



## **MEMORANDUM**

**TO:** TPB Technical Committee  
**FROM:** Kanti Srikanth, TPB Staff Director  
**SUBJECT:** FY 2018 UPWP Amendment to Budgets and Work Activities  
**DATE:** March 2, 2018

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The Board will be asked to take three actions in March to approve the FY 2019 Unified Planning Work Program (UPWP). First, the TPB will be asked to amend the FY 2018 UPWP to remove funding and work activities reflecting work that staff has determined will not be completed by June 30, 2018. A separate action is then taken to “carry over” this funding into the draft FY 2019 UPWP. The final action will be to approve the entire FY 2019 UPWP.

This memorandum identifies the budget and activities associated with the first two board actions. The proposed FY 2018 UPWP amendment reflects the latest status of work activity changes to previously planned activities. The budget amendment will identify a limited amount of funding and some of the activities planned for this fiscal year to be “carried over” into the next fiscal year (FY 2019). The proposed amendment and “carry over” funding and activities were reviewed by the agencies who provide federal funding for the UPWP: 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 2018 UPWP be amended to reduce the total budget for the basic UPWP by \$1,297,692 to reflect work activities that are not anticipated to be completed during the remaining part of fiscal year ending June 30, 2018. Staff also recommends this amount be “carried over” to the FY 2019 UPWP to support continued work on these activities and other activities planned for FY 2019. The proposed FY 2018 UPWP amendment budget amounts and distribution are listed in Tables 1, 2, and 3 which are attached to this memo.

### **CHANGES TO FY 2018 UPWP ACTIVITIES AND BUDGETS**

Of the \$1,297,692 recommended reduction in budget, the core program’s work activity budget will be reduced by \$1,199,885 and the combined Technical Assistance program budget will be reduced by \$97,806. These amounts will be carried over to the FY 2019 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: Carry over \$50,000 from budgeted consultant support services to update the iTIP database. This work activity is planned to be undertaken in FY 2019 and will support the tracking and reporting needs of the Performance Based Planning and Programming activities.

2. Activity 4 – Planning Programs: Carry over \$75,000 budgeted for an update to the region’s ITS Architecture. This work activity is planned to be undertaken and completed during FY 2019.
3. Activity 5 – Travel Forecasting: Carry over \$315,000 in funding budgeted for consultant support services and other direct program costs. Consultant support services is planned to be secured during FY 2019 for the travel demand forecasting model development work activity.
4. Activity 6 – Travel Monitoring and Data Programs: Carry over a total of \$759,886 budgeted for consultant support services and staff time. About \$400,000 of this amount will be used towards consultant support services anticipated during FY 2019 for the major “once in a decade” region-wide household travel survey as well as support for travel monitoring counts/studies.
5. Activity 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 \$97,806 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:
  - Of the total \$97,806 in funds being carried over: the Maryland Technical Assistance budget will be reduced by \$25,000; the Virginia Technical Assistance budget will be reduced by \$57,806 and the WMATA Technical Assistance budget will be reduced by \$15,000.



March 8, 2017

Amended 3/21/2018

TABLE 1 FY 2018 UPWP REVENUES ESTIMATES BY SOURCE - AS AMENDED

	FTA SECT 5303 80% FED & 20% STA/ LOC	FHWA PL FUNDS 80% FED & 20% STA/ LOC	FAA CASP 90% FED & 10% LOC	TOTALS
<b>DDOT - ALLOCATIONS</b>				
NEW FY 2018	\$480,136	\$1,983,293		\$2,463,429
UNEXPENDED FY 2016	\$80,386	\$331,484		\$411,870
CARRYOVER FY 2017	\$105,858	\$428,585		\$537,248
SUBTOTAL - D.C	\$666,380	\$2,743,362		\$3,412,547
<b>MDOT - ALLOCATIONS</b>				
NEW FY 2018	\$1,143,681	\$3,311,324		\$4,455,006
UNEXPENDED FY 2016	\$240,479	\$668,726		\$909,204
CARRYOVER FY 2017	\$339,484	\$986,969		\$1,326,453
SUBTOTAL - MD	\$1,723,644	\$4,967,019		\$6,690,663
<b>VDRPT &amp; VDOT - ALLOCATIONS</b>				
NEW FY 2018	\$922,029	\$2,585,609		\$3,507,639
UNEXPENDED FY 2016	\$165,308	\$477,834		\$643,143
CARRYOVER FY 2017	\$238,323	\$601,516		\$839,839
SUBTOTAL - VA	\$1,325,660	\$3,664,960		\$4,990,620
<b>TOTAL FHWA/FTA FUNDING ALLOCATIONS</b>				
SUB-TOTAL NEW FY 2018	\$2,545,847	\$7,880,226		\$10,426,073
SUB-TOTAL UNEXPENDED FY 2016	\$486,173	\$1,478,044		\$1,964,217
SUB-TOTAL CARRYOVER FY 2017	\$686,470	\$2,017,070		\$2,703,540
<b>TOTAL BASIC UPWP</b>	<b>\$3,718,490</b>	<b>\$11,375,340</b>		<b>\$15,093,830</b>
Continuous Air System Planning (CASP)			\$362,235	\$362,235
<b>GRAND TOTAL UPWP</b>	<b>\$3,718,490</b>	<b>\$11,375,340</b>	<b>\$362,235</b>	<b>\$15,456,065</b>

"New FY2018" funding amounts reflect revisions made to carryover funds to FY 2019 UPWP.

"Unobligated FY2016 funds" are unexpended funds from the FY2016 UPWP reprogrammed by DOTs.

"Carryover FY2017 funds" are funds from Core and Technical Assistance work program activities from FY 2017 UPWP. These funds will be used to carryout FY 2018 UPWP activities including any FY 2017 UPWP Core program activities carried over to FY 2018.



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TABLE 2 FY 2018 UPWP: WORK ACTIVITY BUDGET - AS AMENDED

WORK ACTIVITY	FY 2018 TOTAL APPROVED	FY 2018 REVISED	Difference
<b>A. CORE PROGRAMS</b>			
1. Long-Range Planning	\$1,615,200	\$1,615,200	
2. Performance-Based Planning and Programming	\$687,807	<b>\$637,807</b>	\$50,000
3. Mobile Emissions Planning	\$1,587,817	\$1,587,817	
4. Planning Programs	\$1,840,950	<b>\$1,765,950</b>	\$75,000
5. Travel Forecasting	\$2,409,905	<b>\$2,094,905</b>	\$315,000
6. Travel Monitoring and Data Programs	\$3,550,657	<b>\$2,790,772</b>	\$759,886
7. Cooperative Forecasting & Transportation Planning Coordination	\$993,576	\$993,575	
8. Public Participation & Human Transportation Service Coordination	\$1,055,345	\$1,055,345	
9. Transportation Alternatives and Land Use Connection Programs	\$440,215	\$440,215	
10. TPB Support and Management	\$865,054	\$865,055	
Sub-total: Core Program	\$15,046,525	<b>\$13,846,639</b>	\$1,199,885
<b>B. TECHNICAL ASSISTANCE</b>			
1. District of Columbia	\$274,742	\$274,742	
2. Maryland	\$499,828	<b>\$474,828</b>	\$25,000
3. Virginia	\$397,806	<b>\$340,000</b>	\$57,806
4. WMATA	\$172,620	<b>\$157,620</b>	\$15,001
Sub-total: Technical Assistance Program	\$1,344,997	<b>\$1,247,190</b>	\$97,806
<b>C. AIR SYSTEMS PLANNING</b>			
1. Continuous Airport System Planning (CASP)	\$362,235	\$362,235	
Sub-total: Air System Planning	\$362,235	\$362,235	
<b>GRAND TOTAL UPWP</b>	<b>\$16,753,757</b>	<b>\$15,456,064</b>	\$1,297,692

Amended amounts in bold font.



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Amended 3/21/2018

TABLE 3 TPB FY 2018 BUDGET AND WORK PROGRAM ACTIVITY BY EXPENDITURE CATEGORY - AS AMENDED

WORK ACTIVITY	DIRECT LABOR		INDIRECT COSTS				OTHER DIRECT COSTS			TOTAL PROGRAM
	DTP	Othr. COG	Mgmt/Admn	Leave	Fringe Ben.	Non-personnel	PC/DATA	Consultants	Other	
<b>CORE PROGRAMS</b>										
1. Long-Range Planning	\$428,879	\$40,500	\$115,467	\$114,454	\$180,419	\$300,512	\$3,000	\$425,000	\$6,968	\$1,615,200
2 .Performance-Based Planning & Programming	\$242,427	\$0	\$59,637	\$59,114	\$93,184	\$155,210	\$1,200	\$0	\$27,035	\$637,807
3 .Mobile Emissions Planning	\$528,689	\$74,221	\$148,316	\$147,015	\$231,746	\$386,004	\$28,438	\$10,000	\$33,387	\$1,587,817
4 .Planning Programs	\$669,450	\$15,907	\$168,598	\$167,119	\$263,437	\$438,789	\$1,000	\$25,000	\$16,649	\$1,765,950
5 .Travel Forecasting	\$781,383	\$0	\$192,220	\$190,534	\$300,348	\$500,268	\$25,438	\$50,000	\$54,713	\$2,094,905
6. Travel Monitoring and Data Programs	<b>\$386,193</b>	\$0	<b>\$100,847</b>	<b>\$99,963</b>	<b>\$157,576</b>	<b>\$262,463</b>	\$55,000	<b>\$1,525,650</b>	\$203,079	<b>\$2,790,771</b>
7. Cooperative Forecasting & Transp. Plng. Coord.	\$141,394	\$230,663	\$91,526	\$90,723	\$143,011	\$238,204	\$2,500	\$0	\$55,553	\$993,575
8. Public Partici. & Human Transp. Ser.Coord.	\$280,100	\$0	\$68,904	\$68,300	\$107,664	\$179,329	\$2,000	\$245,757	\$103,290	\$1,055,345
9. Transp. Alt. & Land Use Conectn.Programs	\$50,152	\$20,700	\$17,430	\$17,277	\$27,234	\$45,362	\$1,000	\$260,000	\$1,060	\$440,215
10. TPB Support and Management	\$255,808	\$0	\$62,929	\$62,377	\$98,327	\$163,777	\$1,000	\$10,000	\$210,837	\$865,055
Core Program Total	<b>\$3,764,475</b>	\$381,992	<b>\$1,025,875</b>	<b>\$1,016,876</b>	<b>\$1,602,947</b>	<b>\$2,669,919</b>	\$120,576	<b>\$2,551,407</b>	<b>\$712,571</b>	<b>\$13,846,639</b>
<b>TECHNICAL ASSISTANCE</b>										
1. District of Columbia	\$51,452	\$0	\$12,657	\$12,546	\$19,777	\$32,941	\$0	\$110,000	\$35,369	\$274,742
2. Maryland	\$70,808	\$0	\$17,419	\$17,266	\$27,217	\$45,333	\$0	\$160,000	\$136,786	\$474,828
3. Virginia	\$42,999	\$0	\$10,578	\$10,485	\$16,528	\$27,529	\$0	\$100,000	\$131,882	\$340,000
4. WMATA	\$7,164	\$0	\$1,762	\$1,747	\$2,754	\$4,587	\$0	\$130,000	\$9,606	\$157,620
Technical Assistance Program Total	\$172,422	\$0	\$42,416	\$42,044	\$66,275	\$110,390	\$0	\$500,000	\$313,643	\$1,247,190
<b>Total Basic Program</b>	<b>\$3,936,897</b>	\$381,992	<b>\$1,068,291</b>	<b>\$1,058,920</b>	<b>\$1,669,223</b>	<b>\$2,780,309</b>	\$120,576	<b>\$3,051,407</b>	<b>\$1,026,214</b>	<b>\$15,093,829</b>
CONTINUOUS AIRPORT SYSTEM PLANNING PROGRAM (CASP)	\$144,053	\$0	\$35,437	\$35,126	\$55,371	\$92,227	\$0	\$0	\$0	\$362,235
<b>GRAND TOTAL</b>	<b>\$4,080,950</b>	<b>\$381,992</b>	<b>\$1,103,728</b>	<b>\$1,094,046</b>	<b>\$1,724,594</b>	<b>\$2,872,537</b>	\$120,576	<b>\$3,851,384</b>	<b>\$1,164,020</b>	<b>\$15,456,064</b>

Amended amounts in bold font.