



Harrisonburg Rockingham MPO

Fiscal Year 2018 Unified Planning Work Program

Adopted: May 18, 2017



**Harrisonburg
Rockingham**
Metropolitan Planning
Organization

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This Report is prepared on behalf of the Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO) through a cooperative process involving the City of Harrisonburg, the County of Rockingham, the Town of Bridgewater, the Town of Dayton, the Town of Mt. Crawford, Virginia, the Virginia Department of Transportation, the Virginia Department of Rail and Public Transportation, the Federal Highway Administration, and the Federal Transit Administration.

The preparation of this work program was financially aided through grants from the Federal Highway Administration, the Federal Transit Administration, the Virginia Department of Transportation, the Virginia Department of Rail and Public Transportation, and the five localities comprising the HRMPO. Administrative support and technical assistance was provided by the Central Shenandoah Planning District Commission.

Title:

Harrisonburg-Rockingham Metropolitan Planning Organization FY18 Unified Planning and Work Program

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Harrisonburg-Rockingham Metropolitan Planning Organization

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Vice Chair, Ted Byrd, City of Harrisonburg

Administrator, Bonnie Riedesel, Central Shenandoah PDC (non-voting)

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Nick Britton, Virginia Department of Rail and Public Transportation

Kevin Jones, Federal Highway Administration

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Terry Short, Virginia Department of Transportation

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Nick Britton, Virginia Department of Rail and Public Transportation

Non-Voting Members

Rusty Harrington, Virginia Department of Aviation

Kevin Jones, Federal Highway Administration

Michele DeAngelis, Federal Transit Administration

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INTRODUCTION

Basis for Work Program

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken by the Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO) within the Metropolitan Planning Area (MPA) for FY 2018. The UPWP provides a mechanism for the coordination of transportation planning activities in the region, and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

The work tasks within this UPWP are reflective of issues and concerns originating from transportation agencies at the federal, state, regional, and local levels. The descriptions of the tasks to be accomplished and the budgets for these tasks are based on a best estimate of what can be accomplished within the confines of available federal, state, and local resources.

Metropolitan Planning Area

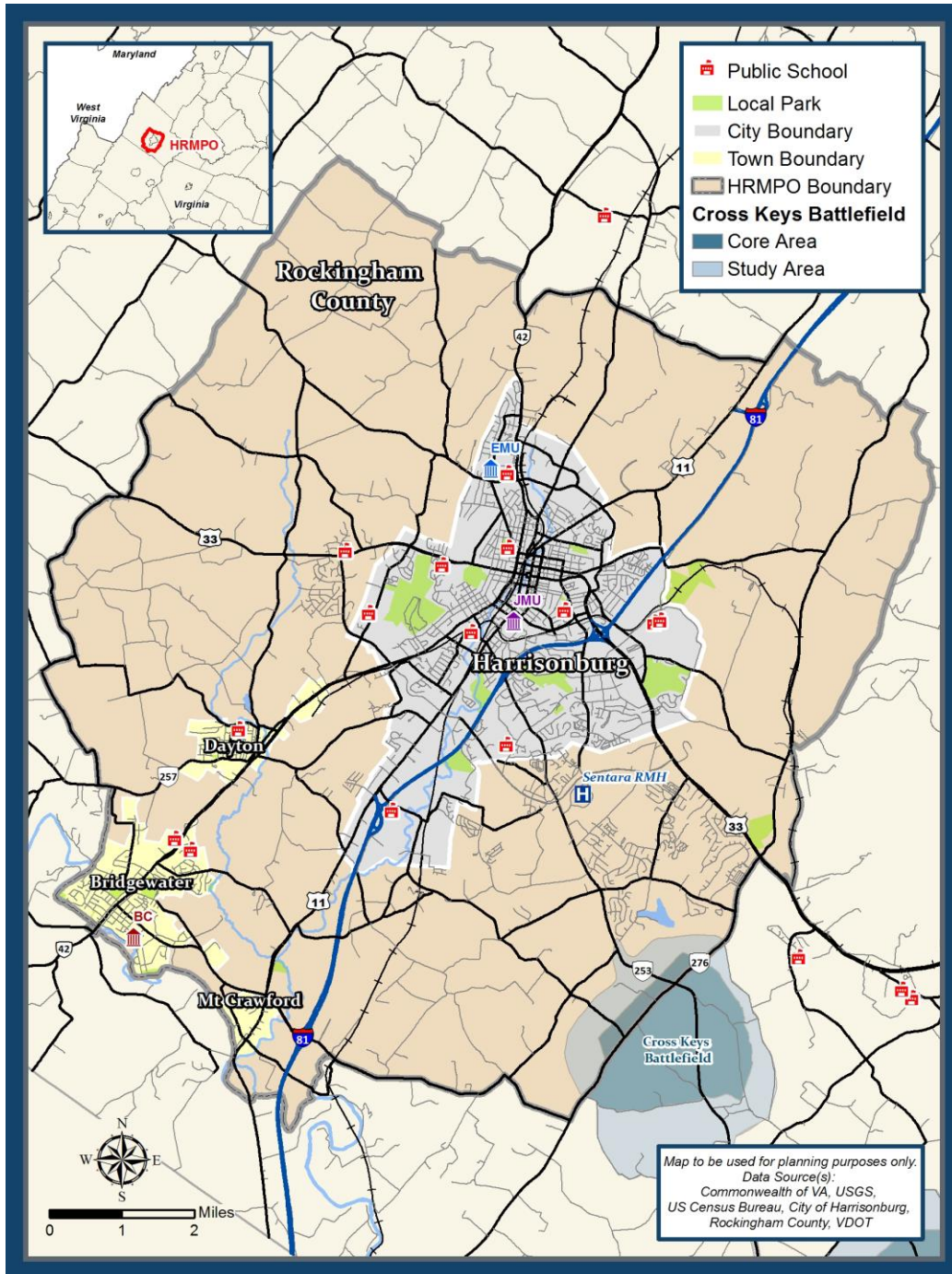
The HRMPO Metropolitan Planning Area (MPA) consists of the City of Harrisonburg, the towns of Bridgewater, Dayton, and Mt. Crawford, and a portion of Rockingham County surrounding these jurisdictions. A map of the MPA is provided on the next page.

The Harrisonburg-Rockingham MPA encompasses a land area of 106 square miles, and had a population of 74,305 following the 2010 Census.

Responsibilities for Transportation Planning

The HRMPO is the organization responsible for conducting the continuing, comprehensive, and coordinated (3-C) planning process for the Harrisonburg urbanized area in accordance with requirements of Title 23 U.S.C. Section 134 enacted through the Federal Highway Act of 1962, and Section 8 of the Federal Transit Act. The HRMPO is the official Metropolitan Planning Organization for the Harrisonburg urbanized area, designated by the Governor of Virginia, under Section 134 of the Federal Aid Highway Act, and the joint metropolitan planning regulations of FHWA and FTA.

HRMPO Metropolitan Planning Area



Organization of the HRMPO

The policy making body of the HRMPO is its Board, which consists of twelve (12) voting members. The voting membership of the Policy Board consists of five (5) members from the City of Harrisonburg; three (3) members from Rockingham County; one (1) member from the Town of Bridgewater; one (1) member from the Town of Dayton; one (1) member from the Town of Mt. Crawford; and one (1) member from the Virginia Department of Transportation (VDOT). Member jurisdictions have also provided for alternate voting members from staff and administration.

Other agencies with non-voting membership on the HRMPO Policy Board include: the Virginia Department of Rail and Public Transportation (DRPT), FHWA, and FTA.

The day-to-day operations of the HRMPO are performed by staff of the Central Shenandoah Planning District Commission (CSPDC). The staff, in conjunction with the HRMPO member agencies, collects, analyzes and evaluates demographic, land use, and transportation data to gain a better understanding of the transportation system requirements of the area. Staff prepares materials for use at Policy Board and Technical Advisory Committee (TAC) meetings, as well as any existing sub-committee meetings. Staff administers the public involvement, Title VI, and environmental justice processes.

Professional staff members participate in all HRMPO meetings, provide expertise as needed, and provide administrative support of the transportation planning program. In addition, staff members represent the HRMPO at other meetings of importance to planning activities within the region, as well as at the state level through the Virginia Association of MPOs (VAMPO).

Total FY 2018 Budget Revenues

The primary funding sources for transportation planning activities included in this UPWP are the FHWA Section 112 (PL, highway) and FTA Section 5303 (transit) programs. The proposed funding amounts (including state and local matching funds) for the FY 2018 HRMPO UPWP are in the following table.

FY18 UPWP Budget Revenue Summary				
Revenue Category	Total	Federal	State	Local
<u>Highway</u>				
FY 2018 New Highway Revenues	\$ 167,326	\$ 133,861	\$ 16,733	\$ 16,733
Deobligated Highway funds from FY 17	\$ -	\$ -	\$ -	\$ -
Carryover from FY 2016 Highway Funds	\$ 180,964	\$ 144,771	\$ 18,096	\$ 18,096
Subtotal	\$ 348,290	\$ 278,632	\$ 34,829	\$ 34,829
<u>Transit</u>				
FY 2018 New Transit Revenues	\$ 93,177	\$ 74,541	\$ 9,318	\$ 9,318
Carryover from FY 2017 Transit Funds	\$ 34,400	\$ 27,520	\$ 3,440	\$ 3,440
Subtotal	\$ 127,577	\$ 102,061	\$ 12,758	\$ 12,758
Total FY18 Revenues	\$ 475,867	\$ 380,693	\$ 47,587	\$ 47,587

WORK TASK 1.0: PROGRAM ADMINISTRATION AND PUBLIC OUTREACH

Work Task 1.01: Program Administration

Objective and Description:

This task includes ongoing activities of a continuing, comprehensive, and coordinated (3-C) planning process that ensure proper management and operation as described in the HRMPO Memorandum of Understanding. Coordination includes providing opportunities for cross-jurisdictional communication among VDOT and DRPT, the member jurisdictions, and other regional partners through the MPO planning process.

This task includes maintenance of the FY 2018 UPWP and development of the FY 2019 UPWP. To meet the requirements of 23 CFR Part 420 and 23 CFR Part 450, the HRMPO, in cooperation with VDOT and DRPT, is responsible for the development of a UPWP.

The UPWP describes all regional transportation planning activities anticipated in the MPO for the following fiscal year that will utilize federal funding (e.g., Title I Section 134 and Title III Section 8 metropolitan planning funds). The UPWP also identifies state and local matching dollars for these federal planning programs. These transportation planning activities are designed to address highway, transit, and non-motorized modes of travel for the Harrisonburg-Rockingham MPO. The UPWP will incorporate suggestions from federal funding agencies, state transportation agencies, transit operating agencies, local governments participating in the HRMPO, and the public through the public involvement process.

The primary objectives of program administration are:

- To provide all required administrative functions including UPWP maintenance, accounting, financial reporting, personnel administration, meeting organization, preparation of meeting materials and minutes or summaries, presentation preparation and follow-up, office management, contract administration, and necessary purchases such as of office equipment and software, etc.
- To coordinate with VDOT and DRPT staff, HRMPO TAC and Policy Board members, etc., to review and amend plans and policies to ensure that all program elements are compliant with applicable state and federal regulations and guidance.
- To support the activities of the HRMPO through the organization of regular meetings among stakeholders, preparation of reports, presentations, agendas, minutes, and mailings for all Policy Board, TAC and other meetings, as well as attendance at those meetings. Attendance at staff meetings and timekeeping are included in this task.
- To provide on-going training and development of staff and Board/Committee members to make certain that they are familiar with new and updated federal and state transportation regulations/guidelines, and are prepared to respond to the challenges and demands of this region.

- To represent the HRMPO on the Virginia Association of Metropolitan Planning Organizations (VAMPO).
- To manage the on-call consultant programs for the use of the HRMPO and its member localities and assist with contract administration and project management services.

Products:

- Efficient office operation, accurate financial information, preparation of quarterly reports and other information in support of MPO activities, writing and administration of transportation-related grants; transportation planning services; and a well-trained and informed MPO staff, Policy Board, and TAC.
- Coordination between VDOT and DRPT staff, HRMPO staff, TAC, and Policy Board through regular MPO meetings to share knowledge, strategize on long-term planning issues, review and amend plans and policies, and remain compliant with relevant federal and state regulations and guidelines.
- Support of the administrative activities of the HRMPO including the Policy Board, TAC and other meetings, as well as attendance at those meetings.
- Management of on-call consultants to provide technical support and project development for the HRMPO and its member localities.
- Development of the FY 2019 UPWP and management of the FY 2018 UPWP.
- UPWP amendments processed and completed as needed for the appropriate sections of funding (i.e. FHWA PL 112, FTA Section 5303, VDOT State match, DRPT State match, or any local matching funds).

1.01 Program Administration					
FY 18		Total	Federal	State	Local
Highway	66%	\$ 40,000	\$ 32,000	\$ 4,000	\$ 4,000
Transit	34%	\$ 20,513	\$ 16,410	\$ 2,052	\$ 2,051
Total		\$ 60,513	\$ 48,410	\$ 6,052	\$ 6,051

1.01 Program Administration					
FY 18		Total	Federal	State	Local
Highway	66%	\$ 40,000	\$ 32,000	\$ 4,000	\$ 4,000
Transit	34%	\$ 20,513	\$ 16,410	\$ 2,052	\$ 2,051
Total		\$ 60,513	\$ 48,410	\$ 6,052	\$ 6,051



Work Task 1.02: Public Participation and Outreach

Objective and Description:

This task includes ongoing activities that maintain and encourage meaningful participation of local citizens in metropolitan transportation planning. Public participation is an integral component to MPO activities, and therefore this work task is integrated with program support. The primary objectives of public participation and outreach are:

- Maintain Title VI compliance and ensure environmental justice in all work plans and activities including consultation with appropriate groups, committees, and community representatives.
- Continue to manage the HRMPO website, developing new content that will inform the public on the activities of the HRMPO, providing updates relative to transportation in the region, and listing any information required by federal and state regulations and guidance.
- Continue a proactive public participation process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing long- and short-range transportation plans, and other documents in accordance with the approved Public Participation Plan (PPP).

Products

- Participation by community members in HRMPO transportation plans, with a particular focus on improving public participation by groups not previously involved in the transportation planning process.
- Assurance of environmental justice and Title VI compliance in all work plans and activities, including the identification of underserved communities.
- A current HRVAMPO.org website with timely information regarding the MPO’s ongoing activities, scheduled events, information related to regional transportation issues, and planning documents.
- Evaluation of the effectiveness of the PPP and Title VI Plan for engaging transportation disadvantaged communities in the decision making process.

1.02 Public Coordination & Outreach					
FY 18		Total	Federal	State	Local
Highway	60%	\$ 12,000	\$ 9,600	\$ 1,200	\$ 1,200
Transit	40%	\$ 8,000	\$ 6,400	\$ 800	\$ 800
Total		\$ 20,000	\$ 16,000	\$ 2,000	\$ 2,000

WORK TASK 2.0: PROGRAM ACTIVITIES

Work Task 2.01: Long Range Transportation Planning

Objective and Description:

The primary objective of this task is to provide for long-range planning activities. This includes updating and implementing the Long Range Transportation Plan (LRTP) and other long range planning documents such as the HRMPO Bicycle and Pedestrian Plan, which was adopted in November 17, 2016.

Federal law requires that the HRMPO develop and approve a LRTP every five years, and that the Plan must have a 20-year horizon at the time of adoption. The LRTP was most recently adopted on March 16, 2017. FY 18 work will focus on implementing an on-going performance-based planning and evaluation methodology for the 2040 LRTP document and MPO area. The performance-based planning program will utilize transportation performance measures and targets to achieve performance outcomes.

This work task is also intended to support planning work for non-motorized forms of transportation, including activities to continue and expand development of a bicycle/pedestrian safety and education program, and planning activities based on recommendations in the HRMPO Bicycle and Pedestrian Plan. These activities may include production and dissemination of marketing literature, participation in community outreach events that promote bicycle and pedestrian safety, and work to continue to identify bicycle and pedestrian improvements within the MPO.

The following are activities that may be accomplished under this task.

Products:

- Carry out a 3-C process for updating the region's LRTP, while maintaining consistency with federal requirements as necessary, and incorporating both highway and transit project changes as appropriate.
- Implement the long-range planning process in support of the LRTP.
- Evaluate and maintain the existing LRTP for an integrated multi-modal transportation system.
- An on-going Performance-Based Planning Program.
- Updates and evaluation of the HRMPO Bicycle and Pedestrian Plan and continued work to develop and refine recommendations for a comprehensive network of cycling and pedestrian facilities connecting neighborhoods, communities, and key destination points and prioritize those recommendations.
- Purchase of bicycle and pedestrian marketing and safety literature to be dispersed through HRMPO partners.
- Advancement of programs to promote bicycle safety to non-English speaking or limited English proficiency residents of region.

- Organize and attend community outreach events to promote bicycle and pedestrian modes of travel.
- Staffing and funding for the annual Harrisonburg and Rockingham Bike-Walk Summit.
- Seek state and federal funds to further bicycle/pedestrian programs in the region (e.g., VDOT’s Safe Routes to School program, DCR’s Trails and Outdoors Fund grants, VDOT’s Transportation Alternatives Program, DMV’s Governor’s Highway Safety grants).
- Maintain the bicycle/pedestrian program web page on the HRMPO website and the Bike-the-Valley website for posting information and soliciting feedback.

2.01 Long-Range Transportation Planning					
FY 18		Total	Federal	State	Local
Highway	71%	\$ 50,000	\$ 40,000	\$ 5,000	\$ 5,000
Transit	29%	\$ 20,000	\$ 16,000	\$ 2,000	\$ 2,000
Total		\$ 70,000	\$ 56,000	\$ 7,000	\$ 7,000

Work Task 2.02: Short Range Planning

Objective and Description:

Short range planning activities for the MPO include maintenance of the Transportation Improvement Program (TIP), and small area or corridor studies to advance projects to the project application and programming stage.

The TIP is a four-year program of highway, transit, bicycle, pedestrian, safety, and enhancement projects receiving federal, state, and local funds. The TIP must be approved by the HRMPO Policy Board and the Governor of Virginia, and is required as a condition for all federal funding assistance for transportation improvements within the MPO.

This task allows HRMPO staff or consultants to perform corridor, interchange, or intersection planning studies to prepare projects for advancement to the SYIP and TIP, or towards construction funded by other means. These are assumed to be highway studies examining transportation related to vehicular traffic; however, active transportation modes and transit will also be incorporated into all studies. These studies also may include opportunities to examine the potential for economic development and show commitment to infrastructure improvements that would enable it.

Products:

- A current HRMPO TIP document, listing all highway, transit, and non-motorized projects with obligated federal funding for the published STIP, and complying with all federal and state regulations and guidance.
- Reviewed and processed highway, transit, and non-motorized TIP adjustments and amendments.
- The TIP will be posted on the HRMPO website. The public and all other interested parties will be given an opportunity to review and comment on the proposed TIP as described under the HRMPO’s PPP. The TIP will be accessible for public review electronically through the internet and at other locations specified in the PPP.
- Products completed under this task may include analysis, reports, mapping, design documents for corridor/interchange/intersection studies. The location of these studies may include, but is not limited to the following facilities identified in the 2040 Long Range Transportation Plan:
 - Switchboard Road – US 33 to Mt. Clinton Pike
 - US 33
 - Port Republic Road
 - US 11
 - Frieden’s Church Road
- Completion of the Bridgewater Main Street/VA 42 Corridor Study, which began in FY 2017.

2.02 Short Range Transportation Planning					
FY 18		Total	Federal	State	Local
Highway	64%	\$ 45,000	\$ 36,000	\$ 4,500	\$ 4,500
Transit	36%	\$ 25,000	\$ 20,000	\$ 2,500	\$ 2,500
Total		\$ 70,000	\$ 56,000	\$ 7,000	\$ 7,000

Work Task 2.03: Local, State and Federal Agency Assistance

Objective and Description:

This program element is designed to provide planning assistance for the HRMPO member jurisdictions, state and federal agencies. Assistance can include, but is not limited to review and comment of traffic impact analyses submitted for new developments, development or administration of transportation-related grants, and assistance with other transportation planning requested.

Work will also include assistance with the statewide transportation plan, multimodal and freight planning, coordinated human service planning for transit, ADA, Title VI/ Environmental Justice review, compliance with state and federal planning regulations, and review or development of MPO/regional transportation performance measures. Also included in this task will be time for staff to monitor legislative activity related to transportation issues, and provide comment and feedback to policy making boards and inform local administrators on the implications of this legislative activity.

Products:

- At the request of member jurisdictions or funding agencies, review traffic impact analyses from new developments to ensure the required level of mobility for all modes of travel.
- Identify, write, or administer transportation-related grants for HRMPO member localities, including the SMART SCALE, Transportation Alternatives/Safe Routes to School, and Highway Safety Improvement Program grants.
- Assist localities with updates to Comprehensive Plans or other planning documents related to transportation.
- Assist in the completion of any special transportation related study for any transportation modes for the HRMPO localities as requested.
- Specific planning work items as may be requested by FTA, FHWA, DRPT and VDOT including, but not limited to multi-modal planning, human services transportation planning, freight planning, and assistance with components with the statewide transportation plan.
- Attendance at state or federal agency or non-governmental organization sponsored training, workshops, seminars, and conferences relative to transportation planning.
- Updates and legislative reports will be provided to the Policy Board, TAC and other regional stakeholders and feedback regarding legislative activities will be returned to the appropriate agencies.
- Provide general transportation related planning services, projects, and activities (e.g., map production, data analysis, reports, etc.), as requested by HRMPO localities or the HRMPO Policy Board/TAC for all modes of travel.

2.03 Local, State and Federal Assistance					
FY 18		Total	Federal	State	Local
Highway	87%	\$ 43,000	\$ 34,400	\$ 4,300	\$ 4,300
Transit	13%	\$ 6,500	\$ 5,200	\$ 650	\$ 650
Total		\$ 49,500	\$ 39,600	\$ 4,950	\$ 4,950

Work Task 2.04: Transit Planning

Objective and Description:

The HRMPO will coordinate with the Harrisonburg Department of Public Transportation (HDPT) and other regional transit providers to conduct transit planning for the MPO.

Transit planning activities include route planning, analysis, and performance evaluations, and identification of gaps in the connectivity and transit system hours of service, evaluation of workforce mobility needs, provision of Park and Ride lots and other transportation demand management (TDM) needs region-wide.

Products:

The HRMPO may assist in the production of the following items:

- Transit Development Plan monitoring
- Transit plans for existing or potential new services throughout the HRMPO region.
- Transit system connectivity gap analysis and potential solutions to provide all populations with adequate access to essential services.

2.04 Transit Planning					
FY 18		Total	Federal	State	Local
Highway	0%	\$ -	\$ -	\$ -	\$ -
Transit	100%	\$ 47,564	\$ 38,051	\$ 4,756	\$ 4,757
Total		\$ 47,564	\$ 38,051	\$ 4,756	\$ 4,757

WORK TASK 3.0: CONTINGENCY

Objective and Description:

This category reflects the balance of funds not identified for Program Support, Administration, and Work Program Activities at this time for the highway funding side of the matrix (transit funds are fully drawn down each year).

3.0 Contingency--Highway					
FY 18		Total	Federal	State	Local
Highway	100%	\$ 158,290	\$ 126,632	\$ 15,829	\$ 15,829
Transit	0%	\$ -	\$ -	\$ -	\$ -
Total		\$ 158,290	\$ 126,632	\$ 15,829	\$ 15,829

TOTAL BUDGET FOR FY 2018

The total revenues and expenditures as outlined above for FY18 are \$ 489,505. New revenues for which the member localities are assessed their local contribution on are \$274,141 . Below is the breakdown of the FY18 member assessment to the localities present within the MPO area and on the following page is the detailed view of the FY18 Budget.

FY18 UPWP Budget Revenue Summary				
Revenue Category	Total	Federal	State	Local
<u>Highway</u>				
FY 2018 New Highway Revenues	\$ 167,326	\$ 133,861	\$ 16,733	\$ 16,733
Deobligated Highway funds from FY 17	\$ -	\$ -	\$ -	\$ -
Carryover from FY 2016 Highway Funds	\$ 180,964	\$ 144,771	\$ 18,096	\$ 18,096
Subtotal	\$ 348,290	\$ 278,632	\$ 34,829	\$ 34,829
<u>Transit</u>				
FY 2018 New Transit Revenues	\$ 93,177	\$ 74,541	\$ 9,318	\$ 9,318
Carryover from FY 2017 Transit Funds	\$ 34,400	\$ 27,520	\$ 3,440	\$ 3,440
Subtotal	\$ 127,577	\$ 102,061	\$ 12,758	\$ 12,758
Total FY18 Revenues	\$ 475,867	\$ 380,693	\$ 47,587	\$ 47,587

Harrisonburg Rockingham MPO
FY 2018 UPWP Revenues and Expenditures by Federal, State, and Local Sources
Period of July 1, 2017 to June 30, 2018

Revenues	Total Highway	FHWA Section 112 (PL) (80%)	State Match (10%)	Local Match (10%)			Total Transit	FTA Section 5303 (80%)	State Match (10%)	Local Match (10%)	Total Highway & Transit
FY 2018 New Highway Revenues	\$167,326	\$133,861	\$16,733	\$16,733			\$0	\$0	\$0	\$0	\$167,326
FY 2018 New Transit Revenues	\$0	\$0	\$0	\$0			\$93,177	\$74,541	\$9,318	\$9,318	\$93,177
Deobligated Highway funds from FY 17	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0
Carryover from FY 2016 Highway Funds	\$180,964	\$144,771	\$18,096	\$18,096			\$0	\$0	\$0	\$0	\$180,964
Carryover from FY 2017 Transit Funds	\$0	\$0	\$0	\$0			\$34,400	\$27,520	\$3,440	\$3,440	\$34,400
TOTAL FY 2018 Revenues	\$348,290	\$278,632	\$34,829	\$34,829			\$127,577	\$102,061	\$12,758	\$12,758	\$475,867
Expenditures					Transit Technical Classification	Budget Code					
1.0 Program Administration											
1.01 Program Administration	\$40,000	\$32,000	\$4,000	\$4,000	44.21.00	510.1	\$20,513	\$16,410	\$2,052	\$2,051	\$60,513
1.02 Public Coordination & Outreach	\$12,000	\$9,600	\$1,200	\$1,200	44.21.00	510.2	\$8,000	\$6,400	\$800	\$800	\$20,000
2.0 Program Activities											
2.01 Long-Range Transportation Planning	\$50,000	\$40,000	\$5,000	\$5,000	44.23.01	511	\$20,000	\$16,000	\$2,000	\$2,000	\$70,000
2.02 Short Range Transportation Planning	\$45,000	\$36,000	\$4,500	\$4,500	44.25.00	512	\$25,000	\$20,000	\$2,500	\$2,500	\$70,000
2.03 Local, State and Federal Assistance	\$43,000	\$34,400	\$4,300	\$4,300	44.24.00	513	\$6,500	\$5,200	\$650	\$650	\$49,500
2.04 Transit Planning					44.21.00	514	\$47,564	\$38,051	\$4,756	\$4,757	\$47,564
3.0 Contingency--Highway	\$158,290	\$126,632	\$15,829	\$15,829			\$0	\$0	\$0	\$0	\$158,290
TOTAL FY 2018 Expenditures	\$348,290	\$278,632	\$34,829	\$34,829			\$127,577	\$102,061	\$12,758	\$12,758	\$475,867