

September 5, 2023



COMMITTEE AGENDA ITEM 3B
CRTPA FISCAL YEAR (FY) 2023 – FY 2024
UNIFIED PLANNING WORK PROGRAM AMENDMENT

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The Unified Planning Work Program (UPWP), a federally required document, describes the work activities, schedule, and budget for the CRTPA operations and planning activities. The purpose of this item is to amend the CRTPA FY 2023 – FY 2024 Unified Planning Work Program (UPWP) to update the scope of work, project costs and/or milestones for the project deliverables. In addition, adjustments to operating and personnel costs are presented.

HISTORY AND ANALYSIS

The CRTPA's UPWP is developed with a two-year budget. As with any budget, adjustments are necessary. The UPWP modification shifts budgeted funds for the audit in Task 1 and for Tasks 3 and 7 personnel costs in FY 2023 (**Attachment 1**). In addition, Subtask 7.2, the Regional Freight Study, is amended to extend the completion date to June 2024 (**Attachment 2**). Lastly, Subtask 7.6, originally titled the Safe Routes to School (SR2S) Study Update, is renamed the School Transportation Safety Study. This change reflects the broader project scope of the project which is safe mobility options for students. Additionally, the project cost and schedule are updated consistent with the revised project scope, which is under development. Once finalized the project details will be incorporated into Subtask 7.6. (**Attachment 3 To Be Provided**).

RECOMMENDED ACTION

Option 1: Recommend the CRTPA Board approve the amendment to the CRTPA's FY 2023 – FY 2024 Unified Planning Work Program.

ATTACHMENT

Attachment 1: Modified Budgets for FY 2023 and FY 2024

Attachment 2: Amended Subtask 7.2

Attachment 3: Amended Subtask 7.6 (Will be added once project details finalized.)

Modification to Task 1

Original: Task 1 Budget FY 2023

Task 1 Administration									
2023									
Funding Source	FHWA G2782				FFY 21 FTA 5305(d) G2528		Local G2782		FY 2023 Total
Contract Number	PL	SU	CMAQ	Total	Federal	Total	Local Governements	Total	
Source Level									
MPO Budget Reference									
Lookup Name	023 FHWA G2782 (PL)023 FHWA G2782 (SU)3 FHWA G2782 (CMAQ) FHWA G2782 (Total)				21 FTA 5305(d) G2528, FTA 5305(d) G2528		2023 Local G2782 (L) Local G2782 (Total)		
Personnel (salary and benefits)									
Salaries and Fringe	\$ 150,565	\$ 129,363		-	\$ 55,986	-		-	\$ 335,914
Personnel (salary and benefits) Subtotal	\$ 150,565	\$ 129,363	\$ -	\$ 279,928	\$ 55,986	\$ 55,986	\$ -	\$ -	\$ 335,914
Consultant									
1.7 Professional Services WCOT	\$ 19,500			-		-		-	\$ 19,500
1.12 Professional Services Audit	\$ 17,500			-		-		-	\$ 17,500
1.16 Professional Services Legal	\$ 39,000			-		-		-	\$ 39,000
Consultant Subtotal	\$ 76,000	\$ -	\$ -	\$ 76,000	\$ -	\$ -	\$ -	\$ -	\$ 76,000
Travel									
Travel & Training	\$ 18,500			-		-		-	\$ 18,500
Travel Subtotal	\$ 18,500	\$ -	\$ -	\$ 18,500	\$ -	\$ -	\$ -	\$ -	\$ 18,500
Direct Expenses									
Operational Expenses	\$ 62,800			-	\$ 402	-		-	\$ 63,202
Computer Software	\$ 5,000			-		-		-	\$ 5,000
Staff Services	\$ 81,941			-		-		-	\$ 81,941
Food	\$ -			-		-	\$ 1,250	-	\$ 1,250
MPOAC/Professional Memberships	\$ -			-		-	\$ 3,500	-	\$ 3,500
Direct Expenses Subtotal	\$ 149,741	\$ -	\$ -	\$ 149,741	\$ 402	\$ 402	\$ 4,750	\$ 4,750	\$ 154,893
Supplies									
Office Supplies	\$ 7,500			-		-		-	\$ 7,500
Supplies Subtotal	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500
Equipment									
Computer Equipment	\$ 5,500			-		-		-	\$ 5,500
Equipment Subtotal	\$ 5,500	\$ -	\$ -	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ 5,500
Total	\$ 407,806	\$ 129,363	\$ -	\$ 537,169	\$ 56,387	\$ 56,387	\$ 4,750	\$ 4,750	\$ 598,306

Modified: Task 1 Budget FY 2023

Task 1 Administration									
2023									
Funding Source	FHWA G2782				FFY 21 FTA 5305(d) G2528		Local G2782		FY 2023 Total
Contract Number	PL	SU	CMAQ	Total	Federal	Total	Local Governements	Total	
Source Level									
MPO Budget Reference									
Lookup Name	023 FHWA G2782 (PL)023 FHWA G2782 (SU)3 FHWA G2782 (CMAQ) FHWA G2782 (Total)				21 FTA 5305(d) G2528, FTA 5305(d) G2528		2023 Local G2782 (L) Local G2782 (Total)		
Personnel (salary and benefits)									
Salaries and Fringe	\$ 150,565	\$ 129,363		-		-		-	\$ 335,914
Personnel (salary and benefits) Subtotal	\$ 150,565	\$ 129,363	\$ -	\$ 279,928	\$ -	\$ -	\$ -	\$ -	\$ 335,914
Consultant									
1.7 Professional Services WCOT	\$ 19,500			-		-		-	\$ 19,500
1.12 Professional Services Audit	\$ 22,500			-		-		-	\$ 22,500
1.16 Professional Services Legal	\$ 39,000			-		-		-	\$ 39,000
Consultant Subtotal	\$ 81,000	\$ -	\$ -	\$ 81,000	\$ -	\$ -	\$ -	\$ -	\$ 81,000
Travel									
Travel & Training	\$ 18,500			-		-		-	\$ 18,500
Travel Subtotal	\$ 18,500	\$ -	\$ -	\$ 18,500	\$ -	\$ -	\$ -	\$ -	\$ 18,500
Direct Expenses									
Operational Expenses	\$ 62,800			-		-		-	\$ 63,202
Computer Software	\$ 5,000			-		-		-	\$ 5,000
Staff Services	\$ 76,941			-		-		-	\$ 76,941
Food	\$ -			-		-	\$ 1,250	-	\$ 1,250
MPOAC/Professional Memberships	\$ -			-		-	\$ 3,500	-	\$ 3,500
Direct Expenses Subtotal	\$ 144,741	\$ -	\$ -	\$ 144,741	\$ 4,750	\$ 4,750	\$ 4,750	\$ 4,750	\$ 149,893
Supplies									
Office Supplies	\$ 7,500			-		-		-	\$ 7,500
Supplies Subtotal	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500
Equipment									
Computer Equipment	\$ 5,500			-		-		-	\$ 5,500
Equipment Subtotal	\$ 5,500	\$ -	\$ -	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ 5,500
Total	\$ 407,806	\$ 129,363	\$ -	\$ 537,169	\$ 4,750	\$ 4,750	\$ 4,750	\$ 4,750	\$ 598,306

Reallocate \$5,000 from Staff Services to Audit

Modification to Task 3

Original: Task 3 Budget FY 2023

Task 3 Long-Range Transportation Planning							
2023							
Contract Number	FHWA G2782				FFY 21 FTA 5305(d) G2528		FY 2023 Total
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	023 FHWA G2782 (P)023 FHWA G2782 (S)023 FHWA G2782 (CMAQ)HWA G2782 (Total)				21 FTA 5305(d) G2528	FFY 21 FTA 5305(d) G2528 (Total)	
Personnel (salary and benefits)							
	\$ 33,284	\$ 30,000		-	\$ 4,990	-	\$ 68,274
				-			-
Personnel (salary and benefits)	\$ 33,284	\$ 30,000	\$ -	\$ 63,284	\$ 4,990	\$ 4,990	\$ 68,274
Consultant							
		\$ -		-		-	\$ -
				-		-	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses							
				-		-	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 33,284	\$ 30,000	\$ -	\$ 63,284	\$ 4,990	\$ 4,990	\$ 68,274

Modified: Task 3 Budget FY 2023

Task 3 Long-Range Transportation Planning							
2023							
Funding Source	FHWA G2782						FY 2023 Total
Contract Number	PL	SU	CMAQ	Total			
Source Level							
MPO Budget Reference							
Lookup Name	023 FHWA G2782 (P)023 FHWA G2782 (S)023 FHWA G2782 (CMAQ)HWA G2782 (Total)						
Personnel (salary and benefits)							
Salaries and Fringe	\$ 53,284	\$ 30,000		-			\$ 88,274
				-			\$ -
Personnel (salary and benefits)	\$ 53,284	\$ 30,000	\$ -	\$ 83,284			\$ 88,274
Consultant							
3.0 Consultant Support Task 3 Activities		\$ -		-			\$ -
				-			\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -			\$ -
Direct Expenses							
				-			\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -			\$ -
Total	\$ 53,284	\$ 30,000	\$ -	\$ 83,284			\$ 88,274

Modification to Task 7

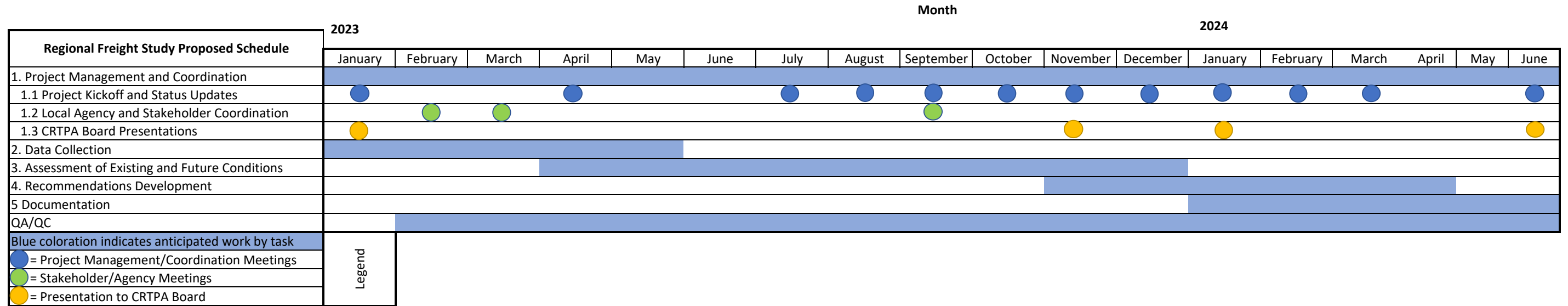
Original: Task 7 Budget FY 2023

Task 7 Special Projects							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number	G2782				G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	023 FHWA G2782 (PI) 23 FHWA G2782 (SU) FHWA G2782 (CMAQ) FHWA G2782 (Total) FTA 5305(d) 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		\$ 24,000		-		-	\$ 24,000
7.1 Telecommute Study		\$ 81,000		-		-	\$ 81,000
7.2 Regional Freight Study		\$ 175,000	\$ 40,000	-		-	\$ 215,000
7.3 Other Mobility Studies TBD*		\$ -		-		-	\$ -
7.4 SS4A Safety Action Plan		\$ 250,000		-		-	\$ 250,000
7.5 SS4A High Injury Network (HIN) Safety		\$ 208,523					
7.6 Safe Routes to School Report Update		\$ 500,000					
* Requires a UPWP Amendment		\$ -		-		-	\$ -
Consultant Subtotal	\$ -	\$ 1,238,523	\$ 40,000	\$ 1,278,523	\$ -	\$ -	\$ 1,278,523
Direct Expenses							
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 127,383	\$ 1,238,523	\$ 40,000	\$ 1,405,906	\$ 25,477	\$ 25,477	\$ 1,431,383

Modified: Task 7 Budget FY 2023

Task 7 Special Projects							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number	G2782				G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	023 FHWA G2782 (PI) 23 FHWA G2782 (SU) FHWA G2782 (CMAQ) FHWA G2782 (Total) FTA 5305(d) G2528 (Total)						
Personnel (salary and benefits)							
Salaries and Fringe	\$ 107,383			-	\$ 25,477	-	\$ 132,860
Personnel (salary and benefits) Subtotal	\$ 107,383	\$ -	\$ -	\$ 107,383	\$ 25,477	\$ 25,477	\$ 132,860
Consultant							
7.0 Consultant Support Task 7 Activities		\$ 24,000		-		-	\$ 24,000
7.1 Telecommute Study		\$ 81,000		-		-	\$ 81,000
7.2 Regional Freight Study		\$ 175,000	\$ 40,000	-		-	\$ 215,000
7.3 Other Mobility Studies TBD*		\$ -		-		-	\$ -
7.4 SS4A Safety Action Plan		\$ 250,000		-		-	\$ 250,000
7.5 SS4A High Injury Network (HIN) Safety		\$ 208,523					
7.6 Safe Routes to School Report Update		\$ 500,000					
* Requires a UPWP Amendment		\$ -		-		-	\$ -
Consultant Subtotal	\$ -	\$ 1,238,523	\$ 40,000	\$ 1,278,523	\$ -	\$ -	\$ 1,278,523
Direct Expenses							
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 107,383	\$ 1,238,523	\$ 40,000	\$ 1,385,906	\$ 25,477	\$ 25,477	\$ 1,411,383

Project 0



TWO RS&H-2023-01: Original Project Schedule

Table 4: Anticipated Project Schedule

