



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO TAC
From: Karen L. Lamberton, AICP, SVMPO Director
Date: October 27, 2021
Subject: Work Program Budget Update and Pending Match Requests

The SVMPO Executive Board adopted their FY22/FY23 Work Program on May 27, 2021. FHWA, FTA and ADOT approval was granted on June 28, 2021. The two-year Work Program ensures that mandated MPO documents are prepared and approved per FHWA and FTA requirements, includes projected revenues and estimated costs; provides a proposed schedule for planned activities and provides guidance to the SVMPO Director for the prioritized activities of this MPO.

The FY22/FY23 SVMPO Work Program and Budget was based on estimated revenues and expenditures at the time of the May adoption. The FY22 Work Program Budget had been estimated to be \$579,82,04. An estimated \$200,000 was estimated to be from FY21 carry-forward; about half of that amount (\$101,495) was committed to executed contracts for work completing in FY22. At the end of the State fiscal year and final MPO invoicing, actual FY21 carry forward amounts were **\$157,211.36** (*the difference being more successful than anticipated at pushing consultant deliverables forward for invoicing within FY21*). The adjusted total FY22 Work Program budget is **\$531,242.50**.

Adjustments will be made to both the FY22 and FY23 Work Program budgets and brought forward to the next Board meeting. **Amendments may be brought forward throughout the planning period to adjust for changes** in carry-forward amounts, federal or state appropriation amounts awarded or to add or delete specific project activities. As of the date of this memo, the federal re-authorization bill has yet to be passed delaying finalization of the regional MPO/COG budgets.

FY21 Expenditures by Task: The SVMPO has identified nine (9) primary activities in their Work Program. Expenditures by task in last fiscal year were as follows:

TASK	TASK TITLE	FY21 EXPENSES
Task 1	Administration	\$224,142.10
Task 2	Transportation Systems Data and Monitoring	\$2,651.11
Task 3	Long-Range Transportation Plan	\$213,417.80
Task 4	Transportation Improvement Program	\$898.19
Task 5	Coordinated Public Transit Planning	\$67,018.16
Task 6	Alternative Transportation Systems Planning	\$0.00
Task 7	Regional Planning	\$45,893.02
Task 8	Special Projects Planning	\$0.00
Task 9	Public Involvement and Outreach	44,060.24
TOTAL FY21 EXPENSES		\$558,080.62

Of these expenses the following costs were paid to the City of Sierra Vista by the SVMPO:

SPACE AND FISCAL AGENT HOSTING EXPENSES		
SVMPO Space Rental: 340 square feet in the Public Works Bld.		\$5,047.72
10% De-Minimis Indirect Costs		\$46,706.88
STBG 10% De-Minimis Allowed Indirect Costs		\$2,651.11
Total FY21 Space and Hosting Expenses Paid		\$54,405.71

Hosting Service revenues appear to be directed into the City's General Fund account: it is the City's budget process that determines how hosting funds are expended; however, it is noted that the departments providing direct services to the SVMPO do not appear to have a revenue account item related to their special assignments to assist in the regional activities from the City within their Fiscal Agent capacity.

SunCloud Data Portal Match: One project that has been included in the MPO Work Program since 2017 is the SunCloud Data Portal project. The SVMPO, along with SEAGO, PAG, and Sun Corridor MPO provided support letters to a MAG application for FHWA Innovation Grant. This grant application was awarded on November 26, 2018, with a total project amount for the SunCloud Data Portal of \$1,250,000. Invoicing is still pending on the SVMPO share of match towards this grant.

- A MOU was completed between MAG and the SVMPO for Phase One with a total match commitment of \$25,000.
- Although this match can be in-kind, it has been identified in the Work Program for one single payment using cash match, and staff contributions to this effort can then be applied to our overall Work Program match needs.

Match Contributions in FY21

JURISDICTION	FY21 MATCH AGREEMENT	FY21 CASH	FY21 Actual IN-KIND	TOTAL CONTRIBUTION
Cochise County	\$33,493.00	\$25,000.00	\$8,599.33	\$33,599.33
City of Sierra Vista	\$47,727.00	\$47,727.00	\$4,533.47	\$52,260.47
Town of Huachuca City	\$ 2,552.00	\$ 0.00	\$6,493.03	\$ 6,493.03
FY21 TOTALS	\$83,772.00	\$72,727.00	\$19,625.83	\$92,352.83

In discussion with the Board about the SVMPO budget several items were noted for consideration:

1. A need to over-match on In-Kind in order to fully recover 100% of federal funding, especially on the FTA funds requiring a 20% match amount.
2. A need to accumulate a \$25,000 one-time payment to MAG for the SunCloud project.
3. A potential desire to eventually accumulate an adequate balance in the SVMPO accounts to separate (create a firewall) between the City of Sierra Vista as the MPO Fiscal Agent and the SVMPO expenses when incurred. At this time all costs are paid by the City and then reimbursed back to them when the MPO is reimbursed by the State for eligible expenses. Over-match on In-Kind was one identified potential strategy to *slowly* accomplish this goal without each member jurisdiction making a one-time larger payment towards an account line sufficient for an average of the SVMPO quarterly expenses or making additional annual payments to reach this goal sooner.

4. Cash funds allow a larger “budget” for the MPO as well as cover expenses necessary for the effective operation of the MPO and budgeted for within the Work Program but are not eligible for federal/state reimbursement (an example would be the refreshments provided at the Joint Work Session for the LRTP). Cash funds also carry forward without being tied to the Work Program year.

However, **please note that balances in paid match carry forward with the unexpended FY21 revenues.** FY22 match invoices reflect the FY22 new revenues, not carry forward revenues, and the combination of the two should result in sufficient match for the final FY22 budget. No In-Kind can be carried forward into the new Work Program year (*the SVMPO was able to use all but \$2.93 In-Kind submitted*). At this time the member jurisdictions have recorded agreements with the SVMPO to pay their match as follows:

- Cochise County will pay up to \$25,000 in cash and the remaining amount in submitted In-Kind
- City of Sierra Vista will pay their full match amount in cash with submitted In-Kind as over-match
- Huachuca City reserves the right to chose a method each budget year: for FY22 they will provide In-Kind

Revised FY222 Work Program Budget Summary

FY2022 REVENUES (ESTIMATED OCTOBER 2021)				
REVENUE SOURCE	APPORTIONMENT	OA *	MATCH	BUDGET
PL/ FY21 (Carry Forward)	\$ 94,064.12	\$ 94,064.12	\$ 5,685.74	\$ 99,749.86
SPR / FY21 (Carry Forward)	\$ 63,147.24	\$ 63,147.24	\$ 15,786.81	\$ 78,934.05
FTA/FY20 (Carry Forward)	\$ -	\$ -	\$ -	\$ -
PL (CPG)/ FY22	\$ 125,442.00	\$ 125,442.00	\$ 7,582.39	\$ 133,024.39
SPR / FY22	\$ 125,000.00	\$ 125,000.00	\$ 31,250.00	\$ 156,250.00
FTA 5305 (CPG)/FY21	\$ 59,677.00	\$ 59,677.00	\$ 3,607.20	\$ 63,284.20
TOTAL	\$ 467,330.36	\$ 467,330.36	\$ 63,912.14	\$ 531,242.50

Revised FY2022 Match Requests:

Invoices will be sent to each member jurisdiction by the end of the calendar year. Match amounts have been significantly reduced by the merging of regional FTA 5305 funds with federal Planning funds (now called Coordinated Planning Grants/CPG) reducing your FTA match from 20% to 5.7%.

SVMPO Region	Census 2020	Fed Functionally Classified Roadways	Combined Factor Percent Totals	Formula Driven FY22 Match	Formula Driven FY23 Match
Cochise County	22,024	58.71	40.0%	\$16,975.84	\$16,975.84
Sierra Vista	45,308	64.33	57.0%	\$24,190.57	\$24,190.57
Huachuca City	1,742	2.46	3.0%	\$1,273.19	\$1,273.19
TOTALS	69,074.00	125.50		\$42,439.59	\$42,439.59

Attachments: The current FY22/FY23 Work Program and Budget is available on the svmpo.org website.

Action Requested: