

Technical Memorandum

DATE: June 11, 2026

TO: Boston Region Metropolitan Planning Organization Unified Planning Work Program (UPWP) Committee

FROM: Tegin Teich, Executive Director

RE: Adjustment One to the Federal Fiscal Year 2026 UPWP

This memo contains the Boston Region Metropolitan Planning Organization (MPO) staff's recommended revisions to the Federal Fiscal Year (FFY) 2026 UPWP, forming Adjustment One to the document. This proposed adjustment includes budget reallocations for several UPWP tasks.

1 Budget Reallocations

Each fiscal year, budget modifications to the current UPWP are made following a staff review of spending patterns across UPWP programs and projects during the first three quarters of the year. Budget reallocations are made to the UPWP for two primary reasons: staff turnover and refined program or project needs.

1. Staffing changes typically result in lower expenditures than anticipated for certain UPWP line items due to the time it takes to recruit and train new personnel.
2. UPWP budgets may also need adjustment because certain project or program needs evolve after the UPWP has been developed. Staff develop budget estimates for UPWP work areas each spring, which allows the UPWP to be endorsed and adopted before the start of the next fiscal year. As work progresses, staff can better determine how much staff time or effort is needed for each project for the remainder of the fiscal year. Thus, budgets are adjusted to reflect these changes.

Table 1 shows the budget changes for applicable UPWP line items in the FFY 2026 UPWP and includes a justification for each. These proposed budget changes have a net zero impact on the overall UPWP budget.

**Table 1
FFY 2026 UPWP Budget Changes**

Program Name	FFY 2026 UPWP Budget	Change in Budget	New FFY 2026 UPWP Budget	Comments
Performance-Based Planning and Programming	\$119,000	-\$20,000	\$99,000	Decrease due to staff vacancy
General Graphics	\$313,000	-\$25,000	\$288,000	Decrease due to staff vacancy
Data Program	\$575,000	-\$14,000	\$561,000	Decrease due to staff vacancy
Transportation Improvement Program	\$338,000	-\$15,000	\$323,000	Decrease due to staff vacancy
Regional Model Enhancement Program	\$927,000	+\$32,000	\$959,000	Increase to support TDM23 post-pandemic scenario, TDM28 design, and TDMX advances
Freight Planning Program	\$124,000	+\$30,000	\$154,000	Increase due to additional work needed to complete Freight Action Plan and CUFC update
Professional Development	\$50,000	+\$12,000	\$62,000	Increase to support staff conference attendance for remainder of the year
Total	\$2,446,000	\$0	\$2,446,000	

CUFC = Critical Urban Freight Corridor. FFY = Federal Fiscal Year. TDM = Transportation Demand Model. UPWP = Unified Planning Work Program.

These proposed budget changes make up an adjustment to the UPWP, since the funding transfers between UPWP tasks are less than 25 percent of the task budget. Adjustments must be presented to the UPWP Committee and forwarded to the MPO board for a vote of endorsement. Adjustments do not require federal approval and go into effect on the day of endorsement by the MPO board.

Thank you for considering these recommended changes to the FFY 2026 UPWP. MPO staff would be happy to discuss and answer any questions from the UPWP

Committee and board members about this proposed adjustment. After a discussion, we hope that you will agree with these modifications and recommend the MPO board endorse Adjustment One at the June 18, 2026, board meeting.

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Boston, MA 02116

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