



MEMORANDUM

TO: National Capital Region Transportation Planning Board
FROM: Lyn Erickson, TPB Plan Development and Coordination Program Director
SUBJECT: Draft FY 2025 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities, Including 'Carryover' Amounts
DATE: March 7, 2025

The Board will be asked to amend the FY 2025 Unified Planning Work Program (UPWP) at its March 19, 2025, meeting, to remove certain work activities and associated funding amounts and to approve "carrying over" this funding into the draft FY 2026 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 2025 (between now and June 30, 2025). Two independent actions will occur: 1) the FY 2025 UPWP will be amended to remove some subtasks and associated funding, and 2) these subtasks and associated funding will be "carried over" into the FY 2026 UPWP. The two actions are contingent upon each other, so 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 2025 UPWP that are to be "carried over" into the new FY 2026 UPWP. The projects and funding are already included in the Draft FY 2026 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 2025 UPWP be amended to reduce the total budget for the basic UPWP by \$1,800,000 to reflect work activities that are not anticipated to be completed during the remaining part of fiscal year ending June 30, 2025, OR work activities being deferred. Staff recommends this amount and work activities be "carried over" to the FY 2026 UPWP to support continued work on these activities and other activities planned for FY 2026. The proposed FY 2025 UPWP amended budget amounts and distribution are listed in Tables 1, 2, and 3 which will be attached to this memo for the approval.

CHANGES TO FY 2025 UPWP ACTIVITIES AND BUDGETS

The \$1,800,000 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 2025 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 Plan: Carry over a total of \$100,000 in funding, budgeted for consultant services. The zero-based budgeting effort has been more labor intensive than anticipated,
2. Task 3 – Planning Elements: Carry over a total of \$100,000 in funding, budgeted for consultant services (Freight Planning) to begin work on an update of the National Capital Region Freight Plan, which was deferred due to the change in the long-range plan schedule.
3. Task 4 – Public Participation: Carry over a total of \$100,000 in funding, budgeted for consultant services. Will conduct a Community Leadership Institute session and plan outreach in FY 2026, as the Visualize 2045 schedule change delayed these activities.
4. Task 7 – Transportation Research and Data Programs: Carry over \$1,500,000 in funding budgeted for consultant services to support consultant services for conducting travel surveys, data collection and management, and transportation research activities during FY 2026.

TABLE 1
REVENUE ESTIMATES FOR FY 2025 UPWP - AMENDED

ADOPTED 3/21/2024
AMENDED JULY 17, 2024
CORRECTED 7/23/2024

Draft - to be Amended 3/19/2025

	FTA SEC 5303 80% FED & 20% STATE AND LOCAL	FHWA PL FUNDS 80% FED & 20% STATE AND LOCAL	FHWA SAFE AND ACCESSIBLE TRANSP. OPTIONS SET- ASIDE1	OTHER CASP (FAA: 90/10) FHWA (SPR:80/20)	TOTALS
DISTRICT OF COLUMBIA - ALLOCATIONS					
NEW FY 2025	\$887,121	\$2,968,903	\$76,126	-	\$3,932,150
	\$806,703	\$2,659,563			\$3,542,392
PRIOR UNEXPENDED3	\$171,719	\$957,288	\$0	-	\$1,129,007
FY 2024 CARRYOVER4	\$124,907	\$473,379	\$0		\$598,285
SUBTOTAL - D.C	\$1,183,747	\$4,399,570	\$76,126	-	\$5,659,442
					\$5,269,684
MARYLAND - ALLOCATIONS					
NEW FY 2025	\$2,011,314	\$5,378,304	\$135,050	-	\$7,524,668
	\$1,806,988	\$4,818,211			\$6,760,249
PRIOR UNEXPENDED3	\$411,163	\$1,060,952	\$0	-	\$1,472,115
FY 2024 CARRYOVER4	\$371,993	\$873,804	\$0		\$1,245,798
SUBTOTAL - MD	\$2,794,470	\$7,313,060	\$135,050	-	\$10,242,580
VIRGINIA - ALLOCATIONS					
NEW FY 2025	\$1,773,742	\$4,468,922	\$114,588		\$6,357,252
	\$1,593,550	\$4,003,290			\$5,711,428
PRIOR UNEXPENDED3	\$318,253	\$810,984	\$0	-	\$1,129,237
FY 2024 CARRYOVER4	\$379,416	\$908,502	\$0		\$1,287,917
SUBTOTAL - VA	\$2,471,411	\$6,188,408	\$114,588	-	\$8,774,406
TOTAL FUNDING ALLOCATIONS					\$8,128,582
NEW FY 2025	\$4,672,177	\$12,816,129	\$325,763	-	\$17,814,070
	\$4,207,241	\$11,481,064			\$16,014,069
SUB-TOTAL PRIOR UNEXPENDED	\$901,135	\$2,829,224	\$0	-	\$3,730,359
FY 2024 CARRYOVER4	\$876,316	\$2,255,684	\$0		\$3,132,000
	\$5,984,692	\$16,565,973			\$22,876,428
TOTAL BASIC UPWP	\$6,449,628	\$17,901,038	\$325,763	-	\$24,676,428
OTHER TPB PROGRAMS					
Continuous Airport Sys. Plann. (CASP)		-		\$320,100	\$320,100
State Planning & Research (SPR)	-	-		\$248,000	\$248,000
	\$5,984,692	\$16,565,973			\$23,444,528
GRAND TOTAL UPWP	\$6,449,628	\$17,901,038		\$568,100	\$25,244,528

1.The November 15, 2021 Infrastructure Investment and Jobs Act (a.k.a. Bipartisan Infrastructure Law) requires each MPO to use at least 2.5% of its PL funds (under 23 U.S.C. 505) on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.

2."New FY2025" funding amounts are yet to be confirmed by the DOTs and are likely to change. Additionally the amounts reflects updates to the statewide MPO funding distribution formula that is being revised by MDOT, VDOT and VDRPT a this time.

3. "Prior Unexpended" funding amounts are from FY 2023 UPWP and are yet to be confirmed by funding agencies and may change.

4. "Carryover FY2024 funds" are funds budgeted for Core and Technical Assistance work program activities in FY 2024 UPWP, that are not anticipated to be spent in FY 2024. As such, these funds will be carried over from FY 2024 to be used to perform Core program and Tech. Assistance activities in FY 2025.

TABLE 2
EXPENDITURE ESTIMATES FOR FY 2025 UPWP - AMENDED DRAFT

ADOPTED 3/21/2024
AMENDED JULY 17, 2024
CORRECTED 7/23/2024

Draft - to be Amended 3/19/2025

WORK ACTIVITY	FY 2025 TOTAL COST ESTIMATE
UPWP CORE PROGRAMS	
1. Long-Range Transportation Planning	\$1,676,607
2. Transportation Improvement Program	\$611,724
3. Planning Elements	\$3,539,007
4. Public Participation	\$767,523
5. Travel Forecasting	\$3,540,239
6. Mobile Emissions Planning	\$3,287,882
7. Transportation Research and Data Programs	\$3,803,709
8. Regional Land Use and Transportation Planning Coordination	\$1,144,173
9. Mobility Enhancement Programs (EM, TLC, TAP, RSP)	\$1,190,324
10. TPB Support and Management	\$1,628,297
Sub-total: Core Program	\$21,189,485
UPWP TECHNICAL ASSISTANCE PROGRAM	
A. District of Columbia	\$296,890
B. Maryland	\$537,830
C. Virginia	\$446,892
D. Public Transportation (D.C./MD/VA Combined)	\$405,331
Sub-total: Technical Assistance Program	\$1,686,944
Total - Basic U P W P	\$22,876,428
OTHER TPB PROGRAMS	
1. Continuous Airport System Planning (CASP) 1	\$320,100
2. State Planning and Research Program (For DDOT) 2	\$248,000
GRAND TOTAL UPWP	\$23,444,528
1. CASP work activities are based on anticipated FAA grants to conduct airport ground access planning. as part of CASP program.	
2. SPR program activities are funded through a separate grant from the District of Columbia's Department of Transportation to assist in DDOT's HPMS program.	

TABLE 3 TPB FY2025 UPWP BUDGET BY WORK PROGRAM ACTIVITY AND EXPENDITURE CATEGORY - AMENDED DRAFT

ADOPTED 3/21/2024 CORRECTED 7/23/2024

AMENDED JULY 17, 2024

DRAFT - to be Amended 3/19/2025

UPWP - Work Activity	COG Labor Cost		Total	COG Labor	Supplemental		Total Labor	Total	Direct Costs (Implementation)			Total Prgrm.	Grand
	DIP	Other	COG	Fringe	Labor		&Fringe	Indirect	Computers,	Studies	Other	(Implmntn.)	Total
	Staff	Staff	Staff	Cost	Interns	Temps	Cost	Cost	Data	Programs	Costs	Direct Cost	Cost
CORE PROGRAMS													
1. Long-Range Transportation Planning	\$642,265	\$0	\$642,265	\$143,803	\$0	\$0	\$786,068	\$453,640	\$5,000	\$425,000	\$6,900	\$436,900	\$1,676,607
2. Transportation Improvement Program	\$186,883	\$0	\$186,883	\$41,843	\$0	\$0	\$228,726	\$131,998	\$250,000	\$0	\$1,000	\$251,000	\$611,724
3. Planning Elements	\$1,272,780	\$38,148	\$1,310,929	\$293,517	\$0	\$0	\$1,604,446	\$925,926	\$8,750	\$900,000	\$99,886	\$1,008,636	\$3,539,007
4. Public Participation	\$332,320	\$0	\$332,320	\$74,407	\$0	\$0	\$406,727	\$234,722	\$2,000	\$24,074	\$100,000	\$126,074	\$767,523
5. Travel Forecasting	\$1,212,425	\$0	\$1,212,425	\$271,462	\$0	\$0	\$1,483,887	\$856,351	\$517,000	\$555,000	\$128,000	\$1,200,000	\$3,540,239
6. Mobile Emissions & Climate Ch. Planning	\$1,249,767	\$109,904	\$1,359,671	\$304,430	\$0	\$0	\$1,664,102	\$960,353	\$108,000	\$436,427	\$119,000	\$663,427	\$3,287,882
7. Transportation Research and Data Programs	\$1,035,554	\$0	\$1,035,554	\$231,860	\$0	\$0	\$1,267,414	\$731,425	\$915,000	\$839,870	\$50,000	\$1,804,870	\$3,803,709
8. Regional Land Use and Transportation													
Planning Coordination	\$173,360	\$289,891	\$463,251	\$103,722	\$0	\$0	\$566,973	\$327,200	\$75,000	\$100,000	\$75,000	\$250,000	\$1,144,173
9. Mobility Enhancement Programs	\$326,413	\$0	\$326,413	\$73,084	\$48,682	\$0	\$448,179	\$258,644	\$1,000	\$480,000	\$2,500	\$483,500	\$1,190,324
10. TPB Support and Management	\$529,388	\$0	\$529,388	\$118,530	\$20,000	\$0	\$667,918	\$385,456	\$2,500	\$317,423	\$255,000	\$574,923	\$1,628,297
UPWP Core Program Total	\$6,961,156	\$437,944	\$7,399,100	\$1,656,658	\$68,682	\$0	\$9,124,440	\$5,265,714	\$1,884,250	\$4,077,794	\$837,286	\$6,799,330	\$21,189,485
TECHNICAL ASSISTANCE PROGRAM													
A. District of Columbia	\$7,531	\$0	\$7,531	\$1,686	\$0	\$0	\$9,218	\$5,319	\$0	\$40,000	\$242,353	\$282,353	\$296,890
B. Maryland	\$7,531	\$0	\$7,531	\$1,686	\$0	\$0	\$9,218	\$5,319	\$0	\$495,000	\$28,293	\$523,293	\$537,830
C. Virginia	\$7,531	\$0	\$7,531	\$1,686	\$0	\$0	\$9,218	\$5,319	\$0	\$370,000	\$62,355	\$432,355	\$446,892
D. Public Transportation	\$7,531	\$0	\$7,531	\$1,686	\$0	\$0	\$9,218	\$5,319	\$0	\$250,000	\$140,794	\$390,794	\$405,331
Technical Assistance Program Total	\$30,125	\$0	\$30,125	\$6,745	\$0	\$0	\$36,870	\$21,278	\$0	\$1,155,000	\$473,795	\$1,628,795	\$1,686,944
Total Basic Program	\$6,991,281	\$437,944	\$7,429,225	\$1,663,403	\$68,682	\$0	\$9,161,311	\$5,286,992	\$1,884,250	\$5,232,794	\$1,311,081	\$8,428,125	\$22,876,428
OTHER PROGRAMS													
Continuous Air Systems Planning	\$136,056	\$0	\$136,056	\$30,463	\$0	\$0	\$166,519	\$96,098	\$0	\$0	\$57,483	\$57,483	\$320,100
State Planning & Research Program (DC)	\$93,784	\$0	\$93,784	\$20,998	\$0	\$0	\$114,782	\$66,241	\$0	\$66,977	\$0	\$66,977	\$248,000
GRAND TOTAL	\$7,221,121	\$437,944	\$7,659,065	\$1,714,865	\$68,682	\$0	\$9,442,612	\$5,449,331	\$1,884,250	\$5,299,771	\$1,368,564	\$8,552,585	\$23,444,528