

## **ITEM 13 – Information**

January 18, 2017

Review of Outline and Preliminary Budget for the  
FY 2018 Unified Planning Work Program (UPWP)

### **Staff**

**Recommendation:** Briefing

**Issues:** None

### **Background:**

The board will be briefed on an outline and preliminary budget for the Unified Planning Work Program (UPWP) for FY 2018 (July 1, 2017 through June 30, 2018). A complete draft of the FY 2018 UPWP will be presented to the board for review at its February 15, 2017 meeting.





## **MEMORANDUM**

**TO:** Transportation Planning Board  
**FROM:** Lyn Erickson, Plan Development and Coordination Program Director  
**SUBJECT:** Outline and Preliminary Budget for the FY 2018 Unified Planning Work Program (UPWP)  
**DATE:** January 12, 2017

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The Unified Planning Work Program (UPWP) is the annual budget for TPB staff to carry out the metropolitan transportation planning process. This memo includes a preliminary total budget estimate for the FY 2018 UPWP, the proposed funding level for each work activity, and an outline of the proposed FY 2018 work tasks. This information is preliminary and will be refined over the next 2 months. The TPB will be asked to approve the FY 2018 UPWP at its March 15, 2017 meeting.

### **PRELIMINARY TOTAL UPWP REVENUE ESTIMATE**

The budget for the FY 2018 UPWP is based upon Metropolitan Planning Organization (MPO) planning funding allocations provided by our three state departments of transportation (DOTs). Federal Metropolitan Planning Funds are apportioned to the state DOTs who then allocate and distribute these funds to the MPO to enable us to lead the metropolitan planning process. As with all federal funds, there is a match that is necessary to access the federal funds. In our case, 80 percent of the revenue comes from a combination of Federal Transit Administration Section 5303 funds and Federal Highway Administration PL funds. The state DOTs provide a 10 percent state match, and the local jurisdictions, through the COG dues, provide a 10 percent local match. Funding amounts are determined by the FY 2017 USDOT budget from the Fixing America's Surface Transportation Act (FAST) Act.

Estimated funding (the TPB revenue) is shown in Table 1 on the next page. The Total Basic UPWP budget for the work that TPB staff needs to do to meet the federal metropolitan planning requirements is **\$13,687,982**. At this time, this information is a preliminary estimate based on previous estimates and will change based on feedback from the state DOTs as they determine the amount of funding available (which is a function of how the federal agencies operate). This total will also change based on the amount we estimate will be "carried over" (this means the amount that we think we will not spend in the FY 2017 UPWP, and then it will be removed from the current FY 2017 UPWP and added to the 2018 UPWP). This information is not available at this time.

### **PRELIMINARY CORE PROGRAM AND TECHNICAL ASSISTANCE BUDGET ESTIMATES**

Table 2 on page 3 outlines the UPWP budget by work task. The work activities are organized into three major subsets: the TPB Core program (the bulk of the planning activities), state Technical Assistance (TPB staff support for more localized planning activities) and Continuous Airport System Planning (CASP). Lastly, an outline describing each work task follows Table 2.

**TABLE 1  
PRELIMINARY FUNDING OUTLINE FOR FY 2018 UPWP**

	<b>FTA SECT 5303 80% FED &amp; 20% STA/ LOC</b>	<b>FHWA PL FUNDS 80% FED &amp; 20% STA/ LOC</b>	<b>FAA CASP 90% / 10% Fed / Loc Plus MWAA/MAA</b>	<b>TOTALS</b>
<b>DDOT - ALLOCATIONS</b>				
NEW FY 2018	\$538,004	\$2,209,419		\$2,747,423
UNEXPENDED FY 2016	\$80,386	\$331,484		\$411,870
CARRYOVER FY 2017				<b>\$0</b>
<b>SUBTOTAL - D.C</b>	<b>\$618,390</b>	<b>\$2,540,903</b>		<b>\$3,159,293</b>
<b>MDOT - ALLOCATIONS</b>				
NEW FY 2018	\$1,288,745	\$3,709,536		\$4,998,281
UNEXPENDED FY 2016	\$240,479	\$668,726		\$909,204
CARRYOVER FY 2017				<b>\$0</b>
<b>SUBTOTAL - MD</b>	<b>\$1,529,224</b>	<b>\$4,378,262</b>		<b>\$5,907,485</b>
<b>VDRPT &amp; VDOT - ALLOCATIONS</b>				
NEW FY 2018	\$1,050,257	\$2,927,804		\$3,978,061
UNEXPENDED FY 2016	\$165,308	\$477,834		\$643,143
CARRYOVER FY 2017				<b>\$0</b>
<b>SUBTOTAL - VA</b>	<b>\$1,215,565</b>	<b>\$3,405,638</b>		<b>\$4,621,204</b>
<b>TOTAL FHWA/FTA FUNDING ALLOCATIONS</b>				
	\$2,877,006	\$8,846,759		\$11,723,765
SUB-TOTAL UNEXPENDED FY 2016	\$486,173	\$1,478,044		\$1,964,217
SUB-TOTAL CARRYOVER FY 2017	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
<b>SUBTOTAL - FHWA/FTA</b>	<b>\$3,363,179</b>	<b>\$10,324,803</b>		<b>\$13,687,982</b>
<b>TOTAL BASIC UPWP</b>	<b>\$3,363,179</b>	<b>\$10,324,803</b>		<b>\$13,687,982</b>
FAA - Continuous Air System Planning			\$252,000	
MWAA & MAA - Air Passenger Survey			\$350,000	
<b>SUBTOTAL - CASP</b>			<b>\$602,000</b>	
<b>GRAND TOTAL UPWP</b>	<b>\$3,363,179</b>	<b>\$10,324,803</b>	<b>\$602,000</b>	<b>\$14,289,982</b>

"New FY2018" funding amounts above are same as in FY 2017 UPWP.

"Unobligated FY2016 funds" are unexpended funds from the FY2016 UPWP reprogrammed by DOTs.

"Carryover FY2017 funds" are funds from work activities from the FY2017 UPWP to be completed in FY 2018. These amounts will be determined in Feb. 2017 and finalized in Mar. of 2017.

**TABLE 2**  
**PRELIMINARY FY 2018 UPWP EXPENDITURES**

WORK ACTIVITY	FY 2018 TOTAL COST ESTIMATE
<b>CORE PROGRAMS</b>	
1. Long-Range Planning	\$1,615,200
2. Performance-Based Planning and Programming	\$625,691
3. Mobile Emissions Planning	\$1,577,817
4. Planning Programs	\$1,718,730
5. Travel Forecasting	\$2,409,905
6. Travel Monitoring and Data Programs	\$2,025,030
7. Cooperative Forecasting & Transportation Planning Coordination	\$893,576
8. Public Participation & Human Transportation Service Coordination	\$974,588
9. Transportation Alternatives and Land Use Connection Programs	\$440,215
10. TPB Support and Management	\$865,054
Sub-total: Core Program	\$13,145,805
<b>TECHNICAL ASSISTANCE</b>	
A. District of Columbia	\$110,750
B. Maryland	\$201,484
C. Virginia	\$160,358
D. WMATA	\$69,584
Sub-total: Technical Assistance Program	\$542,177
Total - Basic UPWP	\$13,687,982
<b>AIR SYSTEMS PLANNING</b>	
1. Continuous Airport System Planning (CASP)	\$252,000
2. Airport Passenger Survey	\$350,000
Sub-total: CASP	\$602,000
<b>GRAND TOTAL UPWP</b>	<b>\$14,289,982</b>

## OUTLINE OF PROPOSED UPWP WORK ACTIVITIES FOR FY 2018

(July 1, 2017 to June 30, 2018)

The following graphic identifies all of the activities in the UPWP. An outline describing these activities follows.



## 1. LONG RANGE TRANSPORTATION PLANNING [Proposed FY2018 Budget \$1,615,200]

This activity will encompass the following work tasks in FY 2018:

### Constrained Long-Range Transportation Plan (CLRP)

- An “off-cycle” amendment to the 2016 CLRP if needed to advance a regionally significant (for air quality conformity purposes) project in its development / implementation ahead of the regularly scheduled adoption of the 2018 CLRP.

### Long Range Plan (LRP)

- Develop the appropriate documentation as required.
- Develop a comprehensive list of all federally funded and/or regionally significant (for air quality conformity purposes) highway, transit and non-motorized (bicycle and pedestrian) projects consistent with the financial plan for inclusion in the 2018 CLRP element of the LRP.
- Begin an updated performance analysis of the CLRP element of the TPB’s 2018 LRP that evaluates and documents the conditions and performance of the region’s transportation system in the horizon year of the CLRP (2045).
- Develop the Unconstrained element of the TPB’s 2018 LRP by including the updated Unfunded Capital Needs analysis first adopted by the Board in December 2016. The update will be based on the assumptions and inputs for the 2018 CLRP.

### Financial Element

- The financial plan will provide revenue (from all sources) and expenditure projections, for the period of the CLRP to adequately fund the operations and maintenance (in a state of good repair) of the current transportation infrastructure and for any capacity enhancement of the highway, transit and federally funded non-motorized (bicycle and pedestrian) system within the metropolitan planning area.
- Continue to develop the financial element of the quadrennial update of the LRP in FY 2018, including development of projected revenues and expenditures for the region’s transportation system.

### Title VI and Environmental Justice Analysis of the LRP

- Begin to analyze the LRP for disproportionately high and adverse impacts on the Equity Emphasis Areas and the rest of the region.

### Long Range Plan Task Force

- Develop a shorter list of regionally significant unfunded and/or unplanned multi-modal projects with the potential to provide substantive improvement in the performance of the region’s transportation system by advancing strategies reflected in the TPB’s Vision and Regional Transportation Priorities Plan (RTPP), pending guidance from the Long Range Plan Task Force.

### Environmental Consultation

- Consultation with federal, state and local agencies responsible for natural resources, wildlife, land management environmental protection, conservation and historic preservation on the discussion of potential environmental mitigation activities.
- Monitor local, state and national practices in transportation system resiliency, including climate change adaptation, for potential applicability to the region.

## **2. PERFORMANCE-BASED PLANNING AND PROGRAMMING** **[Proposed FY2018 Budget \$625,691]**

This activity will encompass the following work tasks in FY 2018:

### Performance Measurements and Targets

- Establish a performance-based planning framework for regional transportation decision making for incorporation into development of the region's 2018 CLRP and FY 2019-2024 TIP to ensure that the TIP will contain projects that are consistent with and reflect CLRP investment priorities; demonstrates progress toward achieving transportation system performance targets; links investment priorities to the performance targets; and describes the anticipated effect of the TIP toward achieving the performance targets.
- Coordinate with states and public transportation providers on the establishment of performance targets to ensure consistent measures that are relevant for the TPB planning area.
- Coordinate with the State DOTs and public transportation providers in the preparation of a system performance report to evaluate the condition and performance of the transportation system with respect to the coordinated performance targets established for the TPB planning area.
- Update the Metropolitan Planning Agreement among States, MPOs and Providers of Public Transportation to include: transportation systems performance data sharing, the selection of performance targets, the reporting of performance targets, the reporting of system performance measures to be used in tracking progress toward attainment of critical outcomes and the collection of data for the asset management plans for the NHS.

### TIP Programming

- Prepare, review and process administrative modifications and amendments to the currently approved TIP.
- Review administrative modifications and amendments for fiscal constraint,
- Enhance documentation of the TIP with additional analysis as a part of the CLRP/TIP brochure and the CLRP web site.
- Provide public access to CLRP and TIP project data through an improved online searchable database and a linked GIS database.
- Prepare annual certification of compliance with regulations on the provision of transit services to persons with disabilities.
- Prepare an annual listing of projects for which federal funds have been obligated in the preceding year for the FY 2017-2022 TIP.



### **3. MOBILE EMISSIONS PLANNING** **[Proposed FY2018 Budget \$1,577,817]**

This activity will encompass the following work tasks in FY 2018:

#### Air Quality Conformity Analysis

- Provide technical travel demand and mobile emissions modeling support to a possible “off-cycle” amendment to the 2016 CLRP.
- Prepare technical inputs in support of the Long Range Plan (LRP) scenario analysis. Travel modeling and mobile emissions modeling will be undertaken to explore system expansions, land use alternatives and other policy options as specified by the LRP Task force.
- Keep abreast of federal requirements as related to Air Quality Conformity determinations
- Maintain communication and consultation among transportation agencies, air agencies and the public regarding the TPB’s conformity schedule for the quadrennial CLRP update

#### Mobile Emissions Analysis

- Support travel demand modeling and mobile emissions modeling ion support of SIP planning activities, including the Ozone Maintenance Plan and Redesignation request.
- Support CMAQ-related activities and support with “Hot-Spot” analyses conducted by local transportation agencies.
- Keep abreast of mobile emissions software (MOVES) updates and best practices.

### **4. PLANNING PROGRAMS** **[Proposed FY2018 Budget \$1,718,730]**

#### Congestion Management Process (CMP)

- Address FAST and MAP-21 requirements related to the regional Congestion Management Process (CMP).
- Compile information and undertake analysis for the development of major components of the regional CMP, including potential application of emerging “big data” sources.
- Prepare a Regional Congestion Management Plan (CMPL).
- Prepare the FY2018 CMP Technical Report.
- Support the Vehicle Probe Data Users Group (VPDUG).

#### Systems Performance, Operations, and Technology (SPOT) Planning

- Address FAST/MAP-21 requirements related to technology and Regional Transportation Systems Management and Operations (RTSMO) .
- Address emerging connected and autonomous vehicle technology and shared mobility developments as they relate to regional transportation planning and RTSMO.
- Support the Systems Performance, Operations, and Technology Subcommittee (SPOTS) and the Traffic Signals Subcommittee in their coordination and advisory roles.

#### Transportation Emergency Preparedness Planning

- Provide support and coordination for the transportation sector's role in overall regional emergency preparedness planning, in coordination with the COG Regional Emergency Support Function #1 – Emergency Transportation Committee.

#### Transportation Safety Planning

- Support engineering, education, enforcement, and emergency medical services strategies to reduce fatalities, serious injuries, and crashes in the National Capital Region.
- Encourage the consideration of safety in all aspects of regional transportation planning including TIP development and the safety element of the CLRP.
- Address FAST/MAP-21 requirements related to regional transportation safety.
- Support the Transportation Safety Subcommittee in its coordination and advisory roles.

#### Bicycle and Pedestrian Planning

- Provide opportunities for consideration, coordination, and collaborative enhancement of planning for pedestrian and bicycle safety, facilities, and activities in the region, CLRP, and TIP.
- Support the Bicycle and Pedestrian Subcommittee in its coordination and advisory roles.

#### Regional Public Transportation Planning

- Provide support to the Regional Public Transportation Subcommittee for the coordination of public transportation planning throughout the Washington region, and for incorporating regional public transportation plans into the CLRP and TIP,
- Evaluate federal rulemaking for the performance-based planning requirements, specifically transit safety and transit state of good repair, including data collection, analysis of the performance measures, forecasting, and setting of targets.
- Provide support to the TPB Private Providers Task Force and document the involvement of private providers of public transportation in the TIP. Also support quarterly meetings of the TPB Regional Taxicab Regulators Task Force.
- Evaluate the performance of the corridor projects implemented by the TPB's Transportation Investments Generating Economic Recovery (TIGER) Grant for Priority Bus in the National Capital Region, including the submission of one year after and two years after reports for projects concluded in calendar year 2016.

#### Freight Planning

- Provide opportunities for consideration, coordination, and collaborative enhancement of planning for freight movement in the region.
- Encourage the consideration of freight transport in all aspects of regional transportation and land use planning including TIP development and the freight element of the CLRP.
- Address the FAST/MAP-21 requirements related to regional freight transportation planning.
- Support the Freight Subcommittee in its coordination and advisory roles.

#### Metropolitan Area Transportation Operations Coordination (MATOC) Planning

- Provide planning support for the Metropolitan Area Transportation Operations Coordination (MATOC) Program, in conjunction with the MATOC Steering Committee, subcommittees, and partner agencies.

### **5. TRAVEL FORECASTING**

**[Proposed FY2018 Budget \$2,409,905]**

This activity will encompass the following work tasks in FY 2018:

#### Network Development

- Prepare updates to the base year transit networks
- Support coding of transportation networks for the LRP Study
- Maintain and refine the multi-year transportation network database used in regional travel demand modeling
- Support the network-related needs of the TPB's travel modeling improvements

#### Models Development

- Continue the consultant assisted effort to improve the TPB's travel demand model. Staff will be completing, documenting and testing a new trip-based model that was completed during FY 2017, and will begin compiling data to support an Activity-Based Travel Model for the Washington region.
- Support the application current application model, for both internal and external users of the model
- Keep abreast of best practices in travel demand modeling through conference attendance and the AMPO Travel Modeling Work Group
- Collect and prepare data relevant to travel modeling development and validation
- Respond to technical data requests from consultants and local agencies
- Maintain software and hardware required to apply the regional travel demand model
- Maintain staffing of the TPB Travel Forecasting Subcommittee

### **6. TRAVEL MONITORING AND DATA PROGRAMS**

**[Proposed FY2018 Budget \$2,025,030]**

This activity will encompass the following work tasks in FY 2018:

#### Household Travel Survey

- Complete data collections for the 2017/2018 TPB Regional Household Travel Survey of approximately 15,000 households in the TPB modeled area.
- Begin initial tabulations, weighting and analysis of 2017/2018 TPB Regional Household Travel Survey data.
- Analyze and report on changes in regional travel patterns and trends.
- Provide data, documentation, and technical support to users of previous TPB Household Travel Surveys. Update user documentation as required.

#### Traffic Monitoring Counts/Studies

- Collect AM peak period traffic volume, vehicle occupancy and travel time data on the region's HOV facilities.
- Process, tabulate and analyze the regional HOV volume, occupancy and travel time monitoring data collected.
- Prepare a technical report summarizing the key findings and changes from previous TPB regional HOV facility monitoring studies.

#### Regional Transportation Data Clearinghouse

- Update Clearinghouse traffic volume data with AADT and AAWDT volume estimates, hourly directional traffic volume counts and vehicle classification counts received from state DOTs and participating local jurisdiction agencies.
- Update Clearinghouse transit ridership data with data received from WMATA, PRTC, VRE, MTA and local transit agencies including the Ride-On, The Bus, ART, DASH and the Fairfax Connector.
- Add freeway and arterial road speed and level of service (LOS) data.
- Update Clearinghouse highway network bridge and pavement condition data from most current National Bridge Inventory and Highway Performance Management System (HPMS) databases.
- Add updated Cooperative Forecasting data to the Clearinghouse by TAZ and begin development of a regional parcel level land use database to support travel forecasting model improvements.
- Distribute Regional Transportation Clearinghouse Data to TPB participating agencies via a GIS web-based application.

#### GIS Data and Analysis

- Provide data and technical support to staff using GIS for development and distribution of data and information developed for TPB planning activities, including the CLRP and Unconstrained LRP, the TIP, Congestion Monitoring and Analysis, Cooperative Forecasting, Regional Transportation Data Clearinghouse, Network and Models Development, and Freight, Bike and Pedestrian Planning activities.
- Maintain and update GIS-related hardware and software used by staff for regional transportation planning activities.
- Respond to request for TPB GIS metadata, databases, and applications.
- Continue to coordinate the regional GIS activities with state DOTs, WMATA, and the local governments through COG's GIS Committee and subcommittees.

### **7. COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION** [Proposed FY2018 Budget \$893,576]

This activity will encompass the following work tasks in FY 2018:

- Support the Planning Directors Technical Advisory Committee (PDTAC) in the coordination of local, state and federal planning activities and the integration of land use and transportation planning in the region.



- Analyze changes in regional economic, demographic and housing trends drawing on the results from the Census American Communities Survey (ACS) and from other available federal, state, local data sources.
- Work with members of the Cooperative Forecasting Subcommittee to enhance and improve the quality of small area (TAZ-level) employment, population and employment data.
- Work with the Cooperative Forecasting Subcommittee and the region's Planning Directors to assess the effects of significant transportation system changes on the Cooperative Forecasting land activity forecasts.
- Work with the Cooperative Forecasting Subcommittee and the region's Planning Directors to develop updated Round 9.1 Transportation Analysis Zone (TAZ)-level growth forecasts
- Document key land use and transportation assumptions used in making updates to the Cooperative Forecasting land activity forecasts
- Update and maintain Cooperative Forecasting land activity databases of TAZ-level population, household, and employment forecasts that are used as input into TPB travel demand-forecasting model.
- Map and analyze Cooperative Forecasting growth forecasts in relation to COG Activity Centers and premium transit locations.
- Respond to public comments on the Round 9.1 forecasts and the Cooperative Forecasting process.
- Develop and publish useful economic, demographic and housing-related information products including the Regional Economic Monitoring Reports (REMS) reports, the annual "Commercial Development Indicators" and economic and demographic data tables to be included in the Region Forward work program.

## **8. PUBLIC PARTICIPATION AND HUMAN SERVICE TRANSPORTATION COORDINATION** [Proposed FY2018 Budget \$974,588]

This activity will encompass the following work tasks in FY 2018:

### Public Participation and Outreach

- Conduct regular public involvement as described in the TPB Participation Plan, including public comment sessions as the beginning of TPB meetings and official public comment periods prior to the adoption of TPB plans and programs as key TPB policies and documents.
- Provide staff support for the TPB Citizens Advisory Committee (CAC), including organizing monthly meetings and outreach sessions, and drafting written materials for the committee.
- Provide staff support for the TPB Access for All Advisory (AFA) Committee that includes leaders and representatives of low-income communities, minority communities, persons with disabilities and those with limited English skills as the TPB's primary strategy for engaging traditionally-disadvantaged population groups in the planning process. Staff will transmit AFA Committee comments to the TPB on transportation plans, projects, programs, services and issues that are important to AFA community groups.



- Develop and conduct workshops or events, as needed, to engage the public and community leaders on key regional transportation issues, including challenges reflected in the development of the CLRP, the LRP, the TIP, and the work of the Long Range Plan Task Force.
- Conduct at least one session of the Community Leadership Institute, a two-day workshop designed to help community activists learn how to get more actively involved in transportation decision making in the Washington region.
- Support implementation of the TPB Participation Plan and conduct evaluation activities of the public involvement process.
- Conduct continuing evaluation activities of the public involvement process using the process for evaluation established in FY 2016.

#### Communications

- Develop new written materials, tools and visualization techniques to better explain to the public how the planning process works at the local, regional and state levels.
- Produce regular on-line and print TPB newsletters.
- Produce the annual edition of the Region magazine highlighting significant TPB activities in the past year.
- Ensure that the TPB's website, publications and official documents are timely, thorough and user-friendly.
- Effectively use technology, including social media and other web-based tools, to spread information about regional transportation planning and engage the public in planning discussions and Produce regular on-line and/or print TPB newsletters

#### Human Service Transportation Coordination/Title VI and Environmental Justice

- Review the Coordinated Human Service Transportation Plan with the AFA Committee for any revisions or updates to capture unmet transportation needs for people with disabilities and older adults.
- Plan for the next solicitation and selection of projects for Enhanced Mobility funding under FAST.
- Further the goals regional mobility management efforts to provide an array of transportation services and options to older adults and people with disabilities.
- Ensure that all public participation is consistent with and meets the Federal Civil Rights Act (Title VI) and Executive Order 12988 Environmental Justice.

### **9. TRANSPORTATION ALTERNATIVES AND LAND USE CONNECTION (TLC) PROGRAMS [Proposed FY2018 Budget \$440,215]**

This activity will encompass the following work tasks in FY 2018:

#### Transportation Alternatives Program

- Conduct the selection process for small capital improvement projects using funding sub-allocated to the Washington metropolitan region through the state DOTs from the MAP-21 Transportation Alternatives Program (TAP).



#### Transportation and Land Use Connection Program

- Offer short-term consultant team technical assistance to local jurisdictions to advance their land use and transportation planning activities.
- Fund at least six technical assistance planning projects at a level between \$20,000 and \$60,000 each.
- Fund at least one project for between \$80,000 and \$100,000 to perform project design to achieve 30% completion.
- Maintain and update the TLC Regional Clearinghouse and website.
- Develop tools and activities to facilitate regional learning about TLC issues among TPB member jurisdictions through the Regional Peer Exchange Network. Organize at least one regional meeting to facilitate an exchange of information about lessons learned from past TLC projects.
- Identify recommended implementation action steps in each planning project report, such as further study needs, more stakeholder collaboration, suggested land use or local policy changes, and transportation investment opportunities and priorities.
- Provide staff support for TLC Technical Assistance Projects to be conducted as part of the MDOT Technical Assistance Program and for other projects where additional funding is provided by state or local agencies.

### **10. TPB SUPPORT AND MANAGEMENT**

[Proposed FY2018 Budget \$974,588]

This activity will encompass the following work tasks in FY 2018:

#### TPB and Committees Support

- Make all administrative arrangements and provide staff support for TPB, the TPB Steering Committee, the State Technical Working Group, the TPB Technical Committee and special TPB work groups meetings.
- Maintain TPB Committee membership rosters and distribution lists and prepare meeting materials for TPB Committee meetings.
- Prepare monthly Director's Report.
- Respond to periodic requests from TPB members, federal agencies, Congressional offices, media and others for information or data of a general transportation nature.
- Meet with TPB Board members and participating agency staff to discuss current and emerging regional transportation planning issues.
- Respond to TPB correspondence and draft correspondence requested by the Board.
- Participate in meetings of other agencies whose programs and activities relate to and impact the TPB work program.
- Draft Memoranda of Understanding with other agencies for the TPB's review and approval.
- Participation in the Association of Metropolitan Planning Organizations (AMPO) and AMPO meetings.
- Coordination of TPB Planning Activities with Program Directors.
- Day-to-day management of and allocation of staff and financial resources.
- Monitoring of all work program activities and expenditures.



## UPWP

- Develop Unified Planning Work Program (UPWP) that complies with anticipated metropolitan planning requirements in the Fixing America's Surface Transportation (FAST) Act.
- Supervise the preparation, negotiation, and approval of the annual work program and budget involving the State Transportation Agencies, the TPB Technical Committee, the TPB Technical Committee, the Steering Committee and the TPB.
- Preparation of monthly UPWP progress reports for each of the state agencies administering planning funding and prepare all necessary federal grant applications submissions.
- Review all monthly UPWP invoices going to each of the state agencies administering planning funding.

## **11. TECHNICAL ASSISTANCE PROGRAM**

- 11.a**     **DDOT Technical Assistance (\$110,750) - TBD**
- 11.b**     **MDOT Technical Assistance (\$201,484) - TBD**
- 11.c**     **VDOT Technical Assistance (\$160,358) - TBD**
- 11.d**     **WMATA Technical Assistance (\$69,584) - TBD**

