



# Amendment #1 to the Unified Planning Work Program (UPWP)

FY 21-22

March 2020



# UPWP Background

Business Plan & Application for Federal Grant Funds

July 1, 2020 - June 30, 2022

Includes all tasks - routine and unique projects

Who - Staff or Consultant

What - Deliverables

When - Completion dates

How much - budget by task & funding source



# Today's Request - Amendment #1

- Reduce grant revenue by \$160K to implement FDOT decision to convert from cash to soft match for FTA's FFY 20 & 21 planning funds
- Reduce grant revenue by \$70K to reflect the TPA's actual remaining FTA FFY 19 planning funds and anticipated share of FTA FFY 21 planning funds
- Reduce grant expenses by \$380K to reflect actual FY 21 personnel and travel expenses due to COVID-19
  - Increase expenses by \$150K for TPA consulting in FY 21 & 22
- Increase local expenses by \$15K in FY 21 & 22 to maximize agency effectiveness
  - Decrease local expenses by \$15K in public engagement due to COVID-19

# Changes to Grant Revenues and Expenditures

	Adopted		Proposed	
	FY 21	FY 22	FY 21	FY 22
<b>Revenues</b>				
FHWA PL Funds	\$1,768,764	\$1,268,452	\$1,768,764	\$1,268,452
FHWA SU Funds	\$1,500,000	\$1,650,000	\$1,500,000	\$1,650,000
FTA Funds	\$988,088	\$623,390	<u>\$953,148</u>	<u>\$590,245</u>
FDOT Cash Match	\$123,511	\$77,924	<u>\$41,220</u>	<u>\$0</u>
CTD Funds	\$49,789	\$49,789	\$49,871	\$49,871
<b>TOTAL REVENUE</b>	<b>\$4,430,152</b>	<b>\$3,669,555</b>	<b><u>\$4,313,003</u></b>	<b><u>\$3,558,568</u></b>
<b>Expenditures</b>				
Personnel & Benefits	\$1,876,580	\$1,967,918	<u>\$1,561,157</u>	\$1,967,988
Travel/Training	\$75,000	\$78,800	<u>\$12,000</u>	\$78,000
Consultants/Transfers	\$1,941,175	\$1,063,400	<u>\$2,203,864</u>	<u>\$954,073</u>
Direct Expenses	\$537,397	\$559,437	\$535,982	\$558,507
<b>TOTAL EXPENDITURES</b>	<b>\$4,430,152</b>	<b>\$3,669,555</b>	<b><u>\$4,313,003</u></b>	<b><u>\$3,558,568</u></b>

# Changes to Local Revenues and Expenditures

	Adopted		Proposed	
	FY 21	FY 22	FY 21	FY 22
<b>Revenues</b>				
TPA Member Dues	\$140,750	\$143,180	\$140,750	\$143,180
<b>TOTAL REVENUE</b>	\$140,750	\$143,180	\$140,750	\$143,180
<b>Expenditures</b>				
Agency Effectiveness	\$45,000	\$45,000	<u>\$60,000</u>	<u>\$60,000</u>
Public Engagement	\$40,000	\$40,000	<u>\$25,000</u>	<u>\$25,000</u>
Staff Performance	\$15,000	\$15,000	\$15,000	\$15,000
Balance to Reserve	\$40,750	\$43,180	\$40,750	\$43,180
<b>TOTAL EXPENDITURES</b>	\$140,750	\$143,180	\$140,750	\$143,180

MOTION TO RECOMMEND ADOPTION OF:  
Amendment #1 to FY 21-22 UPWP

