

October 18, 2022



AGENDA ITEM 4E

**CRTPA FISCAL YEAR (FY) 2023 – FY 2024
UNIFIED PLANNING WORK PROGRAM MODIFICATION**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The purpose of this item is to approve a modification to the CRTPA’s FY 23 – FY 24 Unified Planning Work Program (UPWP). Authorized PL funds were reallocated from Personnel and Fringe to the Tallahassee to Havana Trail project and the Congestion Management Plan update.

EXECUTIVE COMMITTEE

The modification to the FY 23 – FY 24 Unified Planning Work Program (UPWP) PL Budget was approved by the CRTPA Executive Committee at the August 15, 2022 meeting.

HISTORY AND ANALYSIS

After adoption, there are changes to the budget and projects that need to be reflected in the CRTPA’s Work Program. UPWP modifications allow for the adjustment of funds between already approved task activities using authorized funds. Modifications to the budget are permitted under the Consolidated Planning Agreement. At the beginning of the FY 23 a modification to the funding for Subtask 5.7 (Tallahassee to Havana Trail Feasibility Study) and Subtask 5.20 (Congestion Management Plan Update) was necessary to ensure that the CRTPA had the authorized budget for these projects to continue.

The UPWP Modification reallocated PL funds from Personnel and Fringe; \$15,000 was shifted to Subtask 5.7 and \$40,000 was shifted to Subtask 5.20. These two subtasks were reduced accordingly. From Subtask 5.20, \$40,000 of CM funding was programmed on the Freight Study, Subtask 7.2. From Subtask 5.7, \$15,000 of SU funding was programmed on Personnel and Fringe. Lastly, \$40,000 of SU funding from Subtask 5.26, Other Studies TBD, is reallocated to Task 5 Personnel and Fringe. See Attachment 1 for the adopted and modified tables.

RECOMMENDED ACTION

Option 1: Approve the reallocation of \$15,000 of PL funding for the Tallahassee to Havana Trail project, and \$40,000 of PL funding for the Congestion Management Plan; and the reallocation of the \$40,000 of CM funding to the Freight Study and the \$15,000 of SU funding is reallocated for a Task 5 Personnel and Fringe. The SU funding for Subtask 5.26, Other Studies TBD, is reduced by \$40,000 and shifted to Personnel and Fringe.

Option 2: As desired by the Board.

ATTACHMENT

Attachment 1: FY 23 – FY 24 UPWP Tasks 5 and 7 Budget Modifications

Task 5 Mobility Planning

Adopted May 17, 2022

2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number					G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	2023 FHWA (PL)	2023 FHWA (SU)	2023 FHWA (CMAQ)	FHWA (Total)	21 FTA 5305(d) G2528	5(d) G2528 (Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 120,304			-	\$ 24,061	-	\$ 144,364
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 120,304	\$ -	\$ -	\$ 120,304	\$ 24,061	\$ 24,061	\$ 144,364
Consultant							
5.0 Consultant Support Task 5 Activities		\$ 30,000		-		-	\$ 30,000
5.7 Tallahassee Havana Trail Feasibility Study		\$ 52,700		-		-	\$ 52,700
5.8 SR267 Bloxham Cutoff Trail FS		\$ 98,700		-		-	\$ 98,700
5.20 Congestion Management Plan Update		\$ 10,721	\$ 136,880	-		-	\$ 147,601
5.26* Other Mobility Studies TBD		\$ 748,523		-		-	\$ 748,523
* Requires a UPWP Amendment				-		-	\$ -
Consultant Subtotal	\$ -	\$ 940,644	\$ 136,880	\$ 1,077,524	\$ -	\$ -	\$ 1,077,524
Direct Expenses							
				-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 120,304	\$ 940,644	\$ 136,880	\$ 1,197,828	\$ 24,061	\$ 24,061	\$ 1,221,888

2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number					G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	2023 FHWA (PL)	2023 FHWA (SU)	2023 FHWA (CMAQ)	FHWA (Total)	21 FTA 5305(d) G2528	105(d) G2528 (Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 65,304	\$ 55,000	Reallocated \$55,000 of SU for Personnel and Fringe	-	\$ 24,061	-	\$ 144,365
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 65,304	\$ 55,000	\$ -	\$ 120,304	\$ 24,061	\$ 24,061	\$ 144,365
Consultant							
5.0 Consultant Support Task 5 Activities		\$ 30,000		-		-	\$ 30,000
5.7 Tallahassee Havana Trail Feasibility Study (FS)	\$ 15,000	\$ 37,700	Reduced SU by \$15,000	-		-	\$ 52,700
5.8 SR267 Bloxham Cutoff Trail FS		\$ 98,700		-		-	\$ 98,700
5.20 Congestion Management Plan Update	\$ 40,000	\$ 10,721	\$ 96,880	Reduced CM \$40,000		-	\$ 147,601
5.26* Other Mobility Studies TBD		\$ 708,523	Reduced SU by \$40,000	-		-	\$ 708,523
* Requires a UPWP Amendment				-		-	\$ -
Consultant Subtotal	\$ 55,000	\$ 885,644	\$ 96,880	\$ 1,037,524	\$ -	\$ -	\$ 1,037,524
Direct Expenses							
				-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 120,304	\$ 940,644	\$ 96,880	\$ 1,157,828	\$ 24,061	\$ 24,061	\$ 1,181,889

Task 7 Special Projects							Adopted May 17, 2022	
2023								
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total	
Contract Number					G2528			
Source Level	PL	SU	CMAQ	Total	Federal	Total		
MPO Budget Reference								
Lookup Name	2023 FHWA (PL)	2023 FHWA (SU)	2023 FHWA (CMAQ)	FHWA (Total)	21 FTA 5305(d) G2528	G2528 (Total)		
Personnel (salary and benefits)								
Salaries and Fringe	\$ 127,383			-	\$ 25,477	-		
				-		-	\$ -	
Personnel (salary and benefits)	\$ 127,383	\$ -	\$ -	\$ 127,383	\$ 25,477	\$ 25,477	\$ 152,860	
Consultant								
7.0 Consultant Support Task 7		\$ 30,000		-		-		
7.1 Telecommute Study		\$ 75,000						
7.2 Regional Freight Study		\$ 175,000		-		-		
7.3* Other Mobility Studies TBD		\$ 250,000						
* Requires a UPWP Amendment				-		-	\$ -	
Consultant Subtotal	\$ -	\$ 530,000	\$ -	\$ 530,000	\$ -	\$ -	\$ 530,000	
Direct Expenses								
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,750	
Total	\$ 127,383	\$ 530,000	\$ -	\$ 657,383	\$ 25,477	\$ 25,477	\$ 687,610	

Task 7 Special Projects							Modified July 1, 2022	
2023								
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total	
Contract Number					G2528			
Source Level	PL	SU	CMAQ	Total	Federal	Total		
MPO Budget Reference								
Lookup Name	2023 FHWA (PL)	2023 FHWA (SU)	2023 FHWA (CMAQ)	FHWA (Total)	21 FTA 5305(d) G2528	G2528 (Total)		
Personnel (salary and benefits)								
Salaries and Fringe	\$ 127,383			-	\$ 25,477	-	\$ 152,860	
				-		-	\$ -	
Personnel (salary and benefits) Subtotal	\$ 127,383	\$ -	\$ -	\$ 127,383	\$ 25,477	\$ 25,477	\$ 152,860	
Consultant								
7.0 Consultant Support Task 7 Activities		\$ 30,000		-		-	\$ 30,000	
7.1 Telecommute Study		\$ 35,000						
7.2 Regional Freight Study		\$ 175,000	\$ 40,000	Reallocated CM from Subtask 5.20		-	\$ 175,000	
7.3* Other Mobility Studies TBD		\$ 250,000						
		\$						
* Requires a UPWP Amendment		\$		-		-	\$ 40,000	
Consultant Subtotal	\$ -	\$ 530,000	\$ 40,000	\$ 570,000	\$ -	\$ -	\$ 570,000	
Direct Expenses								
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,750	
Total	\$ 127,383	\$ 530,000	\$ 40,000	\$ 697,383	\$ 25,477	\$ 25,477	\$ 727,610	