

ITEM 7 - Action
March 17, 2004

Approval of Amendments to FY 2004 Unified Planning Work Program (UPWP), and Approval of FY 2004 UPWP Carryover Funding to FY 2005

Staff

Recommendation:

- Adopt resolution R11-2004 to amend the FY 2004 UPWP.
- Adopt resolution R12-2004 to approve the FY 2004 carryover funding for FY 2005.

Issues: None

Background: The Technical Committee recommended the approval of the attached amendments to the FY 2004 UPWP, together with the FY 2004 carryover funding to FY 2005 at its March 5 meeting.

The final version of the FY 2005 UPWP will incorporate this carryover funding into the final work program to be submitted to the state departments of transportation and the Federal Highway and Transit Administrations.



TPB R11-2004
March 17, 2004

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
777 North Capitol Street, N.E.
Washington, D.C. 20002**

**RESOLUTION TO AMEND THE FY 2004 UNIFIED PLANNING WORK PROGRAM TO
INCLUDE REVISED WORK STATEMENTS AND BUDGETS**

WHEREAS, the Joint Planning Regulations issued by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) require a Unified Planning Work Program for Transportation Planning (UPWP); and

WHEREAS, the UPWP is required as a basis and condition for all funding assistance for transportation planning to state, local, and regional agencies by the FHWA and FTA; and

WHEREAS, the FY 2004 UPWP for the Washington Metropolitan Area was adopted by the TPB on March 19, 2003; and

WHEREAS, revised work statements and budgets for projects in the FY 2004 UPWP have been developed by staff and the Virginia Department of Transportation (VDOT) to identify work elements and funding which will be carried over into FY 2005, and by the Washington Metropolitan Area Transit Authority (WMATA) to include a new project in its current technical assistance program;

NOW, THEREFORE, BE IT RESOLVED THAT: THE NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD approves amendments to the FY 2004 Unified Planning Work Program for Transportation Planning to include the revised work statements and budgets for the FY 2004 UPWP, as described in the attached page.



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Falls Church
Loudoun County
Manassas
Manassas Park
Prince William County

MEMORANDUM

March 11, 2004

TO: Transportation Planning Board

FROM: Gerald K. Miller *GKM*
Chief, Program Coordination

SUBJECT: FY 2004 UPWP Amendments

Attached are pages from the current FY2004 UPWP indicating changes to the work statements and budgets for the following three projects:

- For the Household Travel Survey, the survey data collection is to be deleted and \$340,000 is to be carried over to FY 2005 to conduct a significant pretest of a methodologically enhanced activity-based regional household travel survey.
- For the Virginia Technical Assistance Program, the Springfield Interchange Data Collection activity is to be deleted and \$70,000 is to be carried over to FY 2005 for the Miscellaneous Services project.
- For the Washington Metropolitan Area Transit Authority (WMATA) Technical Assistance program, funding for two activities is reprogrammed for a new activity called: Parking Usage at Metrorail Stations.

Deletions are shown in strikeout and additions in **bold**.

AMENDMENT TO FY 2004 UPWP

Changes on each page are shown in ~~strikeout~~ (delete) and **bold (new)**.

C. TRAVEL SURVEYS AND ANALYSIS

1. Household Travel Survey

In FY 2004, staff will continue to provide data files, user documentation and technical support to the users of COG/TPB travel survey databases. This work will include special tabulations from these travel survey databases to support other COG/TPB transportation planning activities and update of user documentation as required.

Staff will also process, edit, geocode, factor and tabulate the data collected in Spring 2003 wave of the continuing longitudinal household travel survey for the Washington region. This work will also include the application of trip linking procedures to the survey data and the preparation of cleaned, weighted household survey data files with documentation. This documentation will describe the survey data collection and processing procedures used, file formats for all survey data files and an initial set of survey tabulations.

Once processing of the Spring 2003 survey data is completed, staff will prepare a technical report documenting the results of the continuing household survey and analyzing observed changes in travel behavior. This report will focus on changes in single occupancy vehicle, carpool, transit, pedestrian and bicycle travel in response to regional system and policy changes. This report will also examine stability of various trip making patterns and factors over time and recommend future COG/TPB transportation model enhancements based on observed changes in regional travel behavior.

In FY 2004, staff will participate as an information resource in the Transportation Research Board (TRB) peer review of the TPB travel demand process. Staff will review past and current household travel survey activities and will plan and refine future household travel survey data collection activities in response to TRB peer review recommendations. ~~It is also anticipated that staff will begin data collection for the new regional household travel survey that will begin in the Spring of 2004.~~

Estimated Cost: ~~\$531,300~~ **191,300**

Oversight: Travel Forecasting Subcommittee

Products: Spring 2003 Household Travel Survey
 Database, Documentation and Technical
 Report; ~~Spring 2004 Data Collection~~

Schedule: Spring 2003 Household Travel Survey Data
Files and Documentation, December 2003 ,
Technical Report, March 2004, ~~Spring 2004~~
~~Data Collection, June 2004~~

C. VIRGINIA

Springfield Interchange Data Collection

~~Aerial monitoring of the Springfield Interchange and associated freeway approach routes will take place in Spring 2004. Monitoring will take place on five randomly selected Tuesdays, Wednesdays, and Thursdays only (excluding days after federal holidays). Hours of monitoring are between 6:00 a.m. and 8:00 a.m. and between 4:00 p.m. and 6:00 p.m. Peak and non-peak flow directions will be monitored.~~

~~A consultant experienced in this type of activity will perform the aerial monitoring. The consultant is to provide hard copy maps and digital images of traffic, with congestion highlighted. Also to be provided by the consultant is a summary report documenting speeds and vehicle densities.~~

~~Cost Estimate: \$70,000~~

~~Products: Consultant report, aerial photographs (paper and digital), vehicle density maps~~

~~Schedule: Flights to be performed in the spring, no later than May 15, 2004~~

TOTAL V.C COST ESTIMATE: ~~\$311,776~~ **\$241,776**

D. WMATA

Program Development

This project is established to account for DTP staff time spent in developing scopes of work for requested projects and for administering the resultant work program throughout the year. Work activities will involve meeting with WMATA staff to discuss projects, drafting and finalizing work statements and tasks, creating project accounts when authorized, and reporting progress on projects throughout the year. In addition, this project will provide staff with resources to attend required meetings at WMATA.

Cost Estimate: \$5,000 **\$4,125**

Product: specific scopes of work

Schedule: on-going activity

Miscellaneous Services

This miscellaneous account is a mechanism established to address requests which are too small or too short-lived to warrant separate work scopes. Past work has included requests for hard copy, plots, tape, or diskettes of data from any of the planning work activities at COG.

Cost Estimate: \$28,125

Schedule: on-going activity

Fare Structure and Fare Policy Study

~~The purpose of this study is to undertake a complete review of the WMATA fare structure and policies that affect its structure. The current WMATA fare structure is a distance based system on Metrorail and a flat fare on Metrobus. Current analysis supporting fare changes considers the impact of price changes on ridership and revenue. However, other key variables, like service level changes, mode of access changes, and changes in different market segments are not fully considered. With the advent of SmarTrip, numerous fare policy strategies could be introduced to provide greater incentives to travel using transit and to generate additional revenue. This study will analyze the implications of a variety of fare policy variables on fare structure, revenue, ridership, and operations. It will propose changes to the fare structure that can be implemented by the Authority for the FY 2005 and future operating budget and contribute to development of a regional transportation financing strategy. The study will be conducted by WMATA and it is anticipated that consultant assistance will be utilized.~~

~~Cost Estimate: \$36,000 UPWP funds
(The cost estimate for the study is \$325,000, which will
include \$289,000 in WMATA funds.)~~

~~Product: Report~~

~~Schedule: June 2004~~

Parking Usage at Metrorail Stations

This automated vehicle count study will obtain usage information by time of day at all WMATA park-and-ride lots in the region. The study will provide data input to the station access portion of work activity III C. Models Development. The study will include 48-hour tube counts at all entry and exit points of all WMATA park-and-ride lots. The data collected will provide vehicle entries and exits by time of day, which will yield the time that each facility fills up, based on known capacity. This data will be used to more accurately constrain auto access to the Metrorail system in the regional travel demand model. This study will include data collection and analysis.

This study will be conducted by COG/ TPB staff with consultant assistance and technical guidance from WMATA.

Cost Estimate: \$65,000
Product: Lot usage data
Schedule: June 2004

TOTAL V.D COST ESTIMATE: \$69,125

TPB R12-2004
March 17, 2004

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
777 North Capitol Street, N.E.
Washington, D.C. 20002**

**RESOLUTION TO APPROVE
CARRYOVER FUNDING FROM FY 2004 TO THE FY 2005
UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the Joint Planning Regulations issued by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) require a Unified Planning Work Program for Transportation Planning (UPWP); and

WHEREAS, the UPWP is required as a basis and condition for all funding assistance for transportation planning to state, local, and regional agencies by the FHWA and FTA; and

WHEREAS, the FY 2004 UPWP for the Washington Metropolitan Area was adopted by the TPB on March 19, 2003; and

WHEREAS, project work statements and budgets for carryover from FY 2004 to FY 2005 have been developed for the Household Travel Survey and the Virginia Technical Assistance Program;

NOW, THEREFORE, BE IT RESOLVED THAT: THE NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD approves the work statements and budgets for carryover funding from FY 2004 to FY2005 as described in the attached page.

*District of Columbia**Bowie**College Park**Frederick County**Gaithersburg**Greenbelt**Montgomery County**Prince George's County**Rockville**Takoma Park**Alexandria**Arlington County**Fairfax**Fairfax County**Falls Church**Loudoun County**Manassas**Manassas Park**Prince William County*

MEMORANDUM

March 11, 2004

TO: Transportation Planning Board

FROM: Gerald K. Miller
Chief, Program Coordination

SUBJECT: FY 2004 Carryover Funding and Projects for the FY 2005 UPWP

Attached are work statements and budgets for carryover funding from FY 2004 to FY 2005 for the following two projects:

- For the Household Travel Survey, \$340,000 is to be carried over to conduct a significant pretest of a methodologically enhanced activity-based regional household travel survey.
- For the Virginia Technical Assistance Program, \$70,000 is to be carried over for the Miscellaneous Services project.

The final version of the FY 2005 UPWP will combine the carryover funding and projects into one work program for submission to FTA and FHWA. The proposed budget levels for these carryover projects by funding source, which includes FTA and FHWA funding together with state and local mach, are shown in Table 1A.

TABLE 1A
PROJECT CARRYOVER FROM FY2004 TO FY2005 BY FUNDING SOURCE

WORK ACTIVITY	FY2004 FUNDS CARRYOVER TO FY2005	FTA/STATE/ LOCAL	FHWA/STATE/ LOCAL
IV. TRAVEL MONITORING			
C. Household Travel Survey	340,000	81,969	258,031
V. TECHNICAL ASSISTANCE			
C. Miscellaneous Services	70,000	8,439	61,561
TOTAL	410,000	90,408	319,592

CARRYOVER FUNDING FOR FY 2005 UPWP

C. TRAVEL SURVEYS AND ANALYSIS

1. Household Travel Survey

In FY 2005, staff will continue to provide data files, user documentation and technical support to the users of COG/TPB travel survey databases. This work will include special tabulations from these travel survey databases to support other COG/TPB transportation planning activities and update of user documentation as required.

Staff will complete the design of a large-sample methodologically enhanced activity based regional household travel survey. Methodological enhancements to be considered in this design include: (1) development of a GIS-based housing unit sample frame that would enable selection of survey households by land use area type, (2) development of a multi-modal data collection survey methodology that permits household recruitment and diary retrieval by mail, telephone, Internet and in-person contacts, (3) a GPS vehicle tracking add-on sub-sample, and (4) a follow-up survey of non-responding households and household members.

Data collection for **a significant pretest of** this methodologically enhanced activity-based regional household survey **can will** begin in the spring of 2005 **using the FY 2004 carryover funding**. If additional funding for this effort **is can also be** identified, **data collection for a full-blown large sample household travel survey will also begin**.

Estimated Cost:	\$175,100 FY 2005 UPWP funds, \$340,000 FY 2004 funds
Oversight:	Travel Forecasting Subcommittee
Products:	Regional Household Travel Survey Design
Schedule:	December 2004

C. VIRGINIA

Program Development

This project is established to account for DTP staff time spent in developing scopes of work for requested projects and for administering the resultant work program throughout the year.

Work activities will involve meeting with VDOT and VDR&PT staff to discuss projects, draft and finalize work statements and tasks, create project accounts when authorized, and report progress on projects throughout the year.

Cost Estimate: \$10,000

Product: scopes of work, progress reports

Schedule: on-going activity

Miscellaneous Services

- A. This work element provides VDOT with the ability to undertake limited scope studies and or data gathering activities identified during its regional and sub-regional planning activity during fiscal year 2005. The Department is currently engaged in examining the merits and priority of a few competing projects which include: traffic volume studies in activity centers outside the Capital Beltway, strengthening of some components of the regional travel demand model, and enhancing the district-wide HOV traffic volume data collection program.

- B. The miscellaneous account is also a mechanism established to address requests, which are too small or too short-lived to warrant separate work scopes. Authorizations to execute specific tasks are usually given by fax; this is particularly useful for quick turnaround. Work items include: requests for hard copy, plots, tape, or diskettes of data from any of the planning work activities at COG, participation in technical review committees and tasks forces and execution of small technical studies.

Cost Estimate: \$10,300 FY 2005 funds,
 \$70,000 FY 2004 funds

Schedule: on-going activity