

**ITEM 8 – Action**  
November 28, 2012

Approval of an Amendment to the FY 2013 Unified Planning Work Program (UPWP) to Revise the Budget and Work Elements

**Staff Recommendation:** Receive briefing on revisions to the FY 2013 UPWP budget and work elements to reflect funding changes, and adopt Resolution R4-2013 to amend the FY 2013 UPWP to revise the budget and work elements.

**Issues:** None

**Background:** Since the FY 2013 UPWP was approved in March, the funding allocations provided by DDOT, MDOT and VDOT have been revised to reflect changes in new FY 2013 funding and adjustments in the unobligated FY 2011 funding.

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

**RESOLUTION TO AMEND THE FY 2013 UNIFIED PLANNING WORK PROGRAM  
(UPWP) TO REVISE THE BUDGET AND WORK ELEMENTS**

**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 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 2013 UPWP for the Washington Metropolitan Area was approved by the TPB on March 21, 2012; and

**WHEREAS**, the approved budget for the FY 2013 UPWP was based upon funding allocations of FTA Section 5303 and FHWA funding by the DOTs that were assumed to be similar to the previous year; and

**WHEREAS**, after the enactment of MAP-21 in July, the final FY 2013 funding allocations for the UPWP were determined by the District of Columbia Department of Transportation (DDOT), Maryland Department of Transportation (MDOT), and Virginia Department of Transportation; and

**WHEREAS**, the changes in commitments are shown in italics for each “New FY 2013” row in the attached Table 1 from the FY 2013 UPWP that was approved by the TPB in March, and these allocations provide a **net decrease of \$547,691** (including state and local matching funds) in new FY 2013 funding for the UPWP relative to the totals included in the FY 2013 UPWP approved in March; and

**WHEREAS**, based upon information provided by MDOT and VDOT adjustments to the “unobligated FY 2011” funding totals, shown for each “unobligated FY 2011” row in the attached Table 1 from the FY2013 UPWP, provide a **net increase of \$478,271** in the total unobligated funding; and

**WHEREAS**, the net result is a **reduction of \$69,420** for the total FY 2013 budget as shown in italics in the attached Table 1 from the FY 2013 UPWP approved by the TPB on March 21, 2012; and

**WHEREAS**, because the technical assistance funding level for each state is an agreed percentage of the total new FY 2013 funding provided through the respective state and

the technical assistance funding level for WMATA is an agreed percentage of the new FTA 2013 funding, the budgets for the technical assistance programs in the District and Maryland will decrease by \$68,982 and \$24,976 respectively, while the Virginia and WMATA programs will increase by \$20,021 and \$5,982 respectively, as shown in italics in the attached Table 2 from the FY 2013 UPWP; and

**WHEREAS**, since the technical assistance program funding decreases by a net of \$67,955 and the core program funding is reduced by \$1,465 to produce the reduction of \$69,420 for the total FY 2013 budget, as shown in italics in the attached Table 2 from the FY 2013 UPWP; and

**WHEREAS**, to account for this small core program budget reduction, the budget for work activity 1.I DTP Management is reduced by \$1,465; and

**WHEREAS**, the changes to the budgets and work activities in the technical assistance program are shown in Appendix I; and

**WHEREAS**, at its November 2 meeting, the TPB Technical Committee was briefed on the proposed amendment to the budget and work activities in the FY 2013 UPWP;

**NOW, THEREFORE, BE IT RESOLVED THAT** the NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD amends the FY 2013 UPWP to include the budget revisions shown on the attached Table 1 and Table 2, and to work activity budgets and narratives as presented in Appendix I.

# National Capital Region Transportation Planning Board

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## MEMORANDUM

November 15, 2012

**TO:** Transportation Planning Board

**FROM:** Gerald Miller  
Director, Program Coordination  
Department of Transportation Planning

**SUBJECT:** Briefing on Amendment to the FY 2013 Unified Planning Work Program (UPWP) to Revise the Budget

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### Proposed FY 2013 UPWP Budget Revisions

Since the FY 2013 UPWP was approved in March, the funding allocations provided by DDOT, MDOT and VDOT have been revised to reflect changes in new FY 2013 funding and adjustments in the unobligated FY 2011 funding. This memorandum describes an amendment to revise the budget and work activities to reflect the funding changes. The TPB will be asked to approve this amendment at its meeting on November 28.

On March 21, 2012, the TPB approved the budget for the FY 2013 UPWP, which includes “new FY 2013 funds” that come from the federal FY 2012 budget and “unobligated FY 2011 funds” that are unexpended funds from the completed FY 2011 UPWP. As described below, the new funding total needs to be decreased by \$547,691 and the unobligated FY 2011 total needs to be increased by \$478,271. **The net result is a decrease of \$69,420 for the total FY 2013 UPWP budget.**

### *Changes to the New FY 2013 Funding Totals*

Because the federal FY 2012 budget had not been approved in February in time for the FY 2013 UPWP to be approved by the TPB in March, we assumed the allocations of new FY 2013 FTA Section 5303 and FHWA PL funding to be provided by the DOTs would be similar to the previous year. After the enactment of MAP-21 in July, the final federal FY 2012 MPO planning allocations, which determine the new FY 2013 funding for the UPWP, were determined by the DDOT, MDOT and VDOT. The commitments are shown in italics for each “New FY 2013” row in the attached Table 1 from the FY 2013 UPWP that was approved by the TPB in March. These allocations provide **a net decrease of \$547,691** (including state and local matching funds) in new FY 2013 funding for the UPWP relative to the totals included in the FY 2013 UPWP approved in March.

### *Changes to the Unobligated FY 2011 Funding Totals*

Based upon information from MDOT and VDOT some adjustments to the “unobligated FY 2011” assumed funding totals are needed. The adjustments to the FTA and FHWA totals are shown in for each “unobligated FY 2011” row in the attached Table 1 from the FY2013 UPWP. These adjustments result in a **net increase of \$478,271** in the total unobligated FY2011 funding.

## *Changes to the Technical Assistance and Core Program Budgets*

As shown in Table 1, the FY 2013 UPWP budget **is decreased by a total of \$69,420** relative to the total approved by the TPB in March.

The technical assistance funding level for each state is an agreed percentage of the total new FY 2013 funding provided through the respective state. The technical assistance funding level for WMATA is an agreed percentage of the new FTA 2013 funding. Therefore, the budgets for the technical assistance programs in the District and Maryland will decrease by \$68,982 and \$24,976 respectively, while the Virginia and WMATA programs will increase by \$20,021 and \$5,982 respectively.

Because the total for all of the **technical assistance programs decreases by \$67,955 the net total funding for the core work program decreases by \$1,465**. To account for this small core program budget reduction of \$1,465, the budget for ***work activity 1.1 DTP Management*** will be reduced by \$1,465.

The proposed budget changes for the Technical Assistance Program and for the work activity in the core work program are shown in italics on the attached Table 2 from the FY 2013 UPWP approved in March. The changes to the budgets and work activities in the technical assistance program are shown in Appendix I.

**TABLE 1 Amend**  
**FY 2013 TPB PROPOSED FUNDING BY FEDERAL STATE AND LOCAL SOURCES**  
**(July 1, 2012 to June 30, 2013)**

	FTA SECT 5303 80% FED & 20% STA/ LOC	FHWA SECT 112 80% FED & 20% STA/ LOC	CHANGE IN FHWA FUNDING	TOTALS	CHANGE IN TOTAL FUNDING	
<b>ALLOTMENTS PROVIDED BY DDOT</b>						
<b>NEW FY 2013</b>	+27,023	441,149	2,311,591	-538,008	2,752,740	-510,985
<b>UNOBLIGATED FY 2011</b>		37,623	197,140		234,763	
<b>CARRYOVER FY 2012</b>					0	
<b>SUBTOTAL</b>	+27,023	478,772	2,508,731	-538,008	2,987,503	-510,985
<b>ALLOTMENTS PROVIDED BY MDOT</b>						
<b>NEW FY 2013</b>	+47,133	1,087,238	3,527,477	-232,139	4,614,715	-185,006
<b>UNOBLIGATED FY 2011</b>	+109,105	92,723	300,836	+213,894	393,559	+322,999
<b>CARRYOVER FY 2012</b>		89,529	290,471		380,000	
<b>SUBTOTAL</b>	+156,238	1,269,490	4,118,784	-18,245	5,388,274	+137,999
<b>ALLOTMENTS PROVIDED BY VDRPT &amp; VDOT</b>						
<b>NEW FY 2013</b>		912,243	2,859,626	+148,300	3,771,869	+148,300
<b>UNOBLIGATED FY 2011</b>		77,799	243,879	+155,272	321,678	+155,272
<b>CARRYOVER FY 2012</b>		83,316	261,173		344,489	
<b>SUBTOTAL</b>		1,073,358	3,364,678	+303,572	4,438,036	+303,572
<b>TPB BASIC PROGRAM</b>						
<b>TOTAL NEW FY 2013</b>	+74,156	2,440,630	8,698,694	-621,847	11,139,324	-547,691
<b>UNOBLIGATED FY 2011</b>	+109,105	208,145	741,855	+369,166	950,000	+478,271
<b>SUBTOTAL</b>	+183,261	2,648,775	9,440,549	-252,681	12,089,324	-69,420
<b>TOTAL CARRYOVER FY 2012</b>		172,845	551,644		724,489	
<b>TOTAL BASIC PROGRAM</b>	+183,261	2,821,620	9,992,193	-252,681	12,813,813	-69,420
<b>GRAND TOTAL</b>	+183,261	2,821,620	9,992,193	-252,681	12,813,813	-69,420

"New FY2013 funds" are newly authorized funds for the FY2013 UPWP

"Unobligated FY2011 funds" are unexpended funds from the completed FY2011 UPWP

"Carryover FY2012 funds" are programmed from the FY2012UPWP to complete specific work tasks in the FY2013 UPWP

**TABLE 2 Amend  
TPB FY 2013 WORK PROGRAM BY FUNDING SOURCES**

<b>WORK ACTIVITY</b>	<b>TOTAL COST</b>	<b>FTA/STATE/ LOCAL</b>	<b>FHWA/STATE/ LOCAL</b>	<b>OTHER FUND</b>
<b>1. PLAN SUPPORT</b>				
A. Unified Planning Work Program (UPWP)	70,700	15,490	55,210	
B. Transp Improvement Program (TIP)	240,600	52,716	187,884	
C. Constrained Long-Range Plan	588,400	128,919	459,481	
D. Financial Plan	64,000	14,022	49,978	
E. Public Participation	421,900	92,438	329,462	
F. Private Enterprise Participation	18,300	18,300		
G. Annual Report	80,100	17,550	62,550	
H. Transportation/Land Use Connection Progr	395,000	86,545	308,455	
I. DTP Management	-1,465	99,061	353,063	
Subtotal	2,331,124	525,041	1,806,083	
<b>2. COORDINATION and PROGRAMS</b>				
A. Congestion Management Process (CMP)	205,000	44,916	160,084	
B. Management, Operations, and ITS Planning	340,300	74,560	265,740	
C. Emergency Preparedness Planning	75,400	16,520	58,880	
D. Transportation Safety Planning	125,000	27,388	97,612	
E. Bicycle and Pedestrian Planning	108,700	23,816	84,884	
F. Regional Bus Planning	100,000	21,910	78,090	
G. Human Service Transportation Coordination	114,800	25,153	89,647	
H. Freight Planning	150,000	32,865	117,135	
I. MATOC Program Planning Support	120,000	26,292	93,708	
Subtotal	1,339,200	293,419	1,045,781	
<b>3. FORECASTING APPLICATIONS</b>				
A. Air Quality Conformity	563,200	123,397	439,803	
B. Mobile Emissions Analysis	640,100	140,246	499,854	
C. Regional Studies	516,300	113,122	403,178	
D. Coord Coop Forecasting & Transp Planning	806,800	176,770	630,030	
Subtotal	2,526,400	553,535	1,972,865	
<b>4. DEVELOPMENT OF NETWORKS/MODELS</b>				
A. Network Development	769,700	168,642	601,058	
B. GIS Technical Support	548,800	120,242	428,558	
C. Models Development	1,071,200	234,700	836,500	
D. Software Support	178,900	39,197	139,703	
Subtotal	2,568,600	562,781	2,005,819	
<b>5. TRAVEL MONITORING</b>				
A. Cordon Counts	250,800	54,950	195,850	
B. Congestion Monitoring and Analysis	350,000	76,685	273,315	
C. Travel Surveys and Analysis				
Household Travel Survey	706,300	154,751	551,549	
D. Regional Trans Data Clearinghouse	317,900	69,652	248,248	
Subtotal	1,625,000	356,038	1,268,962	
<b>Core Program Total (I to V)</b>	<b>-1,465</b>	<b>10,390,324</b>	<b>2,290,814</b>	<b>8,099,510</b>
<b>6. TECHNICAL ASSISTANCE</b>				
A. District of Columbia	-68,982	371,600	55,967	315,633
B. Maryland	-24,976	1,003,000	151,063	851,937
C. Virginia	+20,021	853,689	128,575	725,114
D. WMATA	+5,982	195,200	195,200	
Subtotal	-67,955	2,423,489	530,806	1,892,683
<b>Total, Basic Program</b>	<b>-69,420</b>	<b>12,813,813</b>	<b>2,821,620</b>	<b>9,992,193</b>
<b>7. CONTINUOUS AIRPORT SYSTEM PLANNING</b>				
A. Ground Access Element Update - Phase 1	180,800			180,800
B. Process 2011 Air Passenger Survey - Phase 2	115,000			115,000
C. Update Ground Access Forecasts - Phase 1	50,000			50,000
Subtotal	345,800			345,800
<b>GRAND TOTAL</b>	<b>-69,420</b>	<b>13,159,613</b>	<b>2,821,620</b>	<b>345,800</b>

## Appendix I: Amendments to FY 2013 UPWP

### 6. TECHNICAL ASSISTANCE

A. DISTRICT OF COLUMBIA page 6

B. MARYLAND page 6

C. VIRGINIA page 7

D. WMATA page 7

Deletions to text is shown in ~~strikeout~~ and additions in bold.



**6. TECHNICAL ASSISTANCE**

**A. DISTRICT OF COLUMBIA**

~~3. Bicycle Counts~~

~~This task includes collection of bicycle counts at locations specified by DDOT staff.~~

~~\_\_\_\_\_ Cost Estimate: \_\_\_\_\_ \$55,000~~

~~\_\_\_\_\_ Product: \_\_\_\_\_ Bicycle count files~~

~~\_\_\_\_\_ Schedule: \_\_\_\_\_ June 2013~~

**6. Other Tasks to be Defined**

Other tasks are anticipated but not yet defined

Cost Estimate:        ~~\$31,600~~ **17,618**

**TOTAL DISTRICT OF COLUMBIA COST ESTIMATE: ~~\$371,600~~ **302,618****

**B. MARYLAND**

**9. Other Tasks yet to be defined**

Other tasks are anticipated but not yet defined. This project is established to account for TPB staff time spent in responding to requests for technical assistance by MDOT, SHA, other modals and jurisdictions whose scope of work or characteristics do not conform to the other work tasks of the Maryland Technical Assistance Program. Work under this project will be performed upon authorization by MDOT, SHA and/or other modals and jurisdictions.

Cost Estimate:        \$40,000  
                             \$50,000 carryover from FY 2012  
                             ~~\$90,000~~ total **65,024**

TOTAL MARYLAND COST ESTIMATE:    \$623,000  
   \$380,000 carryover from FY 2012  
   ~~\$1,003,000~~ **978,024** total

C. VIRGINIA

4. Regional and Sub-regional Studies

This project provides support for technical analysis for planning studies throughout the year as identified and requested VDOT and/or VDRPT. Work may include but not limited to technical support in ongoing corridor/subarea studies, initiation of new studies ranging from major new corridor analyses to the development of travel demand forecasts for individual facilities. The Commonwealth requires VDOT to review and comment on the technical reports for a variety of local development proposals. Such reports are referred to as "Section 527 reports." Tasks undertaken under this work element could involve staff assisting VDOT in the review and/or analysis of such Section 527 reports. Staff may also assist VDOT in its work on a system-wide evaluation designed to provide information relating to the effectiveness of ongoing and planned projects and programs aimed to address the congestions and mobility challenges in Northern Virginia. This evaluation could be examined in terms of level of service, delay, and other mobility criteria, which will be defined and estimated at the appropriate local, subarea, corridor and / or regional levels to enable a consistent assessment of specified projects/programs.

Cost Estimate:        ~~\$542,641~~ **562,662**

Products:            Travel demand modeling and technical analysis in support of Northern Virginia regional and sub-regional planning studies

Schedule:            On-going activity

Cost Estimate:

**TOTAL VIRGINIA COST ESTIMATE:** \$509,200  
   \$344,489 carryover from FY 2012  
   ~~\$853,689~~ **873,710** total

D. WMATA

2. Miscellaneous Services

This miscellaneous account is a mechanism established to address requests which are too small or too short-lived to warrant separate work scopes. Past work has included requests for hard copy, plots, tape, or diskettes of data from any of the planning work activities at COG.

Cost Estimate:        ~~\$5,000~~ **10,982**

Schedule:            on-going activity

**TOTAL WMATA COST ESTIMATE:** ~~\$195,200~~ **201,182**