



# BOSTON REGION METROPOLITAN PLANNING ORGANIZATION

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Stephanie Pollack, MassDOT Secretary and CEO and MPO Chair  
Karl H. Quackenbush, Executive Director, MPO Staff

## *MEMORANDUM*

**DATE** August 18, 2016  
**TO** Boston Region Metropolitan Planning Organization  
**FROM** Karl H. Quackenbush  
CTPS Executive Director  
**RE** Federal Fiscal Year 2016 Unified Planning Work Program (UPWP):  
Proposed Budget Adjustments to Certain 3C Projects

### Action Required

Approval

### Proposed Motion

That the Boston Region Metropolitan Planning Organization (MPO), on the recommendation of the UPWP Committee, vote to approve the budget adjustments to certain 3C projects, as presented in this memorandum.

### Summary

At this point in the federal fiscal year (FFY), just after the third quarter, certain spending patterns have become clear, and MPO staff requests your concurrence with the UPWP Committee on a slate of budget adjustments designed to accommodate these patterns. Table 1 shows these adjustments, along with explanatory comments. The UPWP Committee reviewed these adjustments on July 28, 2016, and recommends approval by the MPO.

These adjustments pertain to selected 3C-funded Central Transportation Planning Staff (CTPS) line items in FFY16; as shown in Table 1, the net result of the adjustments will be zero. These adjustments would simply transfer funds from one set of line items to another to reflect actual spending to date, as well as spending that is projected to occur between now and the end of the FFY.

### Background

In any given year, expenditures by project line item do not conform to expectations in all cases. There are two major reasons for this. The first concerns staffing. When someone resigns from CTPS, there is almost always a gap between when that person departs and when a new person is hired to fill the position. This staffing gap results in lower expenditures on certain projects than had been planned when the UPWP budget was being developed. These gaps are unavoidable given the time it takes to recruit new professional-level staff and get him or her up to speed.

The second reason why expenditures do not always unfold as planned has to do with the simple fact that, in addition to staffing levels, many other things can and do change after the UPWP has been developed. Budget estimates for each project line item are made in the spring of the year, a full six months before work commences in the subsequent FFY. Then, once work is in progress, various things arise that can affect how much staff time is allocated to one project versus another. For example, in the current FFY, we undertook certain particularly complex improvements to the travel model; consequently, we expended slightly more time and budget on that project than anticipated.

**Table 1: Proposed Adjustments to FFY 2016 Budgets for 3C-funded CTPS Projects**

Project #	Project	Current Budget	Proposed Change	Proposed Budget	Comment
90011	Support to the MPO and its Subcommittees	\$262,300	\$24,900	\$287,200	Various reasons, such as more presentations made to MPO than anticipated
10104	Unified Planning Work Program	\$98,000	\$20,400	\$118,400	Document, and to some extent process, revamped with new manager
10103	Transportation Improvement Program	\$174,200	\$15,300	\$189,500	More work on revising selection criteria than anticipated
90028	Provision of Materials in Accessible Formats	\$68,400	\$15,000	\$83,400	More documents needed to be rendered accessible than anticipated
90024	Disability Access Support	\$85,900	\$14,200	\$100,100	More effort on AACT Summit than anticipated
11244	Regional Model Enhancement	\$740,400	\$14,000	\$754,400	Some more complex model improvements than anticipated
90021	RTAC Support	\$74,800	\$13,800	\$88,600	Generally more effort than budgeted
90026	Public Participation Process	\$96,300	\$9,100	\$105,400	Added facets of process with new public engagement specialist
10112	Air Quality Conformity and Support	\$24,500	\$8,400	\$32,900	More work with MOVES emissions rate model necessary than had been thought
11150	Roadway Safety Audits	\$13,800	(\$2,000)	\$11,800	Slightly fewer audits than budgeted will be necessary
11132	Transportation Equity/EJ Support	\$100,900	(\$2,200)	\$98,700	Lapse in filling vacant Equity Coordinator's vacancy created a slight surplus
90014	Planning Topics	\$3,200	(\$3,100)	\$100	Less work than anticipated. Have eliminated this line item in next UPWP
90025	Transreport	\$31,400	(\$3,100)	\$28,300	Just able to do what was needed slightly more efficiently than budgeted
90019	Subregional Outreach	\$4,800	(\$3,700)	\$1,100	Less work than anticipated. Have eliminated this line item in next UPWP
13801	Livable Community Workshops	\$25,200	(\$4,000)	\$21,200	Less work than anticipated and staff vacancy. Have eliminated in next UPWP
13150	Community Transportation Technical Assistance	\$40,600	(\$6,000)	\$34,600	Requests for assistance less expensive than budgeted and staff vacancy
90090	General Graphics	\$90,600	(\$6,700)	\$83,900	Hard to predict because staff relies on this when not charging to specific projects
11355	Title VI: MPO	\$32,000	(\$16,300)	\$15,700	Substantially less work than anticipated
10101	Long-Range Transportation Plan	\$318,200	(\$88,000)	\$230,200	Overall, less effort required than anticipated
TOTAL		\$2,285,500	\$0	\$2,285,500	
Total 3C funding redistributed among projects			\$135,100		