



**U.S. Department  
of Transportation**

**Federal Transit Administration**  
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**Federal Highway Administration**  
Virginia Division  
400 North 8<sup>th</sup> Street, Room 750  
Richmond, Virginia 23219  
804-775-3320

July 1, 2019

The Honorable Matthew Kelly, Chair  
Fredericksburg Area Metropolitan Planning Organization  
c/o Linda Millsaps, Executive Director  
George Washington Regional Commission  
406 Princess Anne Street  
Fredericksburg, Virginia 22401

**Re: Approval of FY 2020 Final Unified Planning Work Program**

Dear Chairman Kelly:

The FY2020 Unified Planning Work Program (UPWP) for the Fredericksburg Area Metropolitan Planning Organization that was developed and adopted by the Fredericksburg Policy Committee on June 20, 2019, has been reviewed by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) and is approved effective July 1, 2019 with the following comments from the FHWA Virginia Division:

1. We request submittal of quarterly performance and expenditure reports, through VDOT for the quarter beginning July 1, 2019, for UPWP activities funded with "FHWA state planning and research funds" as defined in 23 CFR 420.103. These funds include PL, NHS, STBG (formerly STP), and MG program funds. In accordance with 23 CFR 420.117(b)(1), the reports must contain at a minimum:
  - a. Comparison of actual performance with established goals;
  - b. Progress in meeting schedules;
  - c. Status of expenditures in a format compatible with the Work Program, including a comparison of budgeted (approved) amounts and actual costs incurred;
  - d. Cost overruns and underruns;
  - e. Approved Work Program revisions; and
  - f. Other pertinent supporting data.
2. We request planning expenses related to travel, computer or software purchases follow the provisions of the *Agreement for the Utilization of Federal and State Funds to Support Metropolitan Planning in the Fredericksburg Area*.
3. We request that each planning study receiving STBG funds be identified with their own unique UPC in the UPWP and TIP for performance tracking purposes.
4. The UPWP Task titled *Regionally Significant Studies in FAMPO* (UPC Number 113914) will be approved and authorized thru the UPWP and TIP once the MPO identifies a specific project(s) or planning study (or studies) to be undertaken and amends both the UPWP and TIP.

Our authorization is subject to the availability of Federal funds for transportation planning activities in the metropolitan area, with effective dates of July 1, 2019 through June 30, 2020. The MPO may request funding for the program in accordance with established procedures.

Honorable Matthew Kelly

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Any questions concerning this approval action and the use of FHWA program funds should be directed to Ivan Rucker, FHWA Virginia Division, at (804) 775-3350. Any questions concerning this approval action and the use of FTA program funds should be directed to Ryan Long, FTA Region III, at (215) 656-7051.

Sincerely,

Kathleen Zubrzycki  
Director, Office of Planning and Program Development  
Federal Transit Administration

Ivan Rucker  
Statewide Planner and Freight Coordinator  
Federal Highway Administration

cc: Ryan Long, FTA Region III  
Stephen Haynes, VDOT Fredericksburg District  
Marcie Parker, P.E., VDOT District Administrator  
Marsha Fiol, VDOT Central Office  
David Nigrelli, VDRPT  
John Simkins, FHWA Virginia Division