Sent via email

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June 8, 2015

National Capital Region Transportation Planning Board
Chairman Phil Mendelson
Metropolitan Washington Council of Governments
777 North Capital Street, NW, Suite 300
Washington, D.C. 20002-4201

RE: Federal Certification of the National Capital Region Transportation Management Area Planning Process

Dear Chairman Phil Mendelson:

This letter notifies you that the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) jointly certify the planning process for the Metropolitan Washington Council of Governments National Capital Transportation Planning Board (MWCOG/TPB) Transportation Management Area (TMA) and Fredericksburg Area Metropolitan Planning Organization (FAMPO). This certification is based on the findings from the Federal Certification Review conducted on October 28th and 29th of 2014.

The overall conclusion of the certification review is that the planning process for the Washington, District of Columbia TMA complies with the spirit and intent of Federal metropolitan transportation planning laws and regulations under 23 U.S.C. 134 and 49 U.S.C. 5303. The planning process at MWCOG/TPB is a continuing, cooperative, and comprehensive process and reflects a significant professional commitment to deliver quality in transportation planning.

We would like to thank Transportation Planning Director Kanathur Srikanth and his staff for their time and assistance in planning and conducting the review. Enclosed is a report that documents the results of this review and offers several recommendations for continuing quality improvements and enhancements to the planning process. If you have any questions regarding this certification action, please direct them to either Ms. Sandra Jackson, Community Planner of the FHWA, DC Division, at (202) 219-3521 or Ms. Melissa P. Barlow, Community Planner of the FTA Region III DC Metro Office, at (202) 219-3565.

Sincerely,

Terry Garcia Crews
Region III Administrator
Federal Transit Administration

Joseph C. Lawson
DC Division Administrator
Federal Highway Administration

Electronic – cc:
FHWA Maryland Division
FHWA Virginia Division

Washington, DC-VA-MD TMA Certification Review

2015

National Capital Region Transportation Planning Board (TPB)
Fredericksburg Area Metropolitan Planning Organization (FAMPO)

Based on this review and ongoing oversight by the Federal Highway Administration and the Federal Transit Administration, the transportation planning process carried out by the Transportation Planning Board for the National Capital Region Transportation Management Area is certified as meeting the requirements as described in 23 Code of Federal Register Part 450, Subpart C and 49 Code of Federal Register Part 613. A number of commendations have been made throughout this report to acknowledge successful practices as well as some recommendations that support continued enhancement of the planning process in this region.

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EXECUTIVE SUMMARY

Previous Certification Findings and Disposition

The 2010 Certification Review for the Washington, DC-VA-MD Transportation Management Area (TMA) was conducted in April of 2010. The review found that the National Capital Region Transportation Planning Board's (TPB) planning process for the Transportation Management Area's (TMA) was consistent with the Federal planning requirements in 23 U.S.C. 134(i)(5) and 49 U.S.C. 1607. The review included the Fredericksburg Area Metropolitan Planning Organization (FAMPO) because a small portion of the TMA extends into part of Stafford County, VA for which the FAMPO conducts the planning for as it relates to the National Capital Region TMA. The 2010 Certification Review was the first time Federal officials conducted and included a formal (though brief), review of the FAMPO planning and programming process in the TPB certification review. The final Certification Review Summary Report (June 27, 2011) included 7 commendations for TPB planning elements and 4 for FAMPO planning elements. The report had 11 recommendations for TPB planning activities and 3 for FAMPO planning activities. The report included 4 corrective actions for FAMPO.

As required by the first action, FAMPO and the Virginia Commonwealth Transportation Board in June 2011 submitted a joint letter to FHWA confirming the FAMPO project selection process for RSTP and CMAQ projects. As required by the second action, FAMPO staff received Title VI training along with VDOT and TPB staff in July of 2011. As required by the third action, FAMPO has produced a Title VI plan which was adopted by the FAMPO Board in May of 2012. As required by the fourth action, FAMPO staffs have established a process for assessing the impacts of the investments in its plan and TIP on different socio-economic groups. A more detailed summary table of the implementation actions for the 11 recommendations for TPB planning activities, including the implementation actions for the 3 FAMPO recommendations and 4 FAMPO corrective actions, as well as the July 18, 2012 letter from the FHWA Virginia Division office, is located in Part 4 of this report.

As a result of the 2010 certification, TPB was found conditionally meeting the requirements subject to the implementation of the corrective actions within 18 months. All recommendations and corrective actions have been implemented by TPB and FAMPO.

Description and Overview of MPO

The National Capital Region Transportation Planning Board (TPB) is the Federally-designated Metropolitan Planning Organization (MPO) for the metropolitan area, leading the comprehensive, cooperative, and continuing (3C) planning process in cooperation with the Fredericksburg Area Metropolitan Planning Organization (FAMPO), which is the designated MPO for a portion of the National Capital Region TMA in Virginia. Implementing agencies working in partnership with TPB and FAMPO in the planning process include the Departments of Transportation (DOTs) for the District of Columbia, the states of Maryland and Virginia, and area public transportation operators and authorities.

The TPB was created in 1965 by the region's local and state governments to respond to Federal highway legislation in 1962 that required the establishment of a comprehensive, cooperative, and

continuing (3C) transportation planning process in every urbanized area in the United States. Federal Highway and transit legislation required the establishment of planning bodies, which later became known as Metropolitan Planning Organizations (MPOs), when it became clear that the construction of major transportation projects through and around urban areas needed to be coordinated with local and state jurisdictions.

The TPB became associated with the Metropolitan Washington Council of Governments (COG) in 1966. COG was established in 1957 by local cities and counties to deal with regional concerns including growth, housing, environment, public health and safety - as well as transportation. Although the TPB is an independent body, its staff is provided by COG's Department of Transportation Planning.

Established in 1992, the Fredericksburg Area Metropolitan Planning Organization (FAMPO) is the Federally-designated Metropolitan Planning Organization for the Fredericksburg urbanized area. Though the northern portion of Stafford County was incorporated into the National Capital Region TMA after the 2000 census, with the concurrence of the Federal Partners, FAMPO elected to expand its planning area boundaries to include the three jurisdictions of the Counties of Caroline, Stafford and Spotsylvania in their entirety. Although the FAMPO is an independent body, its staff is provided by the George Washington Regional Planning District Commission (GWRC). All of the local governments are members of the GWRC. While the GWRC serves as the lead technical staff for the MPO, some aspects of the technical transportation planning process (i.e. conformity, travel demand modeling, etc.) are performed and managed by VDOT or through contracts with consultants.

Two key documents provide a framework for regional transportation policy in the Metropolitan Washington Region -- the TPB Vision and the Regional Transportation Priorities Plan. The TPB Vision was unanimously approved in October of 1998 by the Transportation Planning Board after an extensive public outreach effort that lasted three years. A host of objectives and strategies are included in the Vision to show how its eight primary goals can be reached. The Vision is not a plan with maps or lists of specific projects. It is fundamentally a framework to guide decision making. The various jurisdictions in the region are expected to pursue policies and projects that contribute to specific elements of the Vision. The goals, objectives and strategies in the Vision should be used to buttress arguments for or against new policies and projects.

The Regional Transportation Priorities Plan, adopted by the TPB in January of 2014, is the other main element of the TPB's regional policy framework. It is meant to focus attention on a limited number of specific strategies with the greatest potential to advance regional goals rooted in the TPB Vision. The Priorities Plan was developed over the course of nearly three years with the help of technical analysis, stakeholder input, and public outreach.

The Washington Region's population and employment are expected to grow over the coming decades. The planning area is forecasted to grow by over 1.6 million people and over 1.3 million jobs between 2010 and 2040, a 32% increase in population and nearly a 43% increase in employment. Forecasts indicate that by 2040, the region will include 6.7 million people and 4.4 million jobs. While the region as a whole is fast-growing, some areas are growing faster than others. Both the outer suburbs and inner suburbs are forecast to grow faster than the regional core. The result of this growth pattern is that the inner suburbs and regional core are expected to have the highest concentrations of jobs in 2040, while the majority of new residents are forecast to

live in denser population centers throughout the region. While the region grows to accommodate more jobs and more people and as jobs and households become increasingly further apart, greater demands will be placed on the transportation system. However, funding—even for rehabilitation and maintenance—will continue to remain in short supply. As a result, more cars will be squeezed onto roads and more people squeezed into buses and trains. The region is well known for proactively seeking innovative, multi-modal solutions to transportation issues and that approach will continue to serve the area well.

For more information, including charts detailing growth and development trends, see: http://www.mwcog.org/clrp/performance/metropolitan_growth.asp

Part 1: Certification Review Findings

Commendation Summary

Review Area	Commendation
Metropolitan Plan Development/Regional Transportation Plan *Section 2-6*	TPB is commended for the performance analysis of the Constrained Long-Range Transportation Plan (CLRP). Each year the plan is analyzed to see how it performs in a variety of ways relating to the region's goals.
Metropolitan Plan Development/Regional Transportation Plan *Section 2-6*	Significant effort by TPB has gone into the development of the Regional Transportation Priorities Plan (RTPP). Designed to advance regional goals for economic opportunity, environmental stewardship and quality of life, the RTPP highlights priorities that should be funded and included in the region's CLRP.
Metropolitan Plan Development/Regional Transportation Plan *Section 2-6*	TPB's Bicycle and Pedestrian Master Plan is commendable. The regional network of bike path and bike lanes, as well as new bicycle and pedestrian bridges, a pioneering bike sharing program, widespread adoption of "Complete Streets" policies, and significant progress incorporating bicycle and pedestrian facilities into larger transportation projects and new developments has allowed the Washington region to emerge as a national leader in bicycle and pedestrian planning.
Public Outreach and Public Involvement *Section 2-10*	The Federal team commends FAMPO's efforts to evaluate their public participation efforts. An in-depth approach to successful evaluation of the effectiveness of the Public Participation Plan (PPP) requires continuous tracking of each outreach tool. FAMPO started evaluating the PPP to gauge its effectiveness and a thorough review is now conducted every three years.
Congestion Management Process *Section 2-13*	The Federal team commends the TPB for its well documented CMP. Also, TPB is commended for the data clearing house and data delivery efforts that provide the TPB partners the ability to track and evaluate congestion methods that support system capacity expansion.

Recommendation Summary

Review Area	Recommendation
Agreements and Contracts *Section 2-3*	The current TPB agreements meet the regulatory requirements however the planning partners are encouraged to review the agreements upon the passage of multi-year Federal surface transportation legislation to ensure that ongoing roles and responsibilities are consistent with regional, State and Federal expectations.
Financial Planning *Section 2-7*	The States (DC-MD-VA) should work with TPB to create high standards of transparency and accountability for State revenue and expenditure assumptions and forecasts.
Public Outreach and Public Involvement *Section 2-10*	TPB is recommended to formalize its PPP evaluation for effectiveness, which was a recommendation from the Federal review teams in 2002, 2005, 2010, and now 2014. The TPB could begin to compile the data it has been collecting into a formalized tracking database or tool for consistency and transparency. This tracked data can then be used to formulate Public Participation Plan effectiveness goals, objectives, indicators, and targets to better inform how to improve public involvement strategies employed by the TPB.
List of Obligated Projects *Section 2-14*	The TPB should include the prior year's expenditures accordingly with the TIP. The report should not contain different summary reports for each State DOTs. Using the TIP category, the report should provide expenditures by project phase, fund source, geographic distribution as well as project category including maintenance, modernization and expansion. The report includes bicycle and pedestrian projects. Numerous maps and charts may be employed for illustrative purposes. Every effort should be made on an annual basis to accelerate release of the Regional Project Award and Obligation Report which commonly exceeds the regulatory timeframe for publication.

CERTIFICATION STATEMENT

The FHWA and FTA have determined that the metropolitan planning process of the Transportation Planning Board of the Washington, DC-VA-MD TMA meets the requirements of the Metropolitan Planning Rule at 23 CFR Part 450 Subpart C and 49 CFR Part 613.

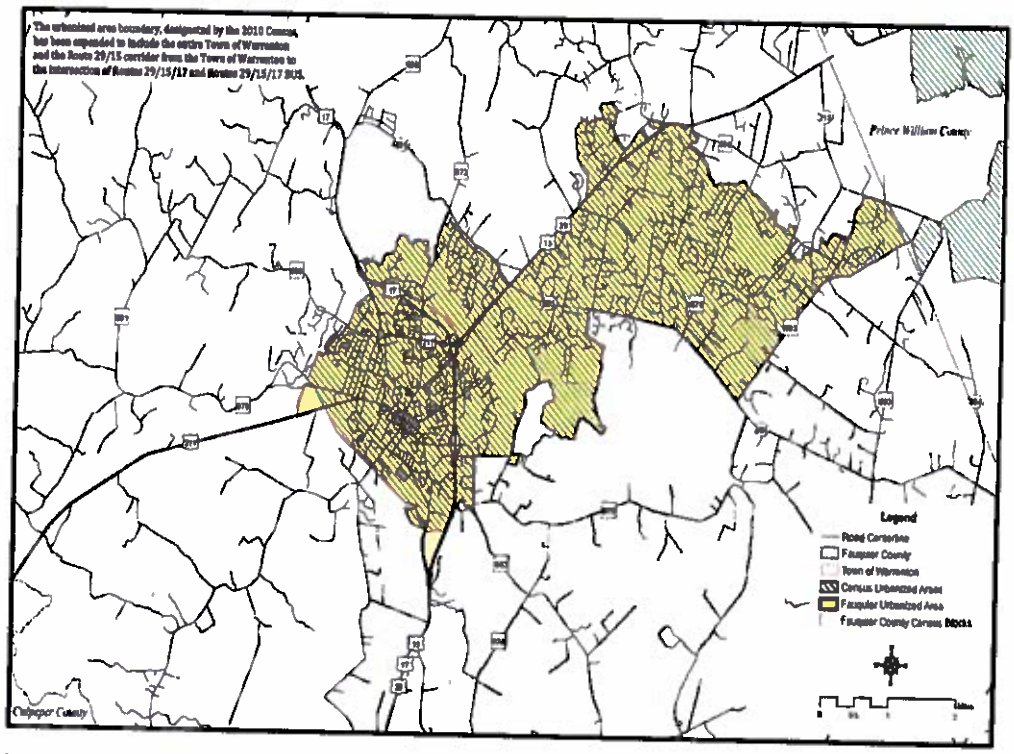
RESULTS OF CERTIFICATION REVIEW

Part 2: Federal Regulations

Section 2-1: MPO Organization Structure

Basic Requirement: Federal legislation (23 U.S.C. 134(d)) requires the designation of an MPO for each urbanized area with a population of more than 50,000 individuals. When an MPO representing all or part of a TMA is initially designated or redesignated according to 23 CFR 450.310(d), the policy board of the MPO shall consist of (a) local elected officials, (b) officials of public agencies that administer or operate major modes of transportation within the metropolitan area, and including representation by providers of public transportation, (c) appropriate State transportation officials. The voting membership of an MPO that was designated or redesignated prior, will remain valid until a new MPO is redesignated. Redesignation is required whenever the existing MPO seeks to substantially change the proportion of voting members representing individual jurisdictions or the State or the decision-making authority or procedures established under MPO bylaws. The addition of jurisdictional or political bodies into the MPO or of members to the policy board generally does not require a redesignation of the MPO.

Area for Inclusion in the National Capital Region Transportation Planning Board's Urbanized Area

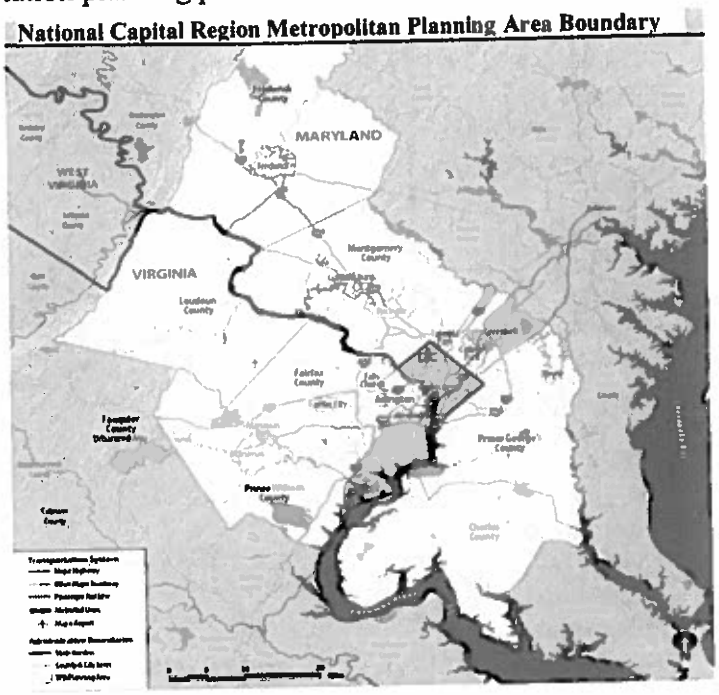


Finding of Federal Review: The Washington, DC-VA-MD urbanized area is the eighth largest urbanized area in the United States, with a population of 4.6 million (Census 2010). The TPB's 3,558 square-mile planning area covers the District of Columbia and surrounding jurisdictions. In Maryland, these jurisdictions include Charles County, Frederick County, Montgomery County, and Prince George's County, plus the cities of Bowie, College Park, Frederick, Gaithersburg, Greenbelt, Rockville, and Takoma Park. In Virginia, the planning area includes Arlington County, Fairfax County, Fauquier County, Loudoun County, and Prince William County, plus the cities of Alexandria, Fairfax, Falls Church, Manassas, and

Manassas Park. Members of the TPB include representatives of City and County governments, State transportation agencies, the Maryland and Virginia legislatures, the Washington Metropolitan Area Transit Authority (WMATA), and non-voting members from the Metropolitan Washington Airports Authority (MWAA) and Federal agencies. The members of the TPB and its executive and technical committees are appointed by their respective jurisdiction or agency. All jurisdictions and all modes are represented on the TPB, and its twenty task forces, committees and subcommittees. The FHWA and the FTA are ex-officio members in a non-voting capacity. The structure has not changed since the previous review. The TPB meets the Federal requirements for MPO organizational structure.

Section 2-2: Metropolitan Planning Area Boundaries

Basic Requirement: The metropolitan planning area (MPA) boundary refers to the geographic area in which the metropolitan transportation planning process must be carried out. The MPA shall, at a minimum, cover Census-defined, urbanized areas (UZA's) and the contiguous geographic area(s) likely to become urbanized within the 20-year forecast period covered by the Metropolitan Transportation Plan (MTP). Adjustments to the UZA as a result of the transportation planning process are typically referred to by FHWA and FTA as the urbanized area boundary. In accordance with 23 U.S.C. 134 (e), the boundary should foster an effective planning process that ensures connectivity between modes and promotes overall efficiency. The boundary should include Environmental Protection Agency (EPA)-defined nonattainment and/or maintenance areas, if applicable, in accordance with the National Ambient Air Quality Standard (NAAQS) for ozone or carbon monoxide.



Finding of Federal Review: The MPA fully incorporates both the Census-defined UZA and most of the EPA-defined maintenance and non-attainment areas for Ozone and PM2.5 within the region. Based on the 2010 U.S. Census, the urbanized area of Fauquier County was included in the TPB urban area boundary. In July of 2014, the TPB approved membership for the county. The boundaries have been updated by the MPO and submitted to Virginia Governor's office for approval in November of 2014. The Virginia Department of Transportation coordinated the approval and provided copies of the approval letter including appropriately distributed maps. The TPB meets the Federal requirements for metropolitan planning area boundaries; however, it is suggested TPB continue coordinating with the Virginia Governor's Office on the pending approval letter.

Section 2-3: Agreements and Contracts

Basic Requirement: In accordance with 23 U.S.C. 134 and 23 CFR 450.314, MPOs are required to establish relationships with the State and public transportation agencies under the cover of specified agreements between the parties to carry out a continuing, cooperative and comprehensive (3 C's) metropolitan planning process. The agreements must identify the mutual roles and responsibilities and procedures governing their cooperative efforts. These agreements must identify the designated agency for air quality planning under the Clean Air Act and address the responsibilities and situations arising from there being more than one MPO in a metropolitan area.

Finding of Federal Review: The TPB has established relationships through agreements with the State DOTs (Maryland and Virginia), the District of Columbia DOT, and the regional transit operators: the Virginia Department of Rail and Public Transportation (DRPT), Northern Virginia Transportation Commission (NVTC), and WMATA:

- Memorandum of Understanding (MOU) establishing metropolitan transportation planning responsibilities for the National Capital Region, January 16, 2008.
- Agreement for the Support of Metropolitan Planning Organization Transportation Planning Process in the Washington Metropolitan Area, October 30, 2003; first Amendment September 17, 2008.
- Procedures for Revisions to the Constrained Long Range Plan (CLRP) and Transportation Improvement Program (TIP) for the National Capital Region, approved on January 16, 2008.
- Revised 2004 agreement between the TPB and Fredericksburg Area MPO (FAMPO) in Virginia.

Schedule for Process Improvement / Recommendation: The current TPB agreements meet the regulatory requirements, however the planning partners are encouraged to review the agreements upon the passage of multi-year Federal surface transportation legislation to ensure that ongoing roles and responsibilities are consistent with regional, State and Federal expectations.

Section 2-4: Unified Planning Work Program (UPWP)

Basic Requirement: The MPOs are required to develop Unified Planning Work Programs (UPWPs) in TMAs to govern work programs for the expenditure of FHWA and FTA planning and research funds (23 CFR 450.308). The UPWP must be developed in cooperation with the State and public transportation agencies and include the required elements.

Finding of Federal Review: The TPB cooperatively develops an annual UPWP that describes all transportation planning activities utilizing Federal funding, including Title I Section 112 metropolitan planning funds, Title III Section 5303 metropolitan planning funds, and Federal Aviation Administration Continuing Airport System Planning (CASP) funds. It identifies state and local matching dollars for these Federal planning programs, as well as other closely related planning projects utilizing state and local funds. Signed into law on July 6, 2012, the

Moving Ahead for Progress in the 21st Century Act (MAP-21) established two new programs administered by the state DOTs to fund a variety of projects. The TPB now has an important supporting role in the planning and selection of the projects funded under the new FHWA Transportation Alternatives Program and the new FTA Section 5310 Enhanced Mobility Program. In addition to the changing Federal context, other factors that influence activities in this work plan are regional in scope, and the UPWP is adjusted annually to focus on new and emerging priorities. Each UPWP builds upon the previous UPWP, and is the result of close cooperation among the transportation agencies in the region. The UPWP is prepared with the involvement of these agencies, acting through the TPB, the TPB Technical Committee and its subcommittees. The UPWP details the planning activities that must be accomplished to address the annual planning requirements such as preparing the Transportation Improvement Program (TIP) and a Congestion Management Process (CMP). The current UPWP continues efforts to develop regional performance measures in coordination with the three state DOTs, WMATA and the local government public transportation operators and utilize those measures to address the MAP-21 planning regulations and performance management requirements for MPOs. The TPB meets the Federal requirements for development of the Unified Planning Work Program.

Section 2-5: Transportation Planning Process

Basic Requirement: The scope of the transportation planning process according to 23 CFR 450.306 and 450.318 defines the relationship of corridor and other subarea planning studies to the metropolitan planning process and National Environmental Policy Act requirements. The transportation planning process must also ensure participation by Federal lands management agencies and tribal governments in the development of products and programs in the planning process as per 23 CFR 450.316 (c) (d) and (e) .

Finding of Federal Review: The planning factors identified in Federal legislation are identified throughout the planning process and products of the TPB. While the MAP-21 planning factors are not often referenced explicitly, the TPB has articulated these priorities throughout the planning process. The TPB continues to work to strengthen linkages between work elements of the UPWP to the planning factors. The TPB addresses the planning factors through the regional *Vision*, which incorporates the planning factors specified in SAFETEA-LU, and remained unchanged under MAP-21. The Constrained Long-Range Plan (CLRP) project submission form requires the submitting agency to identify the planning factors supported by the project. The TPB continues to strengthen linkages between work elements of the UPWP to the planning factors.

Section 2-6: Metropolitan Plan Development/Regional Transportation Plan

Basic Requirement: In accordance with 23 CFR450.322 (a) "The metropolitan transportation planning process shall include the development of a transportation plan addressing no less than a
20-year planning horizon...the transportation plan shall include both long-range and short-range strategies/actions that lead to the development of a multi-modal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand."

Finding of Federal Review: Each state has a long-range planning process that brings

together project recommendations from local governments, the state DOTs, WMATA, and other sources. The priorities established in these plans are the primary source of projects submitted for the region's long-range transportation plan, known as the CLRP. The TPB conducts a major update of the CLRP every four years, including an extensive review of future revenues and costs. The CLRP has a horizon of at least 20 years. The state DOTs each have methods for identifying short and long range projects needed to maintain the integrity of the transportation system, enhance safety, improve mobility or accessibility, and to meet current and future transportation demand. At the regional level, the TPB helps identify problems and needs by monitoring current travel conditions and forecasting future travel demand. TPB issues its "Call for Projects" which includes the region's goals and priorities. The state DOTs and WMATA, as the implementing agencies, then review their long-range plans and priority projects and compare those against future financial forecasts to determine which projects they will advance into the CLRP.

An analysis of the latest proposed update of the region's CLRP details how well the future transportation system laid out in the plan is expected to meet the needs of area travelers in 2040. A Performance Analysis of the draft CLRP predicts some 4 million more trips each day in the region by 2040 -- a 24% increase over today. A majority of those new trips -- about 2.8 million -- are forecast to be made either by single drivers or by carpools, adding demand on roadways that are already heavily traveled and congested. About 372,000 new trips are expected to be made on the region's rail and bus transit systems, in some cases further straining crowded rail lines and stations, especially in the regional core. This performance analysis provides information to decision-makers and the public about how well the transportation investments that are currently planned and funded will meet the region's future transportation needs.

The CLRP also includes a major update to the bicycle and pedestrian master plan. The plan identifies major bicycle and pedestrian projects the region wishes to carry out by 2040, and incorporates goals and performance indicators for walking and bicycling from the TPB *Vision* and the COG *Region Forward 2050* plans. It identifies "recommended practices" likely to be effective in achieving those goals, and discusses trends in policy, mode share, and safety. The plan contains 659 funded and unfunded regional projects that would add more than 1600 new miles of bike paths, bicycle lanes, and other facilities to the region's transportation system. The total cost would be approximately $3 billion. The plan also shows the progress the region has made in the last four years. A total of 53 projects from the 2010 plan have been completed, adding 97 miles to the regional network of bike path and bike lanes, new bicycle and pedestrian bridges, a pioneering bike sharing program, widespread adoption of "Complete Streets" policies, and significant progress has been made incorporating bicycle and pedestrian facilities into larger transportation projects and new developments. Hence, the Washington region has emerged as a national leader in bicycle and pedestrian planning.

In addition, the TPB's Regional Transportation Priorities Plan (RTPP) identifies strategies with the greatest potential to respond to the region's transportation challenges. Among other things, it calls for more efficient transportation connections between and within the region's Activity Centers, in order to allow more people to live and work within these centers and make fewer and shorter trips by automobile. In particular, the plan calls for concentrating

more future residential and job growth in Activity Centers and improving local circulation within the centers, by expanding bicycle and pedestrian infrastructure, providing more local bus services, and promoting better street connectivity. The TPB meets the Federal requirements for development of the long–range metropolitan transportation plan.

Commendation 1: TPB is commended for the performance analysis of the Constrained Long-Range Transportation Plan (CLRP). Each year the plan is analyzed to see how it performs in a variety of ways relating to the region's goals.

Commendation 2:

Significant effort has gone into the development of the TPB's Regional Transportation Priorities Plan (RTPP). Designed to advance regional goals for economic opportunity, environmental stewardship and quality of life, the RTPP highlights priorities that should be funded and included in the region's Constrained Long-Range Transportation Plan (CLRP).

Commendation 3:

TPB's Bicycle and Pedestrian Master Plan is commendable. The regional network of bike path and bike lanes, new bicycle and pedestrian bridges, a pioneering bike sharing program, widespread adoption of "Complete Streets" policies, and significant progress on incorporating bicycle and pedestrian facilities into larger transportation projects and new developments has allowed the Washington region to emerge as a national leader in bicycle and pedestrian planning.

Section 2-7: Financial Planning

Basic Requirement: The metropolitan planning statutes state that the long-range transportation plan and TIP (23 U.S.C. 134 (j) (2) (B)) must include a "financial plan" that "indicates resources from public and private sources that are reasonably expected to be available to carry out the program." Additionally, the Statewide Transportation Improvement Program (STIP) may include a similar financial plan (23 U.S.C. 135 (g)(5)(F)). The purpose of the financial plan is to demonstrate fiscal constraint. These requirements are implemented in transportation planning regulations for the metropolitan long-range transportation plan, TIP, and STIP. These regulations provide, in essence, that a long-range transportation plan and TIP can include only projects for which funding "can reasonably be expected to be available" [23 CFR 450.322(f)(10)(metropolitan long-range transportation plan), 23 CFR 450.324(h) (TIP), and 23 CFR 450.216(m)(STIP)]. In addition, the regulations provide that projects in air quality nonattainment and maintenance areas can be included in the first two years of the TIP and STIP only if funds are "available or committed" [23 CFR 450.324(h) and 23 CFR 450.216(m)]. Finally, the Clean Air Act's transportation conformity regulations specify that a conformity determination can only be made on a fiscally constrained long-range transportation plan and TIP [40 CFR 93.108].

Finding of Federal Review: For the MPO's CLRP preparation, the overall revenue forecasts for the Virginia DOT, Maryland DOT, the District of Columbia DOT, WMATA, and the local jurisdictions are prepared under their own procedural requirements. The region

has expended significant effort in documenting fiscal constraint with the Plan and the TIP, and only projects for which funding can reasonably be expected to be available are included. New projects, in addition to previously proposed projects, are then reviewed to make sure they meet the financial constraint requirement as well as the region's air quality attainment goals. However, it is expected that TPB's regional process determine that there is a basis in current practice for funds to be expected and the funds expected must be consistent with past rates of historical growth. FHWA and FTA suggest additional improvements and refinements to the financial planning and fiscal constraint processes. TPB should continue to work closely with partners to develop and document revenue and expenditure assumptions and forecasts. In addition to the significant technical work associated with these efforts, it is anticipated that the financial plan will demand policy decisions to document the thresholds for safe and adequate maintenance of the system and to document proposed reasonably available revenue. These policy determinations are crucial as transportation needs continue to outpace available resources. These trade-offs are particularly important to consider as members also seek to advance systems to a state of good repair, incorporate system enhancements, and implement major capital projects.

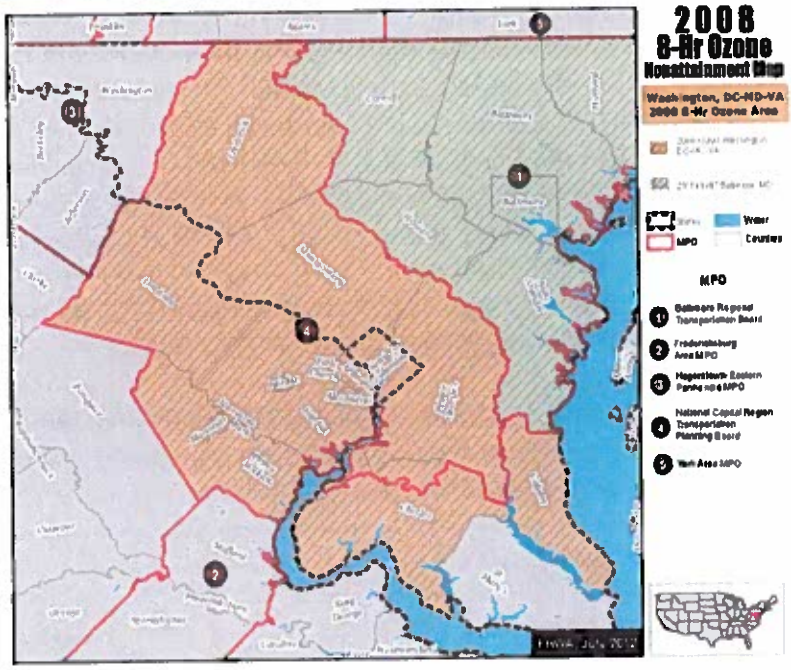
Schedule for Process Improvement / Recommendation: The States (DC-MD-VA) should work with TPB to create high standards of transparency and accountability for State revenue and expenditure assumptions and forecasts.

Section 2-8: Air Quality

Basic Requirement: For MPOs that the U.S. EPA classifies as air quality nonattainment or maintenance areas, many special requirements apply to the metropolitan planning process. Section 176 (c)(1) of the Clean Air Act Amendments of 1990 (CAAA) states: "No metropolitan planning organization designated under section 134 of title 23, United States Code, shall give its approval to any project, program, or plan which does not conform to an implementation plan approved or promulgated under section 110". The Intermodal Surface Transportation Efficiency Act of 1991 includes provisions in response to the CAAA mandates.

Finding of Federal Review: The National Capital Region's air quality conformity assessment is conducted for three non-attainment areas, each reflecting the appropriate EPA-designated geographical boundaries for: 8-Hour Ozone, Fine Particles and Carbon Monoxide respectively. The Fine Particles non-attainment area is identical to the MPO planning area. The 8-Hour Ozone non-attainment area includes the TPB planning area plus Calvert County (MD). The Carbon Monoxide (CO) non-attainment area consists of the District of Columbia, Arlington County (VA), City of Alexandria (VA), Montgomery County (MD) and Prince George's County (MD). MPO planning activities extend beyond the non-attainment area/planning area in the TPB modeled area. The Metropolitan Washington Air Quality Committee (MWAQC) has been the designated entity by the District of Columbia, Maryland and Virginia for preparation of the Washington region's state implementation plans (SIPs) for attainment of ozone and fine particulate matter (PM 2.5) standards and for maintenance of carbon monoxide standards. The MWAQC, which is administered by the Metropolitan Washington Council of Governments (MWCOG), has the same representation as the MWCOG Board plus the jurisdictions within the

nonattainment area that go beyond the planning area, such as air management and transportation directors from DC, Maryland and Virginia, members of the Maryland and Virginia General Assemblies, and the Chair of the TPB. The TPB's and MWAQC's roles and responsibilities with respect to air quality conformity and SIP development are described in the May 1998 document TPB Consultation Procedures. See the following link for more details: http://www.mwcog.org/store/item.asp?PUBLICATION_ID=233. In summary, the TPB has the lead role in air quality conformity determinations and MWAQC has the lead role in SIP development. In addition to the Air Quality Conformity report, the TPB also annually produces a Performance Analysis of the Constrained Long Range Plan (CLRP), which contains several performance measures including mobile emissions projections for GHG. Since 2014, this analysis has been performed in parallel with the air quality conformity analysis in order to provide a broad range of performance measures of the CLRP and TIP prior to adoption by the TPB. This information is released for public comment, it is posted online and it is published in a brochure. Documentation of the plan and its performance is geared toward the general public, in order to most easily explain what it means for the region. The TPB meets the Federal requirements for air quality conformity.



Section 2-9: Transportation Improvement Program (TIP) Development & Project Selection

Basic Requirement: 23 CFR 450.324 requires the MPO to develop a TIP in cooperation with the State and public transit operators. Specific requirements and conditions, as specified in the regulations, include, but are not limited to:

- An updated TIP covering a period of at least four years that is compatible with the STIP development and approval process; [23 CFR 450.324 (a)]
- The TIP should identify all eligible Transportation Control Measure's (TCM) included in the SIP and give priority to eligible TCM's and projects included for the first two years which have funds available and committed; [23 CFR 450.324 (i)]
- The TIP should include capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements; Federal Lands Highway projects and safety projects included in the State's Strategic Highway Safety

Plan. The TIP and STIP must include all regionally significant projects for which an FHWA or the FTA approval is required whether or not the projects are to be funded with Title 23 or Title 49 funds. In addition, all Federal and non-Federally funded, regionally significant projects must be included in the TIP and STIP and consistent with the MTP for information purposes and air quality analysis in nonattainment and maintenance areas; [23 CFR 450.324 (c),(d)]

- Procedures or agreements that distribute suballocated Surface Transportation Program funds or funds under 49 USC 5307 to individual jurisdictions or modes within the TMA by pre-determined percentages or formulas are inconsistent with the legislative provisions that require the MPO, in cooperation with the State and the public transportation operator, to develop a prioritized and financially constrained TIP and shall not be used unless they can clearly be shown to be based on considerations required to be addressed as part of the metropolitan transportation planning process [23 CFR 450.324 (j)]

Finding of Federal Review: The TPB issues a draft and final "Call for Projects" document that presents regional goals and priorities based upon the TPB Vision and the Federal Planning Factors for inclusion in the TIP. Because all of the Federal funds in this region go directly to the state DOTs and WMATA, the prioritization and selection of projects to be included in the 6-year TIP is largely done at the state and local levels. Each of the three DOTs in the region has its own state-mandated processes for funding capital projects. The DOTs compile lists of projects, including all eligible Transportation Control Measures (TCM) based on locally-identified priorities and a preliminary analysis of available funds. The TIP includes all regionally significant capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements, Federal Lands Highway projects and safety projects included in each of the states' Strategic Highway Safety Plan. Projects submitted to the TPB for inclusion in the TIP are consistent with the CLRP, and are reviewed for fiscal constraint and included in the air quality conformity assessment, where necessary. The TPB meets the requirements for development of the transportation improvement program.

Section 2-10: Public Outreach and Public Involvement

Basic Requirement: The MPO is required, under 23 CFR 450.316, to engage in a metropolitan planning process that creates opportunities for public involvement, participation and consultation throughout the development of the MTP and the TIP and is also included in 23 CFR 450.322 (f) (7) and (g) (1) (2), (i) and 23 CFR 450.324 (b).

Finding of Federal Review: The Public Participation Plan (PPP) articulates the TPB's commitment to provide transparent communications and engagement with the public and public agencies to support the regional transportation planning process, including the development of the CLRP and the TIP. The PPP provides an overall framework for participation in the TPB process. The background describes the historic context for the TPB's ongoing participation and outreach activities. The Participation Policy sets the TPB's goals for participation and outreach, and identifies activities for involvement. The Participation Strategy identifies different audience groups for participation and details approaches for reaching each

group. The TPB's 2014 PPP is an update of the 2007 document. While retaining the structure of the 2007 plan, the new plan reflects recent enhancements in the TPB's public outreach activities and also responds to comments that the TPB received in the 2010 Federal Certification Review of the TPB process. Among other recommendations, that review suggested the TPB emphasizes visualization techniques in its outreach and that the TPB should conduct regular evaluation of its participation activities. In 2007, the TPB did conduct a comprehensive consultant-led review of its public involvement activities. Recommendations from that review were incorporated into the TPB's PPP. More recently, the 2014 PPP Update committed the TPB to conducting an annual evaluation of its public involvement activities that will be based upon qualitative evaluations with key stakeholders as well as an inventory of outreach and media coverage. Staff currently conducts ad hoc review and evaluation of its various public involvement activities.

We note that TPB is cognizant of its specific obligations concerning the various aspects of public outreach and public involvement activities. This is evidenced in its documented efforts to comply with the requirements. While noting the recent public participation improvements, we suggest making improvements to effectively evaluate the process.

FAMPO's PPP outlines general guidelines that are used in the public outreach of FAMPO's plans and programs. Within each guidelines noted in the PPP, a wide variety of strategies and tactics are identified to use as a tool to effectively reach the public including the traditionally underserved. The FAMPO PPP was updated in November of 2012. The purpose of this update was not only to continue to serve as a guide for FAMPO staff in the development of public outreach strategies used in the transportation improvement process, but to also place a stronger emphasis in reaching its region's Title VI community. For example, during the development of their Title VI Nondiscrimination Plan, adopted in May of 2012, representatives of each minority community were identified and interviewed by either telephone or in person to determine what services they provide and the ways they interact with their respective communities. During the interviews, questions were asked as to how GWRC and FAMPO might work with these opinion leaders to conduct outreach to underserved populations. In total, 188 interviews were conducted and 187 names are included on the data base, broken out according to minority group at the request of GWRC and FAMPO.

Schedule for Process Improvement / Recommendation: TPB is recommended to formalize its PPP evaluation for effectiveness, which was a recommendation from the Federal review teams in 2002, 2005, 2010, and now 2014. The TPB could begin to compile the data it has been

collecting into a formalized tracking database or tool for consistency and transparency. This tracked data can then be used to formulate Public Participation Plan effectiveness goals, objectives, indicators, and targets to better inform how to improve public involvement strategies employed by the TPB.

Commendation: The Federal team commends FAMPO's efforts to evaluate their public participation efforts. An in-depth approach to successful evaluation of the effectiveness of the Public Participation Plan (PPP) requires continuous tracking of each outreach tool. FAMPO started evaluating their PPP to gauge the effectiveness and a thorough review is now conducted every three years.

Section 2-11: Self-Certifications

Basic Requirement: Self-certification of the metropolitan planning process, at least once every four years, is required under 23 CFR 450.334. The State and the MPO shall certify to FHWA and FTA that the planning process is addressing the major issues facing the area and is conducted in accordance with all applicable requirements of 23 CFR 450.300 and:

- 23 U.S.C. 134 and 49 U.S.C. 5303 and Sections 174 and 176(c) and (d) of the Clean Air Act (if applicable)
- Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State
- 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity
- Section 1101(b) of SAFETEA-LU and 49 CFR Part 26, regarding involvement of DBE in U.S. DOT-funded planning projects
- 23 CFR Part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts
- ADA and U.S. DOT regulations governing transportation for people with disabilities [49 CFR Parts 27, 37, and 38]
- Older Americans Act as amended, prohibiting discrimination on the basis of age Section 324 of Title 23 U.S.C., regarding the prohibition of discrimination based on gender
- Section 504 of the Rehabilitation Act of 1973 and 49 CFR Part 27, regarding discrimination against individuals with disabilities
- All other applicable provisions of Federal law (e.g., while no longer specifically noted in a self-certification, prohibition of use of Federal funds for "lobbying" still applies and should be covered in all grant agreement documents (see 23 CFR 630.112).

A Certification Review by FTA and FHWA of the planning process in TMAs is required at least once every four years, in addition to the required self-certification by the MPO and State.

Finding of Federal Review: The self-certification comprehensive documentation is collaboratively prepared by TPB and the DOTs' staff, and addresses all MPO Federal planning regulations. The self-certification is provided to the DOTs for their review and signature. The documentation is then presented to the TPB, reviewed by the Board members,

adopted by resolution, and signed by the TPB chair as part of the CLRP annual update process. The self-certification document incorporates information on how the TPB has addressed recommendations from the most recent Federal Certification. The self-certification is published in the TIP, as required. From the 2010 review, TPB responded by adding an additional step to be taken by DDOT, MDOT and VDOT, which requires a metropolitan planning process review check list to document their procedures for certifying the TPB planning self-certification. The TPB meets the Federal requirements for self-certification of the metropolitan transportation planning process.

Section 2-12: Laws and Regulations Pertaining to Title VI and Non-Discrimination – General

Basic Requirement: It has been the long-standing policy of U.S. DOT to actively ensure nondiscrimination under Title VI of the Civil Rights Act of 1964. Title VI states that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" Title VI bars intentional discrimination (i.e., disparate treatment) as well as disparate-impact discrimination stemming from neutral policy or practice that has the effect of a disparate impact on protected groups based on race, color, or national origin. The planning regulations [23 CFR 450.334(a)(3)] require the MPO to self-certify that "the planning process . . . is being carried out in accordance with all applicable requirements of . . . Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21."

Finding of Federal Review: Following the 2010 Certification, TPB has continued to enhance the Title VI and non-discrimination policies. In November of 2012, MWCOG revised its Title VI Program which reiterates the policies and practices outlined in the Title VI Plan, and submitted the program to FTA Region 3. On November 9, 2012, in a letter from FTA Region 3, the FTA concurred with MWCOG's Title VI Program and stated that the program meets the requirements set out in the FTA's Title VI Circular, 4702.1A. The TPB meets the requirements pertaining to Title VI and Non-Discrimination.

Section 2-13: Congestion Management Process

Basic Requirement: The State(s) and the MPO must develop a systematic approach for managing congestion through a process that "provides for safe and effective integrated management and operation of the multimodal transportation system. The Congestion Management Process (CMP) applies to TMAs based on a cooperatively developed and implemented metropolitan-wide strategy of new and existing transportation facilities eligible for funding under 23 U.S.C. and title 49 U.S.C. Chapter 53 through the use of travel demand reduction and operational management strategies." (23 CFR 450.320 (a))

Finding of Federal Review: The TPB addresses the requirements in a number of ways, including ongoing programs, corridor studies, and CMP analyses. TPB places significant importance on congestion management process strategies and investments. The TPB has incorporated four major components of the CMP into their CLRP including: Monitor and evaluate transportation system performance; Define and analyze strategies; Implement strategies and assess; and Compile project-specific congestion management information.

These components of the TPB CMP have led to the development of congestion-related mitigation programs and projects contained in the CLRP and TIP. The TPB CMP is also very well documented.

The TPB has also implemented several strategies as a result of the CMP, including the promotion of local jurisdictions' travel-demand management services, the encouragement of public transportation improvements and continued improvement with the TPB's Commuter Connections Program. Also, TPB's data clearing house and regional system data delivery program is available for use by partners to aid in developing coordinated regional bus service, traffic operations improvements, ridesharing, telecommuting incentives, and pricing strategies. In addition, a separate stand-alone report provides additional technical support information for TPB's stakeholders. The TPB is encouraged to work closely with the regional partners to continue the good work of the CMP and highlight the ways to continue to educate on the transportation challenges facing the region. The TPB is compliant with the requirements for a Congestion Management Process.

Commendation: The Federal team commends the TPB for its well documented CMP, and for the data clearing house and data delivery efforts that provide the partners the ability to track and evaluate congestion methods that support system capacity expansion and other operational improvements.

Section 2-14: List of Obligated Projects

Basic Requirement: The MPO, transportation operators and the State must cooperatively develop a listing of projects for which Federal funds have been obligated in the previous year in accordance with 23 CFR 450.332 The listing must include all Federally funded projects authorized or revised to increase obligations in the preceding program year and at a minimum, the following for each project:

- The amount of funds requested in the TIP
- Federal funding obligated during the preceding year
- Federal funding remaining and available for subsequent years
- Sufficient description to identify the project or phase
- Identification of the agencies responsible for carrying out the project or phase

Finding of Federal Review: The TPB annually produces a "Federal Funding Obligation Report" based on the preceding Federal fiscal year. The report contains separate summaries for all 3 State DOTs and the expenditures by project phase are inconsistent, the funding source is not identified and understood across all projects in the region. There are no project categories for example including maintenance, modernization and/or expansion. TPB compiles a list of projects from the Annual Element that received Federal Funding. The listings of projects and financial data are provided by the transportation implementing agencies in the region, including the DDOT, MDOT, VDOT, and the WMATA. However, the prior years' expenditures are not included, the information is provided in summary format per DOT, and the release of the report is often delinquent beyond when it is required.

Schedule for Process Improvement / Recommendation: The TPB should include the prior year's expenditures accordingly with the TIP. The report should not contain different summary reports for each State DOTs. Using the TIP category, the report should provide expenditures by project phase, fund source, geographic distribution as well as project category including maintenance, modernization and expansion. The report includes bicycle and pedestrian projects. Numerous maps and charts may be employed for illustrative purposes. Every effort should be made on an annual basis to accelerate release of the Regional Project Award and Obligation Report which commonly exceeds the regulatory timeframe for publication.

Section 2-15: Environmental Mitigation

Basic Requirement: The specific requirements for environmental mitigation are set forth in connection with the MTP in 23 CFR 450.322 (f) (7). However, the basis for addressing environmental mitigation is detailed in sections addressing consultation: 23 CFR 450.316 (a) (1) (2) (3) and (b) – Interested parties, participation, consultation; 23 CFR 450.322 (g) (1) (2), (i), and (j) – Development and content of the metropolitan transportation plan.

Finding of Federal Review: Environmental mitigation is the process of addressing damage to the environment caused by transportation or other public works projects. Actions taken to avoid or minimize environmental damage are considered the most preferable method of mitigation. Potential environmental mitigation activities may include: avoiding impacts altogether; minimizing a proposed activity/project size or its involvement; rectifying impacts (restoring temporary impacts); employing special features or operational management measures to reduce impacts; and compensating for environmental impacts by providing suitable, replacement or substitute environmental resources of equivalent or greater value, on or off-site. TPB's consultation efforts on the CLRP explored several regional strategies including large transportation projects that have regional significance as well as potential regional environmental impacts. However, project planning and funding for environmental mitigation comes from the state and local levels. Since implementation of environmental mitigation is done project-by-project by state and local transportation agencies, the involvement of the TPB in this field can be the most useful if it creates a foundation where the sum of the region's environmental mitigation efforts add up to the most effective and beneficial environmental outcome for the region as a whole. An example of an element of this foundation is the identification of best locations to concentrate mitigation projects. This effort involves cooperation and further direct consultation with environmental and transportation agencies at the local level. The TPB meets the requirements for environmental mitigation.

Section 2-16: Consultation & Coordination

Basic Requirement: The requirements for consultation in developing the MTP and TIP are set forth primarily in 23 CFR 450.316(b-e) Consultation also is addressed specifically in connection with the MTP in 23 CFR 450.322(g)(1)(2) and (f)(7) related to environmental mitigation (see also *Transportation Planning Process* topic area). The MPO should engage in a consultation that includes (1) comparison of the MTP with State conservation plans or maps, if available, or (2) comparison of the MTP with inventories of natural or historic resources, if

available.

Finding of Federal Review: The TPB's transportation planning process encompasses multi-modal planning that is occurring at the local level. Local governments that impact transportation planning are part of the TPB process and these agencies belong to the TPB and COG committees, which engage in a number of activities that contribute to the regional planning process. The Plan and the TIP are developed with appropriate consultation and coordination with the variety of groups identified in Federal regulations including the three States, local, and non-government agencies associated with economic development, environmental protection, conservation, historic preservation, airport operations, and freight movements. The TPB is compliant for consultation and coordination.

Section 2-17: Management and Operations Considerations

Basic Requirement: Federal statute 23 U.S.C. 134 (h)(1)(G), requires the metropolitan planning process to include the consideration of projects and strategies that will *promote efficient system management and operation;* Federal statute 23 U.S.C. 134(i)(2)(D), which provides the basis for 23 CFR 450.322(f)(3), specifies that: *Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods;* Additionally, 23 CFR 450.322(f)(10)(i) further requires that the financial plan for the MTP – and per the 23 CFR 450.324(h), the financial plan for the TIP – must include: *For purposes of transportation system operations and maintenance, the financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain Federal-aid highways and public transportation.*

Finding of Federal Review: The TPB expends significant effort to incorporate Management and Operations (M&O) considerations throughout the planning process. M&O encompasses the day-to-day actions and agency responses to the region's transportation system. Examples include routine activities such as reconstruction and maintenance, snow plowing and salting, providing real-time traveler information, and traffic signalization. Management of the transportation system in special circumstances is also important, such as traffic plans for special events, and also falls under the umbrella of M&O. TPB continues to focus on the evolving technology of ITS and the day-to-day activities of M&O, to allow TPB and the region's transportation operators and planners to have a greater opportunity of providing more efficient and effective solutions to the region's transportation problems. TPB's Management, Operations and Intelligent Transportation Systems Technical Subcommittee (MOITS) meets regularly to discuss coordination and ways in which transportation technology can improve congestion, safety, maintenance, and system efficiency. MOITS brings short-term operational needs into consideration as important input to the regional long-range transportation plan. In 2010 a strategic plan for the MOITS program was developed. The strategic plan identifies projects and actions that will support effective M&O in the region, and advises member agencies on management, operations, and technology deployments for meeting common regional goals and objectives. The TPB is compliant with the requirements for considering management and operations throughout the transportation planning process.

Section 2-18: Transportation Safety Planning

Basic Requirement: 49 U.S.C. 5303 requires MPOs to consider safety as one of eight planning factors. As stated in 23 CFR 450.306, the metropolitan transportation planning process provides for consideration and implementation of projects, strategies, and services that will increase the safety of the transportation system for motorized and non-motorized users.

Finding of Federal Review: Transportation Safety is a critical component of the regional transportation plan, and it informs multiple elements of the plan. Crash reduction is integral to the Congestion Management Process, planning for Access for All, Bicycle and Pedestrian Planning, regional Bus Planning, Freight Planning, the TIP, and the Transportation-Land Use Connections (TLC) program. This section of the CLRP is the required Transportation Safety Element of the Regional Long-Range Plan, and is advised by the TPB's Transportation Safety Subcommittee. The TPB is compliant with the requirements for considering safety throughout the transportation planning process.

Section 2-19: Security in the Planning Process

Basic Requirement: Federal legislation has separated security as a stand-alone element of the planning process (both metropolitan 23 CFR 450.306(a)(3) and Statewide 23 CFR 450.206(a)(3) planning). The regulations also state that the degree and consideration of security should be based on the scale and complexity of many different local issues.

Finding of Federal Review: The need for coordination among transportation agencies during incidents having multi-jurisdictional or regional impacts fostered creation of the Metropolitan Area Transportation Operations Coordination (MATOC) Program. The MATOC Program aims to advise agencies as they respond to major incidents, through improved technological data sharing systems, coordinated operating and notification procedures, and better availability of transportation information for the public. Part of the MATOC program is to provide for coordination among transportation agencies during incidents having multi-jurisdictional or regional impacts. Regionally, public safety and emergency management planning are addressed under the auspices of the Metropolitan Washington Council of Governments (MWCOG) Board of Directors and its group of public safety programs and committees. The MWCOG Board is advised by the National Capital Region Emergency Preparedness Council on regional preparedness planning matters, as well as by a number of specialized public safety committees in the Homeland Security Program. The TPB and its programs maintain liaison with the MWCOG programs, and provide technical transportation expertise as necessary. The Regional Emergency Coordination Plan discusses how the numerous Federal, state, and local agencies in the region should communicate and coordinate during emergencies. It builds from but does not replace the emergency response plans that individual jurisdictions must develop. Sections of the Regional Emergency Coordination Plan are designated as Regional Emergency Support Functions (RESFs) 1 through 16, following the Federal Emergency Management Agency's (FEMA's) naming convention. Some of the functional areas included are emergency management, law enforcement, fire, health, public outreach, and, transportation; the emergency transportation function referred to as RESF-1. The dedicated

RESF-1 Transportation Chapter in the Regional Emergency Coordination Plan addresses communication and coordination among regional jurisdictions and agencies concerning regional transportation issues and activities before, during and after a regional incident or emergency. The TPB is compliant with the requirements for increasing security of the transportation system.

Section 2-20: Integrating Freight in the Transportation Planning Process

Basic Requirement: 23 U.S.C. 134 (a) and 23 CFR 450.306(4), 450.316(a), 450.316(b), 450.104 - Metropolitan transportation planning section indicates that: "It is in the national interest to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between States and urbanized areas, while minimizing transportation related fuel consumption and air pollution through metropolitan and Statewide transportation planning processes identified in this chapter; and encourage the continued improvement and evolution of the metropolitan and Statewide transportation planning processes by MPOs, State departments of transportation, and public transit operators as guided by the planning factors identified in subsection (h) and section 135(d)".

Finding of Federal Review: The TPB recognizes the importance of freight planning and is commended for the resources and emphasis being dedicated to freight transportation issues. TPB staff with the advice and guidance of the TPB Freight Subcommittee is currently developing a new National Capital Region Freight Plan which will include a discussion of the importance of intermodal connectivity, as well as a review of the major facilities serving air, rail, and highway freight. The TPB meets the Federal requirements for integrating freight into the planning process.

Part 3 – Federal Initiatives

Section 3-1: Executive Orders Pertaining to Environmental Justice and Limited English Proficiency

Basic Requirement: *Environmental Justice (EJ)* Executive Order 12898, issued February 11, 1994, provides that "each Federal agency shall make achieving Environmental Justice part of its mission by identifying and addressing, as appropriate, disproportionately high or adverse human health and environmental effects of its programs, policies, and activities on minority populations and low-income populations . . . ". In compliance with this Executive Order, the U.S. DOT Order on Environmental Justice was issued on April 15, 1997. Furthermore, FHWA issued order number 6640.23 on December 2, 1998, entitled "FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" to establish policies and procedures for the FHWA to use in complying with Executive Order 12898. The FTA Circular 4703.1, Environmental Justice Policy Guidance for Federal Transit Administration Recipients was published on August 15, 2012.

The planning regulations, at 23 CFR 450.316(a)(1)(vii), require that the needs of those "traditionally underserved" by existing transportation systems, such as low-income and/or minority households that may face challenges accessing employment and other

services, be sought out and considered.

Limited English Proficiency (LEP) Executive Order 13166, issued August 11, 2000 directs Federal agencies to evaluate services provided to LEP persons. It requires these agencies to implement a system ensuring that LEP persons are able to meaningfully access the services without unduly burdening the fundamental mission of each Federal agency. Additionally, each Federal agency shall ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Finding of Federal Review: The TPB has been proactive in ensuring that the planning process complies with the Title VI law, EJ and LEP guidance as detailed under the Public Participation section and in the Title VI Plan. The distribution of benefits and burdens as a result of proposed projects and programs in the CLRP, are identified and measured by an analysis of the accessibility to jobs for disadvantaged populations such as minority, low-income and the disabled. Accessibility is measured in terms of the number of jobs accessible within 45 minutes by modes of transportation, and changes to this measure due to the 2010 CLRP. This investigation takes the accessibility analysis a step further by including an assessment of accessibility gains and losses across minority and transportation disadvantaged population groups.

Specifically the assessment looks at how accessibility will change between 2010 and 2040 as a result of the implementation of the 2010 CLRP and assessing impacts of the CLRP on specific population groups. A gain in job accessibility between 2010 and 2040 is considered a "benefit" of the CLRP whereas a loss in job accessibility is considered a "burden". The analysis has found that patterns of gains and losses in accessibility are similar across the general population as well as minority and disadvantaged population groups for travel by auto and by transit. The analysis uses the latest available Census data to identify the locations of different socioeconomic and minority populations and travel demand data on forecast travel times in 2040. The analysis is presented to the Access for All Advisory Committee for review and comments. See the following link for more details: mwcog.org/clrp/performance/EJ/EJintro.asp.

TPB acknowledges limitations of the analysis because the location of minority and disadvantaged groups in the year 2040 is not known. It is likely that changes in land-use, housing prices, and migration patterns will alter the demographic profile of the region over the next 30 years. Since is it impossible to predict where these changes will happen, the current geographic distributions are assumed to remain constant through 2040.

Schedule for Process Improvement / Recommendation: While the TPB meets the Federal requirements of Executive Orders Pertaining to Environmental Justice and Limited English Proficiency, the TPB should identify additional tools and data for conducting benefits and burdens analysis on minority and low income populations. TPB could improve its current EJ analysis by including additional measures that go beyond accessibility by demographic, and seek to fully illustrate the burdens and benefits of the transportation planning process and its programs and projects. For example, an EJ Analysis could consider financial investments in not just highway and transit improvements, but also improvements to bicycle and/or pedestrian infrastructure, the intensities of construction disturbances, air quality, emissions or noise.

Section 3-2: Visualization Techniques

Basic Requirement: The requirements for the use of visualization techniques in metropolitan plans and TIPs can be found as part of 23 CFR 450.316 - Interested parties, participation and consultation. The specific section is 23 CFR 450.316(a)(1)(iii), and the reference reads as follows: *The participation plan shall ... describe explicit procedures, strategies, and desired outcomes for: .... Employing visualization techniques to describe metropolitan transportation plans and TIPs.*

Finding of Federal Review: The 2010 Federal Certification Review of the TPB called for the PPP to be amended in three specific ways: identify procedures, strategies and desired outcomes for the use of visualization techniques; develop a process for selecting an information delivery method that is appropriate to the needs of a project, activity, or audience, and the desired type of public engagement; and develop a process to review, evaluate, and improve current public engagement techniques and activities regularly or at certain intervals of time. The 2014 Update to the PPP specifically addressed all three of these recommendations. Specific visualization techniques have been employed in the TPB planning process and in planning documents to aid the public in understanding the regional transportation planning process. This includes the use of flowcharts, maps, graphs, pictures and renderings. Interactive visualization of the CLRP and TIP are available online using Google Earth software. A new visualization tool has been developed which was launched for the 2014 CLRP that allowed the public to view the projects in the CLRP and TIP in a more user-friendly format than Google Earth. The CLRP website and brochure includes visualization of highway and transit projects included in the plan through the use of static maps. Additional information can be found on their website:

Mapping of Projects: http://www.mwcog.org/clrp/projects/highway.asp
Graphs: http://www.mwcog.org/clrp/performance/metropolitan_growth.asp
Google Earth: http://www.mwcog.org/clrp/projects/current

Section 3-3: Livability and Sustainability

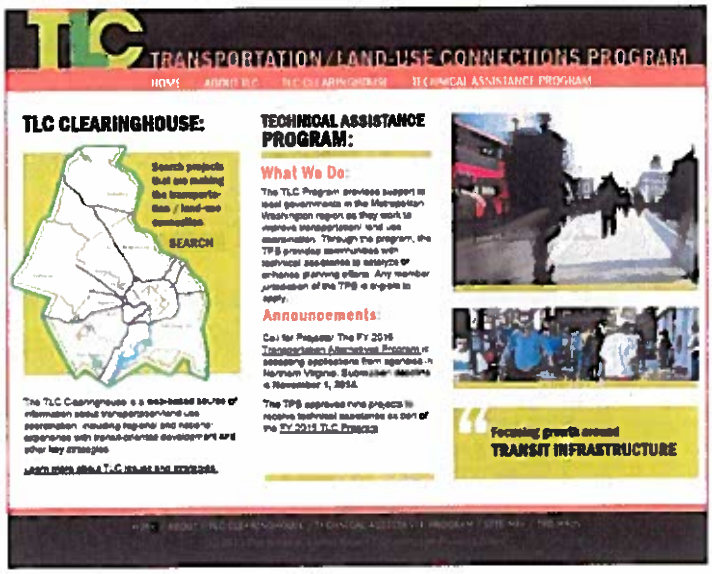
Basic Requirement: While current statute and transportation planning regulations do not make direct references to land use or livability planning, the transportation planning process is required to be coordinated with "planned growth" and similar activities, as those that exist within the region. In addition, MPOs and State DOTs must, when appropriate, consult with other agencies that have certain responsibilities for land and other resource management. The U.S. DOT, in partnership with HUD and EPA, has established, through the Partnership for Sustainable Communities, the following principles to guide the development of livability-supportive policies and legislation:

- Provide more transportation choices
- Promote equitable, affordable housing
- Enhance economic competitiveness
- Support existing communities
- Coordinate policies and leverage investment
- Value communities and neighborhoods

Finding of Federal Review: The TPB's Transportation Land Use Connection (TLC) program has been designed to provide support to local jurisdictions as they work through transportation challenges, and to share success stories and proven tools with local governments and agencies across the region, one of which is integrating land use and transportation planning at the community level. Some jurisdictions are working to promote more development closer to mass transit. Others are looking at ways to bring jobs, housing and shopping in closer proximity to reduce the need to drive everywhere. Still other places want to revitalize existing communities to make them more walkable and accessible for people without cars.

The TLC Technical Assistance Program provides focused consultant assistance to local jurisdictions working on creative, forward-thinking and sustainable plans and projects. Through the program, the TPB provides communities with technical assistance to catalyze or enhance planning efforts. Any member jurisdiction of the TPB is eligible to apply for this program. Technical assistance may include a range of services, such as:

- Transit corridor and station area planning
- Transit demand and feasibility assessments
- Pedestrian and bicyclist safety and access studies
- Streetscape improvement plans
- Design guidelines and roadway standards
- Trail design
- Safe Routes to School planning
- Complete Streets policy guidance
- Transit-oriented development studies



In addition to providing technical assistance, the TLC Program includes a Regional Peer Exchange Network and a web-based clearinghouse. Since 2012, the TLC Program has provided staff support for the project selection process for funding sub-allocated to the Washington metropolitan region under the federal Transportation Alternatives Program.

For FAMPO, goals and policies related to livability and quality of life are based on community surveys. The findings and recommendations have been integrated in the goals and objectives of FAMPO's 2040 CLRP. These include:

- Ensure that all plans have a focus on the rich history and natural beauty of the area both

are reasons why residents think the George Washington Region is a good place to live. While some historic preservation is essential, it may not be absolutely essential to preserve all historic sites and battlefields.

- Focus development along I-95 and keep in mind that most respondents have a preference for centers, corridors and open spaces.
- Affordable housing is key aspect of a vibrant community. Respondents want a mix of different types of homes.
- Make sure that plans include bike/pedestrian trails. There is a slight preference for local and regional trails, but not much would be lost by just offering local trails.
- Ensure that there are adequate public parks in the Region –preferably within walking distance to most residents.
- Retail space should be interspersed throughout the community. Respondents want retail space throughout the neighborhoods, in major activity centers and in smaller activity centers dispersed throughout the region.

FHWA and FTA are encouraged by TPB's and FAMPO's work in this area.

Section 3-4: Travel Forecasting Methods

Basic Requirement: A Metropolitan Transportation Plan (MTP) requires credible forecasts of future demand for transportation services. These forecasts are frequently made using ***travel demand models***, which use estimates of regional population, employment and land use to forecast person trips and vehicle trips by travel mode, route, and time period. The outputs of travel demand models are used both to evaluate the impacts of alternative transportation investments being considered in the MTP and to provide inputs for motor vehicle emissions models used for air quality conformity determinations that are needed in nonattainment and maintenance areas.

Finding of Federal Review: The Travel Forecasting Subcommittee (TFS) is the designated oversight body of the TPB's models development program. This group is comprised of representatives from the state and local transportation agencies, consultants, and other interested parties. The TFS convenes every two months. TPB staff strives to promote consensus among stakeholders in the formulation of development activities. The TPB Technical Committee and the TPB are occasionally briefed on models development activities, particularly when milestone products (such as an updated model version) are completed. TPB staff has cultivated long-standing relationships with state and local planning agencies. Most of the agencies have a keen interest in using the most up-to-date travel model and inputs for their ongoing project planning studies. As an indicator of regional engagement, TPB staff has responded to over 60 external data requests either for the travel model or for travel model-related information during the last fiscal year (FY 2014). TPB staff understands the importance of considering stakeholder perspectives in the formulation of long-term models development plans. In addition, the TPB staff has been engaged in promoting the Association of Metropolitan Planning Organizations (AMPO) as a forum for promoting understanding between MPOs regarding the travel forecasting methods. A multi-year AMPO study was established through a multi-agency pooled-funding arrangement to examine what has been learned from those MPOs that have delved into the development of activity-based travel demand models (ABMs). The study ultimately focused on the

experiences of two MPOs. The study was completed in May of 2012 and proved to be useful for identifying the existing opportunities and challenges of ABMs. The TPB meets the requirement for continued travel models development process.

Section 3-5: Intelligent Transportation Systems

Basic Requirement: The FHWA Final Rule and FTA Policy on ITS Architecture and Standards, issued on January 8, 2001 and codified under 23 CFR Part 940 ITS Architecture and Standards, requires that all ITS projects funded by the Highway Trust Fund and the Mass Transit Account conform to the national ITS architecture, as well as to U.S. DOT adopted ITS standards. 23 CFR
940 states that:

- At the issuance date (January 8, 2001) of the Final Rule/Policy, regions and MPOs implementing ITS projects that have not advanced to final design by April 8, 2005, must have a regional ITS architecture in place. All other regions and MPOs not currently implementing ITS projects must develop a regional ITS architecture within four years from the date their first ITS project advances to final design
- All ITS projects funded by the Highway Trust Fund (including the Mass Transit Account), whether they are stand-alone projects or combined with non-ITS projects, must be consistent with the provisions laid out in 23 CFR 940.
- Major ITS projects should move forward based on a project-level architecture that clearly reflects consistency with the national ITS architecture.
- All projects shall be developed using a systems engineering process.
- Projects must use U.S. DOT-adopted ITS standards as appropriate.
- Compliance with the regional ITS architecture will be in accordance with U.S. DOT's oversight and Federal-aid procedures, similar to non-ITS projects.

Finding of Federal Review: The Regional ITS Architecture provides technical guidance to the activities of the Management, Operations, and Intelligent Transportation Systems (MOITS) planning program, committees, and participating agencies. The Regional ITS Architecture is referenced in the Management, Operations, and Technology component of the CLRP, and is available on the Regional ITS Architecture portion of the TPB web site. The Regional ITS Architecture comprises information on regional-level multi-agency, inter-jurisdictional projects and programs, and wholly incorporates by reference the ITS Architectures of the States of Maryland and Virginia, the District of Columbia, and the WMATA for agency or jurisdictional projects. Major activities addressed by the Regional ITS Architecture are discussed at the MOITS Technical Subcommittee and are brought to the attention of the TPB as needed. The TPB meets the criteria of this section of regulation.

CERTIFICATION STATEMENT

The FHWA and FTA have determined that the metropolitan planning process of the Transportation Planning Board of the Washington, DC-VA-MD TMA meets the requirements of the Metropolitan Planning Rule at 23 CFR Part 450 Subpart C and 49 CFR Part 613.

PART 4:

U.S. Department of Transportation
Federal Highway Administration

Virginia Division Office

400 North 8th Street, Room 750
Richmond, VA 23219

July 18, 2012

Mr. Lloyd Robinson
Transportation Planning Director
Fredericksburg Area Metropolitan Planning Organization
406 Princess Anne Street
Fredericksburg, VA 22401

Mr. Ronald Kirby
Transportation Planning Director
Metropolitan Washington Council of Governments
777 North Capital Street, NW, Suite 300
Washington, D.C. 20002-4201

Dear Mr. Robinson and Mr. Kirby:

In accordance with the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), and the joint Statewide and Metropolitan Planning regulations of February 14, 2007, The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) conducted a joint Planning Certification Review of the portion of the DC-MD-VA Transportation Management Area (TMA) for the urbanized area (north Stafford County) contained within the FAMPO non-TMA region on October 5, 2010.

As you are aware, based on our review of Fredericksburg Area Metropolitan Planning Organization's (FAMPO) planning process, the FHWA and FTA found several areas of the regional transportation planning and programming process that needed to be addressed before a new planning certification could be issued.

Based on our involvement in MPO Committee meetings and regular conversation with FAMPO staff, the FHWA and FTA find that the DC-MD-VA TMA urbanized area within the FAMPO planning area boundary meets the requirements of 23 CFR Part 450 and 23 CFR Part 613. It is therefore our pleasure to inform you that the FAMPO section of the DC-MD-VA TMA area is certified.

We appreciate the work that the FAMPO and the VDOT Fredericksburg District office staff have accomplished towards satisfying the corrective actions and recommendations in the certification report.

If you have questions concerning this letter, please contact Ivan Rucker, of the FHWA Virginia Division, at 804-775-3350 or Melissa Barlow, of the FTA D.C. Metro Office at 202 219-3565

Sincerely,

Ivan Rucker
Transportation Planner

PART 5:

U.S. Department
of Transportation

Federal Transit Administration
Region III
1760 Market Street, Suite 500
Philadelphia, PA 19103
215-656-7100
215-656-7260 (fax)

Federal Highway Administration
DC Division
1990 K Street, N.W., Suite 510
Washington, DC 20006
202-219-3570
202-219-3545 (fax)

JUL 0 9 2014

The Honorable Patrick Wojahn, Chairman
National Capital Region Transportation Planning Board
c/o Mr. Gerald Miller, Acting Co-Director of Transportation Planning
Metropolitan Washington Council of Governments
777 North Capital Street, NW. Suite 300
Washington, D.C. 20002-4201

Mr. Lloyd Robinson
Director, Fredericksburg Area Metropolitan Planning Organization
406 Princess Anne Street,
Fredericksburg, VA 22401

Dear Chairman Wojahn and Mr. Robinson:

Re: Federal Certification of the National Capital Region Metropolitan Planning Organization (MPO) Planning Process

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) will be conducting a Site Visit for the Certification Review of the National Capital Region MPO Planning Process. As agreed upon through prior discussions with the MPO staffs and the District Department of Transportation, Maryland Department of Transportation (MDOT) and Virginia Department of Transportation, this Site Visit has been scheduled for October 28, 29 or 30, 2014. The public meeting portion of the Federal Certification will take place on October 9, 2014.

The Federal Certification Review Process is required every four years for all Transportation Management Areas (TMAs). Urbanized areas with 200,000 or more population are referred to in Federal legislation as TMAs. The Federal Certification Review of TMAs was first required by the Intermodal Surface Transportation Efficiency Act (ISTEA), which established a requirement in 23 U.S.C. 134 and 49 U.S.C. 1607 for the FHWA and the FTA to jointly certify the metropolitan transportation planning processes in MPOs that are designated TMAs at least every three years. As revised by the enactment of the Safe, Accountable, Flexible, Efficient Equity Act: A Legacy for Users, (SAFETEA-LU) 23 U.S.C. 134 continues to require that the FHWA/FTA jointly certify the metropolitan transportation planning processes in TMAs at least every four years. These reviews also must "provide for public involvement appropriate to the metropolitan area under review." Moreover, 23 U.S.C. 134 (k)(5) states that these certifications may be issued if: (i) the transportation planning process complies with the requirements of 23 U.S.C. 134 and 49 U.S.C. 1607 (as amended) and other applicable Federal requirements and (ii) there is a Transportation Improvement Program for the TMA that has been approved by the

Re: Federal Certification of the National Capital Region Metropolitan Planning Organization (MPO) Planning Process

MPO and the Governor (or Governor's designee). Moving Ahead for Progress in the 21st Century (MAP-21) continues the requirement for Certification Review of the transportation planning process.

In general, the review will focus on the MPO's various approaches, activities, and issues associated with conducting the "3-C" (coordinated, continuous, and comprehensive) metropolitan transportation planning process. The Certification Review process will not only utilize the knowledge gained throughout routine contact with the planning process in the Washington Metropolitan region, but also through the following five phases: 1) a Desk Review of Planning Products and Processes; 2) Issuance of Desk Review Findings; 3) a Site Visit; 4) Verbal Close Out; and 5) a Finalized Certification Review Report.

As part of the Desk Review, FTA and FHWA will be reviewing the following documents and planning products, as well as the development process for each (list is not exhaustive):

- FY2013 Long-Range Transportation Plan (CLRP) approved by the MPO on July 17, 2013 which includes the Congestion Management Process (CMP)
- FY 2013-2018 Transportation Improvement Program (TIP) approved by the MPO on July 18, 2012 and as last amended on June 18, 2014 which includes the self-certifications and procedures for TIP Administrative Modifications and Amendments
- Public Participation Plan published on December 19, 2007
- FY2015 Unified Planning Work Program (UPWP) approved by the MPO on March 15 which includes the memorandums of understanding (MOU) between the MWCOG and the District of Columbia, the states of Maryland and Virginia, the Fredericksburg Area Metropolitan Planning Organization (FAMPO), and Charles and Calvert Counties
- Financial Capacity Analysis published on November 17, 2010
- Title VI Programs
- Human Service Transportation Coordination Plan approved by the MPO on December 16, 2009
- Freight Plan approved by the MPO on July 21, 2010

Please ensure that all the document links on your website are up to date. Following the issuance of our Desk Review Findings, FTA and FHWA will prepare and share with you a detailed Agenda for the Site Visit, identifying areas that will be discussed in detail. FTA and FHWA expect to finalize this Agenda by October 1, 2014. The Site Visit will also consist of a follow-up of any "corrective actions" and/or "recommendations" from the 2011 Certification Review, which was completed on June 27, 2011. In addition to assessing the MPO's current level of effort in addressing statutory and regulatory requirements, the review is intended to offer input and examples from other States and MPOs in improving the overall quality of the area's metropolitan transportation planning process.

At the conclusion of the Site Visit, an informal closeout session will be held with the MPO and Planning Partners to discuss preliminary review findings. A *MPO Certification Review Report* that summarizes the Site Visit, provides specific review findings, and issues the FHWA/FTA certification action will be prepared after the Site Visit. The *MPO Certification Review Report*

Re: Federal Certification of the National Capital Region Metropolitan Planning Organization (MPO) Planning Process

will be finalized within 90 days of the conclusion of the Site Visit. Within this timeframe, the respective MPO planning staffs will be provided 30 calendar days to provide factual verification on the content of the draft report. Subsequently, a formal presentation of the review's findings will be made by FHWA and FTA offices at the next Transportation Planning Board (TPB) meeting following transmittal of the *MPO Certification Review Report* (to the extent practicable).

If you have any questions regarding this Certification Review, please direct them to either Ms. Sandra Jackson, Community Planner, of the FHWA, DC Division, at (202) 219-3521 or Ms. Melissa P. Barlow, Community Planner, of the FTA Region III DC Metro Office, at (202) 219-3565.

Sincerely,

Brigid Hynes-Cherin
Region III Administrator
Federal Transit Administration

Joseph C. Lawson
DC Division Administrator
Federal Highway Administration

cc: FHWA Maryland Division
FHWA Virginia Division

PART 6:

AGENDA

CITIZENS ADVISORY COMMITTEE (CAC) of the
NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD (TPB)
Tracy Hadden Loh, Chair

Thursday, October 9, 2014, 6:00 – 8:00 pm
Council of Governments, Training Center (Main Floor)
777 North Capitol Street, NE
Washington, DC 20002

Dinner will be available at 5:30. The meeting will begin promptly at 6:00 p.m.

6:00 – 6:05 **Introductions and New Business**

6:05 – 7:00 **Discussion with Federal Agency Representatives Regarding the TPB's Federal Certification Review**
Every three years, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) conduct a certification review of the federally mandated metropolitan transportation planning process at the TPB. As part of this review, representatives of the federal agencies have asked to meet with the CAC.

7:00 – 7:40 **Discussion Regarding Activities to Integrate the RTPP in the Development of the CLRP and Other Regional Planning Work**
The Committee will have a chance to discuss issues that were raised at the TPB's September meeting regarding activities to integrate the Regional Transportation Priorities Plan in the annual development of the Constrained Long-Range Plan and other regional planning work at the TPB.

7:40 – 7:45 **Discussion Regarding the CAC's July Resolutions Regarding Reauthorization of MAP-21**
In July, the CAC approved a resolution which called for the formation of a TPB working group on reauthorization. The committee will discuss the status of this request.

7:45 – 7:55 **Briefing on Upcoming TPB Agenda**
Kanti Srikanth, Director of COG's Department of Transportation Planning, will brief the committee on items on the TPB's upcoming agenda.

7:55 – 8:00 **Other Business**

PART 7:

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD

TPB ACCESS FOR ALL (AFA) ADVISORY COMMITTEE
Tim Lovain, AFA Chair, City of Alexandria

Thursday, October 23, 2014
12:00 p.m. to 2:00 p.m., Board Room
Lunch will be provided

AGENDA

1. **Welcome and Introductions** ..... 12:00 p.m.
Tim Lovain, AFA Chair

2. **Overview of the AFA Comments on the 2014 Constrained Long Range Transportation Plan (CLRP) and the TPB Follow-Up Letter** ..... 12:10 p.m.
Wendy Klancher, TPB Staff

Each year the AFA comments on the draft Financially Constrained Long-Range Transportation Plan (CLRP). At its July 2014 meeting, the AFA had a presentation on the changes in the 2014 CLRP and also discussed the Regional Transportation Priorities Plan. Based on that discussion, a memorandum with the comments was presented to the TPB at its September 15 meeting. The TPB asked that the comments be forwarded to the District Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT), the Virginia Department of Transportation (VDOT), and the Washington Metropolitan Area Transit Authority (WMATA) to consider these concerns as projects are planned and implemented.

3. **Discussion with Federal Agency Representatives Regarding the TPB's Federal Certification Review** ..... 12:20 p.m.
Sandra Jackson, Federal Highway Administration, District of Columbia Division
Melissa Barlow, Federal Transit Administration (FWH) Region 3, Metro D.C. Office

Every four years, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) conduct a certification review of the federally mandated metropolitan transportation planning process of the TPB. As part of this review, representatives of the federal agencies have asked to meet with the AFA and gather committee feedback on the public involvement process. The following are the discussion questions for :

1. How effective is public involvement in transportation planning conducted by the National Capital Region TPB and its partner transportation agencies?

777 North Capitol Street NE, Suite 300, Washington, DC 20002-4290
Web: www.mwcog.org/tpb Phone: (202) 962-3315 Fax: (202) 962-3202

2. What methods to encourage involvement are working and what are not? Please provide examples and explanations. For example, consider the structure of advisory groups, use of media, use of facilitators, or efforts to reach a broad range of groups, including minority and low-income communities.

4. **Review of COG's Accommodations Policy for People with Disabilities and Those with Limited English Skills** ..... 12:50 p.m.
Wendy Klancher, TPB Staff

COG has a long standing policy to accommodate people with disabilities and those with limited English skills so that they can participate in the transportation planning process. COG's Accommodations Policy is being revised to make it clearer that language translation services are available. The Policy will be available in 6 languages other than English. The AFA will be asked to review and comment on the revised Policy.

5. **Update on TPB's First Enhanced Mobility Program Solicitation** ..... 1:05 p.m.
Sergio Ritacco, TPB Staff

MAP-21, the Federal Surface Transportation Authorization bill, changed three former Federal Transit Administration (FTA) programs: Job Access and Reverse Commute, New Freedom, and Elderly and Disabled. The latter two programs were combined to create the new Section 5310 Enhanced Mobility Program. Solicitation for grants under the Enhanced Mobility Program began on Aug 28, 2014 and applications are due Friday, October 24, 2014. More information is at www.tpbcoordination.org. Ms. Klancher will update the committee on the solicitation process.

6. **Presentation on Metro's Bus Stop Accessibility Efforts** ..... 1:15 p.m.
Aaron Overman, WMATA

WMATA staff will present on the status of WMATA's Regional Bus Stop Inventory efforts and the next steps for the bus stop improvement New Freedom grant.

7. **Presentation on the 2014 CLRP Performance Analysis: Forecast Travel Conditions** ... 1:40 p.m.
Dan Sonenklar, TPB Staff

The AFA will be briefed on the performance analysis of the 2014 CLRP. The TPB approved the 2014 CLRP on October 15, 2014. Specific attention will be paid to forecasts in population and employment growth, changes in travel characteristics, changes in roadway and transit congestion, and changes in accessibility to jobs throughout the region that are predicted between now and 2040.

8. **Adjourn** ..... 2:00 p.m.

PART 8:

Certification Review Site Visit Meeting Agenda

Federal Certification Review of the Metropolitan Planning Process
National Capital Region Transportation Planning Board (TPB)

October 28-29, 2014

Metropolitan Washington Council of Governments, Washington, D.C

Location: Ronald F. Kirby Training Center
777 North Capital Street, NE
Washington, DC 20002
(202) 962-3200

October 28-29, Certification Review

Format for all sessions: Each topic will be introduced by the Federal team with specific questions, followed by a five minute overview and update by TPB staff (and other local agencies identified by the Federal team). The Federal team will then lead the discussion involving all participating agencies:

Participants:

- Members of the TPB's Technical Committee (representatives of all 22 member jurisdictions, State DOTs, Transit Agencies, Metropolitan Washington Airports Authority, National Park Service)
- Members of the TPB's Citizens Advisory Committee
- Staff / Members of the Fredericksburg Area Metropolitan Planning Organization

Federal Review Team Members:
FHWA/FTA Division, Regional and Headquarters staff
Melissa Barlow – FTA DC Metro Office
Candace Noonan – FTA Headquarters
Sandra Jackson – FHWA DC Division
Ivan Rucker-FHWA Virginia Division
Kwame Arhin – FHWA Maryland Division
Lindsay Donnellon -FHWA Maryland Division
Egan Smith-FHWA HEP Office Headquarters

DAY 1 -Tuesday, October 28

9:00AM *Federal Review Team Only Meeting*

10:00 AM Introductions and Welcoming Remarks
Federal team will provide overview of the Certification Process of the Transportation Planning Process. TPB staff will then provide an update and summary of major regional issues and priority planning activities, with discussion among all participating agencies.

Federal Discussion Leader: Melissa Barlow, FTA DC Metro Office
Sandra Jackson, FHWA DC Division
Ivan Rucker, FHWA Virginia Division

- Brief discussion of the Certification Process
- Summary of the Responses to 2010 Federal Certification and Findings
- Overview of recent/current major regional planning activities

11:30 AM Lunch

12:15 PM Review of the Transportation Planning Process
Federal team leader will initiate a briefing by the TPB staff on topics encompassing the over-all planning process and the required elements of the Transportation Planning Process through these documents and activities, followed by discussion by all participating agencies.

Federal Discussion Leader: Sandra Jackson, FHWA, D.C. Division
Melissa Barlow, FTA DC Metro Office
Kwame Arhin, FHWA Maryland Division

- Unified Planning Work Program, Self-Certification, Planning Agreements
- Long-Range Transportation Plan (CLRP)
- Transportation Improvement Program (TIP) and STIPs
- Fiscal Constraint / Financial Planning

2:45PM Break

3:00PM Review of the Transportation Planning Process *(Continued)*

Federal Discussion Leader: Ivan Rucker, FHWA, Virginia Division
Sandra Jackson, FHWA DC Division

- Regional Air Quality Conformity Analysis
- Travel Demand Forecasting
- Congestion Management Process

4:00PM Adjourn

DAY 2, Wednesday, October 29

8:30AM Additional Transportation Plan And Program Elements

Federal Discussion Leader: Melissa Barlow FTA DC Metro Office
Sandra Jackson FHWA, DC Division

- Land Use and Transit - Coordination and Planning
- Bicycle and Pedestrian Planning, Complete Streets and Green Streets Policies
- Freight Planning and Safety Activities

10:15 AM Break

10: 30 AM Public Involvement Process
Federal Discussion Leader: Lindsay Donnellon FHWA Maryland Division
Candace Noonan, FTA Headquarters

- Participation Plan and Public Involvement
- Coordinated Human Service Transportation Plan
- Title VI, Environmental Justice, Americans with Disabilities Act

11:30 AM Lunch

12:30 PM Metropolitan Transportation Systems Studies/Surveys for Plan Development
Federal Discussion Leader: Sandra Jackson FHWA, DC Division
Egan Smith, FHWA Headquarters
Candace Noonan, FTA Headquarters

- Major New Planning Activities
- Performance Planning under MAP-21
- Performance Analysis and Assessment of the Plan
- Target Setting and Performance Measures

2:00PM Follow-up to any subject area discussion including a general discussion. All participates are welcomed to give comments and /or remarks.

3:30PM Adjourn
Meeting of Federal Review Team to prepare preliminary observations and close-out issues

PART 9:

LINKS TO KEY TPB DOCUMENTS ON THE WEB

Item	Specific Location
2014 Plan	mwcog.org/clrp
2014 Plan Brochure (not published yet)	mwcog.org/clrp/resources/
FY2015-2020 TIP	mwcog.org/clrp/projects/tip/fy1520.asp
Air Quality Conformity Analysis of the 2014 Plan	mwcog.org/clrp/resources/default.asp#air-quality-analysis
Public comments on the new Plan	mwcog.org/TPBcomment
Financial Plan	mwcog.org/clrp/resources/default.asp#financial-analysis
TPB Vision and Relation to the Planning Factors	mwcog.org/clrp/process/vision.asp
Participation Plan	mwcog.org/clrp/public/plan.asp
COG Accommodations Policy	mwcog.org/accommodations/
FY2015 UPWP	mwcog.org/transportation/activities/upwp/
Coordinated Human Services Transportation Plan	mwcog.org/tpbcoordination/resources/CoordinatedPlan.as p
Congestion Management Process	mwcog.org/clrp/elements/cmp/default.asp
Annual Listing of Projects	mwcog.org/clrp/projects/tip/obligations.asp
On-line CLRP & TIP Project Database	mwcog.org/clrp/projects/search.asp
Environmental Mitigation Discussion	mwcog.org/clrp/elements/environment/
Visualization of the CLRP	mwcog.org/clrp/projects/major.asp
Freight Plan	mwcog.org/store/item.asp?PUBLICATION_ID=381
Bike and Pedestrian Plan	mwcog.org/store/item.asp?PUBLICATION_ID=386

Safety Element	**mwcog.org/clrp/elements/safety/**
COG Title VI Plan	**mwcog.org/store/item.asp?PUBLICATION_ID=383**
TPB Language Assistance Plan	**mwcog.org/store/item.asp?PUBLICATION_ID=384**
COG's Title VI Program and FTA Approval	**mwcog.org/publications/nondiscrimination.asp**
Scenario Study	**mwcog.org/clrp/elements/scenarios.asp**
Transportation Land Use Connections (TLC) Program	**mwcog.org/transportation/activities/tlc /**

PART 10:

Previous Findings and Disposition

Recommendation	Status	Action
Agreement		
1 TPB should coordinate the planning process and products for the metropolitan area in accordance with the terms of the 2004 agreement with FAMPO and update the agreement if necessary to clearly define the agencies' respective planning process roles and responsibilities, as described in the Agreements/ Certification discussion in the FAMPO section of this report. (See #12 recommendation for FAMPO.)	Implemented	In early FY 2012, the TPB and FAMPO processes and products were reviewed for coordination as specified in the 2004 agreement. TPB staff with FAMPO staff reviewed the CMP, UPWP, TIP and CLRP planning cycles and products and identified some coordination clarifications and updates. The following text was added to the UPWP to clarify the planning roles: *Each year, the TPB Call for Projects document is transmitted to FAMPO requesting new and updated information on the projects located in the portion of Stafford County in the Washington DC TMA to be included in the update of the CLRP. FAMPO is also requested updated information on the Congestion Management System (CMS) for this portion of Stafford County. FAMPO transmits this information to TPB on the schedule included in the TPB Call for Projects document.* On December 16, 2011, FAMPO transmitted the requested planning products for the portion of Stafford County for the 2012 CLRP amendment.
Self Certification		
2 The State DOTs should revisit their procedures for certifying the Federal metropolitan planning process to ensure their review and approval of the certifications are clearly defined and the DOT's basis for the certification is documented: for example, that Title VI and ADA requirements are being executed.	Implemented	DDOT, MDOT and VDOT reviewed their procedures for certifying the Federal metropolitan planning process to ensure their review and approval of the certifications are clearly defined and the DOT's basis for the certification is documented. They produced a metropolitan planning process review check list of the National Capital Region which documents their procedures for certifying TPB planning self- certification.

Recommendation	Status	Action
Transportation Improvement Program		
3 The TPB TIP should further clarify project selection and prioritization – citing instances for which the TPB actually does prioritization and selection. In addition, a narrative should be included to explain how TPB's role in the CLRP and TIP selected projects improves the transportation system's performance and meets regional air quality goals and needs. The states should work with TPB to create high standards of transparency and accountability for State project selection and prioritization processes conducted as part of the metropolitan planning process, including DOT decisions that are incorporated in the TIP.	Implemented	TPB staff met with the DOT's staff to review documentation of states' project selection processes. The TIP web site was updated to provide linkages to the project selection and prioritization processes at the DOTs and transit agencies. The Program Development Process and Project Development Process sections of the TIP describe the processes at the DOTs and WMATA and then move on to discussing "Addressing Federal Requirements". This portion of the TIP was restructured to explicitly discuss TPB actions in the project selection process: ☐ Reviewing project inputs for consistency with the Air Quality Conformity Analysis ☐ Producing a financial summary of all funding sources proposed by an agency ☐ Bicycle and Pedestrian, Freight, and Regional Bus Subcommittees development of priority project lists for inclusion on the TIP ☐ TIGER, JARC and New Freedom project development.
Transportation Improvement Program (Continued)		
4 The states should work with TPB to enhance verification of the reasonableness of funding sources for TIP amendments, including a process to define "reasonableness" for different types of project amendments. TPB also should ensure that each jurisdiction provides adequate documentation to justify funding availability when requesting amendments. The TIP should demonstrate that estimates of system level revenues and costs are adequate for the DOTs to operate and maintain Federal-aid routes and public transportation systems. This documentation of available funding resources and O&M estimates can be amended into the TIP as soon as this information is available.	Implemented	All letters from DOTs or WMATA requesting an amendment now include language stating that the proposed funding is available and committed. This language will clarify if the funds are from additional, "new" monies, or if the funds are being diverted from another project. The Financial Plan for the FY 2013 -2018 TIP was expanded to include a table for each DOT and WMATA, showing estimated revenues from Federal, state, and local sources, and proposed commitments. The DOTs have documented their commitment of funding expected to be available to adequately operate and maintain the Federal-aid routes in the region and WMATA during the TIP six-year period.

Recommendation	Status	Action
Financial Planning/Fiscal Constraint		
5 TPB should increase the transparency of financial planning and fiscal constraint through improved documentation to make analysis and results more comprehensible to the public. Areas to address include: □ Organization of financial data and estimates to facilitate direct comparison of costs and revenues for projects and continuing and recurrent expenditures on operations, maintenance, and asset rehabilitation; Key assumptions (e.g., inflation, increases or shifts in allocations, fare increases, and population growth) affecting all projects, cost categories, and revenue sources; and □ Estimation methods and strategies for addressing projected financial shortfalls and policy trade-offs.	Implemented	The web page on the Financial Plan and fiscal constraint for the CLRP was revised to provide clearer and more concise descriptions of the financial analysis for the 2010 CLRP which was completed in October 2010. For the financial analysis of the 2014 CLRP, clear and concise descriptions were used to explain the data and key assumptions in presentations to the Technical Committee and TPB. The 2014 financial analysis will be finalized in November and the documentation will use non-technical language to describe the process and results. The financial information presents capital costs and revenues for major projects and on-going expenditures for operations, maintenance and system preservation. The key analysis parameters and estimating assumptions, including inflation rates and population growth are documented. The strategies and estimation methods for addressing projected financial shortfalls are presented.
Outreach/Public Participation		
6... The Federal team recommends several actions that could enhance the TPB Public Participation Plan and practices:	Implemented	
□ Convene the CAC, AFA, and the WMATA Riders Advisory Council together at reasonable intervals to share ideas, concerns, and ask questions of one another. Continue to convene all TPB and Committee members, similar to the May 26th, 2010 Conversation on Regional Transportation Priorities.		The TPB regularly seeks out both formal and informal opportunities for coordination among its advisory committees. Historically, there has been extensive informal coordination among the CAC, AFA, and WMATA Riders Advisory Council (RAC). The leaders of these committees have indicated that collaboration is most effective when it includes a specific purpose, and the current CAC chair is evaluating the most effective purpose for formal collaboration among these groups. A joint meeting was held in March 2012 between the AFA and the WMATA RAC. The membership for the WMATA Accessibility Advisory Committee (AAC) includes 2 AFA members. TPB staff and committee leadership will continue to seek out additional coordination opportunities.

Recommendation	Status	Action
Outreach/Public Participation (Continued)		
6... ☐ Limit the time that each AFA meeting spends discussing quality of service, to allow for time to provide productive feedback regarding transportation planning.	Implemented	AFA meeting agendas between 2011 and 2014 included a wide-variety of topics on transportation planning, such as the RTPP and the draft CLRP projects. The chair of the AFA, who is a TPB member, and AFA members requested agenda items on specific transit and paratransit services. AFA members have stated in surveys conducted in February 2009 and February 2011 that paratransit (MetroAccess) and transit for people with disabilities are the most important topics to include in future agendas.
☐ Consider conducting meetings at locations and times that may be more convenient to the general public. Seek opportunities to participate in community events, such as local fairs or open houses, to educate and inform the public of TPB activities as well as look for opportunities to link transportation issues to other prevalent issues (education, housing, employment, etc.).		The TPB routinely engages with the public outside of traditional business hours, and in a variety of locations. In recent years, staff has made an effort to conduct outreach events outside the COG offices and during non-business hours. The TPB's Community Leadership Institute, for example, is conducted on evenings and weekends, and recently the sessions have taken place in venues throughout the region. In addition, the TPB has conducted a number of large deliberative forums on Saturdays. Staff regularly receive and accept invitations to speak at citizen meetings that occur throughout the region. Examples include the Action Committee for Transit, Suburban Maryland Transportation Alliance, Northern Virginia Transportation Alliance, and the Washington chapter of the Urban Land Institute. Responding to these ad hoc requests complements the TPB's institutionalized public engagement activities.
6... ☐ Explorer other methods and media to provide information to the public other than email.	Implemented	The TPB uses a variety of media to inform citizens about key milestones and activities. TPB staff is regularly featured on local radio, television, and in printed and online news and podcasts to discuss specific programs or ongoing policy issues that affect the region. In addition, the TPB generates its own print and online media. The TPB *Weekly Report*, an online publication, provides brief, timely summaries of recent TPB research, analysis, outreach, and planning in the region to over 700 subscribers. The *TPB News*, a monthly newsletter is a record of the monthly TPB meeting, which is circulated to over a thousand subscribers via postal mail, as well as others through online channels including the TPB website and social media outlets. New items in these TPB-generated media reach a direct readership as well as an indirect audience, as items are often picked up by other media, including local newspapers, blogs, and radio talk shows. Thus, the TPB's multi-media approach can generate ripple effects throughout the region.

Recommendation	Status	Action
Outreach/Public Participation (Continued)		
6... Consider recording meetings and making them available over a public cable channel, and on websites, or hold online (Web 2.0) public meetings to allow folks to 'attend' the meeting within a specified period of time of the actual meeting. TPB could also increase its use of newspaper columns, such as "Doctor Gridlock."	Implemented	The TPB uses a multi-strategy approach to making its information and meetings accessible in a variety of ways. Part of this approach has been explained in the previous response. Other strategies include the following: • The TPB will begin posting recordings of its meetings in October 2014. Staff is investigating options for live streaming and/or posting video recordings. • The TPB has begun to more extensively use webinars to share information among its stakeholders and the public. • The TPB and its work are frequently cited in the electronic and print media. As noted above, TPB officers and staff are frequent guests on television and radio. Doctor Gridlock has highlighted the TPB's work on a frequent basis, and has even conducted a live online chat with the TPB director.
6... • Establish a Public-Involvement Management Team with Public Information Officers from each jurisdiction that coordinates among their agencies for transportation planning, programming, and operations activities. This would help to harmonize the individual public outreach efforts and increase media coverage of TPB's work.		The Public Information Officers from the jurisdictions and agencies in the region address a host of topics in addition to transportation. It is judged that convening meetings of these busy officers to focus on transportation would not be very effective. As a way to provide centralized information on the public involvement opportunities throughout the region, the TPB developed an online clearinghouse, the Transportation Planning Information Hub, that serves as a "one stop shop" for obtaining information about transportation planning activities and decision-making processes.
• Gather information to evaluate the effectiveness of public outreach strategies. This could include: adding a column to public-speaking sign-in sheets that asks each commenter how they learned about the meeting, posting a small survey on the website each month, or sending a postcard survey asking about the process.		TPB staff use a variety of means to evaluate the effectiveness of on-going public outreach strategies. For instance, TPB staff regularly holds After Action Reviews of major activities as a way to evaluate their effectiveness and determine ways to improve similar future endeavors. Such reviews have been conducted at the close of the CAC's annual term, at the end of each Community Leadership Institute, and after other major events. Staff also gathers evaluative information through focus group activities. The CAC has served as a focus group to provide feedback to TPB staff on efforts such as the TPB Weekly Report, and on methods to gain citizen feedback on the public acceptability of Value Pricing. The AFA has surveyed its members to ascertain the most efficient and effective ways support the committee needs. On an ongoing basis, TPB staff gathers information and evaluates the effectiveness of these and other public outreach methods.
Recommendation		
Outreach/Public Participation (Continued)		

6... • Consider opportunities to involve college or high school students in the planning process: o Develop a CLI for students that could be held during the summer months, and perhaps be eligible for academic credit or recognition. o Consider expanding the CAC and AFA membership to include a student interested in transportation or urban planning. o Create an outreach program to young students using surveys, games, puzzles, and safety tips, or hold an annual poster contest for the cover page of a particular document, or as the screensaver of the TPB transportation webpage. o Engage high-school and/or college students interested in a career in communications by coordinating a Public Service Announcement Contest. The purpose would be to educate students about the role of the TPB and have them utilize their creativity to promote a specific transportation project or topic in 30-second TV spots. o Develop a blog to inform the public of current issues, discussions, and decisions. The tasks for meeting this recommendation should be included for review and approval in the next UPWP.	Implemented	A number of strategies are used to involve students in the regional planning process: • Staff have established relationships with the planning departments of the University of Maryland, Virginia Polytechnic Institute and State University, and George Mason University. Staff members regularly serve as guest lecturers on regional planning. • Through these relationships, planning students have been able to learn about and directly participate in TPB activities. For example, in the Fall of 2011 and Winter of 2012, planning students served as scribes in five large-scale deliberative forums that were held by the TPB to ascertain public opinions about value pricing. • Twice in the past two years, TPB staff has worked to partner with organizations that host educational and planning-related programs with high school students. This approach was a part of a strategy to create and conduct a Community Leadership Institute for high school students. Each attempt was met with limited interest and a fair amount of challenges, including competing priorities for students, scheduling constraints with the academic calendar, and general lack of interest. • For most of the past years, the TPB Citizens Advisory Committee has had an alternate member who is a student. • An online clearinghouse, the Transportation Planning Information Hub, was developed to serve as a "one stop shop" web site for obtaining information about transportation planning activities and decision-making processes throughout the region.
7 TPB should develop and amend the Plan to include procedures, strategies and desired outcomes for the use of visualization techniques.	Implemented	In response to this recommendation, the 2014 Update to the Participation Plan identified a range of strategies and desired outcomes for the use of visualization techniques in public engagement.

Recommendation	Status	Action
Outreach/Public Participation (Continued)		
8 TPB should develop a formal process for selecting an information delivery method that is appropriate to the needs of a project, activity, or audience, and the desired type of public engagement.	Implemented	In response to this recommendation, the 2014 Update to the Participation Plan identified the types of information sharing that should be used for different types of public involvement and outreach requirements.
9 TPB should develop a formal process to review, evaluate, and improve current public engagement techniques and activities regularly or at certain intervals of time.	Implemented	In response to this recommendation, the 2014 Update to the Participation Plan identified a system for an annual evaluation of the TPB's public involvement activities and identification of future activities.
Title VI and Environmental Justice		
10 TPB should provide a signed Standard Title VI Assurance, Title VI Plan/program/ method of administration with implementation, compliance, monitoring, enforcement and review procedures. Provide documented procedures regarding how Title VI training will be provided to or obtained by employees, recipients, sub recipients and other stakeholders.	Implemented	The signed assurance and Title VI plan have been provided. The procedures for training are documented in the Title VI Plan
11 TPB should seek and receive, and its affiliated Federal aid recipients must endeavor to provide, Title VI training and appropriate technical assistance pursuant to 23 CFR 200.9(b)(9). It is further recommended that VDOT especially, checks its Title VI questionnaire to TPB to make sure that the date they are sent out and the due date are sequential.	Implemented	TPB and VDOT staff received this training in July 2011. COG conducts annual Title VI Nondiscrimination training for staff each year.

Recommendation	Status	Action
Agreement (FAMPO)		
12 TPB and FAMPO should coordinate their planning processes and planning products to align with the current agreement, or revise the agreement to clearly define and reaffirm their respective planning process roles and responsibilities. In addition, TPB and FAMPO should consider an addendum to the existing agreement that would provide clarification (where needed) of the roles and responsibilities of each MPO per CFR 450.314(f). (See #1 recommendation.)	Implemented	In early FY 2012, the TPB and FAMPO processes and products were reviewed for coordination as specified in the 2004 agreement. TPB staff with FAMPO staff reviewed the CMP, UPWP, TIP and CLRP planning cycles and products and identified some coordination clarifications and updates. The following text was added to the UPWP to clarify the planning roles: *Each year, the TPB Call for Projects document is transmitted to FAMPO requesting new and updated information on the projects located in the portion of Stafford County in the Washington DC TMA to be included in the update of the CLRP. FAMPO is also requested updated information on the Congestion Management System (CMS) for this portion of Stafford County. FAMPO transmits this information to TPB on the schedule included in the TPB Call for Projects document.* On December 16, 2011, FAMPO transmitted the requested planning products for the portion of Stafford County for the 2012 CLRP amendment.
Outreach/Public Participation (FAMPO)		
13 The Federal Team strongly recommends that FAMPO conduct a thorough review and update of the PPP, including all advisory committee structures and responsibilities. The update should include an evaluation of the PPP and TAG to determine their effectiveness in meeting the needs of the intended audiences (including low-income and minority populations). The tasks for meeting this recommendation should be included for review and approval in the next UPWP.	Implemented	TPB staff has consulted with FAMPO staff on public participation plan update which is expected to be complete by September 2012. FAMPO included tasks on this recommendation in its FY 2013 UPWP. The TPB received documentation of FAMPO's updated Public Participation Plan in October 2012.
Certification (FAMPO)		
14 As part of the MPO Self-Certification process, the Federal Team recommends that FAMPO establish procedural guidance for verifying the process and implementation of self-certification.	Implemented	Documentation received on FAMPO's Self-Certification process adopted in July 2011.

Corrective Action	Status	Action
Agreement (FAMPO)		
1 FHWA and FTA request that the FAMPO's RSTP and CMAQ project selection process be consistent with 23 U.S.C. section 134(j)(3)(5)(a) and 23 CFR 450.330(b). Please submit a joint letter signed by the FAMPO (MPO Chairperson/ representative) and State (CTB Chairperson/representative) confirming that the FAMPO project selection process for RSTP and CMAQ projects to be implemented utilizing 23 U.S.C. funds and/or funds under 49 U.S.C Chapter 53 is consistent with Federal regulation for the non-TMA MPO. If the State delegated RSTP and/or CMAQ project selection responsibilities to the FAMPO, please provide clarification in the letter. The compliance deadline for this request is within 3 months following the release of the certification report.	Implemented	CTB and FAMPO letter provided by August 5, 2011
Title VI and Environmental Justice (FAMPO)		
2 The MPO Title VI coordinator must acquire needed Title VI training and knowledge in implementing Title VI obligations.	Implemented	FAMPO, TPB and VDOT staff received training in July 2011.
3 The MPO must establish a Tile VI/Nondiscrimination Plan. The Plan must include a public outreach and education plan; staff training plan; procedures for processing complaints; procedures for identifying and addressing Title VI/ Nondiscrimination issues; process for identifying and eliminating discrimination; process for review of programs and grant applications; and a process for collecting and analyzing statistical data (including LEP and EJ populations). The compliance deadline for this request is one year following the release of the certification report.	Implemented	Title VI plan adopted by FAMPO on May 22, 2012.

Corrective Action	Status	Action

Agreement (FAMPO)			
4	Within the Title VI/Nondiscrimination Plan, the Federal Team requests that the MPO have a documented process for assessing the distribution of impacts on different socioeconomic groups for the investments identified in the transportation plan and TIP. The compliance deadline is six months following the establishment and adoption of the MPO Title VI Plan.	Implemented	TPB received documentation on FAMPO methodology and analysis in the report "Long- Range Transportation Plan Equity Analysis" dated May 2012.