

FY20 Unified Planning Work Program

Douglas Reed Macmillan
Executive Director
D/KC MPO

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FY20 Unified Planning Work Program (UPWP)

● Highlights

- Page 5: Performance Measures
- Pages 11-13: Funding
- Pages 25-27: Other Planning Studies

The FY20 UPWP looks very similar to the last FY19 UPWP amendment you all reviewed in December 2018. However, I wanted to point out few areas for your review.

First you will see updated information on page 5 regarding performance measures adopted by the D/KC MPO. As you are aware, Federal Highways and Federal Transit Administrations require performance measures be adopted by State Departments of Transportation and local MPOs. We continue working closely with DelDOT and WILMAPCO regarding these required performance measures and as such, continue to place increased emphasis within the FY20 UPWP.

Second, you will note pages 11-13 in the FY20 UPWP have additional explanation regarding our funding. The main highlight is the fact that our required 10% Local contribution is not covered with State reimbursable toll credits as it was in FY18 and FY19. As such and as explained on pages 11 & 12, we will be utilizing in-kind match hours contributed by some of our D/KC MPO Partners. This process is described later in this presentation on slide #5.

The last highlight on pages 25-27 describe the process in selecting Transportation Planning Projects/Studies. This section also describes how D/KC MPO Partners 10% cash contribution of their requested transportation planning project/study is used in the study priority process.

These are the three main highlighted changes from the most recent FY19 UPWP Amendment approved in December 2018.

FY20 UPWP Tasks

	A	B	C	D	E	F	G	H	I	
1			Draft FY20 Funding							
2			80% Federal Funds			20% Match				
3	8 digit percentage		0.63120664	0.16879336	0.80000000	0.10000000	0.10000000	0.20000000		
4		% of Staff Effort				DelDOT	In-Kind or Local Contribution	Total	Total Project (Column E + Column I)	
5	Project		FHWA 63%	FTA 17%	Total Federal	10%	10%	Match		
6	20-01 Program Management &	36.0%	\$130,389.88	\$34,868.05	\$165,257.93	\$20,657.24	\$20,657.24	\$41,314.49	\$206,572.41	
7	20-02 Prepare the UPWP	2.0%	\$7,243.88	\$1,937.11	\$9,181.00	\$1,147.62	\$1,147.62	\$2,295.25	\$11,476.25	
8	20-03 Public Outreach	13.0%	\$47,085.23	\$12,591.24	\$59,676.47	\$7,459.56	\$7,459.56	\$14,919.12	\$74,595.59	
9	20-04 Prepare the TIP	2.0%	\$7,243.88	\$1,937.11	\$9,181.00	\$1,147.62	\$1,147.62	\$2,295.25	\$11,476.25	
10	20-05 Data Management	6.0%	\$21,731.65	\$5,811.34	\$27,542.99	\$3,442.87	\$3,442.87	\$6,885.75	\$34,428.74	
11	20-06 Training, Education and Outreach	4.0%	\$14,487.76	\$3,874.23	\$18,361.99	\$2,295.25	\$2,295.25	\$4,590.50	\$22,952.49	
12	20-07 Update MTP	2.0%	\$7,243.88	\$1,937.11	\$9,181.00	\$1,147.62	\$1,147.62	\$2,295.25	\$11,476.25	
13	20-08 Transportation Planning Projects	35.0%	\$126,767.94	\$33,899.50	\$160,667.43	\$20,083.43	\$20,083.43	\$40,166.86	\$200,834.29	
14	Total	100.0%	\$362,194.10	\$96,855.70	\$459,049.80	\$57,381.23	\$57,381.23	\$114,762.46	\$573,812.26	
15										
16	Original UPWP total		\$407,250.72	\$96,855.70	\$504,106.42	\$63,013.30	\$63,013.30	\$126,026.61	\$630,133.03	
17										
18	Actual Rescission Impact		\$45,056.62	\$0.00	\$45,056.62	\$5,632.07	\$5,632.07	\$11,264.15	\$56,320.76	
19										
20										
21										
22										
23										
24										
25										
26										
27										

This slide shows our eight Unified Planning Work Program (UPWP) tasks in column A and the percent of staff time used for each UPWP tasks in column B. As you read from left to right on this slide, you will see how the **Federal** Funding (columns C and D); **State** Funding (column F); and **Local** contribution via proposed in-kind match hours (column G) are **distributed** using the 8 digit percentages (row #3) for each category of funding for each of the eight UPWP tasks.

Please note in row #25, column I our original allocated budget was **\$630,133.03**. Unfortunately, D/KC MPO was notified by DelDOT that a Federal Funding Rescission in the amount of **\$45,056.62** would be subtracted from the Federal Funding available for the FY20 UPWP Budget. When considering State and Local match with the rescission amount, there is **\$56,320.76** less total funding for the D/KC MPO budget (as seen in row #27, column I). Once the rescission amount was applied, the new total FY20 UPWP budget shown in green, is **\$573,812.26**.

However, since we are using **in-kind match hours** from several of our MPO Partners as part of the local funding in column G, our **actual operating budget** is **\$516,431.03**.

Where does the \$ go?

	A	B	C	D
1				
2	Expense Category	FY18 Actual Cost	FY18 Budgeted Cost	FY20 Budgeted Cost
3	Personnel	\$249,387.70	\$309,905.00	\$390,300.00
4	Rent	\$32,945.63	\$32,035.00	\$33,000.00
5	Consultants	\$17,543.63	\$346,400.00	\$51,081.03
6	Supplies/Equipment	\$14,245.63	\$24,500.00	\$16,800.00
7	Communications (phone & computers)	\$10,754.78	\$11,800.00	11,000.00
8	Dues/Conferences/Postage	\$5,455.93	\$11,500.00	\$8,000.00
9	Insurance	\$2,015.00	\$2,250.00	\$2,250.00
10	Fees (exhibit fees & milage reimbursement)	\$1,865.95	\$3,727.83	\$4,000.00
11		\$334,214.25	\$742,117.83	\$516,431.03

As mentioned in the previous slide, our **FY20 Operating Budget is \$516,431.03**. This slide compares FY18 budgeted and actual (end of year) costs with the proposed FY20 Operating Cost. Although there are similar cost totals in many of the expense categories, three categories have major differences.

The personnel cost category in FY18 was much less because (1) there was a 4-month Executive Director and 3-month Public Outreach staff position vacancy; (2) The Transportation Planner full time position was authorized starting in FY19 and is expected to be filled in FY20; and (3) Increases in health care costs which go up every April.

The actual FY18 consultant cost category was less than the FY20 budgeted cost primarily due to fewer transportation planning studies in FY18. You will also note that the FY18 budgeted contract cost included roll over funding and the FY20 budgeted cost does not include roll over funding. However, the goal is to included roll over funding in the first FY20 UPWP amendment sometime in July 2019. Like the FY19 roll over funding, FY20 roll over funding will be obligated primarily for transportation planning studies in FY20 under UPWP Task #20-08.

Lastly, the fees category in the FY20 budgeted cost is higher when compared to the FY18 actual cost. It is expected that MPO staff will be involved in several transportation studies, including the initial phase of updating our Metropolitan Transportation Plan (MTP), and out-of-office meetings will result in more mileage reimbursement costs.

Local In-Kind Match Hours

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	D/KC MPO FY20 UPWP In-Kind Match Hours												
	D/KC MPO Partner/Employee	Management and Development (20-01)	Prepare the UPWP (20-02)	Public Outreach (20-03)	Prepare the TIP (20-04)	Data Management (20-05)	Education and Outreach (20-06)	Update the MTP (20-07)	Transportation Planning Projects (20-08)	Total UPWP local contribution budget.	Total Annual Hours for in-kind match	Hourly Rate (salary plus fringe)	Total In-Kind Match Hourly Rate
2	UPWP local in-kind match hourly rate total	\$20,657.24	\$1,147.62	\$7,459.56	\$1,147.62	\$3,442.87	\$2,295.25	\$1,147.62	\$20,083.43	\$57,381.23	910.81317	\$63.00	\$57,381.23
3	UPWP % staff effort	36	2	13	2	6	4	2	35	100			
4	City of Dover	98.4	5.5	35.5	5.5	16.4	10.9	5.5	95.6	273.2	273.24395	\$63.00	\$17,214.37
5	Employee 1										91.081317		
6	Employee 2										91.081317		
7	Employee 3										91.081317		
8	City of Harrington	32.8	1.8	11.8	1.8	5.5	3.6	1.8	31.9	91.1	91.081317	\$63.00	\$5,738.12
9	Employee 1										91.081317		
10	City of Milford	32.8	1.8	11.8	1.8	5.5	3.6	1.8	31.9	91.1	91.081317	\$63.00	\$5,738.12
11	Employee 1										91.081317		
12	Office State Planning Coordination	32.8	1.8	11.8	1.8	5.5	3.6	1.8	31.9	91.1	91.081317	\$63.00	\$5,738.12
13	Employee 1										91.081317		
14	Department of Natural Resources & Environmental Control	65.6	3.6	23.7	3.6	10.9	7.3	3.6	63.8	182.2	182.16263	\$63.00	\$11,476.25
15	Employee 1										91.08		
16	Employee 2										91.08		
17	Kent County	65.6	3.6	23.7	3.6	10.9	7.3	3.6	63.8	182.2	182.16263	\$63.00	\$11,476.25
18	Employee 1										91.08		
19	Employee 2										91.08		
20	Report In-Kind Match Hours Total	327.9	18.2	118.4	18.2	54.8	36.4	18.2	318.6	910.81	910.81		\$57,381.23

As seen previously in slide #4, the D/KC MPO must acquire \$57,381.23 in Local match contribution. In order to receive the full available 80% Federal Funds and 10% State funds, the D/KC MPO needs to provide the remaining **10% in cash; in-kind match hours; or some combination of the two**. Although we are requesting a 10% cash contribution from our partners to help **pay for contracted work** for requested transportation studies, those studies still impact operational costs in the other seven UPWP tasks.

Pages 14 – 26 in the draft FY20 UPWP provides an explanation of Transportation Planning Projects/Studies are how each project is connected to all eight FY20 UPWP tasks. Although many of the D/KC MPO Partners on this slide have requested transportation projects for FY20, **each still contributes to all UPWP tasks**. Using the **Intermodal Freight Terminal Study** as an example, below is how “in-kind match hours” are applied to **all 8 FY20 UPWP tasks**:

- 20-01 (Program Management & Development)- 36% - Manage contracts; process monthly invoices; PAC/TAC/Council presentations;; 3 C process; FOIA compliance.
- 20-02 (Prepare the UPWP)- 2% - Update transportation planning project/study in current UPWP; monitor work schedule and budget.
- 20-03 (Public Outreach)- 13% - Include transportation planning project/study updates in Newsletter; project updates on social media; update PAC members on project.
- 20-04 (Prepare the TIP)- 2%- Consider results of transportation planning projects/studies impacting bond bills and other TIP projects in consultation with DelDOT.
- 20-05 (Data Management)- 6%- Transportation planning project/study areas updated in GIS; mapped within Traffic Analysis Zones for population projections; impact on Performance Measures.
- 20-06 (Training, Education, Outreach)- 4%- Share and update transportation projects/studies with Technology Transfer (T2) Center (UD, Wilmaco, DE APA); air quality subcommittee;
- 20-07 (Update the MTP)- 2%- Include project/study results in the MPO Long Range Plan which also supports the TIP.
- 20-08 (Transportation Studies) – 35%- Actual contract cost for each transportation planning project/study.

The D/KC MPO will require formal agreement with D/KC MPO partners regarding **commitment to contributing “in-kind match hours”** for transportation planning projects. These projects are listed on page #27 in the FY20 UPWP. In essence, the MPO partners are agreeing to contribute their employee’s time via in-kind match hours **to accomplish the projects** as identified on pages 26 and 27. Page 12 in the UPWP provides how each partners time will be utilized to accomplish their recommended FY20 project and how their in-kind match hours are distributed based on the percent value assigned to each of the eight UPWP tasks. Pages #11-12 in the FY20 UPWP explains how the number of in-kind match hours for each partner was determined and although an average of **91 in-kind match hours with 10 partner employees** contributing time in accomplishing their requested transportation planning projects was used to attained the \$57,381.23 goal, some partners may contribute more or less as long as final contribution for all partners meets the \$57,381.23 requirement.

FY20 Unified Planning Work Program (UPWP)

● Next Steps

- February 12th TAC
- February 21st PAC
- March 6th Council

● Need In-Kind Agreements (April, 2019)

- City of Dover (Bike and Pedestrian Plan)
- City of Harrington (Intermodal Freight Terminal)
- City of Milford (Bike and Pedestrian Plan)
- Office of State Planning Coordination (Comprehensive Plans)
- Department of Natural Resources & Environmental Control (Air Quality Assessment)
- Kent County Levy Court (East/West Freight Corridor)

● Questions

In closing, the draft FY20 UPWP is being **reviewed** at the February 12th TAC and February 21st PAC meetings. The draft FY20 UPWP will then be **reviewed and voted on** during the March 6th MPO Council meeting. This should allow DelDOT plenty of time to coordinate with Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to ensure all required fiscal tracking mechanisms are in place prior to the typical DelDOT June shut down and ready for the July 1st start of FY20.

We also need written agreements with several of our D/KC MPO partners. The goal is to have these agreements before the FY20 UPWP is submitted to the Federal Highway Administration (FHWA) in the April timeframe.

Lastly, the draft FY20 UPWP has been published for public comment since January 29, 2019 in order to comply with the required 30-Day public comment period before the document is reviewed and approved by the MPO Council on March 6, 2019.

That concludes my presentation, are there any questions?