
STAFF REPORT

Date: January 19, 2022

To: Tahoe Metropolitan Planning Organization, Governing Board

From: TRPA Staff

Subject: Approval of Amendment No.2 of the FY 2021/22 Lake Tahoe Transportation Overall Work Program

Summary and Staff Recommendation:

Staff recommends that the Tahoe Metropolitan Planning Organization (TMPO) recommend approval of Amendment No.2 of the FY 2021/22 TMPO Overall Work Program (OWP).

Required Motion:

In order to adopt Amendment No.2 of the FY 2021/22 TMPO Overall Work Program, the Board must make the following motion, based on the staff summary:

- 1) A motion to adopt the attached resolution approving Amendment No.2 of the 2021/22 TMPO Overall Work Program (Attachment A).

In order for motion to pass, an affirmative vote of any eight Board members is required.

Background:

As a recipient of federal transportation planning funds, the Tahoe Metropolitan Planning Organization (TMPO) is required to prepare an annual program of work outlining transportation planning activities TMPO will be undertaking in the coming fiscal year. The OWP, also referred to as a Unified Planning Work Program (UPWP), provides a description of the activities and financial budget to fund the efforts.

Based on reconciliation of FHWA PL and PL Carry Over from California to TMPO it is necessary to amend the current [OWP FY 21/22](#) budget of \$2,083,727 to reflect carry over reductions totaling \$320K. This amendment is an opportunity to also update the estimated indirect cost rate with the approved rate, and fine tune staffing budgets to better reflect the present activities. Including the accepted indirect cost rate enabled us to accommodate the funding decreases without reducing staff hours. All changes can be found in the tables below and the full OWP Amendment No.2 red lined document is available on the trpa.gov/transportation web page beneath Work Program.

Summary of Changes:

The majority of the funding reductions are in the TMPO Staff budget category for all work elements, except Work Element (WE) 108. TMPO Staff funding reductions require no changes in staff hours. Direct Cost changes are noted beneath each work element.

WE101 – Program Administration

TMPO Staff decreased by \$9,299.

REVENUES	Current	Increase/ (Decrease)	Amendment #2	EXPENDITURES	Current	Increase/ (Decrease)	Amendment #2
Direct Costs:				Direct Costs:			
TRPA General	\$20,000	\$0	\$20,000	Travel/Training	\$20,000	\$0	\$20,000
Subtotal:	\$20,000	\$0	\$20,000	Subtotal:	\$20,000	\$0	\$20,000
TMPO Staff:				TMPO Staff:			
FHWA PL (CA)	\$57,246	\$53,737	\$110,983				
-Toll Credits (PL-CA)	\$6,566	\$6,164	\$12,730				
FHWA PL (CA-Carryover)	\$70,000	(\$63,036)	\$6,964	Wages/Benefits:	\$72,713	(\$112)	\$72,601
-Toll Credits (CA-PL Carry)	\$8,029	(\$7,230)	\$799	Est. Indirect Cost:	\$54,533	(\$9,187)	\$45,346
Subtotal:	\$127,246	(\$9,299)	\$117,947	Subtotal:	\$127,246	(\$9,299)	\$117,947
Total:	\$147,246	(\$9,299)	\$137,947	Total:	\$147,246	(\$9,299)	\$137,947

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WE102 – Transportation Development Act

The overall budget remained the same however updated staff budget and the accepted indirect cost rate resulted in an increase of \$653 that is proposed to be now in Direct Costs which will go toward the Transit Development Act required Audit.

REVENUES	Current	Increase/ (Decrease)	Amendment #2	EXPENDITURES	Current	Increase/ (Decrease)	Amendment #2
Direct Costs:				Direct Costs:			
TDA Administration	\$6,789	\$653	\$7,442	TDA Financial Audit	\$6,789	\$653	\$7,442
TDA Planning							
Subtotal:	\$6,789	\$653	\$7,442	Subtotal:	\$6,789	\$653	\$7,442
TMPO Staff:				TMPO Staff:			
TDA Administration	33,211	(\$653)	32,558	Wages/Benefits:	\$18,978	\$1,063	\$20,041
				Est. Indirect Cost:	\$14,233	(\$1,716)	\$12,517
Subtotal:	\$33,211	(\$653)	\$32,558	Subtotal:	\$33,211	(\$653)	\$32,558
Total:	\$40,000	\$0	\$40,000	Total:	\$40,000	\$0	\$40,000

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WE103 – Public Outreach and Coordination

TMPO Staff decreased by \$5,426.

REVENUES			EXPENDITURES		
Current	Increase/ (Decrease)	Amendment #2	Current	Increase/ (Decrease)	Amendment #2
Direct Costs:			Direct Costs:		
FHWA PL (CA)	\$22,000	\$0	\$22,000	Noticing/Advertising/Meetings	\$15,000
-Toll Credits (CA-PL)	\$2,523	\$0	\$2,523	*Subscriptions/Dues	\$12,000
FHWA PL (CA-Carryover)	\$20,000	\$0	\$20,000	TMA Cooperative Agreements	\$27,000
-Toll Credits (CA-Carry)	\$2,294	\$0	\$2,294	*Not funded by CPG funds	
TRPA General	\$12,000	\$0	\$12,000		
Subtotal:	\$54,000	\$0	\$54,000	Subtotal:	\$54,000
TMPO Staff:			TMPO Staff:		
FHWA PL (CA)	\$111,827	\$0	\$111,827		
-Toll Credits (CA-PL)	\$12,827	\$0	\$12,827		
FHWA PL (CA-Carryover)	\$40,834	(\$18,900)	\$21,934		
-Toll Credits (CA-Carry)	\$4,684	(\$2,168)	\$2,516		
		\$0			
TRPA General	\$23,364	\$1,460	\$24,824	Wages/Benefits:	\$102,135
TDA Planning	\$2,708	\$12,014	\$14,722	Est. Indirect Cost:	\$76,598
Subtotal:	\$178,733	(\$5,426)	\$173,307	Subtotal:	\$178,733
Total:	\$232,733	(\$5,426)	\$227,307	Total:	\$232,733

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WE104 – Regional Intermodal Planning

The overall budget decreased by \$102,517. The reduction of \$63,227 is in Direct Costs from Regional Planning Technical Services and Corridor Planning Services. Direct Costs allow staff to use consultant support throughout the year and support our partner agencies planning projects. This will not impact any existing contracts at this time, and sufficient funds remain to fund the kickoff of the Regional Transportation Equity Study (Equity Study) contract, originally budgeted in WE108. The Equity Study will complete the first phase of the project this fiscal year as part of identified Regional Transportation Plan special studies with the second phase carrying into next fiscal year. The remainder of the reduction, \$39,000, is under TMPO Staff.

REVENUES			EXPENDITURES		
Current	Increase/ (Decrease)	Amendment #2	Current	Increase/ (Decrease)	Amendment #2
Direct Costs:			Direct Costs:		
FHWA PL (CA)	\$117,000	(\$37,000)	\$80,000	Regional Planning Tech Svcs.	\$86,227
-Toll Credits (CA-PL)	\$13,420	(\$4,244)	\$9,176	Transit/TDM Support Svcs.	\$60,000
FHWA PL (CA-Carryover)	\$26,227	(\$26,227)	\$0	Corridor Planning Svcs.	\$47,000
-Toll Credits (CA-Carry)	\$3,008	(\$3,008)	\$0		
FTA 5303 (CA)	\$50,000	\$0	\$50,000		
-Toll Credits (FTA 5303 CA)	\$5,735	\$0	\$5,735		
Subtotal:	\$193,227	(\$63,227)	\$130,000	Subtotal:	\$193,227
TMPO Staff:			TMPO Staff:		
FHWA PL (CA)	\$119,133	(\$13,282)	\$105,851		
-Toll Credits (PL-CA)	\$13,665	(\$1,523)	\$12,141		
FHWA PL (CA-Carryover)	\$26,008	(\$26,008)	\$0		
-Toll Credits (CA-Carry)	\$2,983	(\$2,983)	\$0		
FTA 5303 (CA)	\$36,415	\$0	\$36,415		
-Toll Credits (FTA 5303 CA)	\$4,177	\$0	\$4,177		
FHWA PL (NV)	\$101,000	\$0	\$101,000	Wages/Benefits:	\$183,999
FTA 5303 (NV)	\$32,415	\$0	\$32,415	Est. Indirect Cost:	\$137,994
TDA Planning	\$7,022	\$0	\$7,022		
Subtotal:	\$321,993	(\$39,290)	\$282,703	Subtotal:	\$321,993
Total:	\$515,220	(\$102,517)	\$412,703	Total:	\$515,220

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Work Element 105 – Transportation Data Management and Forecasting

The overall budget decreased by \$15,175. Direct Costs remained the same with some reductions in FHWA PL (CA Carryover) and some addition of FHWA PL (CA). The remainder of the reduction is under TMPO Staff. The Regional Transportation Equity Study and TTD Transit Study may require data collection that will fall under this work element.

REVENUES			EXPENDITURES		
Current	Increase/ (Decrease)	Amendment #2	Current	Increase/ (Decrease)	Amendment #2
Direct Costs:			Direct Costs:		
FHWA PL (CA)	\$0	\$30,081			\$30,081
-Toll Credits (PL-CA)	\$0	\$3,450			\$3,450
FHWA PL (CA-Carryover)	\$70,000	(\$14,182)	Data and Forecasting System Svcs.	\$45,000	\$45,000
-Toll Credits (CA-Carry)	\$8,029	(\$1,627)	Data Collection Contract Svcs.	\$50,000	\$50,000
FTA 5303 (CA)		\$0			
-Toll Credits (FTA 5303 CA)	\$0	\$0			
FTA 5303 (CA Carryover)	\$25,000	(\$15,899)			
-Toll Credits (CA 5303-Carry)	\$2,868	(\$1,824)			
Subtotal:	\$95,000	\$0	Subtotal:	\$95,000	\$95,000
TMPO Staff:			TMPO Staff:		
FHWA PL (CA)	\$75,838	\$0			\$75,838
-Toll Credits (PL-CA)	\$8,699	\$0			\$8,699
FHWA PL (CA-Carryover)	\$46,931	(\$15,175)			\$31,756
-Toll Credits (CA-Carry)	\$5,383	(\$1,741)			\$3,642
FTA 5303 (CA)	\$3,585	\$0			\$3,585
-Toll Credits (FTA 5303 CA)	\$411	\$0			\$411
FTA 5303 (CA Carryover)	\$46,312	\$0			\$46,312
-Toll Credits (CA 5303-Carry)	\$5,312	\$0			\$5,312
FHWA PL (NV)	\$82,000	\$0	Wages/Benefits:	\$147,992	\$150,072
TDA Planning	\$4,316	\$0	Est. Indirect Cost:	\$110,990	\$93,735
Subtotal:	\$258,982	(\$15,175)	Subtotal:	\$258,982	\$243,807
Total:	\$353,982	(\$15,175)	Total:	\$353,982	\$338,807

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Work Element 106 – Project Tracking and Financial Management

TMPO Staff decreased by \$26,694.

REVENUES			EXPENDITURES		
Current	Increase/ (Decrease)	Amendment #2	Current	Increase/ (Decrease)	Amendment #2
Direct Costs:			Direct Costs:		
Subtotal:	\$0	\$0	Subtotal:	\$0	\$0
TMPO Staff:			TMPO Staff:		
FHWA PL (CA)	\$120,900	(\$26,694)			\$94,206
-Toll Credits (PL-CA)	\$13,867	(\$3,062)			\$10,805
FHWA PL (NV)	\$75,000	\$0	Wages/Benefits:	\$114,200	\$106,582
TDA Planning	\$3,947	\$0	Est. Indirect Cost:	\$85,647	\$66,571
Subtotal:	\$199,847	(\$26,694)	Subtotal:	\$199,847	\$173,153
Total:	\$199,847	(\$26,694)	Total:	\$199,847	\$173,153

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Work Element 107 – Performance Based Planning

TMPO Staff decreased by \$6,842.

REVENUES			EXPENDITURES		
	Current	Increase/ (Decrease)	Amendment #2		Increase/ (Decrease)
Direct Costs:			Direct Costs:		
Subtotal:	\$0	\$0	Subtotal:	\$0	\$0
TMPO Staff:			TMPO Staff:		
FHWA PL (CA)	\$11,056	(\$6,842)	\$4,214		
-Toll Credits (PL-CA)	\$1,268	(\$785)	\$483		
FTA 5303 (CA)	\$10,000	\$0	\$10,000		
-Toll Credits (FTA 5303 CA)	\$1,147	\$0	\$1,147		
FHWA PL (NV)	\$69,000	\$0	\$69,000	Wages/Benefits:	\$53,537 (\$80) \$53,457
TDA Planning	\$3,632	\$0	\$3,632	Est. Indirect Cost:	\$40,151 (\$6,762) \$33,389
Subtotal:	\$93,688	(\$6,842)	\$86,846	Subtotal:	\$93,688 (\$6,842) \$86,846
Total:	\$93,688	(\$6,842)	\$86,846	Total:	\$93,688 (\$6,842) \$86,846

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Work Element 108 – Sustainable Communities Planning

The overall budget decreased by \$153,810 in Direct Costs from WE 108.3 and 108.4 only, 108.5 remained the same. WE 108.3 will not require changes as the Final Project Evaluation and Impact Analysis is complete within the budget. The reduction of \$49,069 in WE 108.4 did create a need to move Task 2 Regional Transportation Equity Study to WE 104. WE 108.5 will no longer contain the remainder of the Equity work as originally approved, that will be complete next fiscal year which aligns with draft timeline released in the proposal for work.

WE 108.3					
REVENUES			EXPENDITURES		
	Current	Increase/ (Decrease)	Amendment #2		Increase/ (Decrease)
Direct Costs:			Direct Costs:		
TDA Planning	\$16,028	(\$12,014)	\$4,014		
CA-RMRA 19/20 C/O	\$123,707	(\$92,727)	\$30,980	Sustainable Comm Planning	\$139,735 (\$104,741) \$34,994
Subtotal:	\$139,735	(\$104,741)	\$34,994	Subtotal:	\$139,735 (\$104,741) \$34,994
TMPO Staff:			TMPO Staff:		
	\$0	\$0	\$0		\$0
Total:	\$139,735	(\$104,741)	\$34,994	Total:	\$139,735 (\$104,741) \$34,994

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WE 108.4					
REVENUES			EXPENDITURES		
	Current	Increase/ (Decrease)	Amendment #2		Increase/ (Decrease)
Direct Costs:			Direct Costs:		
TRPA General	\$20,835	(\$5,635)	\$15,200		
CA-RMRA 20/21 C/O	\$160,750	(\$43,434)	\$117,316	Sustainable Comm Planning	\$181,585 (\$49,069) \$132,516
Subtotal:	\$181,585	(\$49,069)	\$132,516	Subtotal:	\$181,585 (\$49,069) \$132,516
TMPO Staff:			TMPO Staff:		
	\$0	\$0	\$0		\$0
Total:	\$181,585	(\$49,069)	\$132,516	Total:	\$181,585 (\$49,069) \$132,516

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Contact Information:

If you have any questions or comments regarding this item, please contact Michelle Glickert, at mglickert@trpa.org or 775-589-5204.

Attachments:

- A. Resolution 2022-__ to adopt Amendment No.2 of the FY2021/22 TMPO OWP
- B. [2021/2022 Lake Tahoe Transportation Overall Work Plan Amendment No.2](#)

Attachment A

Resolution 2022-__ to adopt Amendment No.2 of the FY2021/22 TMPO OWP

TAHOE METROPOLITAN PLANNING ORGANIZATION
TMPO RESOLUTION NO. 2022-__

ADOPTION OF AMENDMENT No.2 OF THE TMPO 2021/22 TRANSPORTATION OVERALL WORK PROGRAM

WHEREAS, the Tahoe Metropolitan Planning Organization (TMPO) has been designated by the Governors of California and Nevada for the preparation of transportation plans and programs under US Title 23, CFR 450; and

WHEREAS, each MPO is required to adopt an Overall Work Program (OWP), describing the transportation planning program and the planning activities anticipated for the Region over the next fiscal year; and

WHEREAS, the Federal Highway Administration, the Federal Transit Administration, Caltrans and the Nevada Department of Transportation have approved the 2022 OWP; and

WHEREAS, staff has prepared Amendment No.2 to the OWP that includes modifications to the budget and activities; and

WHEREAS, staff is requesting that the TMPO Governing Board adopt Amendment No.2 of the 2022 OWP and authorize the submittal to state and federal agencies for approval as necessary, and authorize staff to take actions necessary for this approval; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Tahoe Metropolitan Planning Organization adopts this resolution approving Amendment No.2 of the 2022 Tahoe Transportation Overall Work Program.

PASSED AND ADOPTED by the Governing Board of the Tahoe Metropolitan Planning Organization at its regular meeting held on January 26, 2022, by the following vote:

Ayes:

Nays:

Abstain:

Absent:

Mark Bruce – Chair
Tahoe Metropolitan Planning Organization
Governing Board

Attachment B

[2021/2022 Lake Tahoe Transportation Overall Work Plan Amendment No.2](#)