

HRTPO Annual Budget and Unified Planning Work Program (UPWP) Update Processes
Generalized Steps and Timelines

SEPTEMBER
<ul style="list-style-type: none"> Post draft UPWP amendment for the current fiscal year for public comment and review
OCTOBER
<ul style="list-style-type: none"> Lead process for formal TPO approval and adoption of the UPWP amendment for the current fiscal year including all text changes, updated funding tables and meeting agenda notes Post amended current year UPWP to the HRTPO website after approval
NOVEMBER
<ul style="list-style-type: none"> Deputy Executive Director/Finance Staff seek early confirmation from VDOT staff of expected HRTPO's PL funding target for the upcoming fiscal year G:\TRANS\BUDGET\JDP working files\FY** (File: FY** Revenue Estimate v*) Develop estimates of Section 5303 funds to be available for pass through to the regional transit agencies and advise partners of their respective marks – facilitate discussions for potential changes in marks if requested
DECEMBER
<ul style="list-style-type: none"> Forward budget template to all Transportation Planning Organization (TPO) staff requesting input on requested direct expenses for the next fiscal year – <i>responses due early January</i> G:\TRANS\BUDGET\FY** Budget Forward budget template to TPO funded Community Affairs (CA) staff requesting input on requested direct expenses for the next fiscal year – <i>responses due early January</i> G:\TRANS\BUDGET\FY** Budget Forward existing UPWP document to TPO Principals for mark-up/updating for the upcoming fiscal year – <i>responses due early January</i> G:\TRANS\UPWP\UPWP FY20**\1 Draft\Staff Mark-Ups for FY 20** Forward relevant UPWP sections individually to the region's three transit agencies for mark-up/updating for the upcoming fiscal year – <i>responses due early January</i> G:\TRANS\UPWP\UPWP FY20**\1 Draft\Staff Mark-Ups for FY 20** kbranch@hrtransit.org bgoodill@gowata.org mptakowski@suffolkva.us Forward relevant UPWP section to VDOT for mark-up/updating for the upcoming fiscal year – <i>responses due early January</i> G:\TRANS\UPWP\UPWP FY20**\1 Draft\Staff Mark-Ups for FY 20** eric.stringfield@vdot.virginia.gov

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<ul style="list-style-type: none"> Prepare “skeleton” for the next annual update to the UPWP document (changing year references, headers, etc.) G:\TRANS\UPWP\UPWP FY20**\1 Draft\
JANUARY
<ul style="list-style-type: none"> Assemble/check/enter TPO staff direct expense requests into appropriate TPO spreadsheet templates G:\TRANS\BUDGET\JDP working files\FY**
<ul style="list-style-type: none"> Assemble/enter/check CA staff direct expense requests into appropriate TPO spreadsheet templates G:\TRANS\BUDGET\JDP working files\FY**
<ul style="list-style-type: none"> Send reminder notices to the region’s three transit providers seeking written confirmation of the individual agency’s commitment to fund the required local share of requested federal Section 5303 funds to be included in the TPO application to the Virginia Department of Rail and Public Transportation (DRPT) – <i>responses due mid-March</i> kbranch@hrtransit.org bgoodill@gowata.org mptakowski@suffolkva.us
<ul style="list-style-type: none"> Review UPWP update information from TPO Principals and the transit agencies – confirm and assign new project task numbers as appropriate – <i>through February</i> G:\TRANS\BUDGET\JDP working files\FY** G:\TRANS\UPWP\UPWP FY20**\1 Draft\
<ul style="list-style-type: none"> Prepare resolution for HRTPO action endorsing the agency’s annual application to the Federal Transit Administration (FTA) for Section 5303 funding G:\TRANS\UPWP\UPWP FY20**\Authorizing Resolutions
<ul style="list-style-type: none"> Prepare resolution for HRTPO action endorsing the agency’s annual application for State Planning and Research (SPR) Funds – Coordinate with DS G:\TRANS\UPWP\UPWP FY20**\Authorizing Resolutions
<ul style="list-style-type: none"> Confirm with IT Team the staff computer upgrade and purchase plans for the next fiscal year based upon established replacement cycle G:\TRANS\BUDGET\JDP working files\FY**
<ul style="list-style-type: none"> Coordinate with SK on annual ESRI billing totals for ArcGIS licenses for the upcoming fiscal year including any special products/features and finalize with Financial staff the agreed upon split of costs between the TPO and PDC budgets G:\TRANS\BUDGET\JDP working files\FY*
FEBRUARY
<ul style="list-style-type: none"> Prepare TTAC/TPO agenda notes for the formal endorsement of the agency’s annual FTA Section 5303 funding application G:\TRANS\UPWP\UPWP FY20**\Authorizing Resolutions
<ul style="list-style-type: none"> Advance editing of the draft update of the agency’s UPWP document for the next fiscal year incorporating all received comments – <i>End of February target for completion of full</i>

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<p><u>Draft Document to give HRTPO leadership sufficient time for review before public posting in April</u></p> <p>G:\TRANS\UPWP\UPWP FY20**\1 Draft\</p>
<ul style="list-style-type: none"> ▪ Receive assignment from Department of Finance both Non-TPO staff member hours and direct cost percentages to be funded in the TPO budget for the next fiscal year
<ul style="list-style-type: none"> ▪ Receive from Department of Finance agreed upon TPO budget totals for the upcoming fiscal year to support the work programs of the Hampton Roads Transportation Accountability Commission (HRTAC) and Hampton Roads Regional Transit Fund (HRRTF)
<ul style="list-style-type: none"> ▪ Enter final TPO funded direct expense data information into the appropriate categories in the transportation section of the PDC/TPO Budget Sheet <p>G:\TRANS\BUDGET\JDP working files\FY*</p>
<ul style="list-style-type: none"> ▪ Receive of Section 5303 funding estimate from DRPT and update HRTPO revenue table <p>G:\TRANS\BUDGET\JDP working files\FY** (File: FY** Revenue Estimate v*) grant.sparks@drpt.virginia.gov</p>
<p>MARCH</p>
<ul style="list-style-type: none"> ▪ Forward the draft update to the UPWP document to TPO leadership for review and comment <p>G:\TRANS\UPWP\UPWP FY20**\1 Draft\</p>
<ul style="list-style-type: none"> ▪ Coordinate with TPO legal counsel all actions needed to formally execute the FTA Certifications and Assurances Document which needs to be submitted with the 5303 application <p>G:\TRANS\UPWP\UPWP FY20**\Certifications and Assurances ddavenport@cwm-law.com</p>
<ul style="list-style-type: none"> ▪ If requested, provide Finance Department a “first look” of the projected TPO budget total for the upcoming fiscal with all employee hours allocated to Administration column prior to subsequent allocation to individual tasks – <i>mid-March</i>
<ul style="list-style-type: none"> ▪ Send spreadsheet of updated UPWP tasks for the next fiscal year to TPO principals for percentage hours allocation by employee to individual tasks – <i>mid-March (1-2 weeks to complete)</i> <p>G:\TRANS\UPWP\UPWP FY20**\6 Hours Estimates</p>
<ul style="list-style-type: none"> ▪ Utilize completed hours allocation reports to develop budgets for all UPWP tasks and enter data into the TPO spreadsheet template – <i>late-March</i> <p>G:\TRANS\BUDGET\JDP working files\FY*</p>
<ul style="list-style-type: none"> ▪ Development assignment of funding source (PL, 5303, Rural–SPR, HRTAC, HRRTF) to qualifying work tasks within the TPO spreadsheet template – <i>late-March</i> <p>G:\TRANS\BUDGET\JDP working files\FY*</p>
<ul style="list-style-type: none"> ▪ Develop final TPO proposed budget by entering hours data for each employee into the PDC/TPO Budget Supersheet – <i>end of March</i> <p>G:\TRANS\BUDGET\JDP working files\FY*</p>
<ul style="list-style-type: none"> ▪ Provide PDC Financial staff UPWP Work Element and Task Numbers – <i>end of March</i>

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<ul style="list-style-type: none"> ▪ Prepare budget tables for the new UPWP document including Funding Sources by Task, Budget by Recipient, and Comparison of Fiscal Year funding by Task and also enter the individual budget data for each task – <i>end of March</i> G:\TRANS\UPWP\UPWP FY20**\1 Draft G:\TRANS\UPWP\UPWP FY20**\JR Working Files
APRIL
<ul style="list-style-type: none"> ▪ Post draft UPWP document for public comment and review ▪ Address all received public comments and edit draft UPWP document as appropriate ▪ File the HRTPO Section 5303 funding application for the upcoming fiscal year via the Online WebGrants portal on the Department of Rail and Public Transportation (DRPT) webpage before the required deadline (May 1)
MAY
<ul style="list-style-type: none"> ▪ Assist Finance Department as needed with the formal approval of the PDC/TPO budgets ▪ Lead process for formal TPO approval and adoption of the UPWP update for upcoming fiscal year ▪ Print sufficient quantities of the final approved UPWP for staff and general distribution ▪ Post approved UPWP on HRTPO website
JUNE
<ul style="list-style-type: none"> ▪ Begin preparation of the Transit Agency Section 5303 Pass Through Agreements for the next fiscal year G:\TRANS\UPWP\UPWP FY20**\Transit Agency Pass Through Agreements
JULY
<ul style="list-style-type: none"> ▪ Formally close-out expired Section 5303 grants on the OLGA portal as needed and appropriate ▪ Adjust hours allocation between UPWP tasks as needed and appropriate to help facilitate fiscal year closeout ▪ Identify exact transit agency carry forward totals, if any, to be included in any UPWP amendment in the first quarter of the fiscal year ▪ Identify exact TPO carry forward total, if any, to be included in any UPWP amendment in the first quarter of the fiscal year ▪ Identify potential UPWP amendment items for the first quarter of the new fiscal year including finalization of transit agency carry forward totals, any revised revenue estimates from TPO funding partners, revisions to individual UPWP project task budgets, etc.

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- Work with Principals on development of the UPWP Annual Report for the just completed fiscal year

G:\TRANS\PROGRESS\FY**\Annual Report\Task Narratives

AUGUST

- Finalize the UPWP Annual Report for the just completed fiscal year and post to the OustideVDOT site

G:\TRANS\PROGRESS\FY**\Annual Report

- Mail Transit Agency Section 5303 Pass Through Agreements for the new fiscal year for signature

mscaliam@gowata.org

wharrell@hrtransit.org

RELEWIS@suffolkva.us