

## Memorandum

**To:** MPO Committee Members  
**From:** Sandy Shackelford, Director of Planning & Transportation  
**Date:** September 21, 2022  
**Reference:** Amended FY23 Unified Planning Work Program

### Purpose:

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken in the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area for fiscal year 2022. The UPWP provides a mechanism for coordination of transportation planning activities in the region and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

### Background:

The CA-MPO Policy Board approved the FY23 UPWP at their meeting in May based on the cost allocations that had been provided at the time. Those cost allocations need to be adjusted based on additional funding and more accurate information on how federal funding has been allocated for FY23.

1. The total amount of PL (FHWA) funding included in our letter of agreement that was allocated to the CA-MPO increased by \$47,319 compared to the cost allocations we were provided earlier in this spring. This additional funding has been added to the UPWP Task 2 under the “on-call services” line item. Since programming was not identified for this additional funding, placing the funds in this category gives us the most flexibility to apply to a new opportunity that is identified either during this fiscal year or in future fiscal years.
2. The FTA rollover amount was reduced by \$1,174 compared to what we had estimated the rollover would be. Because the FTA FY22 rollover funding remains under a separate contract from the new FY23 contract, we were able to just continue to spend down the FY22 contract through the end of the fiscal year. We had projected that we would be rolling over \$26,662, and the actual rollover amount ended up being \$25,488. All of the FTA FY22 rollover funding was placed in Task 2 and applied to the Governance Study, so that line item has been reduced by \$1,174.
3. Originally, the FTA FY22 rollover funding was designated specifically as the MPO’s portion of the match for the Transit Governance Study. However, the funding program that DRPT used to fund the Transit Governance Study does not require that match to be separated from the other MPO programming funds as originally expected. Therefore, DRPT has requested that we first bill down the FY22 FTA contract before we begin billing the FY23 contract. As a result, we have redistributed the FY22 rollover funds among all of the Tasks included in the UPWP. This does not impact the amount

of funding in any of the tasks, other than the \$1,174 that has already been discussed, but shows the source of the funding allocations has been adjusted.

The overall amount of change in funding levels is \$46,145, all reflected in updated total amounts and under the previously mentioned line items in Task 2 of the amended UPWP.

**Recommendation:**

The MPO Technical Committee has reviewed the proposed amendments and supported the changes. Staff is requesting that the MPO Policy Board approves the proposed revisions to the FY23 UPWP and the attached resolution.

If there are any questions or comments, please contact Sandy Shackelford at [sshackelford@tjpd.org](mailto:sshackelford@tjpd.org).