



MEMORANDUM

TO: NP&EDC

FROM: Patrick Reed, AICP, Transportation Program Manager

DATE: May 16, 2022

SUBJECT: FY2022 Unified Planning Work Program (UPWP) Amendment

BACKGROUND: Nantucket staffed its formerly vacant transportation program manager position beginning March 8, 2022. This position facilitates regional transportation planning under the direction of the Nantucket Planning and Economic Development Commission (NP&EDC), sitting as the Nantucket Transportation Planning Organization (Nantucket TPO). Staffing the position necessitates amendments to the Town's FY22 3C Transportation Planning Contract (#114681), subject to the approval of the Nantucket TPO for three purposes:

1. The 3C Contract will accommodate the salary for the transportation program manager position (see section I in "Discussion");
2. The Town will reallocate staffing and resources as appropriate (see section II in "Discussion"); and
3. The Town seeks approval to program additional direct costs based on the current UPWP's work program (see section III in "Discussion" and Table 5 – Proposed Budget).

DISCUSSION:

- I. Nantucket anticipates funding the transportation program manager's position through the 3C contract, which is the same arrangement employed prior to the position becoming vacant in 2020. The proposed budget assumes the position will work a 40-hour week for the remainder of the fiscal year (1040 hours, or 26 weeks between April 1, 2022 and September 30, 2022).
- II. Prior to this position being filled in March 2022, three Planning and Land Use Services (PLUS) employees' salaries were partially funded through the contract as these staff were fulfilling transportation planning functions. Staff hours and 3C resources will be reallocated as described in Table 1.

Table 1 – Direct Salary Allocation by Staff Person

| Staff Person | Percent of Salary Funded by 3C Planning Contract Prior to Proposed Amendment (October 1 – February 28) | Percent of Salary Funded by 3C Planning Contract following Amendment (March 1 – September 30) |
|----------------|--|---|
| Andrew Vorce | 20% | 10% |
| Megan Trudel | 10% | 0% |
| Jackie O'Brien | 15% | 5% |
| Patrick Reed | 0% | 100% |

To date, hours expended on transportation-related tasks have fallen slightly short of FFY 22 budget projections. Accounting for the hours to be expended by the new transportation program manager, staff anticipates expending a total of 1790.25 transportation planning hours in FFY 22 to fulfill the needs of the annual work program. Table 2 depicts the breakdown of hours by task.

As shown in Table 2, task hours as a percentage of the total work program remain relatively unchanged. A greater number of hours are allocated to the preparation of the 2023-2027 Transportation Improvement Program (TIP) and the FFY 2023 UPWP. This amendment proposes additional time for bicycle and pedestrian planning based on the needs of ongoing projects. It also proposes reductions in inter-regional coordination and the implementation of approved planning recommendations based on work hours used to date in FY 22. The reduction still allows for coordination with the Massachusetts Association of Regional Planning Agencies (MARPA) and professional development opportunities, while the reduction of implementation hours is based on an analysis of hours invoiced to date against the original budget.

- III. Special Projects and Research (SPR) Program funds support Nantucket’s UPWP work program obligation authority, which is \$273,941 for FY 22. An MPO/TPO’s obligation authority is essentially the ceiling of federal aid that can be programmed to support regional transportation planning. PLUS staff previously budgeted \$91,155.69 for the UPWP based on staff assigned to the contract, their associated salaries, and anticipated work, resulting in a \$182,785.31 gap between the budgeted amount and the region’s obligation authority. The transportation program manager’s costs will absorb some, but not all, of this gap. As a result, additional direct costs are budgeted to support the fulfillment of the annual UPWP. Table 3 compares the current and proposed UPWP budgets. Table 4 depicts the additional direct costs proposed in FY 22.

Table 2 – Original and Amended Hours by Task

| FFY 2022 Revised Unified Planning Work Program Budget - Projected Direct Salary Hours | | | | | | |
|---|---|-------------------------|-----------------------|---|--|---|
| Task | | Previous Hours Budgeted | Total Hours Projected | Percent Change from Originally Budgeted Hours | Task as a Percent of Original Work Program | Task as a Percent of Revised Work Program |
| 1.0 | Management and Support | | | | 35.6% | 36.1% |
| 1.1 | 3C Program Support | 420.00 | 413.25 | -1.6% | 23.1% | 23.1% |
| 1.2 | Inter-Regional Transportation Planning Coordination | 148.75 | 116.75 | -21.5% | 8.2% | 6.5% |
| 1.3 | Transportation Improvement Program | 35.00 | 43.00 | 22.9% | 1.9% | 2.4% |
| 1.4 | Unified Work Program | 17.50 | 53.00 | 202.9% | 1.0% | 3.0% |
| 1.5 | Public Participation | 8.75 | 8.75 | 0.0% | 0.5% | 0.5% |
| 1.6 | Title VI and Environmental Justice | 17.50 | 12.00 | -31.4% | 1.0% | 0.7% |
| 2.0 | Data Collection and Analysis | | | | 13.9% | 14.2% |
| 2.1 | Traffic, Congestion, Freight, and Pavement Management | 175.00 | 175.00 | 0.0% | 9.6% | 9.8% |
| 2.2 | Geographic Information Systems (GIS) | 70.00 | 70.00 | 0.0% | 3.8% | 3.9% |
| 2.3 | Performance Measures and Monitoring | 8.75 | 8.75 | 0.0% | 0.5% | 0.5% |
| 3.0 | Short Range and Long Range Transportation Planning | | | | 25.0% | 25.7% |
| 3.1 | Livable / Sustainable / Complete Streets Planning | 210.00 | 210.00 | 0.0% | 11.5% | 11.7% |
| 3.2 | Parking Management Strategies | 70.00 | 70.00 | 0.0% | 3.8% | 3.9% |
| 3.3 | Bicycle and Pedestrian Planning | 105.00 | 110.50 | 5.2% | 5.8% | 6.2% |
| 3.4 | Special Transportation Planning Studies | 70.00 | 70.00 | 0.0% | 3.8% | 3.9% |
| 4.0 | Other Transportation Activities | | | | 25.5% | 24.0% |
| 4.1 | Implement Approved Planning Recommendations | 385.00 | 350.50 | -9.0% | 21.2% | 19.6% |
| 4.2 | Special Transportation Planning Assistance | 70.00 | 70.00 | 0.0% | 3.8% | 3.9% |
| 4.3 | Intelligent Transportation Systems (ITS) | 8.75 | 8.75 | 0.0% | 0.5% | 0.5% |
| | TOTAL: | 1820.00 | 1790.25 | -1.6% | 100.0% | 100.0% |

Table 3 – Original Budget & Revised Budget¹

| | Original Budget | Proposed Budget |
|---|------------------|-------------------|
| Direct Salary Costs | \$ 45,800 | \$ 98,910 |
| Overhead at 92.043% | \$ 42,156 | \$ 91,040 |
| Total Administrative Costs | \$ 87,956 | \$ 189,940 |
| | | |
| Total Direct Costs | \$ 3,200 | \$ 31,170 |
| | | |
| Total Budgeted Costs | \$ 91,156 | \$ 221,100 |
| FY 22 Obligation Authority | \$ 273,941 | \$ 273,941 |
| Difference between Request and Obligation Authority | \$ 182,785 | \$ 52,841 |

¹All new figures rounded up to the nearest 10th, resulting in minor differences in summation totals.

Table 4 – Proposed Direct Costs¹

| Direct Cost Item | Cost |
|------------------------------------|-----------|
| Professional Development | \$ 550 |
| Mobile Data Collection Hardware | \$ 9,570 |
| Fixed Data Collection Hardware | \$ 10,000 |
| Fixed Data Collection Installation | \$ 5,000 |
| Survey Tools | \$ 50 |
| GIS Software License | \$ 6,000 |
| Total | \$ 31,170 |

¹All new figures rounded up to the nearest 10th, resulting in minor differences in summation totals.

CONCLUSION: Staff recommends the NP&EDC open the 21-day comment period. Following the comment period, staff recommends approval of the proposed FY22 UPWP amendment, shown in full in Table 5. If approved, MassDOT will coordinate with the Federal Highway Administration (FHWA) to fund Nantucket’s needs, described herein.

Table 5 – Proposed Budget, shown with Original Budget for Comparison

| Task | | Original Budget | Proposed Budget |
|------------|--|------------------|-------------------|
| 1.0 | Management and Support | | |
| 1.1 | 3C Program Support | \$ 11,450 | \$ 20,380 |
| 1.2 | Inter-Regional Transportation Planning Coordination | \$ 3,523 | \$ 6,160 |
| 1.3 | Transportation Improvement Program | \$ 881 | \$ 2,080 |
| 1.4 | Unified Work Program | \$ 881 | \$ 2,830 |
| 1.5 | Public Participation | \$ 440 | \$ 470 |
| 1.6 | Title VI and Environmental Justice | \$ 440 | \$ 650 |
| 2.0 | Data Collection and Analysis | | |
| 2.1 | Data Collection: Traffic, Congestion, Freight, and Pavement Management | \$ - | \$ 9,400 |
| 2.2 | Geographic Information Systems (GIS) | \$ 4,404 | \$ 3,760 |
| 2.3 | Performance Measures and Monitoring | \$ - | \$ 470 |
| 3.0 | Short Range and Long Range Transportation Planning | | |
| 3.1 | Livable / Sustainable / Complete Streets Planning | \$ 6,165 | \$ 12,410 |
| 3.2 | Parking Management Strategies | \$ 2,642 | \$ 3,760 |
| 3.3 | Bicycle and Pedestrian Planning | \$ 2,642 | \$ 5,940 |
| 3.4 | Special Transportation Planning Studies | \$ 881 | \$ 3,760 |
| 4.0 | Other Transportation Activities | | |
| 4.1 | Implement Approved Planning Recommendations | \$ 9,688 | \$ 22,660 |
| 4.2 | Special Transportation Planning Assistance | \$ 1,762 | \$ 3,760 |
| 4.3 | Intelligent Transportation Systems (ITS) | \$ - | \$ 470 |
| | | | |
| | Direct Cost – Salary | \$ 45,800 | \$ 98,910 |
| | Overhead at a Rate of 92.043% | \$ 42,156 | \$ 91,040 |
| | Other Total Direct Costs | \$ 3,200 | \$ 31,170 |
| | Total | \$ 91,156 | \$ 221,100 |

¹All new figures rounded up to the nearest 10th, resulting in minor differences in summation totals.