

# Unified Planning Work Program (UPWP)

## Executive Summary

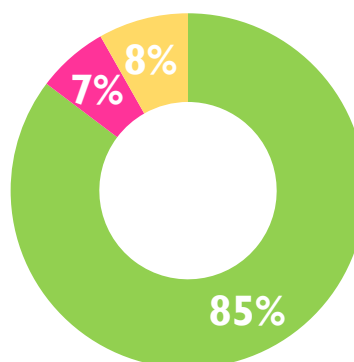
### What is the Unified Planning Work Program?

The Unified Planning Work Program, (UPWP) is the federal certification document that details the anticipated work of Merrimack Valley's Metropolitan Planning Organization (MVMPO) over the course of a single year. Because MVMPO's primary funding sources are federal aid, the document must show the tasks and subtasks that MVMPO staff intend to perform, how many hours will be dedicated to those tasks, and any projected direct cost expenditures that support MVMPO's work. Staff typically prepare the document in the spring and summer of each year, aiming for MVMPO Board approval by mid-summer. Following endorsement, the work program becomes effective at the start of the new federal fiscal year on October 1.

### Federal Fiscal Year 2025 Sources and Uses

#### Sources

Three different federal aid sources fund 18 subtasks allocated across four different tasks. As is typical, federal Metropolitan Planning Program (PL) funds and Section 5303 funds are the primary source of support for MVMPO work. Carryover from previous years' PL balances may be programmed in future years, as is done in this UPWP, per MassDOT discretion and content. MVMPO staff also hold a contract with Merrimack Valley Transit (MeVa), the region's transit authority, which passes Section 5307 funds to the MVMPO to support short-term planning work. Finally, the FY24 UPWP programs Safe Streets and Roads for All (SS4A) discretionary program funding. Staff anticipate expending current grant resources by the end of FFY24, but that is subject to resource expenditures made by partner sub-recipient NMCOG. Staff also anticipate applying for demonstration and supplemental planning activities in FFY25. While the subtask is zeroed out (i.e. no expenditure is planned and no resources are assumed), the line is retained for future bookkeeping purposes.



■ Metropolitan Planning and Section 5303   ■ Section 5307   ■ Metropolitan Planning Carryover

### *Uses: Tasks, Subtasks and Deliverables*

The FFY25 UPWP programs four tasks—3C Program Management, Data Collection and Analysis, Transportation Planning, and Other Planning Support—and 18 total associated subtasks, as listed below.

#### Task 1 - 3C Program Management

- Subtask 1.1 – Program Management, Support, and Growth
- Subtask 1.2 – Public Participation
- Subtask 1.3 – Unified Planning Work Program
- Subtask 1.4 – Transportation Improvement Program
- Subtask 1.5 – Title VI, Environmental Justice, and Equity

#### Task 2 - Data Collection and Analysis

- Subtask 2.1 – Supportive Field Services
- Subtask 2.2 – Asset Management Program Development
- Subtask 2.3 – Supportive GIS and Information Technology
- Subtask 2.4 – Travel Time Reliability and Competitiveness
- Subtask 2.5 – Benchmarks and Performance Measures

#### Task 3 - Transportation Planning

- Subtask 3.1 – Active Transportation and Complete Streets
- Subtask 3.2 – Safe Streets and Roads for All (SS4A)
- Subtask 3.3 – Transit Planning
- Subtask 3.4 – Regional Vitality
- Subtask 3.5 – Network Sustainability and Resilience
- Subtask 3.6 – Roadway Safety Engagement and Planning

#### Task 4 - Other Planning Support

- Subtask 4.1 – County & State Planning Support
- Subtask 4.2 – Local Technical Assistance and Grants Coordination

Work performed in support of these tasks will generate the following major deliverables:

- FFY2026 Unified Planning Work Program (Task 1.3)
- FFY2026-2030 Transportation Improvement Program (Task 1.4)
- Mechanics/Guidance for use of Regional Target on Design (Task 1.4)
- MassDOT and Regional Counting Program (Task 2.1)
- Traffic Counter Install and Monitoring (Task 2.1, continuing from FFY24)
- Pavement Management Program Evaluation (Task 2.2, carried over from FFY24)
- Travel Time Competitiveness Tool (Task 2.4, carried over from FFY24)
- Annual Performance Monitoring Benchmarks (Task 2.5)
- Active Transportation Plan Phase 2: Node Activation (Task 3.1)

- Active Transportation Pilot (Task 3.1)
- Fare Free Evaluation (Task 3.3, continuing from FFY24)
- Merrimack Valley Transit Automatic Passenger Counter Validation (Task 3.3)
- Scoping for a Future Years' Transit Enhancement Analysis (Task 3.3)
- Elder Friendly Service Design White Paper (Task 3.3)
- Third Party American with Disabilities Act Compliance Review (Task 3.3)
- Ferryboat Business Plan Development (Task 3.4)
- Annual High Injury Network Updates (Task 3.6)
- Up to Two Safety Quick Builds (Task 4.2)
- Collective Purchase for Roadway Salt (Task 4.2)
- Collective Purchase for Roadway Services (Task 4.2)

The FFY25 UPWP also includes standard process-oriented tasks and deliverables, including:

- Certification Review (Task 1.1)
- MVMPO Preparation and Facilitation (Task 1.2)
- Updated MVMPO Memorandum of Understanding (Task 1.2)
- MVMPO "Retreat" (Task 1.2)
- Review of Regional Target Plan Sheets & Scoring (Task 1.4)
- Re-organization/Consolidation of Online Transportation Tools (Task 2.3)
- Urbanized Area GHG Coordination (Task 2.5)
- Border to Boston Support and Coordination (Task 3.1)
- Regional Priority Growth Strategy Support (Task 3.4)
- Vision Zero Community Capacity Building (Task 3.6)
- Council on Aging Coordination (Task 3.3)
- Miscellaneous Grant Support (Task 4.2)

The figure on the following page depicts task expenditures by task and subtask for the purposes of comparison regarding level of effort (shown as a measure of cost) for each task and subtask.

