

UPWP requirements

According to NMDOT's PPM (available at

https://dot.state.nm.us/content/dam/nmdot/planning/2018_0808_NMDOT_PPM_3rd%20Amendment_MPO%20Chapter_FINAL.pdf)

The UPWP includes all activities funded under 23 CFR and the Federal Transit Act. Approval of a UPWP is necessary for receipt of FHWA planning and research funds and to document the use of funds provided under 23 USC and 49 USC5. Unified Planning Work Program (UPWP)

- Background information about the MPO and a description of the process to develop the UPWP
- Descriptions of the planning priorities for the metropolitan area;
- Descriptions of the work to be accomplished (needs to provide enough detail for NMDOT to determine eligibility compliance);
- Resulting products of the activities/tasks;
- Descriptions of who will perform each activity/task (for example, MPO staff, local government staff, or consultant);
- Estimated hours in-house personnel will spend on each activity/task;
- Schedule for conducting activities/tasks, including milestones;
- Proposed funding by activity/task;
- Summary of total amounts and sources of federal and matching funds;
- Identification of incomplete work elements/activities carried over from previous fiscal years;
- A detailed training plan for Policy Board/Committee members that includes a schedule and specific trainings including the following:
 - The transportation planning process and the role of the MPO, MPO members, NMDOT, FHWA and FTA Region 6 in this process;
 - Overview of state and federal regulations, policies and procedures governing the MPOs;
 - Overview of the TIP/STIP process; and
 - Overview of this PPM including the MPO's responsibilities.
- Two-year budget. Note: The budget included in the UPWP should be an accurate reflection of the MPO's financial needs and all programmed funding should be expended in the applicable FFY.
- Summary of work program and budget that shows:
 - Federal share by type of fund;
 - Matching rate by type of fund;
 - State and/or local matching share; and
 - Other state or local funds.