

UPWP Requirements

Title 23 Code of Federal Regulations (CFR) Parts 420.111 and 450.308 provide requirements for the use of FHWA planning and research funds, including:

- Metropolitan Planning (PL) funding,
- Section 5303 funding transferred from Federal Transit Administration (FTA) to FHWA for the Consolidated Planning Grant (CPG),
- Surface Transportation Block Grant (STBG) funding used for metropolitan transportation planning, and
- Other funds provided under Title 23 United States Code (USC) and Title 34 USC Chapter 53 used for metropolitan transportation planning.

Per 23 CFR 420.111, the proposed use of such funding must be documented in a work program that is acceptable to the FHWA Division Administrator.

23 CFR 450.308 further requires that Metropolitan Planning Organizations (MPOs) document Federally funded metropolitan transportation planning activities in a UPWP. The UPWP is required to be developed in cooperation with the State(s) and public transportation operator(s) within the Metropolitan Planning Area (MPA), and shall include:

- A discussion of the planning priorities facing the MPA.
- Work proposed for the next 1- or 2-year period by major activity and task, in sufficient detail to indicate:
 - who will perform the work (e.g., the MPO, State, public transportation operator, local government, or consultant),
 - the schedule for completing the work,
 - the resulting products, and
 - the proposed funding by activity/task.
- A summary of the total amounts and sources of Federal and matching funds.

Additional planning grant administration requirements, including requirements for distribution of metropolitan planning funding, cost eligibility, approval and authorization, and monitoring and reporting, are provided in 23 CFR 420, Subpart A.

Eligible Activities with Metropolitan Planning Funding

MPOs are reminded that PL funds are available for MPOs to carry out the metropolitan transportation planning process required by 23 USC 134(h), including development of metropolitan transportation plans and transportation improvement programs. Examples of eligible activities include conducting inventories of existing routes to determine their physical condition and capacity; determining the types and volumes of vehicles and non-motorized users of these routes; predicting the level and location of future population, employment, and economic growth; using such information to determine current and future transportation needs; and other activities necessary to the metropolitan transportation planning process.

Activities which are not necessary to the metropolitan transportation planning process, such as project development activities, are not eligible for metropolitan planning funding.

Attachment A: Standard UPWP Tasks and Subtasks

Tasks	Program Administration	Data Collection, Maintenance and Analysis	Short Range Planning	Long Range Planning	Multimodal Planning	Special Studies
Subtasks	Public Involvement / Committees Supplies / Equipment Training / Workshop Attendance Study Administration ADA Financial Management Reporting Contracts Annual Title VI Compliance Education and Awareness Administration and Coordination UPWP (Amendments, Administrative Modifications, etc.) MPO Boundary Update Federal Certification Title VI Public Notices and Advertising Software Renewals MPO Prospectus & Bylaws Update Project Initiation / Consultant Selection Capital Purchases	Demography Modeling Performance Measures GIS Development & Maintenance Traffic Counts Land & Travel Demand Model Functional Classification System Updates Bicycle & Pedestrian Data Collection Urbanized Area Boundary Update Economic Data and Land Use Data Safety Data Collection and Analysis Household travel survey Ridership Survey Land Use Impact Transit Asset Management Plan Air Quality / Conformity Analysis	Transportation Improvement Program Environmental Impact Assessments Annual Listing of Obligated Projects	Regional Transportation Plan Participation Plan Congestion Management Planning/ Air Quality Freight Planning Intelligent Transportation Systems Architecture	Coordinated Public Transit Human Services Bicycle/Pedestrian/ Alternative Transportation Active Transportation	Transportation Systems Management and Operations Planning and Environmental Linkages Corridor Study Sub-Area Study Sector/Community Planning