

FY21 Unified Planning Work Program

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#1

Good afternoon committee members. Today I will provide you a brief presentation on our Unified Planning Work Program or UPWP for fiscal year 2021 which begins on July 1, 2020.

FY21 Allocated Operating Budget (how it works)

80% Federal Funds (\$514,054.00)	
\$415,145.00 FHWA Funds (65%)	\$98,909.00 FTA Funds (15%)



20% Matching Funds (\$128,513.50)	
\$64,256.75 State Funds (10%)	\$64,256.75 D/KCM MPO Partner Funds (10%)



D/KC MPO FY21 UPWP Budget \$642,567.50
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DeldOT

D/KC MPO
Partner Cash
Contributions or
with in-kind
match hours.

#2

Before going into detail on our proposed UPWP, I wanted to provide this slide showing how funds are received which make up our operating budget.

Each year as the Federal Funds “recipient”, the Delaware Department of Transportation (DelDOT) receives Federal funds (in orange font) from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to fund Metropolitan Planning Organizations (MPO). For FY21, the Dover/Kent County MPO (D/KC MPO) was allotted \$514,054.00 in Federal Funds for our budget and these funds were sent to DelDOT. DelDOT (in blue font) is responsible to ensure 20% matching funds are also allocated in order to use all the Federal funds. Typically, DelDOT provides 10% of the matching funds and requires the Delaware MPOs to fund the other 10% (green font). The D/KC MPO would typically leverage partner cash contributions for contracted transportation studies or utilize in-kind match hours as a method to fund this 10% requirement.

As the Federal Funds “subrecipient,” the D/KC MPO does not receive all the allocated operational funds at one time. DelDOT maintains all the allocated operational funds (minus any D/KC MPO Partner funds) and then releases funds on a monthly basis to the D/KC MPO after we submit monthly invoices to DelDOT. Once DelDOT confirms and validates the monthly invoice, they electronically submit those funds into the D/KC MPO's bank account as reimbursement for that monthly invoice.

As will be seen on the next slide, the D/KC MPO is expecting \$642,567.50 in FY21 Federal and State Funds and \$20,067.96 in FY19 Rollover funds.

FY21 UPWP Tasks

	A	B	C	D	E	F	G	H	I	J	
1					Draft FY21 Funding (as of 31 JAN 2020)						
2											
3	8 digit percentage		0.63120662	80% Federal Funds 0.16879336	0.800000000	0.200000000	0.000000000	20% Match 0.200000000	1.000000000		
4					FY21 UPWP Budget						
5		% of Staff Effort	FHWA	FTA	Total Federal	DeDOT	Local Cash Contribution	Local In-kind Match-hours	Total Match	UPWP Project task % of total Budget (Cell 24 IX UPWP task % in Column B)	
6			0.6460722	0.15392779	0.8	0.20000000	0.00000000		0.20000000	1.00000000	
7			65%	15%	80%	20%	0%		20%		
8	FY 21 Project Tasks										
9	21-01 Program Management & Development	0.35000000	\$145,300.75	\$34,618.15	\$179,918.90	\$44,979.73			\$44,979.73	\$224,898.63	
10											
11	21-02 Prepare the UPWP	0.02000000	\$8,302.90	\$1,978.18	\$10,281.08	\$2,570.27			\$2,570.27	\$12,851.35	
12											
13	21-03 Public Outreach	0.12000000	\$49,817.40	\$11,869.08	\$61,686.48	\$15,421.62			\$15,421.62	\$77,108.10	
14											
15	21-04 Prepare the TIP	0.02000000	\$8,302.90	\$1,978.18	\$10,281.08	\$2,570.27			\$2,570.27	\$12,851.35	
16											
17	21-05 Data Management	0.06000000	\$24,908.70	\$5,934.54	\$30,843.24	\$7,710.81			\$7,710.81	\$38,554.05	
18	21-06 Training, Education and Outreach	0.04000000	\$16,605.80	\$3,956.36	\$20,562.16	\$5,140.54			\$5,140.54	\$25,702.70	
19											
20											
21	21-07 Update MTP	0.14000000	\$58,120.30	\$13,847.26	\$71,967.56	\$17,991.89			\$17,991.89	\$89,959.45	
22	21-08 Transportation Planning Projects	0.02000000	\$8,302.90	\$1,978.18	\$10,281.08	\$2,570.27			\$2,570.27	\$12,851.35	
23											
24	Sub-category 21-08.05 (Other Planning Studies)	0.23000000	\$95,483.35	\$22,749.07	\$118,232.42	\$29,558.11			\$29,558.11	\$147,790.53	
25	Total FY20 Apportionment	100.0%	\$415,145.00	\$98,909.00	\$514,054.00	\$128,513.50			\$128,513.50	\$642,567.50	
26											
27			FHWA	FTA	Total Federal	Rollover State Cash	New State/Local Cash	Local Cash Contribution	FTA Toll Credit	Total Project	
28		8 decimal %	0.64880685	0.15119325	0.80000010	0.00398645	0.19601345	0.00000000	0.00000000	1.00000000	
29	FY19 Roll Over Funding (added into 21-08.05 Other Planning Studies)	FT19 Roll-Over Apportionment	\$13,020.23	\$3,034.14	\$16,054.37	\$80.00	\$3,933.59	\$0.00	\$0.00	\$20,067.96	
30	Final FY21 UPWP		\$428,165.23	\$101,943.14	\$530,108.37	\$128,593.50	\$3,933.59	\$0.00	\$0.00	\$662,635.46	

#3

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 the Federal Funding (row #25 in columns C and D); and State Funding (row #25, column F). Usually, Local contribution via proposed transportation study contract cash contributions (row #25, column G) and in-kind match hours (row #25, column H) are distributed using the 8 digit percentages (row #3) for each category of funding for each of the eight UPWP tasks however, DelDOT is providing all of the required 20% match funding for FY21.

Our total FY21 budget allocation is \$642,567.50 and the required 20% local match is \$128,513.50. As mentioned on the previous slide, this 20% local match is typically split between DelDOT and Local cash contribution or in-kind match hours from our D/KC MPO Partners to achieve the required 10% local contribution. We typically use selected transportation planning study contract contributions as a means for the cash contributions. Four projects were submitted for FY21 consideration and two projects selected were DelDOT's. As such, DelDOT opted to provide funding for the entire 20% match requirement since their transportation projects were selected. More on this process, later in this presentation on slide #6.

One final point on this slide. Our total FY21 allocation is \$642,567.50 but our operating budget will be 95% of the approved allocated budget as seen on the next slide as being \$610,439.13. Lastly, our overall budget will include \$20,067.96 in FY19 rollover funding which will be used for transportation studies.

What changed from FY20?

- **Reduced budget** from \$1,087,538.66 (FY20) to \$662,635.46 (FY21)
- **Reduced rollover funds** \$513,726.35 (FY20) down to \$20,067.96 (FY21);
- **Fewer Local D/KC MPO partners cash contributions** down from 5 studies (FY20) to 2 (FY21)
- **Reduced Staff effort for Transportation Studies** down from 35% (FY20) to 23% (FY21);
- **Increased MTP staff effort** from 2% (FY20) to 14% (FY21)

#4

Regarding bullet point #1, FY20's budget consisted of \$573,812.26 (FY20 allocated Operational Funds) and \$513,726.40 (FY18 Rollover funds). FY21 consists of \$642,567.20 (FY21 allocated Operation Funds) and \$20,067.96 (FY19 Rollover funds).

Regarding bullet points #2 and #3 on this slide, you may remember that during the FY20 UPWP budget, the D/KC MPO had \$513K in Rollover funds. This figure was high due to the fact that several previous budget years funds not spent, had continued to be saved and thus, "rolled over" into the next fiscal years. However, with our Strategic Planning Contract, the D/KC MPO was able to provide these funds to several of our D/KC MPO Partners for transportation studies they wanted to pursue (Kent County's East West Freight Route; City of Dover's Bike and Pedestrian Plan Update; Harrington's Intermodal Terminal Study; DeDOT's Freight Management Air Cargo Ramp Study; and Magnolia's Intersection Study). Additionally, because of these available rollover funds in FY20, the D/KC MPO was able to leverage a 10% (of a transportation study contract cost) cash contribution from our D/KC MPO Partners to fund our portion of the 20% Local Match (as described on the previous slide).

Regarding bullet #3, available FY19 rollover funds which will be used in FY21 are much smaller (96%) as compared to FY20. As such, fewer transportation study funds are available for our D/KC MPO Partners and we went from 5 studies in FY20 down to 2 studies projected for FY21. We will discuss more about the FY21 studies on slide #6.

Bullet point #4 is somewhat related to the previous bullet points in that fewer studies means fewer staff hours / effort for that UPWP Task. However, those reduced staff hours/effort has been re-allocated towards the Metropolitan Transportation Plan Update which as bullet point #5 shows, increased over last years budget from 2% to 14%.

Where does the \$ go?

	A	B	C	D	E	F
1	D/KC MPO Annual Operating Budget Trends (Excludes Roll Over Funds)					
2		FY17 (Actual) July 1, 2016 - August 9, 2018	FY18 (Actual) August 10, 2017 - July 31, 2018	FY19 (Actual)	FY20 (Budgeted)(94% of allotted Funds)	FY21 (Budgeted) (95% of allotted Funds)
3	Personnel Costs	\$298,790.87	\$249,387.70	\$328,930.38	\$421,662.57	\$395,324.00
4	Rent/Utilities	\$29,678.80	\$27,563.32	\$30,650.93	\$34,500.00	\$34,525.00
5	Office Supplies/Equip	\$15,159.95	\$32,504.56	\$26,859.17	\$13,523.44	\$23,800.00
6	Conferences/Dues	\$4,455.77	\$6,030.87	\$6,023.06	\$7,500.00	\$6,000.00
7	Contracts/Studies	\$126,052.58	\$17,543.63	\$145,443.07	\$25,000.00	\$147,790.13
8	All other costs	\$13,219.90	\$1,184.17	\$2,539.02	\$14,245.02	\$3,000.00
9	Total	\$487,357.87	\$334,214.25	\$540,445.63	\$516,431.03	\$610,439.13

#5

As mentioned in the previous slide, although our total FY21 allocated budget is \$642,567.50, our FY21 Operating Budget will be \$610,439.13 (95%). This slide compares FY17- FY19 actual (end of year) costs with FY20 and FY21 proposed Operating Costs. This slide also provides a snapshot of cost categories used within our D/KC MPO.

The listed cost categories on the left-hand side of the slide represent the six main expenditures for the D/KC MPO. Although there are some deviations in the cost categories from year to year, not surprisingly, Personnel cost consume the majority of our budget at approximately 71%. The second largest consumer of our budget is Transportation Study Contract costs at approximately 25% of our budget. The remaining four cost categories each consume approximately 1% of our budget.

You may also note that although our fiscal year is typically July 1st through June 30th each year, FY17 and FY18 included some funding policy changes from DelDOT and the Federal Highway Administration (FHWA) which impacted each of the two fiscal years by extending FY17 and shortening FY18.

Transportation Study Contracts (Local Cash Contribution)

	A	B	C	D	E	F	G	H	I	J	K
1	Dover/Kent MPO FY21 Transportation Planning Projects (as of 30 January 2020)										
2	Project Name	Strategic Contract Study Category	Assigned FY20 UPWP Task Number	MPO Partner	SOW completed and estimate received.	Study Cost Estimate	Primary, Secondary, or Tertiary Classification	Decision Lens Score	Decision Lens Rank	If using 20% cash contribution	Contractor
3	Traffic Circulation Analysis for City of Dover	Miscellaneous	21-08.05.h.1	City of Dover	Yes-Estimate received	\$70,400.00	Secondary	80	3	\$14,080.00	WRA
4	Transportation Improvement District US 13 and Bay Road Corridor	Transportation Improvement District	21-08.05.d.1	DelDOT/City of Dover	Yes-Estimate received	\$130,700.00	Primary	87	1	\$26,140.00	WRA
5	Truck Parking Study	Miscellaneous	21-08.05.h.1	DelDOT	DelDOT cancellend contract		Secondary	N/A	N/A	\$0.00	WRA
6	SRI/Trap Shooters Road Intersection Study	Transportation Corridor Study	20-08.05.c.1	DelDOT	Yes-Estimate received	\$85,419.50	Primary	69	4	\$17,083.90	Century
7	Banning Street/Clarence Street Study	Transportation Corridor Study	20-08.05.c.2	DelDOT/City of Dover	Yes-Estimate received	\$90,975.70	Secondary	82	2	\$18,195.14	Century
8	Totals					\$377,495.20				\$75,499.04	

#6

You might recall that the FY20 UPWP leveraged about \$513K in FY18 roll-over funding to provide transportation studies to the City of Dover, Harrington, Kent County, Town of Magnolia, and DelDOT in return for 10% of the contract cost contribution (\$51,000.00 total) which funded our share of the FY20 allocated 20% match funds.

For FY21, we estimate to have approximately \$167,000.00 to fund an estimated \$377,495.20 in submitted transportation study requests. This slide shows the four projects considered and processed through Decision Lens software which helps provide a score for each project considered. The two projects although submitted by DelDOT, also support the City of Dover, Cheswold, and the southern portion of Kent County. These two projects were scored and selected as the #1 and #2 transportation studies for FY21 and are highlighted in green on this slide. This was a major factor in DelDOT's decision to fund the entire 20% match to the FY21 Federal Funds.

Continued use of transportation study funding will remain a tool for the D/KC MPO to fund our share of the 20% local match requirement.

FY21 Unified Planning Work Program (UPWP)

Next Steps

- February 13th PAC
- February 18th TAC
- March 4th Council

Questions

#7

In closing, the draft FY21 UPWP is being reviewed at the February 13th PAC and February 18th TAC meetings. The draft FY21 UPWP will then be reviewed and voted on during the March 4th 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 FY21. Furthermore, the goal is to have the FY21 UPWP submitted to the Federal Highway Administration (FHWA) in the April timeframe.

Lastly, the draft FY21 UPWP has been published for public comment since January 31, 2020 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 4, 2020.

That concludes my presentation, are there any questions?