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Harrisonburg Rockingham MPO
Fiscal Year 2020
Unified Planning
Work Program

Adopted: May 16, 2020



**Harrisonburg
Rockingham**
Metropolitan Planning
Organization

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Title:

HRMPO Fiscal Year 2020 (FY20) Unified Planning Work Program

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Report Date: May 2019

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. The Central Shenandoah Planning District Commission provides administrative support and technical assistance.

Harrisonburg-Rockingham Metropolitan Planning Organization

Policy Board

Officers

Chair, Dennis Driver, Town of Mt. Crawford

Vice Chair, Sal Romero, City of Harrisonburg

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

Voting Members

Deanna Reed, City of Harrisonburg

Sal Romero, City of Harrisonburg

George Hirschmann, City of Harrisonburg

Eric Campbell, City of Harrisonburg

Reggie Smith, City of Harrisonburg

Sallie Wolfe-Garrison, Rockingham County

Stephen King, Rockingham County

Casey Armstrong, Rockingham County

Dennis Driver, Town of Mt. Crawford

Jay Litten, Town of Bridgewater

Susan Smith, Town of Dayton

Randy Kiser, Virginia Department of Transportation

Non-Voting Members

Rusty Harrington, Virginia Department of Aviation

Dan Sonenklar, Virginia Department of Rail and Public Transportation

Kevin Jones, Federal Highway Administration

Michele DeAngelis, Federal Transit Administration

Lee Eshelman, James Madison University

Technical Advisory Committee

Officers

Chair, Bill Blessing, City of Harrisonburg

Vice Chair, Rhonda Cooper, Rockingham County

Voting Members

Casey Armstrong, Rockingham County

Bradford Dyjak, Rockingham County

Vacant, City of Harrisonburg

Gerald Gatobu, City of Harrisonburg

Tom Hartman, City of Harrisonburg

Thanh Dang, City of Harrisonburg

Alex Wilmer, Town of Bridgewater

J.C. Smythers, Town of Mt. Crawford

Susan Smith, Town of Dayton

Terry Short, Virginia Department of Transportation

Don Komara, Virginia Department of Transportation

Dan Sonenklar, 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

Lee Eshelman, James Madison University

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 2020 (July 1 to June 30). 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

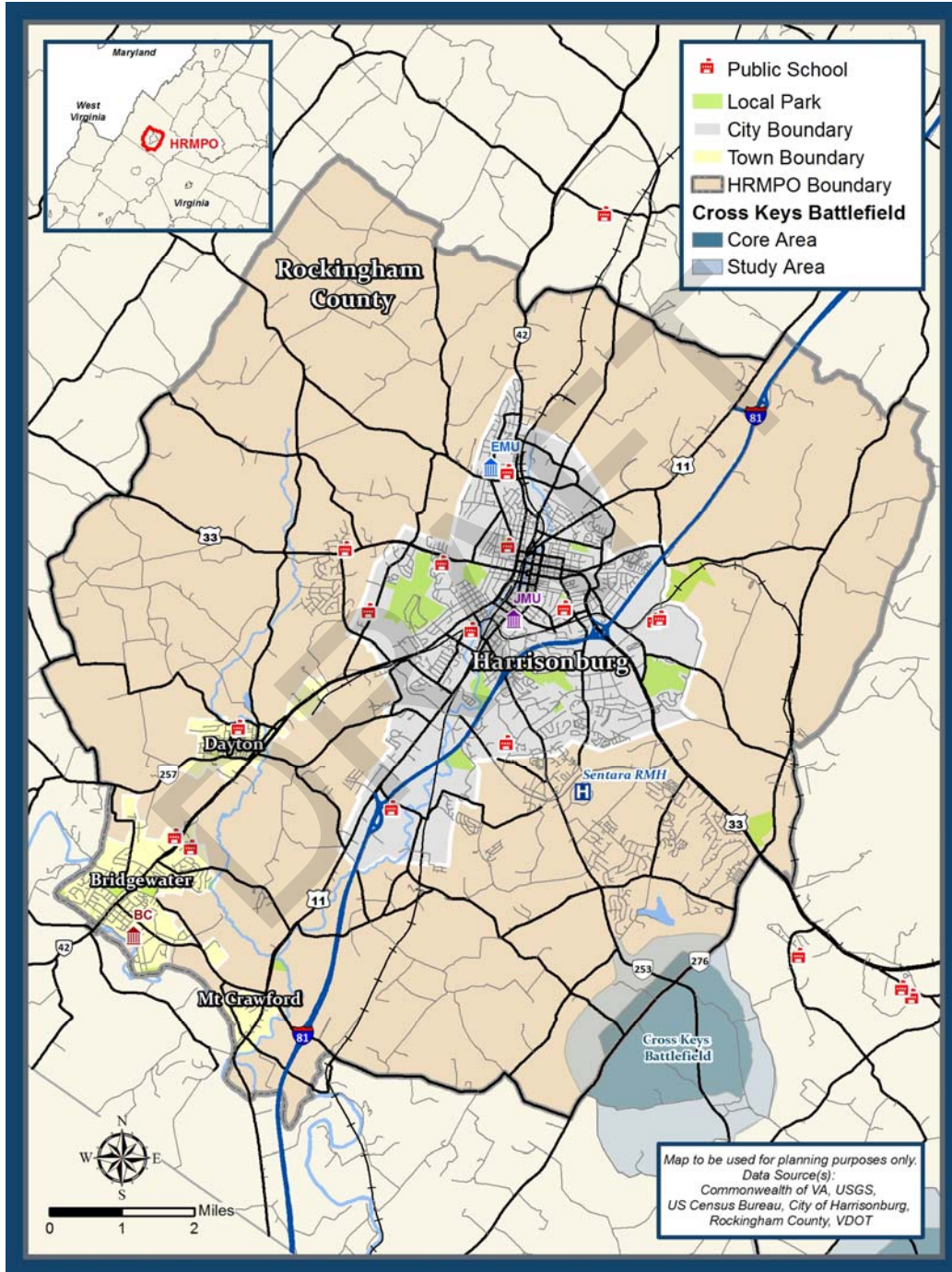
The HRMPO Metropolitan Planning Area (MPA) consists of the City of Harrisonburg, the towns of Bridgewater, Dayton, and Mt. Crawford, and a portion of Rockingham County surrounding these jurisdictions. A map of the MPA is provided on the next page.

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). 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 also 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 2020 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 2020 HRMPO UPWP are in the following table.

FY20 UPWP Budget Revenue Summary				
Revenue Category	Total	Federal	State	Local
<i>Highway</i>				
FY 2020 New Highway Revenues	\$165,476	\$132,381	\$16,548	\$16,548
Deobligated Highway funds from FY 19	\$0	\$0	\$0	\$0
Carryover from FY 2018 Highway Funds	\$177,230	\$145,294	\$15,968	\$15,968
Subtotal	\$342,706	\$277,675	\$32,516	\$32,516
<i>Transit</i>				
FY 2020 New Transit Revenues	\$95,623	\$76,497	\$9,563	\$9,563
Carryover from FY 2019 Transit Funds	\$21,000	\$16,800	\$2,100	\$2,100
Subtotal	\$116,623	\$93,297	\$11,663	\$11,663
Total FY20 Revenues	\$459,329	\$370,972	\$44,179	\$44,179

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 2020 UPWP and development of the FY 2021 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.

Activities and 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 2021 UPWP and management of the FY 2020 UPWP.
- Process UPWP amendments 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					
FY20		Total	Federal	State	Local
Highway	71%	\$40,000	\$32,000	\$4,000	\$4,000
Transit	29%	\$16,327	\$13,062	\$1,633	\$1,632
Total		\$56,327	\$45,062	\$5,633	\$5,632

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).

Activities and 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.
- Maintenance of the 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					
FY20		Total	Federal	State	Local
Highway	63%	\$12,000	\$9,600	\$1,200	\$1,200
Transit	37%	\$6,997	\$5,598	\$700	\$699
Total		\$18,997	\$15,198	\$1,900	\$1,899

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.

Federal law requires that the HRMPO develop and approve a LRTP every five years, and that the Plan must have at least a 20-year horizon at the time of adoption. The LRTP was most recently amended on May 17, 2018. FY 20 work will maintain a performance-based planning program as outlined in the 2040 LRTP document, in compliance with MAP-21. The 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, Bike the Valley website, 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.

Activities and 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.
- Support an on-going Performance-Based Planning Program.
- Update and evaluate 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 bicycle and pedestrian marketing and safety literature to be dispersed through HRMPO partners.

- Advance 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.
- Staff and fund 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 and enhance 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					
FY20		Total	Federal	State	Local
Highway	67%	\$35,000	\$28,000	\$3,500	\$3,500
Transit	33%	\$17,493	\$13,995	\$1,749	\$1,749
Total		\$52,493	\$41,995	\$5,249	\$5,249

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. The TIP is posted on the HRMPO website. The public and all other interested parties will be given an opportunity to review and comment on proposed TIP amendments 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.

This task also 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.

While these are highway studies examining transportation related to vehicular traffic, active transportation modes and transit will 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.
- Highway, transit, and non-motorized TIP adjustments and amendments.
- Products completed under this task may also include analysis, reports, mapping, design documents for corridor/interchange/intersection studies. Small Area studies are intended to advance projects in the MPO’s 2040 Long Range Transportation Plan, local comprehensive plans, or economic development plans.
- Completion of FY19 Small Area Studies.

2.02 Short Range Transportation Planning					
FY20		Total	Federal	State	Local
Highway	90%	\$135,000	\$108,000	\$13,500	\$13,500
Transit	10%	\$15,161	\$12,129	\$1,516	\$1,516
Total		\$150,161	\$120,129	\$15,016	\$15,016

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 on 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 VTrans 2045, the statewide transportation plan update process, 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, especially with regards to the I-81 Corridor Improvement Program and Committee.

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 or project for any transportation mode for the HRMPO localities as requested, including the I-81 Corridor Improvement Program.
- 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 of the statewide transportation plan.
- Attendance at state or federal agency or non-governmental organization-sponsored training, workshops, seminars, and conferences relative to transportation planning, including the VTrans 2045 update process.
- Updates and legislative reports will be provided to the Policy Board, TAC and other regional stakeholders, and feedback regarding legislative activities will be shared with appropriate state and federal 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					
FY20		Total	Federal	State	Local
Highway	88%	\$53,000	\$42,400	\$5,300	\$5,300
Transit	12%	\$6,997	\$5,598	\$700	\$699
Total		\$59,997	\$47,998	\$6,000	\$5,999

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, identification of gaps in the connectivity and hours of transit service, evaluation of workforce mobility needs, provision of Park and Ride lots, and other transportation demand management (TDM) needs region-wide. The HRMPO will assist HDPT with performing a Feasibility Study for the proposed Transit Center and Park and Ride hub this fiscal year.

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.
- FY20 Feasibility Study for the proposed Transit Center.

2.04 Transit Planning					
FY20		Total	Federal	State	Local
Highway	0%	\$0	\$0	\$0	\$0
Transit	100%	\$53,647	\$42,915	\$5,365	\$5,367
Total		\$53,647	\$42,915	\$5,365	\$5,367

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					
FY20		Total	Federal	State	Local
Highway	100%	\$67,706	\$57,675	\$5,016	\$5,016
Transit	0%	\$0	\$0	\$0	\$0
Total		\$67,706	\$57,675	\$5,016	\$5,016

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TOTAL BUDGET FOR FY 2020

The total revenues and expenditures for FY20 are \$459,329. New revenues for which the member localities are assessed for their local contribution are \$208,878. Below is the breakdown of the FY20 member assessment to the localities present within the MPO area and on the following page is the detailed view of the FY20 Budget.

FY20 Assessment			
MPO Member	# Votes	FY20 Assessment	
Harrisonburg	5		\$ 11,870
Rockingham County	3		\$ 7,122
Bridgewater	1		\$ 2,374
Dayton	1		\$ 2,374
Mt. Crawford	1		\$ 2,374
Total	<u>11</u>		<u>\$ 26,114</u>
<hr/>			
FY20 Highway Local Match	\$ 16,548		
FY20 Transit Local Match	<u>\$ 9,563</u>		
Total	<u>\$ 26,111</u>		
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Assessment per Vote	2,374.00		

Harrisonburg Rockingham MPO

FY 2020 UPWP Revenues and Expenditures by Federal, State, and Local Sources

Period of July 1, 2019 to June 30, 2020

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 2020 New Highway Revenues		\$165,476	\$132,381	\$16,548	\$16,548	\$0	\$0	\$0	\$0	\$165,476
FY 2020 New Transit Revenues		\$0	\$0	\$0	\$0	\$95,623	\$76,497	\$9,563	\$9,563	\$95,623
Deobligated Highway funds from FY 19		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Carryover from FY 2018 Highway Funds		\$177,230	\$145,294	\$15,968	\$15,968	\$0	\$0	\$0	\$0	\$177,230
Carryover from FY 2019 Transit Funds		\$0	\$0	\$0	\$0	\$21,000	\$16,800	\$2,100	\$2,100	\$21,000
TOTAL FY 2020 Revenues		\$342,706	\$277,675	\$32,516	\$32,516	\$116,623	\$93,297	\$11,663	\$11,663	\$459,329

Expenditures		Budget Code					Transit Technical Classification	Budget Code					
1.0 Program Administration													
1.01 Program Administration		510.1	\$40,000	\$32,000	\$4,000	\$4,000	44.21.00	510.1	\$16,327	\$13,062	\$1,633	\$1,632	\$56,327
1.02 Public Coordination & Outreach		510.2	\$12,000	\$9,600	\$1,200	\$1,200	44.21.00	510.2	\$6,997	\$5,598	\$700	\$699	\$18,997
2.0 Program Activities													
2.01 Long-Range Transportation Planning		511	\$35,000	\$28,000	\$3,500	\$3,500	44.23.01	511	\$17,493	\$13,995	\$1,749	\$1,749	\$52,493
2.02 Short Range Transportation Planning		512	\$135,000	\$108,000	\$13,500	\$13,500	44.25.00	512	\$15,161	\$12,129	\$1,516	\$1,516	\$150,161
2.03 Local, State and Federal Assistance		513	\$53,000	\$42,400	\$5,300	\$5,300	44.24.00	513	\$6,997	\$5,598	\$700	\$699	\$59,997
2.04 Transit Planning		514					44.21.00	514	\$53,647	\$42,915	\$5,365	\$5,367	\$53,647
3.0 Contingency--Highway		520	\$67,706	\$57,675	\$5,016	\$5,016			\$0	\$0	\$0	\$0	\$67,706
TOTAL FY 2020 Expenditures			\$342,706	\$277,675	\$32,516	\$32,516			\$116,623	\$93,297	\$11,663	\$11,663	\$459,329