

UPWP 2019 Amendment 3 Summary

1. **Reallocation of staff hours amongst task categories to reflect actual time being allocated to each task thus far this year.**
2. **Increase in budget for Bikeways Master Plan Update to reflect the addition of two public meetings requested by the MTPO staff (\$4,500).**
3. **Extension of Bikeways Master Plan Update contract (Administrative Revision)**

These changes have been drafted into the 2019 UPWP and are describe in attached Budget Table. The budget for the current task categories are illustrated in the attached Revenues & Expenditures table.

2019 UPWP Budget		UPWP #	Total MTPO (CPG Eligible) Activities	Other CPG Competitive Grant
Program Support & Administration				
1.1 General Admin.		1	\$52,324	
1.2 Committee Support			\$27,733	
1.3 UPWP & Budget			\$13,692	
1.4 Training			\$3,910	
MTP		2	\$1,416	
TIP		3	\$9,472	
Public Participation Plan		4	\$4,234	
Corridor and Special Studies				
5.1 Bikeways Activities			\$18,768	
5.2 Pedestrian Plan Activities			\$10,247	
5.3 General Studies/ Plan Reviews			\$11,561	
5.4 Target Setting for Performance Measures			\$3,910	
5.5 Transportation Safety Plan			\$5,946	
Regional ITS Architecture		6	\$782	
Transit Planning Activities		7	\$64,908	
Transit Consultant (LRTP Phase II)				\$125,000
Bikeways Master Plan Update			\$54,500	
Transportation Safety Plan (Carryover)			\$12,665	
Direct Non-Staff Charges				
Software Licenses'			\$10,889	
IT Fees			\$7,835	
Tech. Support Group (TSG)			\$6,062	
Office Supplies/Printing/Advertising			\$1,500	
Conferences/Travel			\$4,500	
Total Costs of 2019 Program			\$326,854	\$125,000

CPG & Matching Share	
Federal Funds Being Used (80%)	\$361,484
Topeka Cash (Local Match)	\$52,577
TMTA Cash (Local Match)	\$37,794
Total Expenditures	\$451,855

Estimate of available CPG funds for 2020

2019 CPG Allocation*	\$300,000
CPG Competitive Grant Award (LRTP)	\$100,000
Total 2019 CPG funds:	\$400,000
2019 CPG funds programmed	\$361,484
2019 Unencumbered fund	\$38,516

*CPG allocation \$264,445, plus estimated supplement.

2019 Revenues & Expenditures CURRENT

UPWP Expenditures Report	2019 UPWP TOTAL Budgeted Amount	Total Spent to Date	% of cost estimate	1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures
Staff Hours							
Task 1-MPO Program Support & Administration							
Time Off							
1.1 General Admin	\$51,556.00	\$27,310.25	53.0%	\$15,665.46	\$11,644.79		
1.2-Committee Support	\$26,553.00	\$13,752.27	51.8%	\$7,113.23	\$6,639.04		
1.3-UPWP & Budget	\$13,692.00	\$7,027.22	51.3%	\$3,156.06	\$3,871.16		
1.4-Training	\$3,910.00	\$1,549.68	39.6%	\$0.00	\$1,549.68		
Task 2-Metropolitan Transportation Plan	\$1,416.00	\$0.00	0.0%	\$0.00	\$0.00		
Task 3-Transportation Improvement Program	\$9,236.00	\$7,316.76	79.2%	\$2,425.61	\$4,891.15		
Task 4-Public Participation Plan	\$1,874.00	\$851.30	45.4%	\$0.00	\$851.30		
Task 5-Corridor & Special Studies/CmpStrs/Ped./Bike/PM	\$54,976.00	\$18,329.36	33.3%	\$9,882.68	\$8,446.68		
Task 6-Regional ITS Architecture	\$782.00	\$0.00	0.0%	\$0.00	\$0.00		
Task 7-Transit Planning Activities MTPPO	\$937.00	\$364.62	38.9%	\$0.00	\$364.62		
Task 7-Transit Planning Activities TMTA	\$63,971.00	\$21,804.28	34.1%	\$0.00	\$21,804.28		
Sub-Total	\$228,903.00	\$98,305.74	42.9%	\$38,243.04	\$60,062.70	\$0.00	\$0.00
Operational Expenses							
Software License	\$10,889.00	\$8,000.00	73.5%	\$8,000.00	\$0.00		
Office Supplies/Printing/Equip.	\$1,500.00	\$595.49	39.7%	\$52.28	\$543.21		
Staff Conferences Costs/Travel	\$4,500.00	\$3,538.93	78.6%	\$735.00	\$2,803.93		
City/IT Fees	\$7,835.00	\$4,852.80	61.9%	\$1,624.76	\$3,228.04		
Tech.Support Group(TSG)	\$6,062.00	\$3,445.41	56.8%	\$1,385.01	\$2,060.40		
Sub-Total	\$30,786.00	\$20,432.63	66.4%	\$11,797.05	\$8,635.58	\$0.00	\$0.00
Contracted Services							
Traffic Safety Plan Consultants	\$12,665.00	\$0.00		\$0.00	\$0.00		
TMTA Transit Relocation Study	\$30,000.00	\$0.00		\$0.00	0.00		
Bikeways Master Plan Update	\$50,000.00	\$0.00		\$0.00	0.00		
Sub-Total	\$92,665.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$352,354.00	\$118,738.37	33.7%	\$50,040.09	\$68,698.28	\$0.00	\$0.00
*KDOT Total Cost-Incurred							

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Federal Share	\$40,032.07	\$54,958.62	\$0.00	\$0.00	\$94,990.70
Local Cash	\$10,008.02	\$13,739.66	\$0.00	\$0.00	\$23,747.67