

Merrimack Valley Metropolitan Planning Organization Docket June 26, 2024

Item 4 – FFY2024 Unified Planning Work Program Amendment #2

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 as a docket attachment. Note that the financial table is based on billing through March 2024. The balances listed are approximations and may not perfectly reflect April and May billings.

- Action 1: Transfer \$13,885.31 from Subtask 1.3 (Unified Planning Work Program) and \$11,000 from 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 1.3 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.

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.

Action: Approve proposed FFY24 UPWP Amendment #2.

Item 5 – FFY2024-2028 Transportation Improvement Program (TIP) Amendment #6.

Context: MassDOT administers Section 5310 Federal Aid, packaging this funding stream as *Community Transit Grants*. This discretionary program supports transit services for target populations, including individuals with disabilities, individuals who are over the age of 65, and veterans.

Discussion: This cycle, the Merrimack Valley was the recipient of several awards, which must be amended onto the TIP:

- One electric van for Merrimack COA use
- One type E2B for Haverhill COA use
- Six low floor vans for Merrimack Valley Transit (MeVa)

The award totals \$1,390,098 spread over 2024-2026. The totality of the award includes both the 80 percent federal share and 20 percent state share. Given the timing of the award, staff proposes the Board consider conditional approval, contingent on any relevant questions/concerns raised during the public comment period.

Action: Conditionally approve FFY2024 TIP Amendment #6, contingent on any relevant questions/concerns raised during the public comment period.

Attachments:

A. TIP Revisions Report