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# MEMORANDUM

TO: DCHC MPO Technical Committee  
FROM: Thomas Porter, Transportation Planner  
DATE: August 13, 2024  
RE: **FY2025 UPWP AMENDMENT #1**

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## SUMMARY

To approve an amendment to the FY2025 Unified Planning Work Program (UPWP) that programs the Town of Hillsborough's Downtown Parking Study, the City of Durham and Durham County Bicycle and Pedestrian Plan, and DCHC MPO staff expenses into the DCHC MPO staff budget table. These three items were all approved and programmed into the FY2024 UPWP and are being requested to be incorporated into the FY2025 UPWP as they are all ready to begin.

## BACKGROUND

The Town of Hillsborough's Downtown Parking Study was programmed into the FY2024 UPWP and was approved by the MPO Policy Board on April 12, 2023. This amendment is being requested because the Town of Hillsborough is now positioned to commence the special study. The programmed amount of this special study, which remains unchanged, is \$75,000. The total entails a 20% local match of \$15,000 and an 80% STBG-DA reimbursable amount of \$60,000.

The City of Durham and Durham County Bicycle and Pedestrian Plan study was programmed into the FY2024 UPWP, which was approved by the MPO Policy Board on April 12, 2023, and amended as a part of Amendment #5 approved by the MPO Policy Board on January 23, 2024. This amendment is being requested because the City of Durham and Durham County are now positioned to commence the special study. The programmed amount of this special study, which remains unchanged, is \$360,000. The total entails a 20% local match of \$72,000 and an 80% STBG-DA reimbursable amount of \$288,000.

The DCHC MPO requested the addition of strategic and organizational planning work for task code III-A-I: Planning Work Program as part of FY2024 UPWP Amendment #5, which was approved by the MPO Policy Board on January 23, 2024. This amendment is being requested because DCHC MPO staff are now positioned to commence this planning work. The programmed amount, which remains unchanged, is \$92,000. The total entails a 20% local match of \$18,400 and an 80% STBG-DA reimbursable amount of \$73,600.

**Table 1: STBG-DA**

Agency	Task Code	Proposed Additional Funds		
		Local Match (20%)	Federal (STBG-DA) (80%)	Total (100%)
LPA	II-B-3: Downtown Hillsborough Parking Study	\$15,000	\$60,000	\$75,000
LPA	II-B-3: Durham City/County Bicycle and Pedestrian Plan	\$72,000	\$288,000	\$360,000
LPA	III-A-I: Planning Work Program	\$18,400	\$73,600	\$92,000
<b>Total</b>		<b>\$105,400</b>	<b>\$421,600</b>	<b>\$527,000</b>

**FINANCIAL IMPACT**

This amendment seeks to program additional FY2025 STBG-DA funds for the Town of Hillsborough's Downtown Parking Study, the City of Durham and Durham County Bicycle and Pedestrian Plan, and DCHC MPO staff strategic and organizational planning work. This amendment increases the total STBG-DA amount in FY2025 by \$527,000 (\$421,600 federal amount). The unused funds in FY2024 will be available for future use by the MPO when they are finished invoicing all FY2024 STBG-DA expenditures and MPO staff notifies NCDOT to close out the FY2024 project account.

**REQUESTED MOTION**

**TC Action:** To recommend the MPO Board approve FY2025 UPWP Amendment #1

**Board Action:** To approve FY2025 UPWP Amendment #1