

Harrisonburg Rockingham MPO
Fiscal Year 2025
Unified Planning
Work Program

Approved: *** **, 2024**



**Harrisonburg
Rockingham**
Metropolitan Planning
Organization

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Title:

HRMPO Fiscal Year 2025 Unified Planning Work Program

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This Report is prepared on behalf of the Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO) through a cooperative process involving the City of Harrisonburg, the County of Rockingham, the Town of Bridgewater, the Town of Dayton, the Town of Mt. Crawford, Virginia, the Virginia Department of Transportation, the Virginia Department of Rail and Public Transportation, the Federal Highway Administration, and the Federal Transit Administration.

The preparation of this work program was financially aided through grants from the Federal Highway Administration, the Federal Transit Administration, the Virginia Department of Transportation, the Virginia Department of Rail and Public Transportation, and the five localities comprising the HRMPO. The Central Shenandoah Planning District Commission provides administrative support and technical assistance.

Harrisonburg-Rockingham Metropolitan Planning Organization

Policy Board

Officers

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Vice Chair, Neil Dillard, Town of Mt. Crawford

Administrator, Bonnie Riedesel, Central Shenandoah PDC (non-voting)

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Danny Fleming, City of Harrisonburg

Deanna Reed, City of Harrisonburg

Gerald Gatobu, City of Harrisonburg

Stephen King, Rockingham County

Casey Armstrong, Rockingham County

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Jay Litten, Town of Bridgewater

Brian Borne, Town of Dayton

Todd Stevens, Virginia Department of Transportation

Non-Voting Members

Chelsea Beytas, Federal Transit Administration

Grace Stankus, Virginia Department of Rail and Public Transportation

Kevin Jones, Federal Highway Administration

Valerie Kramer, James Madison University

Rusty Harrington, Virginia Department of Aviation

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INTRODUCTION

Basis for Work Program

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken by the Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO) within the Metropolitan Planning Area (MPA) for FY 2025 (July 1, 2024 to June 30, 2025). The UPWP provides a mechanism for the coordination of transportation planning activities in the region and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

The work tasks within this UPWP are reflective of issues and concerns originating from transportation agencies at the federal, state, regional, and local levels. The descriptions of the tasks to be accomplished and the budgets for these tasks are based on a best estimate of what can be accomplished within the confines of available federal, state, and local resources.

Metropolitan Planning Area

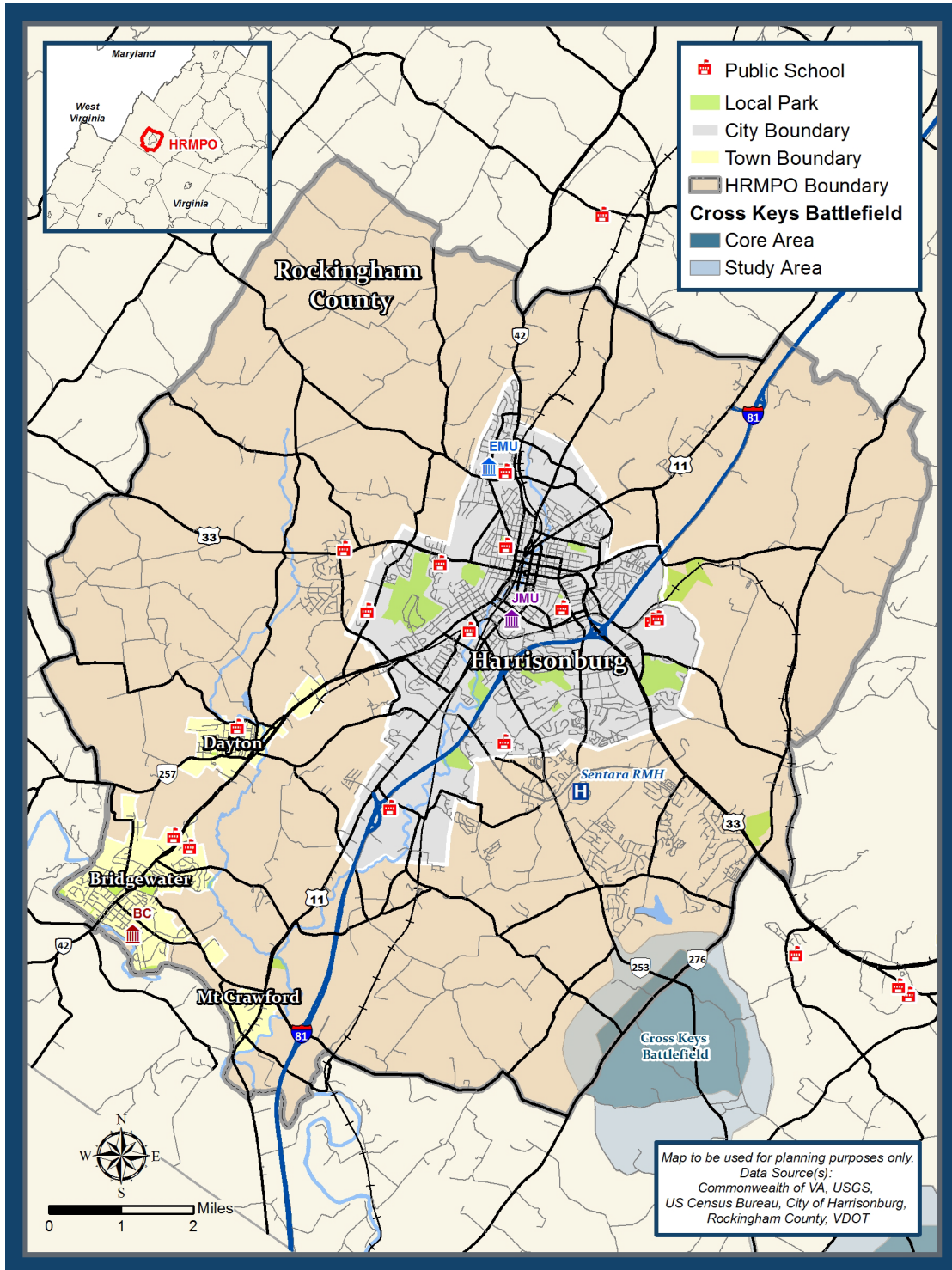
The HRMPO Metropolitan Planning Area (MPA) consists of the City of Harrisonburg, the towns of Bridgewater, Dayton, and Mt. Crawford, and a portion of Rockingham County surrounding these jurisdictions. A map of the MPA is provided on the next page.

The Harrisonburg-Rockingham MPA encompasses a land area of 106 square miles, and had a population of 135,571 following the 2020 Census.

Responsibilities for Transportation Planning

The HRMPO is the organization responsible for conducting the continuing, comprehensive, and coordinated (3-C) planning process for the Harrisonburg urbanized area in accordance with requirements of Title 23 U.S.C. Section 134 enacted through the Federal Highway Act of 1962, and Section 8 of the Federal Transit Act. The HRMPO is the official Metropolitan Planning Organization for the Harrisonburg urbanized area, designated by the Governor of Virginia, under Section 134 of the Federal Aid Highway Act, and the joint metropolitan planning regulations of FHWA and FTA.

HRMPO Metropolitan Planning Area



Organization of the HRMPO

The policy making body of the HRMPO is its Board, which consists of twelve (12) voting members. The voting membership of the Policy Board consists of five (5) members from the City of Harrisonburg; three (3) members from Rockingham County; one (1) member from the Town of Bridgewater; one (1) member from the Town of Dayton; one (1) member from the Town of Mt. Crawford; and one (1) member from the Virginia Department of Transportation (VDOT). Member jurisdictions have also provided for alternate voting members from staff and administration.

Other agencies with non-voting membership on the HRMPO Policy Board include: the Virginia Department of Rail and Public Transportation (DRPT), FHWA, and FTA.

The day-to-day operations of the HRMPO are performed by staff of the Central Shenandoah Planning District Commission (CSPDC). Staff, in conjunction with the HRMPO member agencies, collects, analyzes and evaluates demographic, land use, and transportation data to gain a better understanding of the transportation system requirements of the area. Staff prepares materials for use at Policy Board and Technical Advisory Committee (TAC) meetings, as well as any existing sub-committee meetings. Staff also administers the public involvement, Title VI, and environmental justice processes.

Professional staff members participate in all HRMPO meetings, provide expertise as needed, and provide administrative support of the transportation planning program. In addition, staff members represent the HRMPO at other meetings of importance to planning activities within the region, as well as at the state level through the Virginia Association of MPOs (VAMPO).

Total FY 2025 Budget Revenues

The primary funding sources for transportation planning activities included in this UPWP are the FHWA Section 112 (PL, highway) and FTA Section 5303 (transit) programs. The proposed funding amounts (including state and local matching funds) for the FY 2025 HRMPO UPWP are in the following table.

FY25 UPWP Budget Revenue Summary				
Revenue Category	Total	Federal	State	Local
<i>Highway</i>				
FY 2025 New Highway Revenues	\$232,062	\$185,650	\$23,206	\$23,206
Deobligated Highway funds from FY 24	\$0	\$0	\$0	\$0
Carryover from FY 2023 Highway Funds	\$82,547	\$66,038	\$8,255	\$8,255
Subtotal	\$314,609	\$251,687	\$31,461	\$31,461
<i>Transit</i>				
FY 2025 New Transit Revenues	\$115,789	\$92,631	\$11,579	\$11,579
Carryover from FY 2024 Transit Funds	\$45,000	\$36,000	\$4,500	\$4,500
Subtotal	\$160,789	\$128,631	\$16,079	\$16,079
Total FY25 Revenues	\$475,398	\$380,318	\$47,540	\$47,540

WORK TASK 1.0: PROGRAM ADMINISTRATION AND PUBLIC OUTREACH

Work Task 1.01: Program Administration

Objective and Description:

This task includes ongoing activities of a continuing, comprehensive, and coordinated (3-C) planning process that ensure proper management and operation as described in the HRMPO Memorandum of Understanding. Coordination includes providing opportunities for cross-jurisdictional communication among VDOT and DRPT, the member jurisdictions, and other regional partners through the MPO planning process.

This task includes maintenance of the FY 2025 UPWP and development of the FY 2025 UPWP. To meet the requirements of 23 CFR Part 420 and 23 CFR Part 450, the HRMPO, in cooperation with VDOT and DRPT, is responsible for the development of a UPWP.

The UPWP describes all regional transportation planning activities anticipated in the MPO for the following fiscal year that will utilize federal funding (e.g., Title I Section 134 and Title III Section 8 metropolitan planning funds). The UPWP also identifies state and local matching dollars for these federal planning programs. These transportation planning activities are designed to address highway, transit, and non-motorized modes of travel for the Harrisonburg-Rockingham MPO. The UPWP will incorporate suggestions from federal funding agencies, state transportation agencies, transit operating agencies, local governments participating in the HRMPO, and the public through the public involvement process.

The primary objectives of program administration are:

- To provide all required administrative functions including UPWP maintenance, accounting, financial reporting, personnel administration, meeting organization, preparation of meeting materials and minutes or summaries, presentation preparation and follow-up, office management, contract administration, and necessary purchases such as of office equipment and software, etc.
- To coordinate with VDOT and DRPT staff, HRMPO TAC and Policy Board members, etc., to review and amend plans and policies to ensure that all program elements are compliant with applicable state and federal regulations and guidance.
- To support the activities of the HRMPO through the organization of regular meetings among stakeholders, preparation of reports, presentations, agendas, minutes, and mailings for all Policy Board, TAC and other meetings, as well as attendance at those meetings. Attendance at staff meetings and timekeeping are included in this task.
- To provide on-going training and development of staff and Board/Committee members to make certain that they are familiar with new and updated federal and state transportation regulations/guidelines, and are prepared to respond to the challenges and demands of this region.

- To represent the HRMPO on the Virginia Association of Metropolitan Planning Organizations (VAMPO).
- To manage the on-call consultant programs for the use of the HRMPO and its member localities and assist with contract administration and project management services.
- Continue to incorporate the 2021 FHWA and FTA Planning Emphasis Areas (PEAs) into MPO work activities related to clean energy, equity, complete streets, public involvement, planning and environmental linkages, and transportation planning data sharing to address national transportation planning goals and priorities that meet regional and local needs.

This task also includes ongoing activities that maintain and encourage meaningful participation of local citizens in metropolitan transportation planning. Public participation is an integral component to MPO activities, and therefore this work task is integrated with program support.

The primary objectives of public participation and outreach are:

- Maintain Title VI compliance and ensure environmental justice in all work plans and activities including consultation with appropriate groups, committees, and community representatives.
- Continue to manage the HRMPO website, developing new content that will inform the public on the activities of the HRMPO, providing updates relative to transportation in the region, and listing any information required by federal and state regulations and guidance.
- Continue a proactive public participation process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing long and short-range transportation plans, and other documents in accordance with the approved Public Participation Plan (PPP).
- Integrate Virtual Public Involvement (VPI) tools into the overall public engagement approach, and advance outreach to underserved and disadvantaged communities.

Activities and Products:

- Efficient office operation, accurate financial information, preparation of quarterly reports and other information in support of MPO activities, writing and administration of transportation-related grants; transportation planning services; and a well-trained and informed MPO staff, Policy Board, and TAC.
- Coordination between VDOT and DRPT staff, HRMPO staff, TAC, and Policy Board through regular MPO meetings to share knowledge, strategize on long-term planning issues, review and amend plans and policies, and remain compliant with relevant federal and state regulations and guidelines.

- Support of the administrative activities of the HRMPO including the Policy Board, TAC and other meetings, as well as attendance at those meetings.
- Management of on-call consultants to provide technical support and project development for the HRMPO and its member localities.
- Development of the FY 2026 UPWP and management of the FY 2025 UPWP.
- Process UPWP amendments as needed for the appropriate sections of funding (i.e. FHWA PL 112, FTA Section 5303, VDOT State match, DRPT State match, or any local matching funds).
- Facilitate data sharing between the MPO, VDOT, and public transportation providers to advance the efficient use of resources and inform state, regional, and local decision-making.
- Participation by community members in HRMPO transportation plans, with a particular focus on improving public participation by groups not previously involved in the transportation planning process.
- Assurance of environmental justice and Title VI compliance in all work plans and activities, including the identification of underserved communities.
- Maintenance of the HRVAMPO.org website with timely information regarding the MPO’s ongoing activities, scheduled events, information related to regional transportation issues, and planning documents.
- Evaluation of the effectiveness of the PPP and Title VI Plan for engaging transportation-disadvantaged communities in the decision-making process.
- Supplement face-to-face information sharing with VPI technology while ensuring continued public participation by individuals without access to computers and mobile devices.

1.01 Program Administration					
FY24		Total	Federal	State	Local
Highway	63%	\$54,000	\$43,200	\$5,400	\$5,400
Transit	37%	\$31,738	\$25,390	\$3,174	\$3,174
Total		\$85,738	\$68,590	\$8,574	\$8,574

WORK TASK 2.0: PROGRAM ACTIVITIES

Work Task 2.01: Long Range Transportation Planning

Objective and Description:

The primary objective of this task is to provide for long-range planning activities. This includes updating and implementing the Long Range Transportation Plan (LRTP) and other long range planning documents such as the HRMPO Bicycle and Pedestrian Plan.

Federal law requires that the HRMPO develop and approve a LRTP every five years, and that the Plan must have at least a 20-year horizon at the time of adoption. The LRTP was most recently approved on May 18, 2023. FY 2025 work will maintain a performance-based planning program as outlined in the 2045 LRTP document, in compliance with FAST Act and the Bipartisan Infrastructure Law (BIL). The program will utilize transportation performance measures and targets to achieve performance outcomes.

This work task is also intended to support planning work for making non-motorized forms of transportation safer and more accessible, including activities to continue and expand development of a bicycle/pedestrian safety and education program, Bike the Valley website, and planning activities based on recommendations in the HRMPO Bicycle and Pedestrian Plan and the 2045 Long Range Transportation Plan. These activities may include production and dissemination of marketing literature, participation in community outreach events that promote bicycle and pedestrian safety, and work to continue to identify bicycle and pedestrian improvements within the MPO.

Through these activities, HRMPO will meet the BIL requirement that each MPO use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§ 11206(b)]

The following are activities that may be accomplished under this task.

Activities and Products:

- Carry out a 3-C process for updating the region's LRTP, while maintaining consistency with federal requirements as necessary, and incorporating both highway and transit project changes as appropriate.
- Implement the long-range planning process in support of the LRTP.
- Support an on-going Performance-Based Planning Program.
- Update and evaluate the HRMPO Bicycle and Pedestrian Plan and continued work to develop and refine recommendations for a comprehensive network of cycling and pedestrian facilities connecting neighborhoods, communities, and key destination points and prioritize those recommendations.

- Purchase bicycle and pedestrian marketing and safety literature to be dispersed through HRMPO partners.
- Advance programs to promote bicycle safety to non-English speaking or limited English proficiency residents of region.
- Organize and attend community outreach events to promote bicycle and pedestrian modes of travel.
- Help facilitate the 2025 Harrisonburg-Rockingham Bike-Walk Summit to increase the awareness of the importance of walkability and bike-ability in the community.
- Seek state and federal funds to further bicycle/pedestrian programs in the region (e.g., VDOT’s Safe Routes to School program, DCR’s Trails and Outdoors Fund grants, VDOT’s Transportation Alternatives Program, DMV’s Governor’s Highway Safety grants).
- Maintain and enhance the bicycle/pedestrian program web page on the HRMPO website, and the Bike-the-Valley website for posting information and soliciting feedback.

2.01 Long-Range Transportation Planning					
FY24		Total	Federal	State	Local
Highway	63%	\$52,000	\$41,600	\$5,200	\$5,200
Transit	37%	\$30,000	\$24,000	\$3,000	\$3,000
Total		\$82,000	\$65,600	\$8,200	\$8,200

Work Task 2.02: Short Range Planning

Objective and Description:

Short range planning activities for the MPO include maintenance of the Transportation Improvement Program (TIP), and small area or corridor studies to advance projects to the project application and programming stage.

The TIP is a four-year program of highway, transit, bicycle, pedestrian, safety, and enhancement projects receiving federal, state, and local funds. The TIP must be approved by the HRMPO Policy Board and the Governor of Virginia, and is required as a condition for all federal funding assistance for transportation improvements within the MPO. The TIP is posted on the HRMPO website. The public and all other interested parties will be given an opportunity to review and comment on proposed TIP amendments as described under the HRMPO's PPP. The TIP will be accessible for public review electronically through the internet and at other locations specified in the PPP.

This task also allows HRMPO staff or consultants to perform corridor, interchange, or intersection planning studies to prepare projects for advancement to the SYIP and TIP, or towards construction funded by other means. While these are highway studies examining transportation related to vehicular traffic, active transportation modes and transit will be incorporated into all studies. These studies also may include opportunities to examine the potential for economic development and show commitment to infrastructure improvements that would enable it.

MPO studies may also include opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, advance alternative fueling and charging infrastructure, identify transportation system vulnerabilities to climate change impacts and evaluate potential solutions, increase public transportation service in underserved communities, and encourage interagency relationships to minimize impacts on human and natural resources.

Activities & Products:

- A current HRMPO TIP document, listing all highway, transit, and non-motorized projects with obligated federal funding for the published STIP, and complying with all federal and state regulations and guidance.
- Highway, transit, and non-motorized TIP adjustments and amendments.
- Products completed under this task may also include analysis, reports, mapping, design documents for corridor/interchange/intersection studies. Small Area studies are intended to advance projects in the MPO's 2045 Long Range Transportation Plan, local comprehensive plans, or economic development plans.
- Completion of any prior Small Area Studies (SAS), and development and delivery of a FY 25 SAS.
- Evaluating proposed Small Area Studies by locality and helping to create scopes of work for studies.
- Engaging with member localities to identify problem areas for study in future years.

2.02 Short Range Transportation Planning					
FY24		Total	Federal	State	Local
Highway	65%	\$90,000	\$72,000	\$9,000	\$9,000
Transit	35%	\$49,051	\$39,241	\$4,905	\$4,905
Total		\$139,051	\$111,241	\$13,905	\$13,905

Work Task 2.03: Local, State and Federal Agency Assistance

Objective and Description:

This program element is designed to provide planning assistance for the HRMPO member jurisdictions, state and federal agencies. Assistance can include, but is not limited to review and comment on traffic impact analyses submitted for new developments, development or administration of transportation-related grants, and assistance with other transportation planning requested.

Work will also include assistance with VTrans, the statewide transportation plan update process, multimodal and freight planning, coordinated human service planning for transit, ADA, Title VI/ Environmental Justice review, compliance with state and federal planning regulations, and review or development of MPO/regional transportation performance measures. Also included in this task will be time for staff to monitor legislative activity related to transportation issues, and provide comment and feedback to policy-making boards and inform local administrators on the implications of this legislative activity, especially with regards to the I-81 Corridor Improvement Program and Committee.

Activities & Products:

- Identify, write, or administer transportation-related grants for HRMPO member localities, including the SMART SCALE, Transportation Alternatives/Safe Routes to School, and Highway Safety Improvement Program grants.
- Assist localities with updates to Comprehensive Plans or other planning documents related to transportation.
- Assist in the completion of any special transportation related study or project for any transportation mode for the HRMPO localities as requested, including the I-81 Corridor Improvement Program.
- Specific planning work items as may be requested by FTA, FHWA, DRPT and VDOT including, but not limited to multi-modal planning, human services transportation planning, freight planning, and assistance with components of the statewide transportation plan.
- Attendance at state or federal agency or non-governmental organization-sponsored training, workshops, seminars, and conferences relative to transportation planning.

- Updates and legislative reports will be provided to the Policy Board, TAC and other regional stakeholders, and feedback regarding legislative activities will be shared with appropriate state and federal agencies.
- Provide general transportation-related planning services, projects, and activities (e.g., map production, data analysis, reports, etc.), as requested by HRMPO localities or the HRMPO Policy Board/TAC for all modes of travel.
- Provide updates to member localities on opportunities to expand electric and other alternative fuel infrastructure in the region.

2.03 Local, State and Federal Assistance					
FY24		Total	Federal	State	Local
Highway	74%	\$71,000	\$56,800	\$7,100	\$7,100
Transit	26%	\$25,000	\$20,000	\$2,500	\$2,500
Total		\$96,000	\$76,800	\$9,600	\$9,600

Work Task 2.04: Transit Planning

Objective and Description:

The HRMPO will coordinate with the Harrisonburg Department of Public Transportation (HDPT) and other regional transit providers to conduct transit planning for the MPO.

Transit planning activities include route planning, analysis, and performance evaluations, identification of gaps in the connectivity and hours of transit service, evaluation of workforce mobility needs, provision of Park and Ride lots, and other transportation demand management (TDM) needs region-wide. The HRMPO will assist HDPT with the development of the Transit Strategic Plan.

MPO studies will consider infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities, and review policies, rules, and procedures to determine their impact on safety for all users.

Activities & Products:

The HRMPO may assist in the production of the following items:

- Transit Strategic Plan monitoring.
- Transit plans for existing or potential new services throughout the HRMPO region.
- Transit system connectivity gap analysis and potential solutions to provide all populations with adequate access to essential services.

2.04 Transit Planning					
FY24		Total	Federal	State	Local
Highway	0%	\$0	\$0	\$0	\$0
Transit	100%	\$25,000	\$20,000	\$2,500	\$2,500
Total		\$25,000	\$20,000	\$2,500	\$2,500

WORK TASK 3.0: CONTINGENCY

Objective and Description:

This category reflects the balance of funds not identified for Program Support, Administration, and Work Program Activities at this time for the highway funding side of the matrix (transit funds are fully drawn down each year).

3.0 Contingency--Highway					
FY24		Total	Federal	State	Local
Highway	100%	\$47,609	\$38,087	\$4,761	\$4,761
Transit	0%	\$0	\$0	\$0	\$0
Total		\$47,609	\$38,087	\$4,761	\$4,761

TOTAL BUDGET FOR FY 2025

The total revenues and expenditures for FY 2025 are \$471,347. New federal revenues for which the member localities are assessed for their local contribution are \$278,281. Below is the breakdown of the FY 2025 member assessment to the MPO member localities. The following page presents a detailed view of the FY 2025 Budget.

FY25 Assessment			
MPO Member	# Votes	FY25 Assessment	
Harrisonburg	5		\$ 15,811.41
Rockingham County	3		\$ 9,486.85
Bridgewater	1		\$ 3,162.28
Dayton	1		\$ 3,162.28
Mt. Crawford	1		\$ 3,162.28
Total	<u>11</u>		\$ 34,785.10
<hr/>			
FY25 Highway Local Match		\$ 23,206	
FY25 Transit Local Match		<u>\$ 11,579</u>	
Total		<u>\$ 34,785</u>	
<hr/>			
Assessment per Vote		<u>3,162.28</u>	

FY 2025 UPWP Revenues and Expenditures by Federal, State, and Local Sources: Period of July 1, 2024 to June 30, 2025

Revenues		Total Highway	FHWA Section 112 (PL) (80%)	State Match (10%)	Local Match (10%)			Total Transit	FTA Section 5303 (80%)	State Match (10%)	Local Match (10%)	Total Highway & Transit
FY 2025 New Highway Revenues		\$232,062	\$185,650	\$23,206	\$23,206			\$0	\$0	\$0	\$0	\$232,062
FY 2025 New Transit Revenues		\$0	\$0	\$0	\$0			\$115,789	\$92,631	\$11,579	\$11,579	\$115,789
Deobligated Highway funds from FY 24		\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0
Carryover from FY 2023 Highway Funds		\$82,547	\$66,038	\$8,255	\$8,255			\$0	\$0	\$0	\$0	\$82,547
Carryover from FY 2024 Transit Funds		\$0	\$0	\$0	\$0			\$45,000	\$36,000	\$4,500	\$4,500	\$45,000
TOTAL FY 2025 Revenues		\$314,609	\$251,687	\$31,461	\$31,461			\$160,789	\$128,631	\$16,079	\$16,079	\$475,398
Expenditures	Budget Code					Transit Technical Classification	Budget Code					
1.0 Program Administration												
1.01 Program Administration	510.1	\$54,000	\$43,200	\$5,400	\$5,400	44.21.00	510	\$31,738	\$25,390	\$3,174	\$3,174	\$85,738
2.0 Program Activities												
2.01 Long-Range Transportation Planning	511	\$52,000	\$41,600	\$5,200	\$5,200	44.23.01	511	\$30,000	\$24,000	\$3,000	\$3,000	\$82,000
2.02 Short Range Transportation Planning	512	\$90,000	\$72,000	\$9,000	\$9,000	44.25.00	512	\$49,051	\$39,241	\$4,905	\$4,905	\$139,051
2.03 Local, State and Federal Assistance	513	\$71,000	\$56,800	\$7,100	\$7,100	44.24.00	513	\$25,000	\$20,000	\$2,500	\$2,500	\$96,000
2.04 Transit Planning	514	\$0	\$0	\$0	\$0	44.21.00	514	\$25,000	\$20,000	\$2,500	\$2,500	\$25,000
3.0 Contingency--Highway	520	\$47,609	\$38,087	\$4,761	\$4,761							\$47,609
TOTAL FY 2024 Expenditures		\$314,609	\$251,687	\$31,461	\$31,461			\$160,789	\$128,631	\$16,079	\$16,079	\$475,398