



## **MEMORANDUM**

**TO:** National Capital Region Transportation Planning Board  
**FROM:** Lyn Erickson, TPB Plan Development and Coordination Program Director  
**SUBJECT:** Draft FY 2022 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities, Including “Carryover” Amounts  
**DATE:** February 2, 2022

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The Board will be asked to amend the FY 2022 Unified Planning Work Program (UPWP) at its March 16, 2022 meeting, to remove certain work activities and associated funding amounts and to approve “carrying over” this funding into the draft FY 2023 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 2022 (between now and June 30, 2022). Two independent actions will occur: 1) the FY 2022 UPWP will be amended to remove funding, and 2) this funding will be “carried over” into the FY 2023 UPWP. The two actions are contingent upon each other, so they either both occur or neither occurs.

This memorandum identifies the revisions to the specific work activities and changes to the budget amounts in the FY 2022 UPWP that are to be “carried over” into the new FY 2023 UPWP. The projects and funding are already included in the Draft FY 2023 UPWP that is out for review. 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 2022 UPWP be amended to reduce the total budget for the basic UPWP by \$1,423,500 (\$1,133,500 Core UPWP, \$290,000 Technical Assistance) to reflect work activities that are not anticipated to be completed during the remaining part of fiscal year ending June 30, 2022 OR work activities being deferred. Staff recommends this amount and work activities be “carried over” to the FY 2023 UPWP to support continued work on these activities and other activities planned for FY 2023. The proposed FY 2022 UPWP amended budget amounts and distribution are listed in Tables 2, 3, and 4 which are attached to this memo.

### **CHANGES TO FY 2022 UPWP ACTIVITIES AND BUDGETS**

The \$1,423,500 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 2023 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 1 – Long-Range Transportation Plan: Carry over \$50,000 from long-range transportation planning activities to support reporting data from the Visualize 2045 update and to conduct additional analysis to support long-range planning for planning areas such as, but not limited to, tackling the climate crisis and transition to a clean energy-based, resilient future, considering equity and Justice40 in regional transportation planning and supporting the Planning and Environmental Linkages approach. Planning activities will also enhance coordination with the Department of Defense (DOD) related to the Strategic Highway Network (STRAHNET), and with the Federal Land Management Agency (FLMA)
2. Task 3 – Planning Elements: Carry over \$50,000 from Freight Planning activities, to continue and augment the update of the Regional Freight Plan begun in FY 2022, to be completed in FY 2023.
3. Task 4 – Public Participation: Carry over \$65,000. Due to COVID, a variety of activities could not be conducted in FY 2022, including workshops, trainings, printings, and mailings. Carryover funding will be used in FY 2023 for a variety of purposes, including peer exchanges related to implementation activities for Visualize 2045, website improvements, a new session of the Community Leadership Institute, and an evaluation of public participation activities.
4. Task 5 – Travel Forecasting: Carry over \$531,000, broken down as follows: In the area of “Hardware, Software, and Data,” carry over \$200,000, which was not used in FY 2022 for the purchase of data that would have been used for model development. It is hoped that these funds will be used for a data purchase in FY 2023. In the area of “Studies/Programs,” carry over \$331,000, which is planned carryover regarding consultant costs for developing the Gen3 Travel Model, which is a multi-year project.
5. Task 7 – Travel Monitoring and Data Programs: Carry over \$325,000 in funding budgeted for consultant services and data purchases in order to support data acquisition and consultant services for conducting focused travel surveys and transportation research activities during FY 2023.
6. Task 9 – Mobility Enhancement Programs: Carry over \$112,500 in funding under the Regional Roadway Safety Program, to enable completion of projects selected in the FY 2022-funded round of program grants. Work on these projects began in FY 2022 and will be completed in FY 2023. Additional funds supporting shares of the costs of these projects will also be carried over under Task 11, Technical Assistance.
7. 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 \$290,000 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 \$22,500 earmarked for the Regional Roadway Safety Program (RRSP) into the FY 2023 core program to support the RRSP.
- The Maryland Technical Assistance budget will carry over \$26,250 earmarked for the RRSP into the FY 2023 core program to support the RRSP.
- The Virginia Technical Assistance budget will carry over \$26,250 earmarked for the RRSP into the FY 2023 core program to support the RRSP.
- The Regional Public Transportation Technical Assistance budget will carry over \$215,000 into the FY 2023 Regional Public Transportation Technical Assistance Program, with \$125,000 earmarked for the Transit Within Reach technical assistance grant program and \$90,000 to develop a regional High-Capacity Transit station map graphic.

**Table 2: Revenue - FY 2022 TPB Proposed Funding by Federal, State, and Local Sources** 2/4/2022

Amended as proposed				DRAFT
	FTA SECT 5303	FHWA PL FUNDS	OTHER CASP & SPR	
	FED/STA/LOC 80%/10%/10%	FED/STA/LOC 80%/10%/10%	CASP-FAA/LOC: 90%/10% SPR-FHWA/LOC: 80% / 20%	GRAND TOTALS
<b>DDOT ALLOCATIONS</b>				
NEW FY 2022	\$615,909	\$2,378,018		\$2,993,927
- Amended	\$574,226	\$2,087,771		\$2,661,996
PRIOR UNEXPENDED	\$181,878	\$334,459		\$516,337
CARRYOVER FY 2021	\$113,353	\$486,107		\$599,460
<b>SUBTOTAL - DC</b>	\$911,139	\$3,198,584		\$599,460
	\$869,457	\$2,908,337		\$3,777,793
<b>MDOT ALLOCATIONS</b>				
NEW FY 2022	\$1,400,744	\$3,992,606		\$5,393,350
- Amended	\$1,305,944	\$3,505,289		\$4,811,234
PRIOR UNEXPENDED	\$158,217	\$470,898		\$629,115
CARRYOVER FY 2021	\$321,218	\$860,863		\$1,182,081
<b>SUBTOTAL - MD</b>	\$1,880,178	\$5,324,367		\$7,204,545
	\$1,785,379	\$4,837,050		\$6,622,430
<b>VDRPT &amp; VDOT ALLOCATIONS</b>				
NEW FY 2022	\$1,160,155	\$3,530,706		\$4,690,861
- Amended	\$1,081,638	\$3,099,768		\$4,181,406
PRIOR UNEXPENDED	\$122,734	\$389,394		\$512,128
CARRYOVER FY 2021	\$267,578	\$738,258		\$1,005,836
<b>SUBTOTAL - VA</b>	\$1,550,467	\$4,658,358		\$6,208,826
	\$1,471,950	\$4,227,420		\$5,699,370
<b>TOTAL FHWA/FTA FUNDING ALLOCATIONS</b>				
NEW FY 2022	\$3,176,808	\$9,901,330		\$13,078,138
- Amended	\$2,961,808	\$8,692,828		\$11,654,636
PRIOR UNEXPENDED	\$462,829	\$1,194,751		\$1,657,580
CARRYOVER FY 2021	\$702,149	\$2,085,228		\$2,787,377
<b>SUB-TOTAL - FHWA-FTA</b>	\$4,341,785	\$13,181,309		\$17,523,094
	\$4,126,786	\$11,972,807		\$16,099,593
<b>TOTAL BASIC UPWP</b>	\$4,341,785	\$13,181,309		\$17,523,094
- Amended	\$4,126,786	\$11,972,807		\$16,099,593
<b>FAA - CASP PROGRAM</b>			\$252,700	\$252,700
<b>State Planning &amp; Research (SPR)</b>			\$260,000	\$260,000
<b>GRAND TOTAL UPWP - Amended</b>	\$4,126,786	\$11,972,807	\$512,700	\$16,612,293
Jurisdictional breakdown of Carryover Funds:				
	FTA	FHWA		TOTAL
District of Columbia	\$41,683	\$290,247		\$331,931
Maryland	\$94,800	\$487,315		\$582,114
Virginia	\$78,517	\$430,938		\$509,455
<b>GRAND TOTAL</b>	\$215,000	\$1,208,500		\$1,423,500

- "New FY2022" funding amounts from DDOT and VDOT are at FY 2021 levels and will be updated.
- "Prior Unexpended" funding amounts are yet to be confirmed by funding agencies and may change.
- "Carryover FY2021 funds" are funds budgeted for Core and Technical Assistance work program activities in FY 2021 UPWP, that are not anticipated to be spent in FY 2021. As such these funds will be carried over from FY 2021 to be used to perform Core program and Tech. Assistance activities in FY 2022.

Table 3: FY 2022 UPWP Expenditures			2/4/2022
Amended as proposed			DRAFT
WORK ACTIVITY	FY 2022 TOTAL BUDGETED <sup>1</sup>	ESTIMATED CARRYOVER	FY 2022 TOTAL AMENDED
<b>CORE PROGRAMS</b>			
1. Long-Range Transportation Planning	\$1,095,434	\$50,000	\$1,045,434
2. Transportation Improvement Program	\$466,962		\$466,962
3. Planning Elements	\$2,768,270	\$50,000	\$2,718,270
4. Public Participation	\$994,711	\$65,000	\$929,711
5. Travel Forecasting	\$3,298,336	\$531,000	\$2,767,336
6. Mobile Emissions Planning	\$2,039,172		\$2,039,172
7. Travel Monitoring and Data Programs	\$2,141,001	\$325,000	\$1,816,001
8. Regional Land Use and Transportation Planning Coordination	\$1,190,179		\$1,190,179
9. Mobility and Enhancement Programs	\$988,671	\$112,500	\$876,171
10. TPB Management and Support	\$963,379		\$963,379
<b>Sub-total: Core Program</b>	<b>\$15,946,115</b>	<b>\$1,133,500</b>	<b>\$14,812,615</b>
<b>11. TECHNICAL ASSISTANCE</b>			
A. District of Columbia	\$274,756	\$22,500	\$252,256
B. Maryland	\$483,305	\$26,250	\$457,055
C. Virginia <sup>2</sup>	\$436,679	\$26,250	\$410,429
D. Public Transportation <sup>3</sup>	\$382,238	\$215,000	\$167,238
<b>Sub-total: Technical Assistance Program</b>	<b>\$1,576,978</b>	<b>\$290,000</b>	<b>\$1,286,978</b>
Total - Basic UPWP:	\$17,523,093	\$1,423,500	\$16,099,593
<b>AIR SYSTEMS AND PLANNING RESEARCH</b>			
1. Continuous Airport System Planning (CASP) <sup>4</sup>	\$252,700		\$252,700
2. State Planning & Research (SPR) <sup>5</sup>	\$260,000		\$260,000
<b>Sub-total: CASP and SPR</b>	<b>\$512,700</b>		<b>\$512,700</b>
<b>GRAND TOTAL UPWP -</b>	<b>\$18,035,793</b>	<b>\$0</b>	<b>\$16,612,293</b>
<p>1. As approved by the TPB at its March 17, 2021 meeting.</p> <p>2. Includes \$14,000 in carry over funding from FY 2021 for projects obligated in FY 2021 and being executed in FY 2022</p> <p>3. Includes \$191,630 in carry over funding from FY 2021 for projects obligated in FY 2021 and being executed in FY 2022</p> <p>4. CASP work activities are based on anticipated FAA grants to conduct airport ground access planning as part of CASP program.</p> <p>5. SPR program activities are funded through a separate grant from the District of Columbia's DOT to assist in DDOT's HPMS program.</p>			

TABLE 4 TPB FY 2022 UPWP BUDGET BY WORK PROGRAM ACTIVITY AND EXPENDITURE CATEGORY - FINAL DRAFT

2/4/2022

Amended as proposed

DRAFT

UPWP - Work Activity	COG Labor Cost		Total	COG Labor Fringe Cost	Supplemental Labor		Total Labor & Fringe Cost	Total Indirect Cost	Direct Costs (Implementation)			Total Prgrm. Implmntn. Direct Cost	Grand Total Cost
	DTP Staff	Other Staff	COG Staff		Interns	Temps			Sftwre, Data, PC	Studies Programs	Other Costs		
CORE PROGRAMS													
1. Long-Range Transportation Planning	\$444,009	\$0	\$444,009	\$108,338	\$0	\$0	\$552,347	\$331,187	\$5,000	<del>\$200,000</del> \$150,000	\$6,900	\$161,900	\$1,045,434
2. Transportation Improvement Program	\$133,656	\$0	\$133,656	\$32,612	\$0	\$0	\$166,268	\$99,694	\$200,000	\$0	\$1,000	\$201,000	\$466,962
3. Planning Elements	\$976,851	\$32,957	\$1,009,808	\$246,393	\$0	\$0	\$1,256,202	\$753,218	\$12,500	<del>\$590,000</del> \$540,000	\$156,350	\$708,850	\$2,718,270
4. Public Participation	\$436,057	\$0	\$436,057	\$106,398	\$0	\$0	\$542,455	\$325,256	\$2,000	\$25,000	<del>\$100,000</del> \$35,000	\$62,000	\$929,711
5. Travel Forecasting	\$1,056,977	\$0	\$1,056,977	\$257,902	\$0	\$0	\$1,314,879	\$788,402	<del>\$421,000</del> \$221,000	<del>\$703,056</del> \$372,056	\$71,000	\$664,056	\$2,767,337
6. Mobile Emissions Planning	\$820,122	\$94,080	\$914,202	\$223,065	\$0	\$0	\$1,137,267	\$681,905	\$41,000	\$110,000	\$69,000	\$220,000	\$2,039,172
7. Travel Monitoring And Data Programs	\$745,263	\$0	\$745,263	\$181,844	\$0	\$0	\$927,107	\$555,894	<del>\$125,000</del> \$0	<del>\$275,000</del> \$75,000	\$258,000	\$333,000	\$1,816,001
8. Planning Scenarios And Socio Economic Forecasting	\$226,808	\$250,441	\$477,249	\$116,449	\$0	\$0	\$593,698	\$355,981	\$75,000	\$110,000	\$55,500	\$240,500	\$1,190,179
9. Mobility Enhancement Programs	\$117,995	\$45,918	\$163,913	\$39,995	\$0	\$0	\$203,908	\$122,263	\$1,000	\$660,000	\$1,500	\$550,000	\$876,171
10. TPB Support and Management	\$312,315	\$0	\$312,315	\$76,205	\$0	\$0	\$388,520	\$232,957	\$1,500	\$124,101	\$216,300	\$341,901	\$963,377
<b>UPWP Core Program Total</b>	<b>\$5,270,053</b>	<b>\$423,396</b>	<b>\$5,693,448</b>	<b>\$1,389,201</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,082,650</b>	<b>\$4,246,757</b>	<b>\$559,000</b>	<b>\$2,053,657</b>	<b>\$870,550</b>	<b>\$3,483,207</b>	<b>\$14,812,613</b>
TECHNICAL ASSISTANCE PROGRAM													
A. District of Columbia	\$5,867	\$0	\$5,867	\$1,431	\$0	\$0	\$7,298	\$4,376	\$0	<del>\$30,000</del> \$7,500	\$233,082	\$240,582	\$252,256
B. Maryland	\$5,867	\$0	\$5,867	\$1,431	\$0	\$0	\$7,298	\$4,376	\$0	<del>\$195,000</del> \$168,750	\$276,631	\$445,381	\$457,055
C. Virginia	\$5,867	\$0	\$5,867	\$1,431	\$0	\$0	\$7,298	\$4,376	\$0	<del>\$304,000</del> \$277,750	\$121,006	\$398,756	\$410,430
D. Public Transportation	\$5,867	\$0	\$5,867	\$1,431	\$0	\$0	\$7,298	\$4,376	\$0	<del>\$326,000</del> \$111,000	\$44,565	\$155,565	\$167,238
<b>Technical Assistance Program Total</b>	<b>\$23,466</b>	<b>\$0</b>	<b>\$23,466</b>	<b>\$5,726</b>	<b>\$0</b>	<b>\$0</b>	<b>\$29,192</b>	<b>\$17,503</b>	<b>\$0</b>	<b>\$565,000</b>	<b>\$675,285</b>	<b>\$1,240,285</b>	<b>\$1,286,980</b>
<b>Total Basic Program</b>	<b>\$5,293,519</b>	<b>\$423,396</b>	<b>\$5,716,914</b>	<b>\$1,394,927</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,111,841</b>	<b>\$4,264,260</b>	<b>\$559,000</b>	<b>\$2,618,657</b>	<b>\$1,545,835</b>	<b>\$4,723,492</b>	<b>\$16,099,593</b>
OTHER PROGRAMS													
Continuous Air Systems Planning	\$124,099	\$0	\$124,099	\$30,280	\$0	\$0	\$154,380	\$92,566	\$0	\$0	\$5,754	\$5,754	\$252,700
State Planning & Research Program (DC)	\$76,513	\$0	\$76,513	\$18,669	\$0	\$0	\$95,182	\$57,071	\$0	\$107,746	\$0	\$107,746	\$260,000
<b>GRAND TOTAL</b>	<b>\$5,494,131</b>	<b>\$423,396</b>	<b>\$5,917,527</b>	<b>\$1,443,877</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,361,403</b>	<b>\$4,413,898</b>	<b>\$559,000</b>	<b>\$2,726,403</b>	<b>\$1,551,589</b>	<b>\$4,836,992</b>	<b>\$16,612,293</b>