

APPENDIX A

*Detailed Submission Instructions and
Sample Description Form*



visualize2045

A LONG-RANGE TRANSPORTATION PLAN FOR THE NATIONAL CAPITAL REGION

APPENDIX A: DETAILED SUBMISSION INSTRUCTIONS AND SAMPLE DESCRIPTION FORM

This appendix describes the process to be used by transportation implementing agencies when updating project information for Visualize 2045 as well as the Air Quality Conformity inputs and the Congestion Management Process in the online database. The project description forms are designed to elicit information to enable policy makers, citizens and other interested parties and segments of the community affected by projects in the plan to understand and review them. Description forms must be completed for all projects to be included in the Plan. All regionally significant projects, regardless of funding source, must be included in the Plan for Air Quality Conformity information purposes. A Congestion Management Process Form must be completed for all projects meeting the requirements described on page 33 of these instructions. The remainder of this section describes how to update plan and conformity project information using an online database application.

THE ONLINE DATABASE FOR THE VISUALIZE 2045 PROJECT AND AIR QUALITY CONFORMITY INPUTS

An online database application is used to gather project and program information from each agency. Staff from implementing agencies will be assigned an account with a user name and password. There are two levels of access to the database; editors and reviewers. Each agency should decide which person on their staff should assume these roles. Once logged into the application users will have access to the most recent version of the Plan and TIP information that was approved by the TPB. TPB staff will offer training sessions to assist staff with the application as needed.

Visualize 2045 Project Description Form Instructions

Projects should be described in sufficient detail to facilitate review by the TPB and the public. Specific information is needed on the project location and physical characteristics, purpose, projected completion date, total estimated costs, proposed sources of revenues, and other characteristics. Submissions for studies should indicate those cases where the design concept and scope (mode and alignment) have not been fully determined and will require further analysis. TERM projects or actions should also be identified. Project Description Forms should be used to describe the full scope of a facility's improvements.

Basic Project Information

1. **Submitting Agency** The agency that is submitting the project information. Defined by the user's agency status.
2. **Secondary Agency** Other agency working in conjunction with primary agency
3. **Agency Project ID** Agencies can use this field to track projects with their own ID systems.
4. **Project Type** Identify the functional class or category on which projects will be grouped in reports. Options include: Interstate, Primary, Secondary, Urban, Transit, Bike/Ped, Bridge, Enhancement, ITS, Maintenance, CMAQ, Other.
5. **Project Category** Identify the nature of the project: System Expansion (adding capacity to a road or transit system), System Preservation (any work on the road or transit system that does not add capacity), Management, Operations and Maintenance, Study, Other.
6. **Project Name** Brief, user-friendly name of the project;

7. **Facility**..... These fields should be used to describe actual infrastructure or transit routes. Any of these fields may be left blank and there is no need for redundant entries. If a project can be described adequately in the Project Title field, it is not necessary to fill in these fields.
 - a. Prefix..... Interstate or State abbreviation for route type, e.g. I, VA, MD, US. Combinations such as VA/US are acceptable
 - b. Number..... The route number that corresponds with the above prefix. Again, combinations are acceptable.
 - c. Name..... Full name of facility; e.g. "Capital Beltway," "East Street" or "Red Line". To the extent possible, this field should be limited to actual street names or transit routes.
 - d. Modifier..... Any term that needs to be used to further describe a facility, such as "extended", "relocated" or "interchange".
8. **From (At)**..... The beginning project limit or location of a spot improvement. Use the (At) checkbox to indicate a spot or interchange improvement. Follow the conventions above for Prefix, Number, Name and Modifier.
9. **To**..... Terminal project limit. Follow conventions above for Prefix, Number, Name and Modifier.
10. **Description**..... Describe the project as clearly as possible. Use public-friendly phrasing and avoid technical jargon where possible.
11. **Projected Completion Year**..... Estimated year that the project will be open to traffic or implemented.
12. **Project Manager**..... Name of project manager or point-of-contact for information
13. **E-mail**..... E-mail address for project manager or point-of-contact for information
14. **Web Site**..... URL for further project information from implementing agency
15. **Total Mileage**..... If available; enter the total length of the project to the closest tenth of a mile.
16. **Map Image**..... If available, upload an image file to assist
17. **State/Local Project Standing**. Upload a brief memo or document describing the project's status in the local and/ or state planning process. This should include approval actions by local, state, or sub-regional agencies with the names of any adopted plans, or any other documentation of the project's prioritization at the local or sub-regional level.
18. **Jurisdiction**..... Select the appropriate jurisdictions for the project. Multiple jurisdictions can be selected by pressing the CTRL key while clicking.
19. **Baseline Cost/As of**..... Initially estimated cost of project (in \$1,000s) and approximate date of that estimate. (For quadrennial long range plan inputs or for new projects being added as amendments to the plan).
20. **Amended Cost/As of**..... Updates to project cost (in \$1,000s) can be entered here with date of the amended cost estimate. (Used only for subsequent amendments to the baseline cost input).
21. **Sources**..... Indicate the sources of funds: Federal, State, Local, Private, Bonds, Other. Hold the CTRL key down to select multiple sources.

Regional Policy Framework

22. **Provide Options** Identify all travel mode options that this project provides, enhances, supports, or promotes.
23. **Activity Centers** Indicate if the project begins or ends within an activity center, connects two or more centers, and/or promotes non-auto travel within one or more centers
24. **Maintenance**..... Does this project contribute to enhanced system maintenance, preservation, or safety?
25. **Operations** Does this project reduce travel time on highways and/or transit without building new capacity, and does it enhance safety?
26. **Environment**..... Is the project expected to contribute to reductions in emissions of criteria pollutants and/or greenhouse gases?
27. **Travel and Commerce**..... Does the project support interregional and international travel and commerce (freight and passenger)?
28. **Additional Framework**..... Provide any additional information that describes how this project further supports or advances these and other regional goals.

Federal Planning Factors

29. Please identify any and all planning factors that are addressed by this project:

Use the checkboxes to select all that apply:

- a. Supports the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- b. Increases the safety of the transportation system for all motorized and non-motorized users.
- i. Is this project being proposed specifically to address a safety issue? **Note:** *It is presumed that all new projects being constructed include safety considerations. Select "Yes" only if the primary reason the project is being proposed is to address a safety issue.*
- ii. *If so, please briefly describe (in quantifiable terms, where possible) the nature of the safety problem:*
- c. Increases the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users.
- d. Increase accessibility and mobility of people
- e. Increase accessibility and mobility of freight
- f. Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- g. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- h. Promote efficient system management and operation.
- i. Emphasize the preservation of the existing transportation system.

- j. Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
- k. Enhance travel and tourism.

Environmental Mitigation

30. Have any potential mitigation activities been identified for this project? If so, identify the types of activities below.

Use the checkboxes to select “Yes” or “No” and to identify any mitigation activities being planned for this project.

- Air Quality,
- Energy,
- Floodplains,
- Geology, Soils and Groundwater,
- Hazardous and Contaminated Materials,
- Noise,
- Rare, Threatened and Endangered Species,
- Socioeconomics,
- Surface Water,
- Vibrations,
- Visual and Aesthetic Conditions,
- Wetlands,
- Wildlife and Habitat

Congestion Management Process Documentation

The following addresses the MAP-21 component called the Congestion Management Process. Please see the discussion on Congestion Management Documentation in Section 2 of this document for more information. Questions 25 and 26 should be answered for every project. In addition, a Congestion Management Documentation Form should be completed for each project or action proposing an increase in SOV capacity.

31. Congested Conditions

- a. *Do traffic congestion conditions on this or another facility necessitate the proposed project or program?*
Check “Yes’ if this project is being planned specifically to address congestion conditions.
- b. *If so, is the congestion recurring or incident-related non-recurring in nature?*
Use the checkboxes to identify either option.
- c. *If the congestion is on a different facility, please identify it here:*
Identify the name of the congested parallel or adjacent route that this project is intended to relieve.

32. Capacity

The federally-mandated Congestion Management Process requires that alternatives to major highway capacity increases be considered and, where reasonable, integrated into capacity-increasing projects. Except if projects fall under at least one of the exemption criteria listed under part (b), projects in the following categories require a Congestion Management Documentation Form:

- New limited access or other principal arterial roadways on new rights-of-way
- Additional through lanes on existing limited access or other principal arterial roadways
- Construction of grade-separated interchanges on limited access highways where previously there had not been an interchange.

a. Is this a capacity-increasing project on a limited access highway or other principal arterial?

Check "Yes" if the project will increase capacity on an SOV facility of functional class 1 (limited access highway), 2 (principal arterial) or 5 (grade-separated interchange on limited access highway).

b. If the answer to Question 32.a was "yes," are any of the following exemption criteria true about the project?

(Choose one, or indicate that none of the criteria apply):

- None of the exemption criteria below apply to this project – a Congestion Management Documentation Form is required.
- The project will not use federal funds in any phase of development or construction (100% state, local, and/or private funding).
- The number of lane-miles added to the highway system by the project totals less than one lane-mile
- The project is an intersection reconstruction or other traffic engineering improvements, including replacement of an at-grade intersection with an interchange
- The project, such as a transit, bicycle or pedestrian facility, will not allow private single-occupant motor vehicles.
- The project consists of preliminary studies or engineering only, and is not funded for construction
- Any project whose construction cost is less than \$10 million.

Review the list of potential exemption criteria and determine if any of them are true, thus exempting the project from needing a separate Congestion Management Documentation Form. If more than one criterion is true, please select just one as the primary criterion. Use the pull-down menu to identify the exemption criterion.

c. If the project is not exempt and requires a Congestion Management Documentation Form, click on the link provided to open a blank Congestion Management Documentation Form.

Record Tracking

33. **Completed Year** Use this field to indicate the year that the full scope of the project has been opened to traffic or implemented.
34. **Project Withdrawn** Use this checkbox to indicate that a project is being withdrawn from the Plan.
35. **Withdrawn Date** Provide an approximate date for the withdrawal of the project.

- 36. **Created by**..... Identification of who created the record originally.
- 37. **Created On**..... Date record was originally created on
- 38. **Last Updater**..... ID of last person to make modifications to record
- 39. **Last Updated On** Recorded date and time of last modifications to record
- 40. **Comments** General notes for agency or TPB staff to use.

Air Quality Conformity Input Instructions

- 1. **Conformity ID**TPB Staff will assign each project a Conformity ID
- 2. **Agency ID**Agencies can use this field to track projects with their own ID systems.
- 3. **Improvement**Pull-down field to identify type of improvement being made to the facility (e.g. construct, widen, upgrade, etc.)
- 4. **Facility**.....These fields should be used to describe actual infrastructure or transit routes. Any of these fields may be left blank and there is no need for redundant entries. If a project can be described adequately in the Project Title field, it is not necessary to fill in these fields.
 - a. **Prefix** Interstate or State abbreviation for route type, e.g. I, VA, MD, US. Combinations such as VA/US are acceptable.
 - b. **Number**..... The route number that corresponds with the above prefix.
 - c. **Name**..... Full name of facility; e.g. "Capital Beltway," "East Street" or "Red Line". To the extent possible, this field should be limited to actual street names or transit routes.
 - d. **Modifier** Any term that needs to be used to further describe a facility, such as "extended", "off-ramp", or "interchange".
- 5. **From (At)**The beginning project limit or location of a spot improvement. Use the (At) checkbox to indicate a spot or interchange improvement. Follow the conventions above for Prefix, Number, Name and Modifier.
- 6. **To**Terminal project limit. Follow conventions above for Prefix, Number, Name and Modifier.
- 7. **Description**This field is not required but can be used to provide additional information beyond the data in the other fields.
- 8. **Facility Type From/To**
 - a. **Facility Type From**..... Functional class of facility before improvement
 - b. **Facility Type To**..... Functional class of facility after improvement
- 9. **Lanes From/To**
 - a. **Lanes From** Number of lanes on facility before improvement
 - b. **Lanes To** Number of lanes on facility after improvement
- 10. **R.O.W. Acquired** Right-of-way has been acquired for the facility
- 11. **Under Construction?**..... Construction has begun on the facility
- 12. **Projected Completion Year**.... Estimated year that the project will be complete.
- 13. **Completed** Date the project was completed (open to traffic) or implemented

- 14. **Creator**..... Recorded ID of the user that created the record
- 15. **Created On**..... Date record was originally created on
- 16. **Last Updated On**..... Recorded date and time of last modifications to record
- 17. **Last Updater**..... Recorded ID of last person to make modifications to record

Congestion Management Documentation Form for SOV Projects

A Congestion Management Documentation Form should be completed for each project or action intended for the Plan that involves a significant increase in single-occupant vehicle (SOV) carrying capacity of a highway.

Brief and complete answers to all questions are recommended. A reference to an external document or an attachment without further explanation on the form itself is not recommended; findings of studies, Major Investment Studies, for example, should be summarized on the form itself. References to other documents can be made if desired in addition to the answer provided on the form.

As a rule of thumb, the scale and detail in the responses to the questions should be in proportion to the scale of the project. For example, a relatively minor project needs less information than a major, multi-lane-mile roadway construction project.

The form can summarize the results of EISs or other studies completed in association with the project, and can also summarize the impact or regional studies or programs. It allows the submitting agency to explain the context of the project in the region’s already-adopted and implemented programs, such as the Commuter Connections program, and to go on to explain what new and additional strategies were considered for the project or corridor in question.

Sample Forms

The following pages are samples for the CLRP Project Description Form, TIP Project Description Form, and Congestion Management Documentation Form.

VISUALIZE 2045 PROJECT DESCRIPTION FORM



BASIC PROJECT INFORMATION

1. Submitting Agency:
2. Secondary Agency:
3. Agency Project ID:
4. Project Type: Interstate Primary Secondary Urban Bridge Bike/Ped Transit CMAQ
 ITS Enhancement Other Federal Lands Highways Program
 Human Service Transportation Coordination TERMS
5. Category: System Expansion; System Maintenance; Operational Program; Study; Other
6. Project Name:

	Prefix	Route	Name	Modifier
7. Facility:				
8. From (<input type="checkbox"/> at):				
9. To:				

10. Description:
11. Projected Completion Year:
12. Project Manager:
13. Project Manager E-Mail:
14. Project Information URL:
15. Total Miles:
16. Schematic (file upload):
17. State/Local Project Standing (file upload):
18. Jurisdictions:
19. 2018 Baseline Cost (in Thousands): cost estimate as of MM/DD/YYYY
20. Amended Cost (in Thousands): cost estimate as of MM/DD/YYYY
21. Funding Sources: Federal; State; Local; Private; Bonds; Other

Regional Policy Framework: Questions 22-27 address the goals identified in the Regional Transportation Priorities Plan. Question 28 should be used to provide additional context of how this project supports these goals or other regional needs identified in the Call for Projects.

22. Provide a Comprehensive Range of Transportation Options

Please identify all travel mode options that this project provides, enhances, supports, or promotes.

- | | | | |
|--|---|---|------------------------------------|
| <input type="checkbox"/> Single Driver | <input type="checkbox"/> Carpool/HOV | | |
| <input type="checkbox"/> Metrorail | <input type="checkbox"/> Commuter Rail | <input type="checkbox"/> Streetcar/Light Rail | |
| <input type="checkbox"/> BRT | <input type="checkbox"/> Express/Commuter bus | <input type="checkbox"/> Metrobus | <input type="checkbox"/> Local Bus |
| <input type="checkbox"/> Bicycling | <input type="checkbox"/> Walking | <input type="checkbox"/> Other | |

Does this project improve accessibility for historically transportation-disadvantaged individuals (i.e., persons with disabilities, low-incomes, and/or limited English proficiency?)

VISUALIZE 2045 PROJECT DESCRIPTION FORM

23. Promote Regional Activity Centers

- Does this project begin or end in an Activity Center?
- Does this project connect two or more Activity Centers?
- Does this project promote non-auto travel within one or more Activity Centers?

24. Ensure System Maintenance, Preservation, and Safety

- Does this project contribute to enhanced system maintenance, preservation, or safety?

25. Maximize Operational Effectiveness and Safety

- Project is primarily designed to reduce travel time on highways and/or transit without building new capacity (e.g., ITS, bus priority treatments, etc.)?
- Does this project enhance safety for motorists, transit users, pedestrians, and/or bicyclists?

26. Protect and Enhance the Natural Environment

- Is this project expected to contribute to reductions in emissions of criteria pollutants?
- Is this project expected to contribute to reductions in emissions of greenhouse gases?

27. Support Interregional and International Travel and Commerce

Please identify all freight carrier modes that this project enhances, supports, or promotes.

- Long-Haul Truck
- Local Delivery
- Rail
- Air

Please identify all passenger carrier modes that this project enhances, supports, or promotes.

- Air
- Amtrak intercity passenger rail
- Intercity bus

28. Additional Policy Framework Response

Please provide additional written information that describes how this project further supports or advances these and other regional goals or needs.

FEDERAL PLANNING FACTORS

29. Please identify any and all planning factors that are addressed by this project:

- a. Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- b. Increase the **safety** of the transportation system for all motorized and non-motorized users.
 - i. Is this project being proposed specifically to address a safety issue? Yes; No
 - ii. If yes, briefly describe (in quantifiable terms, where possible) the nature of the safety problem:
- c. Increase the ability of the transportation system to support **homeland security** and to safeguard the personal security of all motorized and non-motorized users.
- d. Increase **accessibility and mobility** of people.
- e. Increase accessibility and mobility of **freight**.
- f. Protect and enhance the **environment**, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- g. Enhance the **integration and connectivity** of the transportation system, across and between modes, for people and freight.
- h. Promote efficient system **management and operation**.
- i. Emphasize the **preservation** of the existing transportation system.
- j. Improve **resiliency** and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
- k. Enhance travel and **tourism**.

VISUALIZE 2045 PROJECT DESCRIPTION FORM

ENVIRONMENTAL MITIGATION

30. Have any potential mitigation activities been identified for this project? Yes; No
- a. If yes, what types of mitigation activities have been identified?
- Air Quality; Floodplains; Socioeconomics; Geology, Soils and Groundwater; Vibrations;
 - Energy; Noise; Surface Water; Hazardous and Contaminated Materials; Wetlands

CONGESTION MANAGEMENT INFORMATION

31. Congested Conditions
- a. Do traffic congestion conditions necessitate the proposed project or program? Yes; No
- b. If so, is the congestion recurring or non-recurring? Recurring; Non-recurring
- c. If the congestion is on another facility, please identify it:
32. Capacity
- a. Is this a capacity-increasing project on a limited access highway or other principal arterial? Yes; No
- b. If the answer to Question 32.a was "yes", are any of the following exemption criteria true about the project? (Choose one, or indicate that none of the exemption criteria apply):
- None of the exemption criteria apply to this project – a Congestion Management Documentation Form is required
 - The project will not use federal funds in any phase of development or construction (100% state, local, and/or private funding)
 - The number of lane-miles added to the highway system by the project totals less than one lane-mile
 - The project is an intersection reconstruction or other traffic engineering improvement, including replacement of an at-grade intersection with an interchange
 - The project, such as a transit, bicycle or pedestrian facility, will not allow private single-occupant motor vehicles
 - The project consists of preliminary studies or engineering only, and is not funded for construction
 - The construction costs for the project are less than \$10 million.
- c. If the project is not exempt and requires a Congestion Management Documentation Form, click here to open a blank Congestion Management Documentation Form.

RECORD MANAGEMENT

33. Completed Year:
34. Project is being withdrawn from the CLRP.
35. Withdrawn Date: MM/DD/YYYY
36. Record Creator:
37. Created On:
38. Last Updated by:
39. Last Updated On:
40. Comments:

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National Capital Region
Transportation Planning Board

Visualize 2045 is being developed by the National Capital Region Transportation Planning Board, the federally designated metropolitan planning organization for metropolitan Washington.