



## MEMORANDUM

**TO:** Transportation Planning Board  
**FROM:** Lyn Erickson, TPB Plan Development and Program Coordination Director  
**SUBJECT:** FY 2020 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities  
**DATE:** February 28, 2020

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The Board will be asked to amend the FY 2020 Unified Planning Work Program (UPWP) to remove certain work activities and associated funding amounts and to approve “carrying over” this funding into the draft FY 2021 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 2020 (between now and June 30, 2020). Two independent actions will occur: 1) the FY 2020 UPWP will be amended to remove funding, and 2) this funding will be “carried over” into the FY 2021 UPWP.

This memorandum identifies the specific work activities and budget amounts and activities to be removed from the FY 2020 UPWP and to be “carried over” into the new FY 2021 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). Most of these work activities were already presented and included in the February draft of the FY 2021 UPWP which was reviewed by the TPB.

## SUMMARY OF BUDGET REVISIONS

Staff recommends that the current FY 2020 UPWP be amended to reduce the total budget for the basic UPWP by \$2.859 million to reflect work activities that are not anticipated to be completed during the remaining part of fiscal year ending June 30, 2020. Staff also recommends this amount be “carried over” to the FY 2021 UPWP to support continued work on these activities and other activities planned for FY 2021. The proposed FY 2020 UPWP amendment budget amounts and distribution are listed in Tables 1, 2, and 3 which are attached to this memo.

## CHANGES TO FY 2020 UPWP ACTIVITIES AND BUDGETS

The breakdown of the funds recommended to be changed and carried over is as follows:

1. Task 1 – Long-Range Transportation Planning: Carry over \$60,000 in funding budgeted for consultant support services. This FY 2020 funding was intended to fund activities to support the development of the 2022 update to Visualize 2045, the region’s long-range transportation plan. Specific tasks have only recently been defined, and while work will begin in the Spring, it will continue through FY 2021.

2. Task 3 – Planning Elements: Carry over \$400,000 in funding budgeted for consultant support services. This FY 2020 funding was provided to support several activities within Planning Elements now recommended to be better accomplished in FY 2021. Under the Congestion Management Process, development of jurisdictional and/or corridor-based congestion profiles are recommended to be deferred to FY 2021. Under Systems Performance, Operations, and Technology Planning, a portion of the originally proposed consultant support on Intelligent Transportation Systems, Connected and Autonomous Vehicles, and resiliency is recommended to be deferred, updated, and revised in FY 2021 as per emerging needs. Under Regional Public Transportation Planning, the proposed development of a Bus Rapid Transit (BRT) land use/service standards document is recommended to be deferred in favor of consultant support regarding overall bus transit planning issues in FY 2021, including the implementation of bus priority measures and follow-up activities to the recommendations of the recently completed Bus Transformation Project study.
3. Task 5 – Travel Forecasting: Carry over \$1,133,000 in funding budgeted for consultant support services. This FY 2020 funding was provided to fund the first part of consultant’s work activities to develop the next-generation travel demand forecasting model, to be known as the Generation-3, or Gen3, Model. This three-year project is scheduled to occur from FY 2020 through FY 2023.
4. Task 7 – Travel Monitoring and Data Programs: Carry over \$617,500 in funding budgeted for consultant services and data purchases to initiate geographic-focused travel surveys, to 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.
5. Task 8 – Scenario Planning and Socioeconomic Forecasting: Carry over \$110,000 in funding budgeted for consultant services, data purchases, and training to evaluate scenario planning tools, to acquire scenario planning tools and supporting data, and to conduct staff training for conducting scenario planning analysis.
6. Task 10 – TPB Management and Support: Direct cost budgets that supported other COG departments in Tasks 3, 6, 8, and 9 were underestimated in FY 2020. Funding from Task 10 (\$108, 337) was provided to Tasks 3, 6, 8, and 9 to correct this estimation.
7. Task 11 – Technical Assistance: 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. Staff and the DOTs have identified a total amount of \$539,479 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 Maryland Technical Assistance budget will be reduced by \$256,368 to support the FY 2021 Maryland Technical Assistance Program.
  - The Virginia Technical Assistance budget will be reduced by \$105,885 to support the FY 2021 Virginia Technical Assistance Program.

- The Regional Transit/Wmata Technical Assistance budget will be reduced by \$177,226 and carried over to the FY 2021 Regional Transit Technical Assistance Program to provide additional TLC technical assistance funding for design projects that would improve bicycle and pedestrian access to high-capacity transit in support of TPB regional transit goals.



National Capital Region  
**Transportation Planning Board**

**Table 1: FY 2020 UPWP Revenues Estimates by Source – As Amended**  
 (July 1, 2019 to June 30, 2020)

	FTA SECT 5303  80% FED & 20% STA/ LOC	FHWA PL FUNDS  80% FED & 20% STA/ LOC	FAA CASP 90% / 10% FED / LOC	TOTALS
<b>DDOT ALLOCATIONS</b>				
NEW FY 2020	\$408,380	\$1,918,869		\$2,327,249
PRIOR UNEXPENDED	\$123,670	\$525,113		\$648,783
CARRYOVER FY 2019	\$63,170	\$181,938		\$245,108
<b>SUBTOTAL - DC</b>	<b>\$595,220</b>	<b>\$2,625,920</b>		<b>\$3,221,140</b>
<b>MDOT ALLOCATIONS</b>				
NEW FY 2020	\$973,425	\$3,031,454		\$4,004,879
PRIOR UNEXPENDED	\$334,616	\$1,008,369		\$1,342,985
CARRYOVER FY 2019	\$186,683	\$387,405		\$574,088
<b>SUBTOTAL - MD</b>	<b>\$1,494,228</b>	<b>\$4,427,228</b>		<b>\$5,921,952</b>
<b>VDRPT &amp; VDOT ALLOCATIONS</b>				
NEW FY 2020	\$830,941	\$2,686,364		\$3,517,305
PRIOR UNEXPENDED	\$274,818	\$998,889		\$1,273,707
CARRYOVER FY 2019	\$135,423	\$267,380		\$402,803
<b>SUBTOTAL - VA</b>	<b>\$1,241,182</b>	<b>\$3,952,633</b>		<b>\$5,193,815</b>
<b>TOTAL FHWA/FTA FUNDING ALLOCATIONS</b>				
NEW FY 2020	\$2,212,747	\$7,636,687		\$9,849,434
PRIOR UNEXPENDED	\$733,104	\$2,532,371		\$3,265,475
CARRYOVER FY 2019	\$385,276	\$836,724		\$1,222,000
<b>SUB-TOTAL - FHWA-FTA</b>	<b>\$3,331,127</b>	<b>\$11,005,782</b>		<b>\$14,336,909</b>
<b>TOTAL BASIC UPWP</b>	<b>\$3,331,127</b>	<b>\$11,005,782</b>		<b>\$14,336,909</b>
<b>FAA - CASP PROGRAM</b>			\$620,000	\$620,000
<b>GRAND TOTAL UPWP</b>	<b>\$3,331,127</b>	<b>\$11,005,782</b>	<b>\$620,000</b>	<b>\$14,956,909</b>

1. "New FY 2020" funding amounts are first time funds being provided by the DOTs.
2. "Prior Unexpended" are unexpended funds from previous fiscal year currently being reprogrammed by DOTs.
3. "Carryover FY 2019 funds" are funds from work activities from the FY 2019 UPWP to be completed in FY 2020.
4. As part of the Continuous Air System Planning work we anticipate receiving funds from FAA to process their biennial Air Passenger Survey and assist in Ground Access planning work.

**Table 2: FY 2020 UPWP Expenditures – As Amended**

WORK ACTIVITY	FY 2020 TOTAL APPROVED	FY 2020 REVISED	Difference
<b>A. CORE PROGRAMS</b>			
1. Long-Range Transportation Planning	\$1,002,493	<b>\$942,493</b>	-\$60,000
2. Transportation Improvement Program	\$433,982	\$433,982	
3. Planning Elements	\$2,850,810	<b>\$2,459,243</b>	-\$391,567
4. Public Participation	\$1,013,121	\$1,013,121	
5. Travel Forecasting	\$3,140,203	<b>\$2,007,203</b>	-\$1,133,000
6. Mobile Emissions Planning	\$1,978,852	<b>\$2,002,925</b>	+\$24,073
7. Travel Monitoring and Data Programs	\$2,458,857	<b>\$1,841,357</b>	-\$617,500
8. Planning Scenarios and Socioeconomic Forecasting	\$1,116,639	<b>\$1,070,721</b>	-\$45,918
9. Mobility and Enhancement Programs	\$649,945	<b>\$661,694</b>	+\$11,749
10. TPB Management and Support	\$978,789	<b>\$870,452</b>	-\$108,337
<b>Sub-total: Core Program</b>	<b>\$15,623,720</b>	<b>\$13,303,220</b>	<b>-\$2,320,500</b>
<b>B. TECHNICAL ASSISTANCE</b>			
A. District of Columbia	\$288,548	\$288,548	
B. Maryland	\$641,082	\$384,714	-\$256,368
C. Virginia	\$461,312	\$355,427	-\$105,885
D. WMATA	\$182,226	\$5,000	-\$177,226
<b>Sub-total: Technical Assistance Program</b>	<b>\$1,573,167</b>	<b>\$1,033,688</b>	<b>-\$539,479</b>
Total - Basic UPWP	\$17,196,887	<b>\$14,336,909</b>	<b>-\$2,859,979</b>
<b>C. AIR SYSTEMS PLANNING</b>			
1. Continuous Airport System Planning (CASP)	\$620,000	\$620,000	
<b>Sub-total: CASP</b>	<b>\$620,000</b>	<b>\$620,000</b>	
<b>GRAND TOTAL UPWP</b>	<b>\$17,816,887</b>	<b>\$14,956,909</b>	<b>-\$2,859,979</b>
Amended amounts in <b>bold</b> font			
<ol style="list-style-type: none"> <li>Changes in #10. TPB Support and Management reflect corrections to direct cost budgets to other COG staff budget estimates in program #3, #6, #8, and #9.</li> <li>Above estimates reflect amendments to carryover work activities from FY 2020 to FY 2021 UPWP. FY 2020 Carryover amounts are anticipated to be approved by the Board on 3/20/2020.</li> <li>CASP work activities are based on anticipated FAA grants to process the biennial Air Passenger Survey and to assist in ground access improvement planning.</li> </ol>			

**Table 3: TPB FY 2020 Work Program by Funding Sources - As Amended**

UPWP - Work Activity	COG Labor Cost		Total COG Staff	COG Labor Fringe Cost	Supplemental Labor		COG & Sup. Labor Cost	COG & Sup. Indirect Cost	Direct Costs For Implementation			Total Prgrm. Implmntn. Direct Cost	Grand Total Cost
	DTP Staff	Other Staff			Interns	Temps			Sftwre, Data, PC	Outside Consultants	Other Costs		
<b>CORE PROGRAMS</b>													
1. Long-Range Transportation Planning	\$401,707	\$0	\$401,707	\$103,399	\$0	\$0	\$505,107	\$285,486	\$5,000	\$140,000	\$6,900	\$151,900	\$942,493
2. Transportation Improvement Program	\$133,624	\$0	\$133,624	\$34,395	\$0	\$0	\$168,018	\$94,964	\$170,000	\$0	\$1,000	\$171,000	\$433,982
3. Planning Elements	\$1,028,897	\$31,065	\$1,059,962	\$272,834	\$0	\$0	\$1,332,796	\$753,296	\$12,500	\$327,500	\$33,150	\$373,150	\$2,459,243
4. Public Participation	\$412,152	\$0	\$412,152	\$106,088	\$0	\$0	\$518,240	\$292,909	\$2,000	\$100,000	\$100,000	\$202,000	\$1,013,150
5. Travel Forecasting	\$906,956	\$0	\$906,956	\$233,451	\$0	\$0	\$1,140,407	\$644,558	\$39,438	\$127,000	\$55,800	\$222,238	\$2,007,203
6. Mobile Emissions Planning	\$838,613	\$88,679	\$927,292	\$238,685	\$0	\$0	\$1,165,977	\$659,010	\$49,438	\$25,000	\$103,500	\$177,938	\$2,002,925
7. Travel Monitoring And Data Programs	\$600,726	\$0	\$600,726	\$154,627	\$0	\$0	\$755,352	\$426,925	\$135,000	\$490,080	\$34,000	\$659,080	\$1,841,357
8. Planning Scenarios And Socio-Economic Forecasting	\$213,724	\$236,065	\$449,789	\$115,776	\$0	\$0	\$565,564	\$319,657	\$10,000	\$130,000	\$45,500	\$185,500	\$1,070,721
9. Mobility And Enhancement Programs	\$144,681	\$43,282	\$187,962	\$48,381	\$18,700	\$0	\$255,044	\$144,151	\$1,000	\$260,000	\$1,500	\$262,500	\$661,694
10. TPB Support and Management	\$283,677	\$0	\$283,677	\$73,018	\$0	\$0	\$356,695	\$201,604	\$1,500	\$94,352	\$216,300	\$312,152	\$870,452
<b>UPWP Core Program Total</b>	<b>\$4,964,756</b>	<b>\$399,091</b>	<b>\$5,363,847</b>	<b>\$1,380,654</b>	<b>\$18,700</b>	<b>\$0</b>	<b>\$6,763,201</b>	<b>\$3,822,561</b>	<b>\$425,876</b>	<b>\$1,693,932</b>	<b>\$597,650</b>	<b>\$2,717,458</b>	<b>\$13,303,220</b>
<b>TECHNICAL ASSISTANCE</b>													
A. District of Columbia	\$75,520	\$0	\$75,520	\$19,439	\$0	\$0	\$94,959	\$53,671	\$0	\$139,918	\$0	\$139,918	\$288,548
B. Maryland	\$87,139	\$0	\$87,139	\$22,430	\$0	\$0	\$109,569	\$61,928	\$0	\$38,632	\$174,584	\$213,216	\$384,714
C. Virginia	\$41,710	\$0	\$41,710	\$10,736	\$0	\$0	\$52,446	\$29,642	\$0	\$59,115	\$214,224	\$273,339	\$355,427
D. WMATA	\$2,539	\$0	\$2,539	\$656	\$0	\$0	\$3,195	\$1,806	\$0	\$0	\$0	\$0	\$5,000
<b>Technical Assistance Program Total</b>	<b>\$206,908</b>	<b>\$0</b>	<b>\$206,908</b>	<b>\$53,260</b>	<b>\$0</b>	<b>\$0</b>	<b>\$260,168</b>	<b>\$147,047</b>	<b>\$0</b>	<b>\$237,665</b>	<b>\$388,808</b>	<b>\$626,473</b>	<b>\$1,033,688</b>
<b>Total Basic Program</b>	<b>\$5,171,665</b>	<b>\$399,091</b>	<b>\$5,570,755</b>	<b>\$1,433,914</b>	<b>\$18,700</b>	<b>\$0</b>	<b>\$7,023,370</b>	<b>\$3,969,609</b>	<b>\$425,876</b>	<b>\$1,931,597</b>	<b>\$986,458</b>	<b>\$3,343,931</b>	<b>\$14,336,909</b>
Continuous Airport System Planning Program (CASP)	\$193,318	\$0	\$193,318	\$49,760	\$0	\$0	\$243,078	\$137,388	\$0	\$239,534	\$0	\$239,534	\$620,000
<b>GRAND TOTAL</b>	<b>\$5,364,983</b>	<b>\$399,091</b>	<b>\$5,764,073</b>	<b>\$1,483,675</b>	<b>\$18,700</b>	<b>\$0</b>	<b>\$7,266,448</b>	<b>\$4,106,996</b>	<b>\$425,876</b>	<b>\$2,171,131</b>	<b>\$986,458</b>	<b>\$3,583,464</b>	<b>\$14,956,909</b>

Amended figures highlighted