

Unified Planning Work Program (UPWP) Checklist

Requirements of 23 CFR 420 Subpart A – Administration of FHWA Planning and Research Funds
& 23 CFR 450.308 – UPWP

MPO / Fiscal Year

<p>1. Description of transportation planning activities proposed for the area in the next fiscal year, including any air quality planning activities (if applicable), including such information as:</p> <ul style="list-style-type: none"> i. Work Task/Activity Title ii. Purpose of Work iii. Previous Work Completed iv. Methodology v. Products vi. Responsible Agencies. <p>Descriptions should document activities for the coming fiscal year in a concise clear manner.</p>	
<p>2. Summary budget table that indicates:</p> <ul style="list-style-type: none"> i. Federal share by type of fund ii. Matching rate by type of fund iii. State and/or local matching share iv. Other state or local funds v. Cost estimates by activity/task vi. Cost estimates for transportation planning activities funded with other Federal funds, such as other modes of travel and air quality planning activities in non-attainment areas (TMAs required to do this, all other MPOs encouraged to include). 	
<p>3. Provisional indirect cost rate (allowable if supported by a cost allocation plan that is submitted and approved by a cognizant or oversight agency in accordance with OMB requirements).</p>	
<p>4. Certificate of Indirect Costs.</p>	
<p>5. Disclaimer statement (preferably at the very beginning of document).</p>	
<p>6. Does the MPO use third party in-kind contributions as non-federal match for FHWA PL funds? If yes, also use page 2.</p>	

Comments on UPWP:

**Unified Planning Work Program (UPWP) Checklist
For MPOs Using In-kind Contributions to Match FHWA PL Funds**

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MPO / Fiscal Year

6. Does the MPO use third party in-kind contributions as non-federal match for FHWA PL funds? If yes*:	
a. Date of formal approval from Policy Committee to use in-kind contributions as match.	
b. Was prior approval to use in-kind contributions obtained by FHWA? (All three letters referenced below should be included and kept in the final UPWP). i. MPO letter formally requesting MDOT to seek the prior approval from FHWA for their use of in-kind contributions. Includes “Statement of Notification and Assurances” form for <u>each</u> contributing third party. Reference date of Policy Committee approval to use in-kind contributions.	
ii. MDOT’s letter to FHWA requesting prior approval. Includes “Statement of Notification and Assurances” form for <u>each</u> contributing third party. Reference date of MPO letter and Policy Committee approval to use in-kind contributions.	
iii. FHWA’s prior approval letter.	
c. Includes signed “Statement of Notification and Assurances” forms for <u>each</u> contributing third party.	
d. Introductory section includes a discussion about the use of third party in-kind contributions.	
e. Indicate in the work item details how the contributions by third party agencies contribute to the various products under the relevant program category.	
f. Includes third party in-kind contribution worksheets that summarize the total estimated value of the contributions, valuation methodology, and where in the program it will be earned.	
g. Includes third party in-kind contribution information in the summary budget tables.	

*All third party in-kind contribution documentation should be done in accordance with MDOT guidance.

Comments on In-Kind Contribution Documentation: