

Date	Meeting	FY21-24 TIP	2045 LRTP Amendment	FY20 UPWP Amendment	FY21 UPWP	CMAQ Allocations
Monday, April 27, 2020					Distribute working copy to TAC leads	
Thursday, April 30, 2020				Distribute draft in meeting packet Submit formal request and funding amount to VDOT	Distribute draft in meeting packet, likely no budget info (but possible)	Distribute current allocation spreadsheet and scoring in meeting packet
Monday, May 4, 2020	TAC	Approve TIP and AQCA	Approve draft conformity report	Review and discuss FY20 UPWP amendment	Review and discuss FY21 UPWP	Recommend allocations to Policy Committee
Thursday, May 14, 2020				Distribute draft in meeting packet	Distribute draft in meeting packet	Distribute draft allocations in meeting packet
Monday, May 18, 2020	Policy	Approve TIP and AQCA	Approve amended Resolution 20-30 with new dates for public comment period	Review and discuss Direct staff to initiate public comment period	Review and discuss Direct staff to initiate public comment period	Discuss and approve allocations
Tuesday, May 19, 2020					Per request, send draft to VDOT	
Wednesday, May 20, 2020			Initiate 30-day public comment period	Initiate 30-day public comment period	Initiate 30-day public comment period	
Monday, June 1, 2020	TAC		Approve LRTP amendment and AQCA	Approve FY20 UPWP amendment	Approve FY21 UPWP	
Monday, June 15, 2020	Policy		Public hearing	Public hearing	Public hearing	
Friday, June 19, 2020			End 30-day public comment period	End 30-day public comment period	End 30-day public comment period	
Monday, June 22, 2020	Policy (Special)		Approve LRTP amendment and AQCA	Approve FY20 UPWP amendment	Approve FY21 UPWP	

Updated April 29, 2020

News Release: April 21, 2020

COVID- 19: Dramatic Travel Decrease in the Fredericksburg Area

In response to the spread of COVID-19, Governor Ralph Northam implemented a stay-at-home order on Monday, March 30th. This order directed Virginians to stay at home except in the case of essential travel. A recent travel data analysis by the Fredericksburg Area Metropolitan Planning Organization (FAMPO) provides insight into how well local residents are adhering to stay-at-home orders.

George Washington Regional Commission staff, Matthew Lehane and Jordan Chandler, who serve as transportation planners for the Fredericksburg Area Metropolitan Planning Organization (FAMPO), recently analyzed travel data collected by StreetLight Data, Inc., to determine how traffic has decreased in the Fredericksburg area since the stay-at-home order took effect. FAMPO's Policy Committee Chair, Matthew Kelly, acknowledged the importance of travel data, "Travel data helps local leaders gauge how well residents are adhering to stay-at-home orders."

Streetlight Data is a transportation analytics platform that collects anonymous location data from millions of mobile devices in order to conduct big data analysis on transportation networks. StreetLight's Vehicle Miles Traveled (VMT) dataset was used to determine vehicle travel change for the City of Fredericksburg, Stafford, Spotsylvania, King George and Caroline counties. The VMT dataset uses average daily measures from January 2020 as a baseline for comparative change during the COVID-19 pandemic.

Chandler and Lehane determined that since the stay-at-home order began, there has been a dramatic decrease in vehicle miles traveled throughout the Fredericksburg area. Area-wide, there was a 64 percent decrease in average daily vehicle miles traveled from March 29 through April 4 compared to the average daily vehicle miles traveled in January 2020. A more thorough examination by the county showed that Stafford County had the most significant decrease, totaling 74 percent. The City of Fredericksburg and Spotsylvania and King George counties experienced 61-66 percent decreases. Vehicle miles traveled in Caroline County decreased by 53 percent.

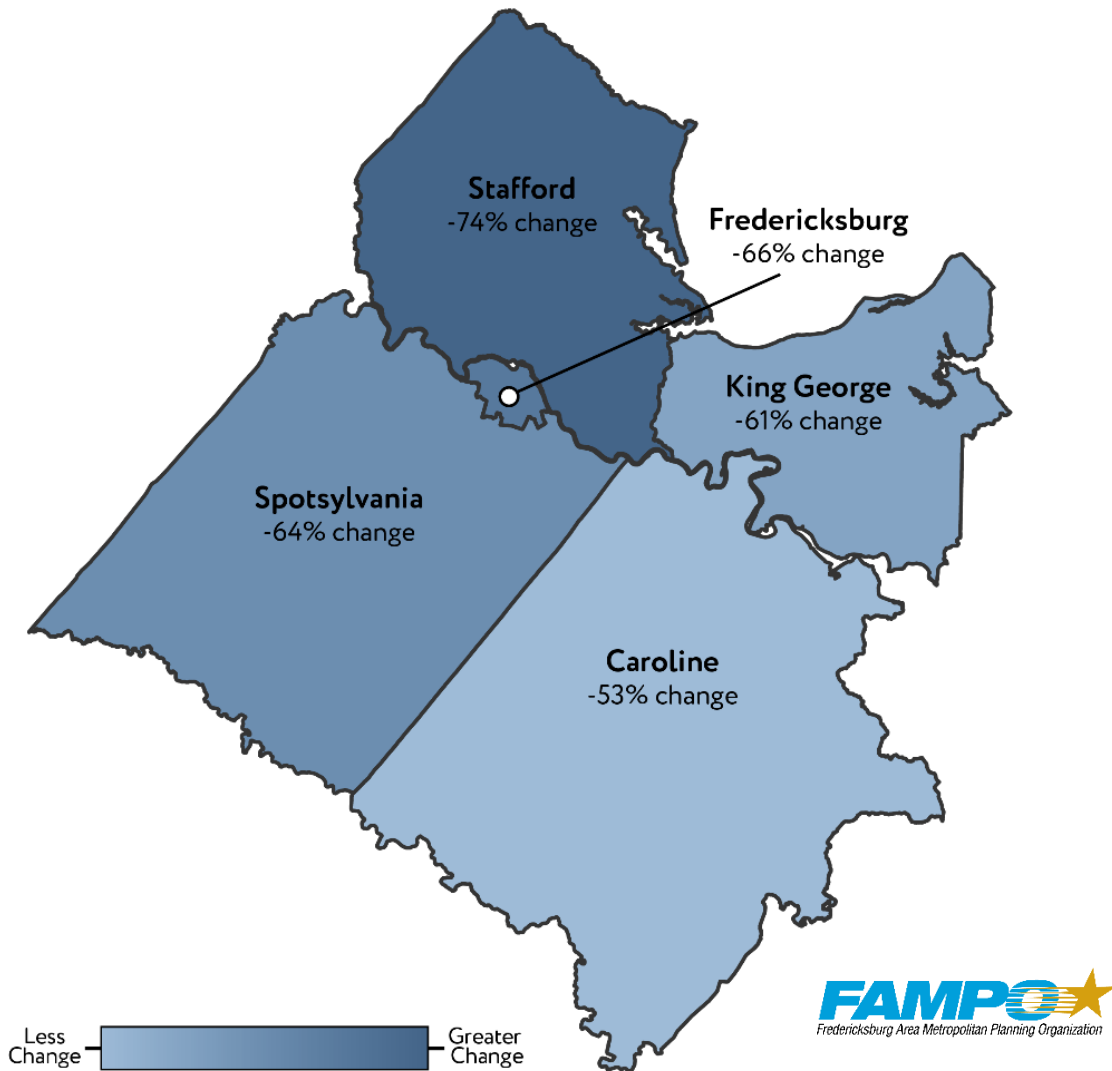
The pair also examined the change to average daily road traffic for the last weeks of March 2019 and 2020 and discovered significant traffic decreases throughout the region:

- 45% decrease on I-95 at the Rappahannock River crossing
- 51% decrease on Route 1 in Stafford near Aquia Harbor
- 49% decrease on Route 1 in the City of Fredericksburg near Falmouth
- 47% decrease on Route 3 in Spotsylvania County near Spotsylvania Town Center
- 48% decrease on US 301 in King George, near Dahlgren
- 53% decrease on US 301 in Caroline County near Port Royal

- 47% decrease on Route 2 in the town of Bowling Green in Caroline County

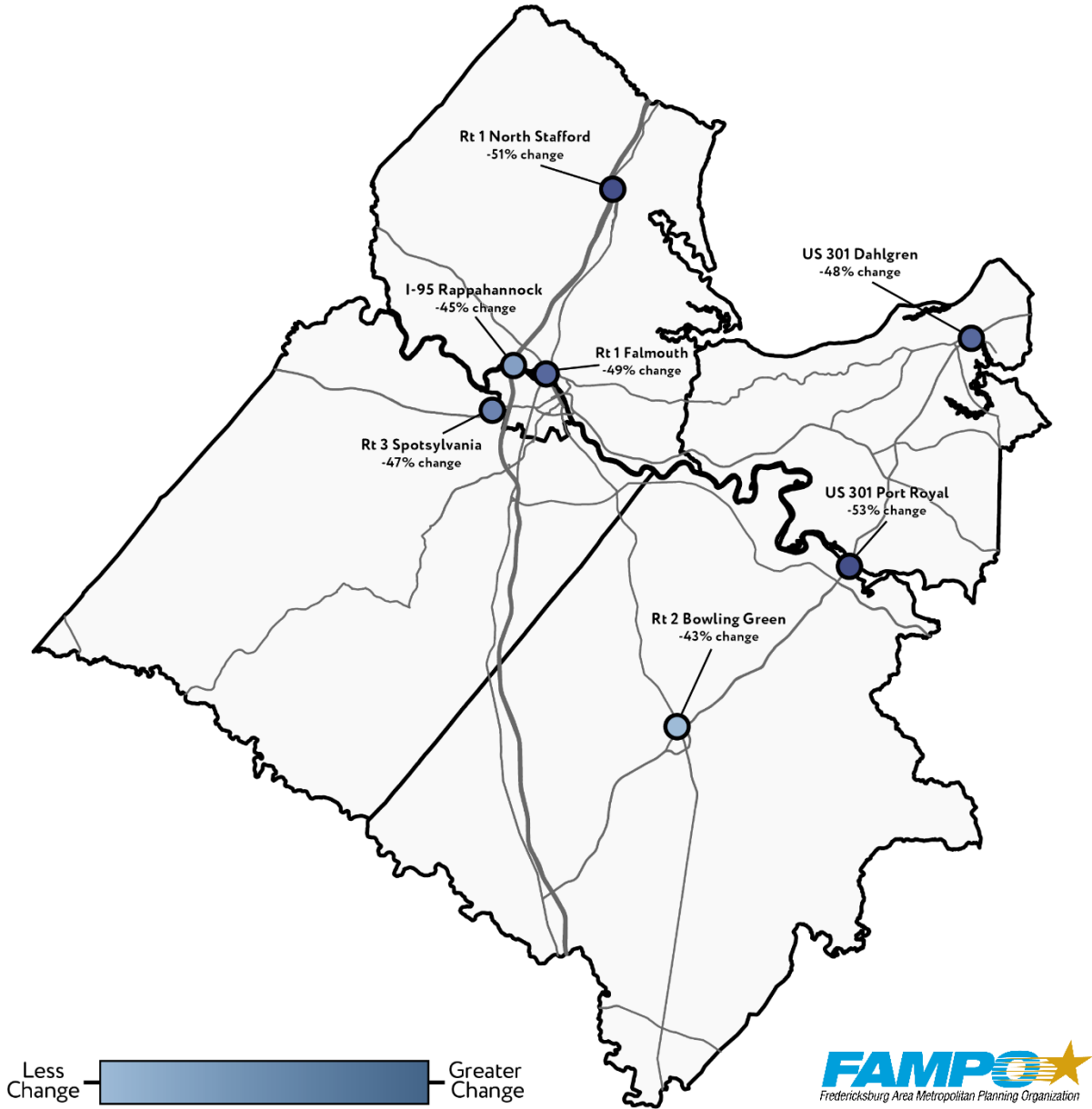
The following maps and tables provide visual representations of all findings.

Post Stay-at-Home Order: Fredericksburg Area Experiences a Dramatic Decrease in Vehicle Miles Traveled (VMT)



Locality	VMT Daily Average for January 2020	VMT Daily Average March 29 - April 4, 2020	Percent Change
Caroline	2,154,466	1,009,142	-53%
Fredericksburg	1,893,835	648,428	-66%
King George	1,096,110	431,142	-61%
Spotsylvania	5,631,262	1,988,571	-65%
Stafford	5,777,670	1,504,285	-74%

Post Stay-at-Home Order: Fredericksburg Area Roadways Experience Significant Decrease in Travel



Road Segment	Average Daily Segment Trips March 24 - 30, 2019	Average Daily Segment Trips March 22 - 28, 2020	Percent Change
I-95 at Rappahanock	131,296	71,839	-45%
Rt 1 near Falmouth	32,056	16,433	-49%
Rt 1 near Aquia Harbor	29,282	14,363	-51%
Rt 3 in Spotsylvania	65,621	35,096	-47%
Rt 2 Bowling Green	4,237	2,426	-43%
US 301 Dahlgren	26,380	13,780	-48%
US 301 Port Royal	17,017	8,063	-53%

UNIFIED PLANNING WORK PROGRAM (UPWP)

FISCAL YEAR 2020

THIRD QUARTER: JANUARY 1, 2020 TO MARCH 31, 2020



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Submitted: April 24, 2020

FAMPO WORK PROGRAM ACTIVITIES

FAMPO's FY2020 Unified Planning Work Program (UPWP) was approved by FAMPO on June 20, 2019 and contains eight activities as listed below. The FAMPO Work Program Progress Report provides a short summary of each activity for the first quarter. Please reference the FY-2020 UPWP for more detail regarding the approved budget and work description for each activity.

1. Long Range System Level Planning
2. Short Range Project Level Planning
3. Congestion Management
4. Public Participation
5. TDM/Transit Planning
6. Special Project Planning
7. FAMPO Administration
8. Contingency

ACTIVITY 4.1: LONG RANGE SYSTEM LEVEL PLANNING

Established Goal (shaded below) & Work Accomplished this Quarter, Deliverable, and/or Updates	Estimated % complete
Complete 2050 LRTP for FAMPO by July, 2020	20%
After significant senior level staff turnover late in Q2, it was determined that FAMPO would no longer pursue completion of the 2050 LRTP in FY20. This task will likely be completed in FY21. FAMPO has worked with VDOT to extend the completion date on this UPC into FY21. The current plan is to pick this effort up as soon as a new FAMPO Administrator is hired.	
Review project prioritization methodology and update as needed for LRTP/TIP in FY2020	45%
Due to limited staff resources, the project prioritization methodology update will likely not be completed in FY20 since the 2050 LRTP is on hold.	
Meetings and informational exchange discussions regarding procedures to improve transportation planning in FY2020	75%
In Q2, staff continued to exchange information related to improving transportation planning. Staff completed webinars on best practices, met biweekly with VDOT staff to better coordinate elements of the planning process, and worked closely with localities during the SMART Scale pre-application period.	
Participation in the State's VTRANS 2045 process, other long range studies impacting the FAMPO region in FY2020	75%
Staff continued to review and provide input on the development of mid-term needs for VTRANS. Prior to the SMART Scale pre-application window, new staff became familiar with VTRANS and how it affects regional transportation planning.	
Maintaining and continuing to meet federal requirements for the 2045 LRTP and FY 18-21 TIP as necessary until the 2050 LRTP and FY 21-24 TIP are completed	75%
Staff worked closely with Cambridge Analytics and VDOT to maintain the 2045 LRTP and FY18-21 TIP. While not originally planned since the 2050 LRTP was in development earlier in FY20, staff completed a draft 2045 LRTP amendment which primarily involved an update to the fiscally constrained project lists. Each month, staff also updated the FY18-21 TIP with new amendments.	

Budget & Breakdown by Funding Source

<i>Activity 4.1</i>	PL	5303	RSTP	CMAQ	DRPT State	Total
Programmed	\$50,000	\$32,409	\$405,000	\$0	\$0	\$487,409
Q3 Expenditures	\$17,939	\$3,555	\$11,554	\$0	\$0	\$33,049

Explanation(s) for cost overruns or underruns:

GWRC/FAMPO staff experienced significant senior level staff turnover during Q2, with both the FAMPO Administrator and FAMPO Deputy Administrator leaving the organization. For all of Q3, FAMPO staff were numbered at three full-time employees and four part-time employees (approximately five FTEs).

It was decided at the end of Q2 that the 2050 LRTP update would no longer take place in FY20. This work task would have seen greater expenditures had it been continued. However, staff did continue to work on a few elements of the 2050 LRTP through January.

ACTIVITY 4.2: SHORT RANGE PROJECT LEVEL PLANNING

Established Goal (shaded below) & Work Accomplished this Quarter, Deliverable, and/or Updates	Estimated % complete
Completed Lafayette Boulevard Multimodal Study – Phase 1	100%
FAMPO staff worked with the consultant on completing the Lafayette Boulevard Transit Study. The results were presented to FAMPO committees in January and the study was further approved in February by all committees.	
Completed Lafayette Boulevard Multimodal Study – Phase 2	10%
<p>It was determined in Q2 that the Lafayette Boulevard Multimodal Study – Phase 2 would be put on hold to allow the hired consultant to complete a more time sensitive study for the City of Fredericksburg. The City is funding Phase 2 of the Lafayette Blvd Study.</p> <p>Staff continued to analyze pedestrian and bicycle infrastructure needs along the corridor and developed recommendations based on FHWA guidelines for presentation to committees.</p>	
Continue Regional Bicycle/Pedestrian Count Program	50%
Staff continued to review bike/ped count data and shared this information with the recently revived Bicycle and Pedestrian Advisory Committee (BPAC). Count devices were moved to recently developed paths and locations.	
Complete Gateway Boulevard TIA Study	(VDOT managing)
As part of the FAMPO transition work plan initiated at the end of Q2, VDOT offered to take over this study.	
Potentially begin and complete additional regionally significant project studies as directed by FAMPO	0%
During the third quarter of FY-2020, FAMPO did not direct staff to begin any new project studies.	
VDOT completing Rte 1 studies for Massaponax and North Stafford	(VDOT managing)
As part of the FAMPO transition work plan initiated at the end of Q2, VDOT offered to take over this study.	
VDOT beginning Rte 610 Operational Study in North Stafford	(VDOT managing)
This study effort is not scheduled to begin before March 2020 and will carry over into FY-21.	

Analyses regarding the effect of the provision of transportation services to low income and minority residents	75%
Staff performed targeted outreach to public library patrons in order to collect qualitative data from minority and low-income members of the public regarding how well they are served by FRED service, sidewalks and bike paths, and VRE service.	
GIS and other products, as required, in support of transportation projects in the Region	75%
Staff continued using an information technology policy for management of GIS and transportation planning data. Staff provided mapping and geospatial analysis to localities, partner agencies, and in support of in-house work for SMART Scale during Q3.	
Analysis in response to studies affecting the Region	75%
Staff worked with localities to review studies that aided in the development of Round 4 SMART Scale projects.	
Documentation of activities in support of transportation planning and informational requests	75%
Staff continue to respond to informational requests from members of the public and media. Three requests were fulfilled and recorded.	
Mapping and briefings on available multimodal (vehicular, transit, bicycle, and pedestrian) transportation facilities and services	75%
Staff coordinated with localities to create a regional map of the East Coast Greenway trail and assisted with statewide summit presentation of new route.	
Maintenance of FY 18-21 TIP and improved TIP format and online inter-activeness	90%
Staff revised the TIP webpage to make information more user-friendly and interactive. Staff reviewed TIP guidance documents and updated the TIP document according to the amendments and changes that had occurred since December 2019. In addition, staff created an updated version of the TIP map for the TIP document.	
Completion of FY 21-24 TIP	90%
Staff developed, edited, and completed a draft document. In doing so, staff continued to coordinate with regional transit agencies regarding planned funding obligations. The Policy Committee directed staff to hold a public comment period on the FY21-24 TIP starting March 3, 2020. Staff created a webpage to make the FY21-24 TIP information accessible and interactive for public comment. Staff worked with VDOT and consultants to ensure schedules remained intact despite heavy staff turnover. Lastly, staff began developing the Environmental Justice Analysis for the FY21-24 TIP which will be published in FY21.	

Approval of the FY21-24 TIP is scheduled for April 20, 2020 by the FAMPO Policy Committee.	
Completed SMART SCALE applications	80%
FAMPO staff worked with localities and FAMPO Technical Advisory Committee to develop ten regional SMART Scale pre-applications. These projects were approved by the GWRC and FAMPO boards in March 2020. SMART Scale pre-applications are in the process of being completed by the deadline of April 3, 2020. FAMPO staff are continuing to coordinate with localities on this effort.	

Budget & Breakdown by Funding Source

<i>Activity 4.2</i>	PL	5303	RSTP	CMAQ	DRPT State	Total
Programmed	\$106,973	\$66,250	\$1,259,403	\$0	\$85,760	\$1,518,386
Q3 Expenditures	\$13,454	\$438	\$20,986	\$0	\$1,848	\$36,726

Explanation(s) for cost overruns or underruns:

GWRC/FAMPO staff experienced significant senior level staff turnover during Q2, with both the FAMPO Administrator and FAMPO Deputy Administrator leaving the organization. For all of Q3, FAMPO staff were numbered at three full-time employees and four part-time employees (approximately five FTEs).

Staff has focused its efforts primarily on the completion of the Lafayette Blvd Multimodal Study, the completion of the FY-21-24 TIP, and SMART Scale pre-applications.

ACTIVITY 4.3: CONGESTION MANAGEMENT

Established Goal (shaded below) & Work Accomplished this Quarter, Deliverable, and/or Updates	Estimated % complete
Updated Congestion Management Process (CMP)	0%
This document will be part of the updated 2050 LRTP; as such this work will be performed concurrently with that work effort. Periodic "point-in-time" congestion reports will be performed quarterly and posted on FAMPO's website beginning in early Q4.	

Budget & Breakdown by Funding Source

<i>Activity 4.3</i>	PL	5303	RSTP	CMAQ	DRPT State	Total
Programmed	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Q3 Expenditures	\$0	\$0	\$0	\$0	\$0	\$0

Explanation(s) for cost overruns or underruns:

No work has taken place in FY20 for Activity 4.3 to date due to limited staff resources. This work is scheduled to resume in Q4.

ACTIVITY 4.4: PUBLIC PARTICIPATION

Established Goal (shaded below) & Work Accomplished this Quarter, Deliverable, and/or Updates	Estimated % complete
Staff support for the Citizens Transportation Advisory Committee (CTAC)	75%
Staff drafted and finalized agendas and minutes, participated as required in all CTAC meetings, maintained the CTAC webpage, coordinated with localities and members regarding CTAC membership, continued to serve as a liaison for CTAC members in order to share transportation news and events, and scheduled educational and outreach events to enable CTAC members to grow in their transportation knowledge and gather public input.	
A measurable public involvement process that maximizes outreach	75%
Staff continue to collect and record data on electronic and in-person participation, including the collection of subjective demographic data at outreach events. Outreach at the public libraries has been the most effective way to engage the public in a meaningful way.	
Increased public awareness measured by responses to questionnaires/surveys, emails and written or verbal comments	75%
During public outreach, staff collected public feedback on transportation priorities and concerns from 167 people. Staff responded to their questions at the events and continues to maintain participation records.	
Improved visualization and/or communication techniques	75%
<p>Staff continued to redesign the website for easier retrieval of timely information and simplification of transportation planning concepts. Staff held 11 in-person listening sessions at various branches of the public library which allowed members of the public to vote for their top 3 transportation priorities by placing stickers on FAMPO's Transportation Vision Board, a board that provides a list of suggested priorities in both English and Spanish and features explanatory images.</p> <p>Staff also began using a tablet at outreach events to showcase interactive project maps as well as the FAMPO public involvement webpage. For the public comment period for the draft TIP, staff produced a variety of informational handouts in English and Spanish, created an interactive webpage to help the public review and comment, and streamed a CTAC meeting on Facebook Live in which staff discussed and demonstrated how to review and comment on the draft TIP. On social media, staff created and posted animated videos.</p>	
Timely distribution of MPO meeting notices, agendas, and meeting minutes	75%

Staff worked to meet FOIA requirements for notices, agendas, and minutes. Materials were distributed in a timely fashion and with effective communication.	
Continuation of a social media presence	75%
Continue to have a social media presence on Facebook, Twitter and LinkedIn. Our pages were spotlighted for a week in February by the American Metropolitan Planning Organization (AMPO).	
Expanded contact databases	75%
Staff edited contact database to remove outdated and erroneous contacts and added 14 contacts.	
Support of all committee meetings by generating agendas, uploading to the FAMPO website and sending notifications via email, printed advertisements and social media	75%
Staff has supported all four committees by generating agendas and distributing timely notice of all meetings via email, website, printed notice and social media. Additional meetings, such as subcommittee meetings, were advertised as quickly as possible.	
Compliance with Title VI requirements	75%
Staff continues to track subjective demographic factors at outreach events to ensure public involvement efforts result in the meaningful participation of traditionally underserved groups. Staff participated in at least three Title VI related webinars. FAMPO-wide Title VI training has been scheduled through VDOT for May 14, 2020.	
File documentation of public involvement activities	75%
Staff continue to document public involvement activities on a monthly basis and are working on a report of public involvement activities for the draft FY21-24 TIP public comment period.	
Completed, analyzed surveys	75%
At 11 outreach events at public libraries, FAMPO staff encouraged members of the public to vote for their top 10 transportation priorities. Results are being analyzed and will be used to help inform work related to the LRTP.	
Updated Title VI, Environmental Justice and LEP Plan	10%
FAMPO's Title VI Plan underwent a minor update in March 2019. Due to staff turnover, no work was performed on the Title VI Plan in Q3. In preparation for further updates, staff has been reviewing FAMPO's environmental justice and LEP plans.	
Development of a new FAMPO website	0%
In October 2019, a decision was made not to create a new website but rather update the current website. Staff continued to improve and update the current FAMPO website.	

Budget & Breakdown by Funding Source

<i>Activity 4.4</i>	PL	5303	RSTP	CMAQ	DRPT State	Total
Programmed	\$50,000	\$0	\$265,000	\$0	\$0	\$315,000
Q3 Expenditures	\$8,970	\$0	\$34,558	\$0	\$0	\$43,527

Explanation(s) for cost overruns or underruns:

GWRC/FAMPO staff experienced significant senior level staff turnover during Q2, with both the FAMPO Administrator and FAMPO Deputy Administrator leaving the organization. These positions have not been filled.

ACTIVITY 4.5: TDM/TRANSIT PLANNING

Established Goal (shaded below) & Work Accomplished this Quarter, Deliverable, and/or Updates	Estimated % complete
Participation in I-395 Commuter Choice, FRED PTAB, and HGAAA meetings	75%
Staff participated in one PTAB meeting and one HGAAA meeting during Q3.	
FAMPO assistance with I-395 Commuter Choice program applications to eligible FAMPO region applicants	100%
<p>During the first quarter, FAMPO staff provided assistance to FRED Transit and Stafford County in with application submissions. Following the adoption of the FY-20 UPWP in June, 2019, the two agencies leading the I-395 Commuter Choice Program: Northern Virginia Transportation Commission (NVTC) and Potomac Rappahannock Transportation Commission (PRTC) decided to hold the public hearings for the program at NVTC and PRTC on September 5th and not request that FAMPO host a public hearing in the FAMPO region. FAMPO staff helped announce the public hearings and participated in the hearing held at PRTC. This activity is completed for FY-20 as the next I-395 Commuter Choice program application process will not begin until FY-21.</p>	
FAMPO hosting I-395 Commuter Choice Public Hearing in Fall, 2019 in FAMPO Region	100%
Please see above.	
GWRideConnect Work Plan for CMAQ (Note: Details of this were not available at time of development of Draft FY2020 UPWP)	75%
<p>GWRideConnect is a transportation demand management (TDM) program operated by the George Washington Regional Commission (GWRC). GWRideConnect assists residents of Planning District 16 who are seeking transportation options to workplaces and other destinations. The goal of the program is to promote, plan, and establish transportation alternatives to the single occupant vehicle, improving air quality, reducing congestion, and improving quality of life. GWRideConnect reduces vehicle miles travelled by 60,089 miles per day and generates \$1.2 million in transportation capital funds for use in the region each year.</p> <p>FAMPO's annual CMAQ contribution to GWRideConnect supports basic program operations, including staffing and marketing. In the first three quarters of FY-2020, CMAQ funding was almost entirely used for staffing. Marketing funds from other grants were being expended before CMAQ marketing funds were used. Now almost all of GWRideConnect's marketing is on hold due to the COVID-19 pandemic, so GWRideConnect will not expend the full \$125,000 by the end of FY-2020.</p>	

During the third quarter of FY-2020, GWRideConnect staff processed 515 ridematching applications, including 218 from applicants who were new to the program. GWRideConnect staff also helped 18 new vanpool form (bringing total vanpools in the region to 376), sent 1,059 potential rider lists to vanpools looking for riders, provided 357 instances of technical assistance to vanpool operators, and financially assisted 4 vanpools through VanStart and VanSave.

In addition to providing ridematching services and supporting the region’s vanpools, GWRideConnect staff promotes other transportation options, including FRED Bus, VRE, Metro, and slugging, and promotes teleworking. GWRideConnect also administers the AdvANTage Vanpool Self-Insurance Program for the entire Commonwealth of Virginia.

Budget & Breakdown by Funding Source

<i>Activity 4.5</i>	PL	5303	RSTP	CMAQ	DRPT State	Total
Programmed	\$0	\$52,125	\$0	\$125,000	\$0	\$177,125
Q3 Expenditures	\$0	\$656	\$0	\$15,668	\$0	\$16,325

Explanation(s) for cost overruns or underruns:

In Q3, GWRideConnect staff used non-CMAQ funding to a greater extent than anticipated. Additionally, almost all of GWRideConnect’s marketing is on hold due to the COVID-19 pandemic, so GWRideConnect will not expend the full \$125,000 by the end of FY-2020.

ACTIVITY 4.6: SPECIAL PROJECT PLANNING

Established Goal (shaded below) & Work Accomplished this Quarter, Deliverable, and/or Updates	Estimated % complete
Response to 2019 Federal Certification Review findings	65%
<p>The FAMPO Policy Committee received a report from Stafford County directly related to the MOU and associated documents at the March meeting. The staff was directed to work with the TAC to find solutions to address some of the concerns raised by Stafford County, which potentially impact the final language. Unfortunately, due to limitations created by COVID-19 staff has not been able to hold any follow up meetings with the TAC. Staff did hold a virtual information session where each jurisdiction shared their perspective. Staff intends to restart this process once regional entities can hold entirely virtual meetings.</p> <p>GWRC staff also conducted a teleconference with staff from the Transportation Planning Board (TPB) about the PBPP Letter of Agreement, also needed to address a federal certification review item. The proposed document was shared with the FAMPO Executive Committee. The GWRC Executive Director is collecting comment from the group and will share with the TPB in Q4.</p>	
Preparation for the 2020 State/Federal Certification Review	0%
At the time that the FY-20 UPWP was being developed in May, 2019, it was thought that the follow up 2020 State/Federal Certification Review process would occur in late FY-20. The latest schedule has this occurring in early FY-21.	
Smart Scale Analysis Tool development	0%
The FAMPO Board decided to not move ahead with the Smart Scale Analysis Tool development after the UPWP was developed in May, 2019.	

Budget & Breakdown by Funding Source

<i>Activity 4.6</i>	PL	5303	RSTP	CMAQ	DRPT State	Total
Programmed	\$0	\$30,000	\$75,000	\$0	\$0	\$105,000
Q3 Expenditures	\$0	\$820	\$0	\$0	\$0	\$820

Explanation(s) for cost overruns or underruns:

As the FAMPO Policy Committee decided to not pursue the Smart Scale tool, the \$75,000 in RSTP funds has not been spent. Since there is significant overlap in End Products within Planning Tasks 4.6 and 4.7, staff has charged more time to PL funds within 4.7, Administration.

ACTIVITY 4.7: FAMPO ADMINISTRATION

Established Goal (shaded below) & Work Accomplished this Quarter, Deliverable, and/or Updates	Estimated % complete
Production, correspondence and documentation related to all FAMPO committee meetings and activities	75%
Staff worked with chairs to determine agenda items, coordinate and host meetings for all committees. Meeting attendance was recorded and tracked. Staff continued to provide timely follow up on action items with committee members and the public.	
Correspondence and documentation regarding any FY2020 UPWP amendments	75%
There were no UPWP amendments in Q3.	
Documentation of public meetings and hearings conducted during FY2020	75%
Staff continue to document public meetings with minutes for all committees and post minutes on the FAMPO website. Minutes are first posted as draft and then as final once approved by the respective committee. FAMPO held one public hearing in Q3 which was for the Draft FY21-24 TIP and associated draft air quality conformity analysis report.	
Contracts and correspondence related to the administration of Planning (PL), Section 5303, State Planning and Research (SPR) and RSTP funds	75%
<p>State Planning and Research (SPR) funds were removed from the FY-20 UPWP at the request of the Federal Highway Administration (FHWA) after the initial development of the FY-20 UPWP and are therefore no longer being administered as part of the FAMPO UPWP process.</p> <p>FAMPO staff developed and submitted the UPWP Q2 report in January 2020 which included a full breakdown of expenditures in the same format as this Q3 document.</p> <p>Staff continued to provide monthly reports requested by DRPT for FY-19 and FY-20 5303 funding.</p>	
An annual listing of projects obligated with federal funding consistent with MAP-21 and FAST Act requirements	0%
This deliverable will be developed by FAMPO staff in late FY-20 following the completion of the FY 21-24 TIP.	
Improved staff training and exposure to state and national best practices	75%
Staff continued to participate in webinars, training sessions, and knowledge sharing activities to learn new skills.	
State-of-the-art hardware and software to meet work requirements and client needs	75%

Management conducted a software audit to identify gaps in software needs for staff team members. When the GWRC/FAMPO management team closed the office on March 16 and instituted a telework policy for all staff, each FAMPO team member was able to continue working from home.	
Annual financial audit to meet state and federal requirements	100%
Staff participated in the completion of the GWRC audit in October 2019.	
New MOU agreement between FAMPO and NCRTPB for Northern Stafford	35%
Staff met with the FAMPO Policy Committee, Executive Committee, and other stakeholders on various occasions in working toward a new MOU. A special subcommittee meeting was held March 2 to go over a draft MOU and draft Performance Based Planning and Programming (PBPP) Letter of Agreement (LOA).	
Improved coordination and communications between FAMPO and the NCRTPB for northern Stafford County per the NCRTPB/FAMPO updated MOU agreement scheduled for completion in early FY-20	35%
Staff continued to hold discussions with TPB staff as the new MOU is developed.	
A coordinated update cycle for the LRTP and TIP	75%
While the original intention was to coordinate the FY21-24 TIP with the 2050 LRTP, the 2050 LRTP is now on hold. However, staff began working with Cambridge Systematics in December 2019 to coordinate the schedule of activities that will lead to the completion of the FY21-24 TIP and an amended 2045 LRTP, specifically related to system performance measures.	
Selection of new FAMPO on-call consultants	0%
FAMPO did not select any new on-call consultants. FAMPO continued to work with already existing consultants on new work tasks.	
The FY2021 UPWP	20%
FAMPO staff began developing a draft FY21 UPWP in late March 2020. With the absence of a FAMPO Administrator, staff continued working with Cambridge Systematics to develop the FY21 UPWP with funds left over from the task order from TIP/CLRP assistance.	

Budget & Breakdown by Funding Source

Activity 4.7	PL	5303	RSTP	CMAQ	DRPT State	Total
Programmed	\$100,000	\$22,183	\$0	\$0	\$0	\$122,183
Q3 Expenditures	\$49,332	\$0	\$0	\$0	\$0	\$49,332

Explanation(s) for cost overruns or underruns:

GWRC/FAMPO staff experienced significant senior level staff turnover during Q2, with both the FAMPO Administrator and FAMPO Deputy Administrator leaving the organization. These positions have not been filled.

ACTIVITY 4.8: CONTIGENCY

Established Goal (shaded below) & Work Accomplished this Quarter, Deliverable, and/or Updates	Estimated % complete
No identified Goals	0%
No items to report.	

Budget & Breakdown by Funding Source

<i>Activity 4.8</i>	PL	5303	RSTP	CMAQ	DRPT State	Total
Programmed	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Q3 Expenditures	\$0	\$0	\$0	\$0	\$0	\$0

Explanation(s) for cost overruns or underruns:

There was no need to utilize these funds in Q3.

FY20 Q3 FAMPO RESOLUTIONS

Resolution #	Title / Description	Date Adopted
20-16	ENDORSEMENT OF THE RECOMMENDATIONS FROM THE LAFAYETTE BOULEYARD MULTIMODAL TRANSPORTATION STUDY	February 24, 2020
20-17	AMENDING THE FY2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) TO UPDATE MAINTENANCE PROJECT GROUPINGS BASED ON REVISED PROJECTED REVENUE	January 27, 2020
20-18	REAPPOINTING RUPERT FARLEY AND LARRY GROSS AS AT-LARGE MEMBERS TO THE CITIZENS TRANSPORTATION ADVISORY COMMITTEE (CTAC)	January 27, 2020
20-19	AMENDING THE FY2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) TO APPROVE THE RW PHASE FOR UPC 109467, #HB2.FY17 - SAFETY IMPRV RTE 1 TELEGRAPH/WOODSTOCK	February 24, 2020
20-20	APPROVING FOUR GEORGE WASHINGTON REGIONAL COMMISSION (GWRC) AND THREE FAMPO ROUND 4 SYSTEM FOR MANAGEMENT AND ALLOCATION OF RESOURCES FOR TRANSPORTATION (SMART SCALE) PROJECT PRE- APPLICATIONS	February 24, 2020
20-21	APPROVING THE FY2021-2024 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PROJECT LIST	February 24, 2020
20-22	ENDORING THE FY2021-2024 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PROJECT LIST FOR AIR QUALITY CONFORMITY ANALYSIS (AQCA)	February 24, 2020
20-23	DIRECTING A PUBLIC COMMENT PERIOD FOR THE DRAFT FY21-24 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND DRAFT AIR QUALITY CONFORMITY ANALYSIS (AQCA) REPORT	February 24, 2020
20-24	ALLOCATING TRANSPORTATION ALTERNATIVES (TA) FUNDING FOR FISCAL YEARS 2021 AND 2022 WITHIN THE TRANSPORTATION MANAGEMENT AREA (TMA) OF STAFFORD COUNTY	February 24, 2020
20-25	AMENDING THE FY2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) TO APPROVE THE RW PHASE FOR UPC 109516, ROUTE 711 - CROSSOVER MOVEMENT CONVERSION AND THE RW PHASE FOR UPC 110914, #SMART18 - 1-95 EXIT 126, RTE 1 SB ONTO SOUTHPOINT PKWY	February 24, 2020
20-26	AMENDING THE FY2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) TO ADD UPC 113997, ROUTE 1 UPGRADES BETWEEN WILLIAM AND CAROLINE STREETS	March 16, 2020
20-27	AMENDING THE FY2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) TO ADD UPC 111883, #SMART18 – BROOKE PLATFORMS + PED BRIDGE + PED/BIKE ACCESS AND UPC 111884,	March 16, 2020

	#SMART18 – LEELAND ROAD PLATFORMS + PED BRIDGE + PED/BIKE	
20-28	APPROVING THE AMENDED 2045 (FISCALLY) CONSTRAINED LONG RANGE TRANSPORTATION PLAN (CLRP) PROJECT LIST	March 16, 2020
20-29	ENDORING THE AMENDED 2045 (FISCALLY) CONSTRAINED LONG RANGE TRANSPORTATION PLAN (CLRP) PROJECT LIST FOR AIR QUALITY CONFORMITY ANALYSIS (AQCA)	March 16, 2020
20-30	DIRECTING A PUBLIC COMMENT PERIOD FOR THE DRAFT 2045 LONG RANGE TRANSPORTATION PLAN (LRTP) AMENDMENT, AND DRAFT AIR QUALITY CONFORMITY ANALYSIS (AQCA) REPORT	March 16, 2020
20-31	APPROVING FOUR GEORGE WASHINGTON REGIONAL COMMISSION (GWRC) AND FIVE FAMPO ROUND 4 SYSTEM FOR MANAGEMENT AND ALLOCATION OF RESOURCES FOR TRANSPORTATION (SMART SCALE) PROJECT PRE-APPLICATIONS	March 16, 2020
20-32	FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION REMOTE PARTICIPATION POLICY	March 16, 2020

FAMPO FY-20 BUDGET EXPENDITURE SUMMARY

Budget Summary for Q3

	PL	5303	RSTP	CMAQ	DRPT State	Grand Total
Programmed	\$431,972	\$202,967	\$2,004,403	\$125,000	\$85,760	\$2,850,102
Balance to Date	\$338,063	\$147,836	\$1,725,865	\$99,815	\$25,318	\$2,336,896
Task 4.1 Q3 Expenditures	\$17,939	\$3,555	\$11,554	\$0	\$0	\$33,049
Task 4.2 Q3 Expenditures	\$13,454	\$438	\$20,986	\$0	\$1,848	\$36,726
Task 4.3 Q3 Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Task 4.4 Q3 Expenditures	\$8,970	\$0	\$34,558	\$0	\$0	\$43,527
Task 4.5 Q3 Expenditures	\$0	\$656	\$0	\$15,668	\$0	\$16,325
Task 4.6 Q3 Expenditures	\$0	\$820	\$0	\$0	\$0	\$820
Task 4.7 Q3 Expenditures	\$49,332	\$0	\$0	\$0	\$0	\$49,332
Task 4.8 Q3 Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total of Q3 Expenditures	\$89,695	\$5,470	\$67,098	\$15,668	\$1,848	\$179,780
% of Budget Expended for Q3	20.8%	2.7%	3.3%	12.5%	2.2%	6.3%
% of Budget Remaining for Q3, assuming proportional expenditures	4.2%	22.3%	21.7%	12.5%	22.8%	18.7%

Overall Budget Summary

	PL	5303	RSTP	CMAQ	DRPT State	Grand Total
Programmed	\$431,972	\$202,967	\$2,004,403	\$125,000	\$85,760	\$2,850,102
Q1 Total Expenditures	\$64,396	\$30,730	\$96,416	\$15,052	\$26,933	\$233,527
Q2 Total Expenditures	\$29,513	\$24,401	\$182,122	\$10,133	\$33,509	\$279,678
Q3 Total Expenditures	\$89,695	\$5,470	\$67,098	\$15,668	\$1,848	\$179,780
Q4 Total Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total Expenditures to Date	\$183,604	\$60,601	\$345,636	\$40,853	\$62,290	\$692,985
% of Budget Expended to Date	42.5%	29.9%	17.2%	32.7%	72.6%	24.3%
% of Budget Remaining to Date, assuming proportional expenditures	32.5%	45.1%	57.8%	42.3%	2.4%	50.7%