

Unified Planning Work Program (UPWP) Checklist

(MPO area)

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

- _____ 1. Description of transportation planning activities proposed for the area in the next fiscal year, including any air quality planning activities if applicable
- _____ 2. Cost estimates by activity/task
- _____ 3. Summary that indicates
 - a. federal share by type of fund
 - b. matching rate by type of fund
 - c. state and/or local matching share
 - d. other state or local funds
- _____ 4. TMAs must include (small MPOs encouraged) 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
- _____ 5. 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)
 - a. Certificate of Indirect Costs _____
- _____ 6. Does the MPO use third party in-kind contributions? If yes:
 - a. Prior approval obtained by FHWA _____
 - b. Document includes a discussion about the use of third party in-kind contributions in the introductory section of the UWP _____
 - c. Indicate in the work item detail pages how the contributions by specific agencies contribute to the various products under the relevant program category _____

- d. Include third party in-kind contribution worksheets that summarize the total estimated value of the contributions, how the value was arrived at (methodology), and where in the program it will be earned _____
- e. Include third party in-kind contribution information in the summary budget tables of the UWP document _____
- f. Signed "Statement of Notification and Assurances" forms _____

Note: Audits for work performed are required under OMB Circular A-133 for agencies that expend more than \$500,000 in Federal funds in a year and are an eligible cost. Audits are not an eligible cost nor required for agencies that expend less than \$500,000.

Comments: _____

