



BOSTON REGION METROPOLITAN PLANNING ORGANIZATION

Stephanie Pollack, MassDOT Secretary and CEO and MPO Chair
Karl H. Quackenbush, Executive Director, MPO Staff

MEMORANDUM

DATE August 16, 2018
TO Boston Region Metropolitan Planning Organization (MPO)
FROM Karl Quackenbush, Executive Director
RE Proposed Revisions to Certain 3C Budgets (FFY 2018)

At this point in federal fiscal year 2018, just after the third quarter, certain spending patterns have become clear, and MPO staff requests your concurrence on a slate of budget adjustments designed to accommodate those patterns. Table 1 shows these adjustments, along with explanatory comments. These adjustments pertain to selected 3C-funded line items, and as shown in the table, the net result of the adjustments would be zero. These adjustments would simply transfer funds from one set of line items to another to reflect actual spending to date, as well as that forecast to occur between now and the end of the federal fiscal year.

In any given year, expenditures by project line item do not conform to expectations in all cases. There are two major reasons for this. The first concerns staffing. When someone resigns from CTPS, there is almost always a gap between when that person departs and when a new person is hired in her/his place. This staffing gap results in lower expenditures on certain projects than had been planned when the UPWP budget was being developed. These gaps are unavoidable, given the time it takes to recruit new professional-level staff and get them up to speed.

The second reason why expenditures don't always unfold as planned has to do with the simple fact that, in addition to staffing levels, many other things can and do change after the UPWP is developed. Budget estimates for each project line item are made in the spring of the year, a full half-year before work even commences. Then, once work is in progress, various things arise that can affect how much staff time is allocated to one project versus another.

For perspective, this year's proposed adjustments are about the same in total dollar amount as those of a year ago but involve fewer line items.

Table 1: Proposed Adjustments to FFY 2018 Budgets for 3C-funded CTPS Projects

Project #	Project	Current Budget	Proposed Change	Proposed Budget	Comment
8118	Long-Range Transportation Plan	\$371,670	\$80,000	\$451,670	Large, complex project, and more modeling done earlier than planned.
8218	Transportation Improvement Program	\$201,600	\$31,000	\$232,600	Less spending on other projects creates opportunity to enhance database.
8518	Transportation Equity Program	\$146,420	\$5,000	\$151,420	Extra, unanticipated expenses for DI/DB Stakeholder process.
8418	Air Quality Conformity and Support	\$37,400	(\$2,000)	\$35,400	Staff called upon less than had been budgeted to do AQ-related work.
9618	Public Participation Process	\$187,970	(\$2,000)	\$185,970	Relatively modest change in this difficult-to-predict line item.
5218	Socioeconomic Data	\$34,890	(\$5,500)	\$29,390	Shift of person hours to TIP database work.
9318	RTAC Support	\$109,110	(\$15,000)	\$94,110	RTAC Manager retired; staff assigned to it are at lower hourly rate.
6218	System Admin and Computer Room Management	\$119,830	(\$15,000)	\$104,830	An IT person retired and has not yet been replaced.
9418	Access Advisory Committee Support	\$97,840	(\$31,800)	\$66,040	MPO no longer supports AACT. Leave small amount for file cleanup.
6718	Computer Resource Purchasing & Maintenance	\$157,780	(\$44,700)	\$113,080	An IT person retired and has not yet been replaced.
Total		\$1,464,510	\$0	\$1,464,510	

Total 3C funding redistributed among projects \$116,000