core Program</b>	<b>\$16,355,551</b>	<b>\$1,701,000</b>	<b>\$14,654,551</b>
<b>TECHNICAL ASSISTANCE</b>			
A. District of Columbia	\$294,366	\$222,996	\$71,370
B. Maryland	\$807,804	\$477,804	\$330,000
C. Virginia	\$578,977	\$179,997	\$398,980
D. WMATA	\$373,856	\$191,630	\$182,226
<b>Sub-total: Technical Assistance Program</b>	<b>\$2,055,003</b>	<b>\$1,072,427</b>	<b>\$982,576</b>
<b>Total - Basic UPWP</b>	<b>\$18,410,554</b>	<b>\$2,773,427</b>	<b>\$15,637,127</b>
<b>AIR SYSTEMS PLANNING</b>			
1. Continuous Airport System Planning (CASP) 1	\$475,000	\$0	\$475,000
<b>GRAND TOTAL UPWP</b>	<b>\$18,885,554</b>	<b>\$2,773,427</b>	<b>\$16,112,127</b>

TABLE 3 TPB FY 2021 UPWP BUDGET BY WORK PROGRAM ACTIVITY AND EXPENDITURE CATEGORY - AMENDED DRAFT

February 5, 2021

TPB-Tech.

UPWP - Work Activity	COG Labor Cost		Total	COG Labor	Supplemental		Total Labor	Total	Direct Costs (Implementation)			Total Prgrm.	Grand
	DTP	Other	COG	Fringe	Labor		& Fringe	Indirect	Sftwre,	Consultant	Other	Implmntn.	Total
	Staff	Staff	Staff	Cost	Interns	Temps	Cost	Cost	Data, PC	Assistance	Costs	Direct Cost	Cost
CORE PROGRAMS													
1. Long-Range Transportation Planning	\$406,631	\$0	\$406,631	\$102,837	\$0	\$0	\$509,467	\$303,643	\$5,000	\$260,000	\$6,900	\$271,900	\$1,085,010
2. Transportation Improvement Program	\$133,767	\$0	\$133,767	\$33,830	\$0	\$0	\$167,596	\$99,887	\$170,000	\$0	\$1,000	\$171,000	\$438,484
3. Planning Elements	\$1,018,981	\$31,997	\$1,050,978	\$265,792	\$0	\$0	\$1,316,771	\$784,795	\$12,500	\$802,500	\$36,350	\$851,350	\$2,952,916
										\$552,500		\$601,350	\$2,702,916
4. Public Participation	\$408,524	\$0	\$408,524	\$103,316	\$0	\$0	\$511,840	\$305,057	\$2,000		\$100,000	\$202,000	\$1,018,896
5. Travel Forecasting	\$1,036,439	\$0	\$1,036,439	\$262,115	\$0	\$0	\$1,298,554	\$773,938	\$362,000	\$1,348,000	\$64,000	\$1,774,000	\$3,846,492
										\$488,000		\$914,000	\$2,986,492
6. Mobile Emissions Planning	\$712,106	\$91,339	\$803,446	\$203,191	\$0	\$0	\$1,006,637	\$599,956	\$30,000	\$70,000	\$129,000	\$229,000	\$1,835,592
											\$104,000	\$204,000	\$1,810,592
7. Travel Monitoring And Data Programs	\$647,068	\$0	\$647,068	\$163,643	\$0	\$0	\$810,711	\$483,184	\$386,500	\$450,000	\$34,000	\$870,500	\$2,164,395
									\$153,740	\$176,760		\$364,500	\$1,658,395
8. Planning Scenarios And Socio Economic Forecasting	\$212,159	\$243,147	\$455,306	\$115,147	\$0	\$0	\$570,453	\$339,990	\$350,000	\$215,000	\$55,500	\$620,500	\$1,530,943
									\$290,000			\$560,500	\$1,470,943
9. Mobility And Enhancement Programs	\$108,207	\$44,580	\$152,787	\$38,640	\$35,360	\$0	\$226,787	\$135,165	\$1,000	\$260,000	\$1,500	\$262,500	\$624,452
10. TPB Support and Management	\$296,775	\$0	\$296,775	\$75,054	\$0	\$0	\$371,829	\$221,611	\$3,565	\$44,563	\$216,800	\$264,928	\$858,370
<b>UPWP Core Program Total</b>	<b>\$4,980,656</b>	<b>\$411,064</b>	<b>\$5,391,720</b>	<b>\$1,363,566</b>	<b>\$35,360</b>	<b>\$0</b>	<b>\$6,790,646</b>	<b>\$4,047,226</b>	<b>\$1,322,565</b>	<b>\$3,550,063</b>	<b>\$645,050</b>	<b>\$5,517,678</b>	<b>\$16,355,551</b>
TECHNICAL ASSISTANCE													
A. District of Columbia	\$77,567	\$0	\$77,567	\$19,617	\$0	\$0	\$97,183	\$57,921	\$0	\$139,262	\$0	\$139,262	\$294,366
	\$35,692		\$35,692	\$9,026			\$44,718	\$26,652		\$0		\$0	\$71,370
B. Maryland	\$51,782	\$0	\$51,782	\$13,096	\$0	\$0	\$64,878	\$38,667	\$0	\$175,000	\$529,259	\$704,259	\$807,804
											\$51,455	\$226,455	\$330,000
C. Virginia	\$34,789	\$0	\$34,789	\$8,798	\$0	\$0	\$43,588	\$25,978	\$0	\$150,000	\$359,411	\$509,411	\$578,977
											\$179,414	\$329,414	\$398,980
D. WMATA	\$7,311	\$0	\$7,311	\$1,849	\$0	\$0	\$9,160	\$5,459	\$0	\$38,000	\$321,236	\$359,236	\$373,856
											\$129,606	\$167,606	\$182,226
<b>Technical Assistance Program Total</b>	<b>\$171,449</b>	<b>\$0</b>	<b>\$171,449</b>	<b>\$43,359</b>	<b>\$0</b>	<b>\$0</b>	<b>\$214,809</b>	<b>\$128,026</b>	<b>\$0</b>	<b>\$502,262</b>	<b>\$1,209,907</b>	<b>\$1,712,169</b>	<b>\$2,055,003</b>
												\$723,476	\$982,576
<b>Total Basic Program</b>	<b>\$5,152,105</b>	<b>\$411,064</b>	<b>\$5,563,169</b>	<b>\$1,406,925</b>	<b>\$35,360</b>	<b>\$0</b>	<b>\$7,005,455</b>	<b>\$4,175,252</b>	<b>\$1,322,565</b>	<b>\$4,052,325</b>	<b>\$1,854,957</b>	<b>\$7,229,847</b>	<b>\$18,410,554</b>
												\$4,540,154	\$15,637,127
CONTINUOUS AIRPORT SYSTEM PLANNING	\$172,853	\$0	\$172,853	\$43,715	\$0	\$0	\$216,568	\$129,074	\$0	\$129,358	\$0	\$129,358	\$475,000
<b>GRAND TOTAL</b>	<b>\$5,324,958</b>	<b>\$411,064</b>	<b>\$5,736,022</b>	<b>\$1,450,640</b>	<b>\$35,360</b>	<b>\$0</b>	<b>\$7,222,022</b>	<b>\$4,304,326</b>	<b>\$1,322,565</b>	<b>\$4,181,683</b>	<b>\$1,854,957</b>	<b>\$7,359,205</b>	<b>\$18,885,554</b>
												\$4,669,512	\$16,112,127

# THE FY 2022 UNIFIED PLANNING WORK PROGRAM

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Lyn Erickson  
Plan Development and Coordination Program Director

Transportation Planning Board  
February 17, 2021





# Presentation Overview

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- MPO Revenues and Expenditures
- MPO Focus Areas
  - Staff projects/activities
- Board to approve FY 2022 UPWP on March 17



# UPWP Revenues

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- FHWA (PL) and FTA (Section 5303); State & Local Match (80% federal; 10% state DOTs; 10% local from COG dues)
- Preliminary revenues: approximately \$17.5 million
- The total FY 2022 revenues: MPO funds and Other funds
  - MPO Funds (\$17M)
    - “New” funds for the fiscal year
    - “Old” funds – unexpended from previous years (obligated to the MPO but not spent)
    - “Carryover” funds - from current year UPWP (FY 2021) (anticipate not being able to spend by June 30, 2021)
  - Other Funds (\$0.51M)
    - Air Systems Planning
    - State Planning & Research



# UPWP Expenditures

- Preliminary expenditures: approximately \$17.5 million

Expense Type	UPWP Core Activity	UPWP Technical Assistance	CASP and SPR	TOTAL
Staffing	\$5.688M	\$0.023M	\$0.201M	\$5.912M
Indirect	\$5.631M	\$0.023M	\$0.199M	\$5.853M
Programs/Studies	\$2.714M	\$0.841M	\$0.108M	\$3.663M
Direct	\$1.485M	\$0.662M	\$0.006M	\$2.153M
<b>TOTAL</b>	<b>\$15.518M</b>	<b>\$1.549M</b>	<b>\$0.514M</b>	<b>\$17.581M</b>

Source: FY 2022 Draft UPWP Table 3 (page 27)

*Indirect:* Overhead for office building/staffing/etc.  
*Program/Studies:* E.g., Core: TLC, RSP, CCMS  
 E.g., Technical Assistance: TLC, Transit Within Reach, RSP  
*Direct:* E.g., Core: Data, Software

# FY 2022: Visualize 2045 Enhancements

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- Visualize 2045 Plan update, approval June 2022
  - Public Outreach:
    - Conduct ‘virtual’ outreach
    - Voices of the Region Story Map
    - Conduct a final public comment period, spring 2022
  - Develop and apply updated performance measures
- Enhanced plan analysis/activities
  - Develop and publish an updated Regional Freight Plan
  - Update the National Capital Trail Network map
  - TPB Climate Change Mitigation Study of 2021
  - Publish Resiliency white paper, conduct coordination activities




# FY 2022: Visualize 2045 Enhancements (2)

- Activities addressing emerging topics: Curbside Management, Connected and Automated Vehicles, Micro-mobility
- Develop draft CAV principles for TPB consideration
- Performance Based Planning and Programming (PBPP)
  - Set annual highway safety targets
  - Set regional transit safety targets
- Support final approval of Round 9.2 Cooperative Forecasts
- Adapt Cooperative forecasts for small areas (TAZ)  
*(for use in regional travel demand forecasting)*
- Initial activities of Round 10 Cooperative Forecasts

# FY 2022: Multimodal Board Initiatives

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- 5310 Program:
  - Enhanced Mobility: project selection \$6.2 million available
  - Human Services Transportation Coordination Plan update
- Administer TLC and TAP programs (including TAFA focus)
- Implement Regional Roadway Safety Program 
- Explore TPB-related recommendations from the regional Bus Transformation Project

# FY 2022: Additional Highlights

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- Community Leadership Institute
- Travel Monitoring and Data Programs
  - Analyze regional travel behavior and characteristics revealed in travel survey results
  - Develop and maintain dashboard on regional travel trends
  - Conduct travel monitoring updates
  - Provide geospatial data analysis and services
- Travel Forecasting and Mobile Emissions Planning
  - Production-use travel model: Gen2/Ver. 2.4 Travel Model
  - Continue development of Gen3 Travel Model
  - Preparation of mobile emissions inventories and new emissions budgets related to the SIPs to meet the 2015 ozone NAAQS requirements
- Technical Assistance Program



# Next Steps

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- Finalize “New funds” estimates
- Confirm “Unexpended funds” amounts
- Finalize “Carry over” – projects/funding that won’t be spent in current FY 2021
- Balance the revenues and expenditures
- Finalize document for March 17 Board approval





## Lyn Erickson

Plan Development and Coordination Program Director

(202) 962-3319

lerickson@mwkog.org

[mwkog.org/tpb](http://mwkog.org/tpb)

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Metropolitan Washington Council of Governments

777 North Capitol Street NE, Suite 300

Washington, DC 20002



National Capital Region  
**Transportation Planning Board**