

FY21 Unified Planning Work Program (**Amendment #1, Update**)

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Why does the D/KC MPO need to consider an amendment to the FY21 UPWP?

As part of the overall FY20 UPWP Budget, the D/KC MPO included \$513,726.35 from unspent FY18 funds. These funds were used to pay for **five** D/KC MPO partners transportation planning studies which were initiated in July 2019. The FY20 fiscal year ended on June 30, 2020 however, three of the five studies have not been finished and out of the \$513,726.35, have used 46% (as of June 30, 2020) of those funds. The remaining 54% (approximately \$276,928.96) needs to be rolled over into the FY21 UPWP budget in order to complete the transportation planning studies.

In the past, the D/KC MPO would amend UPWPs after September 30th when the previous fiscal year UPWP was officially closed out and remaining funds could then be rolled over into that current UPWP budget. However, in this case waiting until September would cause all contract work on the five studies to stop until that time funding was approved to be used. This amendment #1 only addresses the unspent FY20 transportation planning study funding.

Proposed & Recommended (yellow) FY20 Transportation Planning Studies

	A	B	C	D	E	F	G	H	I	J	K	L
1	FY 20 UPWP Transportation Study Funds (FY18 Roll Over) to be rolled over into FY21 UPWP column F											
2												
3	Initiative	Contractor	FY20 Project Number	FY20 Transportation Planning Studies Contract Cost	% Study Contract Cost to total of all contract costs to get FY18 roll - over funds distribution % (column F) and Operational Fund distribution % (column L)	FY18 Roll Over Funds distributed to each FY20 UPWP Study per % (in column E) of total FY18 funds.	FY18 funds spent in FY20 (1 July 2019 - 30 June 2020) as of last invoices from consultants June 30th (WRA and Century). Funds directly from FY18 Roll Over funding pot.	Remaining FY18 Roll Over Transportation Study funds used in FY20 to be rolled over into FY21.	FHWA (72%)	FTA (8%)	DelDOT (20%)	FY21 Operational funds required to make up contract cost difference. Total funds distributed into each study using % from column E. Will be rolling this figure over from remaining FY20 Operational Funds into FY21 at a later time in the current fiscal year.
4	Harrington Intermodal Freight Terminal Feasibility Study	WRA	20-08.05.f2	\$162,000.00	28%	\$143,197.06	\$46,771.77	\$96,425.29	\$69,866.07	\$7,274.16	\$19,285.06	\$18,802.93
5	2019 Kent Co. East/ West Truck Freight Route Feasibility Analysis Study	WRA	20-08.05.f1	\$186,000.00	32%	\$164,411.44	\$60,901.48	\$103,509.96	\$74,999.35	\$7,808.62	\$20,701.99	\$21,568.54
6	Dover Freight Management – Air Cargo Study	Century	20-08.05.c1	\$178,182.80	31%	\$157,501.56	\$75,087.94	\$76,993.71	\$55,786.69	\$5,808.28	\$15,398.74	\$26,101.13
7	Dover Bike and Pedestrian Plan	WRA	20-08.05.a1	\$35,000.00	6%	\$30,937.64	\$34,056.20	\$0.00	\$0.00	\$0.00	\$0.00	\$943.80
8	Magnolia Intersection Study	WRA	20-08.05.n1	\$20,000.00	3%	\$17,678.65	\$19,980.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
9	Totals			\$581,182.80		\$513,726.35	\$236,797.39	\$276,928.96	\$200,652.11	\$20,891.06	\$55,385.79	\$67,456.40

This slide shows the five FY20 transportation planning studies that were initiated last summer 2019. The cost of each study contract is listed in column D which totaled \$581,182.80, a majority of which (92%) was paid for with FY18 Roll over funds (\$513,726.35 listed in column F). As of June 30th, approximately **46%** of the FY18 funds were spent as seen in column G (\$236,797.39). The remaining funds (\$276,928.96 as shown in column H, are being requested to roll over in FY21 (July) to allow the contracts to continue without a potential 3-4 month delay. Columns I, J, & K show the percentage of FHWA, FTA, and DelDOT funding which make up the rollover funding for the remaining three of the five studies. **This FY21 Amendment #1 requests the funding highlighted in yellow (Columns H through J) to be rollover.**

Although not part of this amendment #1, column L shows how the remaining 8% of the FY20 transportation planning study contracts are funded. The D/KC MPO partners who requested these five studies (City of Harrington; Kent County Levy Court; City of Dover and DelDOT; City of Dover; and Town of Magnolia), contributed cash towards the contracts and these funds are part of the **FY20 Operational budget** and will be rolled over into the FY 21 Operational budget later during the fiscal year. The **\$67,456.40** as seen in Column L, row 9 adds to the **\$513,726.35** FY18 roll over funds in Column F, row 9 to account for the total **\$581,182.80** FY20 Transportation Study contract costs in Column D, row 9.

There was one slight modification to the original FY20 Transportation Study funding plan. In FY20, the City of Dover Bike / Pedestrian Plan (Row 7) and the Town of Magnolia Intersection Study (Row 8) used all their allotted (Column F) FY18 funding and in fact, used a total of **\$5,419.91 more** FY18 funding (as seen in red font in Column G, rows 7 & 8). In order to ensure we did not exceed remaining FY18 Roll Over funds (Column H, row 9), we adjusted the remaining FY18 rollover amount for the Dover Freight Air Cargo study from what should have been \$82,413.62 (figure in row 6, column G minus column F) to **\$76,993.71** (as seen in bold), to account for the additional FY18 \$5,419.91 funding used to pay the two studies in Rows 7 & 8. To make up for the reduced \$5,419.91 FY18 Roll Over funding for the Dover Freight Air Cargo study, we adjusted allotted Operational Funds by reducing operational funds for studies in Rows 7 & 8, and applying additional Operational Funds to the Dover Freight Air Cargo study (should have been \$20,681.22 but is now \$26,101.13) as seen in Column L, row 6.

Recommendation

- Recommend the MPO Council approve the FY21 UPWP Amendment #1 allowing remaining FY18 funds (\$276,928.96 +/-) used for FY20 Transportation Planning Studies to be rolled over into the FY21 UPWP to continue funding these studies.
- Questions?

Based on recommendations from both the PAC and TAC, MPO staff would request the D/KC MPO Council consider approving the FY21 UPWP Amendment #1 which rolls over unspent FY18 funding used to fund five FY20 Transportation Planning Studies and which will continue into FY21.

The reason for the \$276,928.96 +/- is the fact that DeIDOT must agree with the figure and may adjust + or - depending on their accounting records. Before spending can continue on these studies, DeIDOT and the D/KC MPO will have to modify the currently approved FY21 PL Agreement which will validate the exact figure if the MPO Council approves the FY21 UPWP Amendment #1. Additional, the FY21 UPWP will have the final figures shown in updated text (as seen in yellow highlight).

That concludes my presentation, are there any questions?