

## Proposed FFY2024 Amendment #2 Summary

**Context:** The Unified Planning Work Program establishes the tasks and deliverables that the Merrimack Valley Planning Commission's (MVPC) staff will undertake on behalf of the Merrimack Valley Metropolitan Planning Organization (MVMPO). The work program may be amended throughout the year as needs and staffing change. Early in the federal fiscal year, MVMPO amended its contract (Amendment #1) to add carryover funding from previous years to advance particular tasks. The subject proposed amendment—Amendment #2—presents book-keeping items, including the closing and reallocation of remainders from completed tasks to tasks requiring ongoing support.

**Discussion:** Amendment #2 proposes the actions discussed below, which are also shown in the financial table that follows.

- Action 1: Transfer \$13,885.31 from Subtask 1.3 (Unified Planning Work Program) and \$11,000 Subtask 3.4 (Regional Vitality) to Subtask 1.1 (Program Management, Support, and Growth), resulting in a balance of \$61,168.04 in 1.1, \$500 in 1.3, and \$1,603.92 in 3.4 (see also, Action 4).

Action 1 Rationale: Staff anticipate minimal further expenditures to the 1.1 line item. Due to staffing limitations in the Community and Economic Development Program, budget allocated toward the Commission's Priority Growth Strategy may be reallocated elsewhere, as is proposed here, and as such funding may be re-allocated from the Regional Vitality subtask.

- Action 2: Transfer \$5,543.69 from Subtask 2.3 (Supportive GIS and Information Technology) to Subtask 1.4 (Transportation Improvement Program), resulting in a level balance for Subtask 1.4 and a remainder of \$145,368.09 in Subtask 1.2.

Action 2 Rationale: Staff developed a new TIP scoring tool, which was charged largely to Subtask 1.4; however, the majority of the expenditures reflect GIS development and work. The development of the scoring system resulted in drawing down funds in Subtask 1.4 below budgeted levels. This action closes out Subtask 1.4 with a \$0.00 balance.

- Action 3: Transfer the balance of \$33,777.08 from Subtask 2.4 (Travel Time Reliability and Competitiveness) and the balance of \$12,282.22 (Benchmarks and Performance Measures) to

Subtask 4.2 (Local Technical Assistance), effectively closing out Subtasks 2.4 (main deliverable shifted to FFY25) and 2.5 (task complete).

Action 3 Rationale: Staff have absorbed LTA requests that have exceeded anticipated time needs or were not initially programmed, such as North Andover's RFP scope for a station feasibility analysis. As such, the expenditures for Subtask 4.2 exceeded originally budgeted amounts. This action moves funding from the development of a travel time competitiveness tool to technical assistance. The tool will not be completed in FFY25. The action also moves funding from the performance measure subtask, which was completed in February 2024.

Action 4: Transfer \$164.73 from Subtask 3.4 (Regional Vitality) to Subtask 4.1 (County and State Planning Support) resulting in a balance of \$1,603.92 in Subtask 3.4 and a level balance in Subtask 4.1

Action 4 Rationale: Subtask 4.1 supports as-needed requests from the state and county, typically related to training, review of documents, and assistance with grant review. This year, staff supported the review of MassDOT's community transit grant applications, which causes slight overdraw of budgeted funds. This action reallocates funding from Subtask 3.4 (Regional Vitality). Due to staffing limitations in the Community and Economic Development Program, budget allocated toward the Commission's Priority Growth Strategy may be reallocated elsewhere, as is proposed here.

Figure 1 – Proposed FFY24 UPWP Amendment #2

<b>FFY24 UPWP Budget (Metropolitan Planning &amp; 5303 only)</b>	<b>Total Budgeted - Amendment #2</b>	<b>Total Budgeted - Amendment #1</b>	<b>Total Budgeted - Original</b>	<b>Total Expended to Date</b>	<b>Total Remaining</b>	<b>% Complete</b>
<i>Subtask 1.1 – Program Management, Support, and Growth</i>	\$118,084.31	\$93,699.00	\$93,699.00	\$56,916.27	\$61,168.04	48.20%
<i>Subtask 1.2 – Public Participation</i>	\$54,205.00	\$54,205.00	\$54,205.00	\$25,860.19	\$28,344.81	47.71%
<i>Subtask 1.3 – Unified Planning Work Program</i>	\$4,824.69	\$18,210.00	\$18,210.00	\$4,324.69	\$500.00	89.64%
<i>Subtask 1.4 – Transportation Improvement Program</i>	\$35,028.69	\$29,485.00	\$29,485.00	\$35,028.69	\$0.00	100.00%
<i>Subtask 1.5 – Title VI, Environmental Justice and Equity</i>	\$5,638.00	\$5,638.00	\$5,638.00	\$318.67	\$5,319.33	5.65%
<b>Total - Task 1 - 3C Program Management</b>	<b>\$217,780.69</b>	<b>\$201,237.00</b>	<b>\$201,237.00</b>	<b>\$122,448.52</b>	<b>\$95,332.17</b>	<b>56.23%</b>
<i>Subtask 2.1 – Supportive Field Services</i>	\$298,540.00	\$298,540.00	\$203,793.00	\$77,912.44	\$220,627.56	26.10%
<i>Subtask 2.2 – Asset Management Program Development</i>	\$85,808.00	\$85,808.00	\$85,808.00	\$9,671.59	\$76,136.41	11.27%
<i>Subtask 2.3 – Supportive GIS and Information Technology</i>	\$231,856.31	\$237,400.00	\$224,541.00	\$86,488.22	\$145,368.09	37.30%
<i>Subtask 2.4 – Travel Time Reliability and Competitiveness</i>	\$575.92	\$34,353.00	\$34,353.00	\$575.92	\$0.00	100.00%
<i>Subtask 2.5 – Benchmarks and Performance Measures</i>	\$2,892.78	\$15,175.00	\$15,175.00	\$2,892.78	\$0.00	100.00%
<b>Total - Task 2 - Data Collection and Analysis</b>	<b>\$619,673.01</b>	<b>\$671,276.00</b>	<b>\$563,670.00</b>	<b>\$177,540.94</b>	<b>\$442,132.07</b>	<b>28.65%</b>
<i>Subtask 3.1 – Active Transportation and Complete Streets</i>	\$264,659.00	\$264,659.00	\$245,834.00	\$100,715.48	\$163,943.52	38.05%
<i>Subtask 3.4 – Regional Vitality</i>	\$4,995.27	\$16,160.00	\$16,160.00	\$3,391.35	\$1,603.92	67.89%
<i>Subtask 3.5 – Network Sustainability and Resilience</i>	\$51,202.00	\$51,202.00	\$51,202.00	\$16,153.17	\$35,048.83	31.55%
<i>Subtask 3.6 – Roadway Safety Engagement and Planning</i>	\$110,072.00	\$110,072.00	\$110,072.00	\$51,841.64	\$58,230.36	47.10%
<b>Total - Task 3 - Transportation Planning</b>	<b>\$430,928.27</b>	<b>\$442,093.00</b>	<b>\$423,268.00</b>	<b>\$172,101.65</b>	<b>\$258,826.62</b>	<b>39.94%</b>
<i>Subtask 4.1 – County &amp; State Planning Support</i>	\$3,199.73	\$3,035.00	\$3,035.00	\$3,199.73	\$0.00	100.00%
<i>Subtask 4.2 – Local Technical Assistance and Grants Coordination</i>	\$54,731.30	\$8,672.00	\$8,672.00	\$16,641.81	\$38,089.49	30.41%
<b>Total - Task 4 - Other Planning Support</b>	<b>\$57,931</b>	<b>\$11,707</b>	<b>\$11,707</b>	<b>\$19,842</b>	<b>\$38,089</b>	<b>34.25%</b>
<b>Total PL Contract Hours</b>	<b>\$1,326,313</b>	<b>\$1,326,313</b>	<b>\$1,199,882</b>	<b>\$491,933</b>	<b>\$834,380</b>	<b>37.09%</b>