

TECHNICAL INPUTS SOLICITATION

for the Constrained Element and Air Quality Conformity Analysis of the
Visualize 2045 Long-Range Transportation Plan Update
for the National Capital Region

Submission Guide

For Updates to the Plan
and FY 2023-2026 TIP

L RTP/AQ Inputs are due February 12, 2021



National Capital Region
Transportation Planning Board

visualize
2045

VISUALIZE 2045 TECHNICAL INPUTS SOLICITATION

Submission Guide for Implementing Agencies

Draft September 25, 2020

About the TPB

The National Capital Region Transportation Planning Board (TPB) is the federally designated metropolitan planning organization (MPO) for metropolitan Washington. It is responsible for developing and carrying out a continuing, cooperative, and comprehensive transportation planning process in the metropolitan area. Members of the TPB include representatives of the transportation agencies of the states of Maryland and Virginia and the District of Columbia, 24 local governments, the Washington Metropolitan Area Transit Authority, the Maryland and Virginia General Assemblies, and nonvoting members from the Metropolitan Washington Airports Authority and federal agencies. The TPB is staffed by the Department of Transportation Planning at the Metropolitan Washington Council of Governments (COG).

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National Capital Region

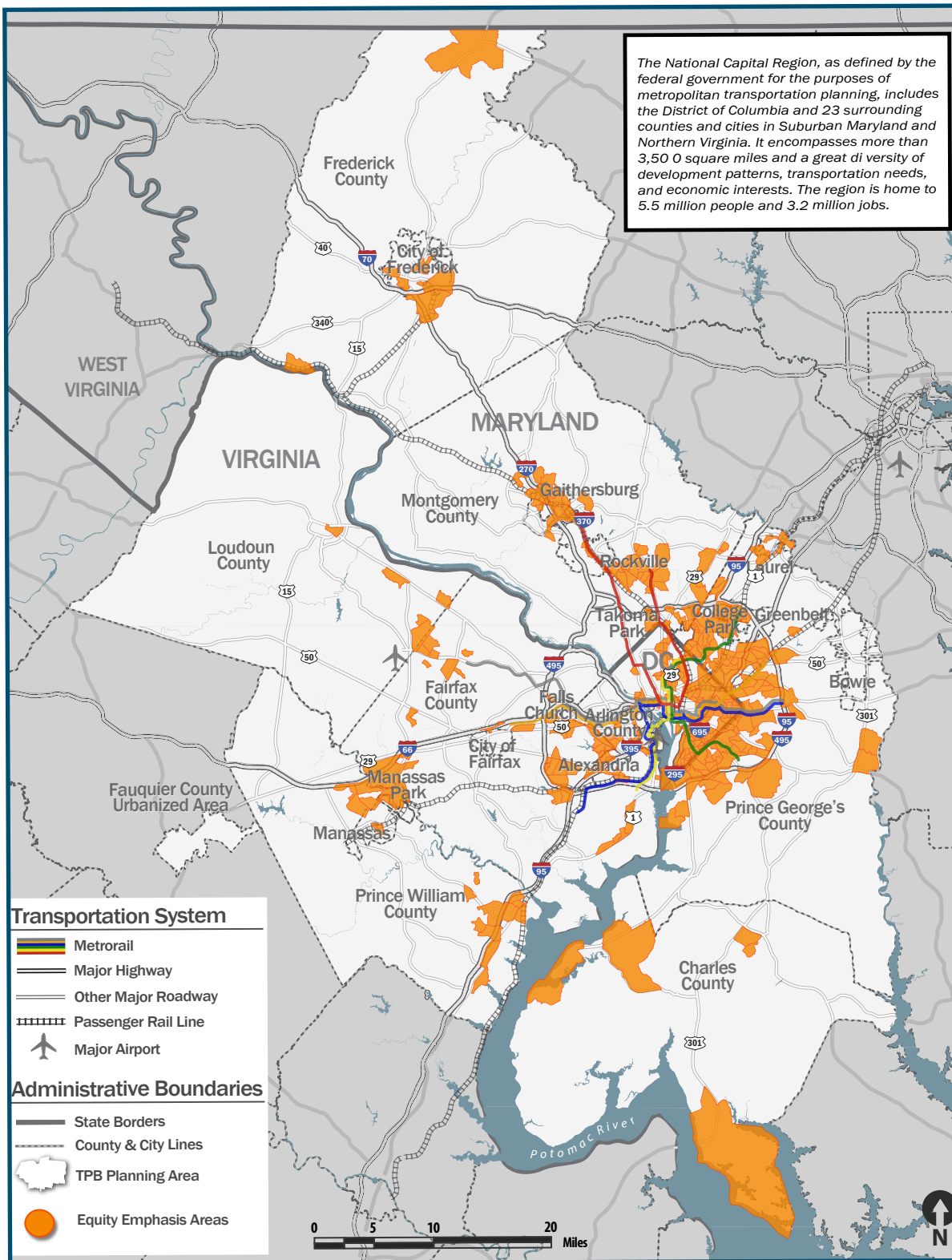


Figure 1: Map of National Capital Region



Introduction

Purpose

This document provides an overview of the process used by TPB and its member agencies to solicit technical inputs for two federally required documents: the quadrennial long-range transportation plan (LRTP), called Visualize 2045, and the biennial transportation improvement program (TIP). When either of these documents are updated, the federal government requires the TPB to conduct an in-depth analysis to ensure projected emissions generated by users of the region's future transportation system will not exceed (or "conforms to") the air quality emissions budgets set forth in the region's air quality plans. This is known as air quality conformity. Based on the results of the analysis, a determination is made to confirm conformity.

Technical Input Solicitation: Next Update

Long-Range Transportation Plan (LRTP) update:

Visualize 2045 is the current federally required long-range transportation plan (LRTP) for the National Capital Region. The LRTP is updated every four years; the next plan is due in 2022. The TPB is initiating the LRTP 2022 update. This update offers the opportunity to submit new projects, programs, and policies for the constrained element of the LRTP through 2045.

The TPB approved Visualize 2045 on October 17, 2018 and approved an Amendment to Visualize 2045 on March 18 2020. Visualize 2045 includes both a 'Constrained Element' and an 'Aspirational Element.' TPB approved an amendment to this plan on March 18, 2020. The Constrained Element identifies the investments agencies expect to be able to afford between now and 2045, while the Aspirational Element identifies seven initiatives that the TPB has endorsed to address some of the biggest transportation challenges that the region is expected to face in the coming decades. These aspirational initiatives can be implemented by TPB's member agencies by submitting, in response to this solicitation, projects, programs and policies that align with the concepts put forth in the initiatives.

Transportation Improvement Program (TIP) Update

The Transportation Improvement Program, or TIP, is a federal obligation document which describes the planned schedule in the next four years for distributing federal, state and local funds for state and local transportation projects. The TIP represents an agency's intent to construct or implement specific projects in the short term and identifies the anticipated flow of federal funds and matching state, local, and other contributions. The TPB approved the FY 2021-2024 TIP on March 18, 2020. The TIP is updated every two years.

In conjunction with the 2022 Update to Visualize 2045, the TPB will update the TIP to cover the period between FY 2023-2026. Project and funding inputs for the new TIP will be due in March 2022. The TIP should include all transportation projects and programs that are currently active or under construction and that receive federal funding and non-federally funded projects that are of a scale to be considered "regionally significant." Please note that all projects that add or remove capacity or otherwise change the capacity of the region's roadway or transit systems must be included in the inputs to the air quality conformity analysis for the 2022 Update, which have a due date of February 12, 2021, prior to the TIP inputs deadline.

Technical Input Due Dates

The TPB invites member agencies to review and update the existing projects and programs and propose new ones to be included in the constrained element of Visualize 2045 and the TIP.

The required analysis of this update will take about a year to complete. Therefore:

- The Technical Inputs for the LRTP and its air quality conformity analysis must be submitted by February 12, 2021 to ensure that the analyses can be completed and approved by June 2022.
- Financial inputs for the FY 2023-2026 TIP are due by 3/11/2022.

REGIONALLY SIGNIFICANT PROJECT

What is a 'regionally significant project?' In order to meet federal guidelines, the TPB defines it as:

- 1) Any project on a facility that is included in the coded regional network that adds or removes at least one continuous vehicular lane from one major road to the next, or adds a new access/egress location or capacity; or
- 2) Any transit project that adds or modifies fixed-guideway transit facilities (heavy rail, light rail, streetcar, bus rapid transit)



Requirements

The updated Constrained Element of Visualize 2045 and the TIP will undergo two federally required analyses to ensure that 1) sufficient financial resources will be available to implement the projects, and 2) that it conforms to the region's air quality plans. To properly analyze the Constrained Element of The Visualize 2045 (2022 update), the TPB must know what regionally significant projects, programs, and policies agencies are planning to implement between now and 2045.

What's Required

This Technical Inputs Solicitation requires that agencies undertake the following as part of the Technical Inputs Solicitation:

- Step 1. Financial Plan and Fiscal Constraint Analysis: Submit updated projected revenues and estimated expenditures to expand, operate, and maintain the region's transportation system through 2045.

- Step 2. LRTP and Air Quality Conformity Analysis: Review and update existing projects, programs, and policies.
- Step 3. LRTP and Air Quality Conformity Analysis: Add new projects, programs, and policies.
- Step 4. Additional Inputs for Air Quality Conformity Analysis

Step 1. Submit Financial Plan Inputs

In this step, TPB member agencies are required to submit updated projected revenues and estimated expenditures. Federal metropolitan planning regulations require MPOs to develop a financial plan that demonstrates how the adopted LRTP could be implemented given revenues that are "reasonably expected to be available." "Financial constraint" or "fiscal constraint" is the analysis performed to demonstrate that the forecast revenues which are reasonably expected to be available through 2045 will cover the estimated costs of adequately maintaining, operating, and expanding the highway and transit system in the region through that same timeframe. This analysis will be included in the financial elements of the 2022 update to Visualize 2045.

As of Fall, 2020, an interim financial analysis is being prepared to provide a baseline of anticipated revenues and existing planned expenditures. That analysis is based on projects and programs in the adopted FY 2021-2024 Transportation Improvement Program (TIP), the 2020 amendment to the constrained element of the Visualize 2045 LRTP and the existing Air Quality Conformity Inputs table for both the LRTP and TIP. The inputs provided by the implementing agencies in response to this Technical Inputs Solicitation and for conformity should start from this baseline and adjust their

revenues and expenditures to then enable TPB staff to determine financial constraint. The financial element will then be finalized as part of the Visualize 2045 LRTP when submitted for approval by the TPB.

Step 2. Review and update existing projects, programs, and policies.

As part of the Technical Inputs Solicitation for Plan and Air Quality Conformity, agencies must review and update existing projects, programs, and policies in the most recently adopted constrained element of LRTP, which is the Visualize 2045, March 18, 2020 Amendment. Agencies must update all project information, including project costs.

Step 3. Add new projects, programs, and policies.

As inputs to the Plan and Air Quality Conformity, agencies must submit any project, program, or policy not already in the plan that is deemed “regionally significant” as outlined below.

The following broad categories of inputs are anticipated as part of this Technical Inputs Solicitation:

- Capacity expansion projects
- Operations and maintenance programs
- Transit service and fare assumptions
- State of Good Repairs (see information on page 10 for more details on these)

For each submission, agencies must provide certain project details, including project descriptions, cost and revenue estimates, including tolls, in year of expenditure dollars, and completion dates. Agencies must also identify and describe what federal and regional policy considerations the investments address. Detailed instructions on how to conduct this activity can be found in Appendix A to this guide.

Note on tolling information:

Tolling and transit fare information are extracted from each agency and are needed to update the model. Toll revenue and fare projections are also used to inform the financial analysis for the plan.

Technical Input Categories

The Visualize 2045 update can include any kind of project or program. However, some projects and programs must be included. Per federal requirements, any project that adds roadway or transit capacity—and could therefore affect air quality—must be included, as must any project or program slated to receive federal funding. The LRTP must also identify the maintenance and operations programs and funding required to keep the system in a state of good repair. The inputs typically fall into one of the following categories:

Roadway Projects

- System Expansion: Increasing system capacity by building new transit lines, transit stations, or adding service to existing lines
- System Preservation/State of Good Repair: Major rehabilitation or complete replacement of aging roadways, bridges, technology and communications systems, and other infrastructure as it nears the end of its useful lifespan
- Study: Any project that does not have funding identified for right-of-way acquisition or construction. The study may include multiple design alternatives. Funding in the TIP is permitted for project planning or preliminary engineering only

Transit Projects

- System Expansion: Increasing system capacity by building new transit lines or adding service to existing lines
- System Preservation/State of Good Repair: Major rehabilitation or complete replacement of aging railcars, buses, rail track, stops and stations, and other infrastructure as it nears the end of its useful lifespan
- Study: Any project that does not have funding identified for right-of-way acquisition or construction. The study may include multiple design alternatives. Funding in the TIP is permitted for project planning or preliminary engineering only

Bicycle or Pedestrian Projects

- Local Circulation: Projects that support local circulation within Activity Centers. These can include streetscaping, traffic calming, bikeshare, bicycle lanes, sidewalks, and multi-use paths
- Regional Facilities: Multi-jurisdictional projects, projects that improve transit station access, and/or projects that are part of the National Capital Trail network

Operations and Maintenance Programs

- Day-to-Day Operations and Maintenance: This can include activities like repaving roadways, inspecting and maintaining bridges, clearing snow and debris, servicing transit vehicles, maintaining and operating traffic signals, and paying train and bus operators
- Regional programs: This can include programs like regional ridesharing and traveler information programs

Transit Service and Fare Assumptions

- Bus transit: New or updated routes, frequencies, and/or fare policies
- Rail transit: New or updated routes, frequencies, and/or fare policies
- HOV/HOT: New or updated lane restrictions and/or hours of operation

Step 4: Additional inputs for Air Quality Conformity Analysis

Other inputs that are required in order to perform the Air Quality Conformity Analysis include the following, which are gathered by staff with help from local, state, and other agencies and are not directly required as part of this solicitation:

- Baltimore area project inputs: Projects in the Baltimore Regional Transportation Board (BRTB) long-range transportation plan that are in jurisdictions in the TPB Modeled Area.
- Fredericksburg area project inputs: Projects in the Fredericksburg Area Metropolitan Planning Organization (FAMPO) long-range transportation plan that are in jurisdictions in the TPB Modeled Area.
- Calvert-St. Mary's area project inputs: Projects in the Calvert-St. Mary's Metropolitan Planning Organization (C-SMMPO) long-range transportation plan that are in jurisdictions in the TPB Modeled Area.
- Land-use forecasts for the modeled areas: Population and employment forecasts for the TPB Planning Area and jurisdictions outside the TPB Planning Area but within the TPB Modeled Area, including the Baltimore, Fredericksburg, and Calvert-St. Mary's metropolitan areas and Charles County (MD), Clark and Fauquier counties (VA), and Jefferson County (WV).
- Or you could just simplify it and say: Land Activity: Population and employment forecasts for the TPB Modeled Area Census-adjusted employment forecasts: Employment forecasts provided by COG are modified to reflect the latest Census estimates
- Other specialized trips: Estimates of external trips, through trips, and specialty-generator trips (e.g., for major sporting events).
- Vehicle registration information: Make, model, and year of all registered vehicles, used in the calculation of mobile emissions in the region.
- Non-travel related emissions model inputs: Air

temperature and humidity, fuel formulation, and inspection and maintenance program.

- Base-year transit assumptions: Route and schedule information for existing train and bus systems.
- Toll and fare updates: Existing toll and fare policies and usage, including toll collection methods, facility use by vehicle type, and hours of operation.

Review, Comment, and Approval Process

The draft technical inputs will undergo a process of review, comment, and approval before they are included in the long-range transportation plan. The steps of this process are outlined below.

Board and Committee Review:

It is the TPB's responsibility to approve project, program, and policy submissions for inclusion in the long-range transportation plan. These initiatives have typically undergone extensive local development and review, however, the TPB and its committees play an important review role. Their tasks are to:

- Become acquainted with project and program details
- Ensure key questions are answered and details are provided
- Ensure consistency with locally adopted plans and priorities
- Ensure that sufficient local input from the public and local officials has been provided
- Discuss whether and how submissions support regionally" as they "act locally" to develop

Plan and TIP Update Schedule

2020	
December 16, 2020	Request TPB approval of the Technical Input Solicitation document to begin the Call for Projects
2021	
February 12, 2021	Project inputs for the LRTP and Air Quality Conformity Analysis due to TPB staff
February - May 2021	Staff will review the draft inputs and work with submitting agencies to ensure that all provided information is complete and accurate.
April 2, 2021 - May 3, 2021	Public comment period on inputs to the Plan/and Air Quality Conformity Analysis TPB Technical Committee, MWQAC and MWQAC Tech will review the inputs to the Plan and Air Quality Conformity Analysis
April 2021	The TPB and the TPB Technical Committee will review the draft inputs and the draft air quality conformity scope of work at their May meetings.
May 19, 2021	TPB staff will provide to the Board a summary of comments received during the 30-day public comment period, and will provide the opportunity for 1) DOTs to suggest their response approach 2) TPB to provide guidance to DOTs, and 3) any additional responses to comments from the Board
June 16, 2021	TPB review of the draft Plan, draft TIP, and Air Quality Conformity Analysis Determination
June 2021 - March 2022	Planning, policy, and technical analysis Drafting of documentation
2022	
March 11, 2022	Transportation Improvement Program (TIP) inputs due for the FY 2023-2026 TIP
April 08, 2022 – May 9, 2022	Public comment period for the draft Plan/ TIP, and Air Quality Conformity Analysis Determination TPB Technical Committee, MWQAC and MWQAC Tech will review the draft Plan, draft TIP, and Air Quality Conformity Analysis and Determination
April 20, 2022 – May 9, 2022	The TPB and the will review the draft Plan, draft TIP, and Air Quality Conformity Analysis and Determination
May 18, 2022	TPB staff will provide to the Board a summary of comments received during the 30-day public comment period, and will provide the opportunity for 1) DOTs to suggest their response approach 2) TPB to provide guidance to DOTs, and 3) any additional responses to comments from the Board
June 15, 2022	TPB reviews Final Plan and is asked for approval of the final Plan, final TIP and the Air Quality Conformity Determination

Responsible Agencies

Any municipal, county, state, regional, or federal agency with the fiscal authority to fund transportation projects is responsible for providing required project, program, and policy inputs for the Constrained Element of Visualize 2045 update. Inputs must be submitted by a TPB member jurisdiction or agency within the TPB's planning area (Figure 1).

District of Columbia

District Department of Transportation (DDOT)

Suburban Maryland

Maryland Department of Transportation (MDOT)

State Highway Administration (MDOT SHA)

Maryland Transit Administration (MTA) Maryland
Transportation Authority (MDTA)

Charles County Department of Public Works

Frederick County Department of Public Works

Montgomery County Department of Transportation

Prince George's County Department of Public Works
and Transportation

Maryland-National Capital Park and Planning
Commission (M-NNCPPC)

City of Frederick Planning Department

Gaithersburg Public Works Department

Rockville Public Works Department

Takoma Park Public Works Department

Regional

Washington Metropolitan Area Transit Authority
(WMATA)

Eastern Federal Lands Highway Division of the
Federal Highway Administration

Metropolitan Washington Airports Authority (MWAA)

Northern Virginia

Virginia Department of Transportation (VDOT)

Virginia Department of Rail and Public
Transportation (VDRPT)

Virginia Railway Express (VRE)

Potomac and Rappahannock Transportation
Commission (PRTC)

Northern Virginia Transportation Authority (NVTA)

Northern Virginia Transportation Commission (NVTC)

Arlington County Department of Environmental
Services* Fairfax County Department of
Transportation*

Fauquier County Department of Community
Development*

Loudoun County Department of Transportation and
Capital Infrastructure*

Prince William County Department of
Transportation*

City of Alexandria Department of Transportation and
Environmental Services*

City of Fairfax Department of Public Works*

City of Falls Church Department of Public Works*

City of Manassas Public Works Department*

City of Manassas Park Public Works Department*

*Virginia local jurisdictions submit through VDOT but are still
responsible for providing required information



Federal & Regional Policies

The TPB asks agencies and jurisdictions to “think regionally” as they “act locally” to develop transportation projects, programs, and policies for implementation. This means considering the needs of neighboring jurisdictions and the region as a whole when identifying investment priorities—recognizing that decisions made in one jurisdiction can affect travelers and transportation systems and services elsewhere in the region.

The region’s leaders have come together around a shared vision for the region’s transportation future. That vision focuses on multimodal transportation solutions that give people greater choice in finding the travel mode that works best for them. It also emphasizes the important role of land- use, especially strengthening the region’s Activity Centers by providing high-quality connections between centers and improving non-auto travel options within them. System maintenance is also paramount, recognizing that our existing roadways and transit systems must be in a state of good repair

to be safe, efficient, and reliable. In 2020, the TPB issued a resolution promoting equity in metropolitan Washington. TPB intends to have all of its activities and products viewed through an ‘equity lens’. TPB is requesting additional information about projects and how they support equity for all new projects.

Seven Transportation Initiatives for a Better Future

In 2018, the TPB endorsed seven initiatives for future concerted action and these ideas were included in the aspirational element of Visualize 2045. TPB noted that these ideas, if funded and enacted, would have the potential to significantly improve the region’s transportation system performance compared to current plans and programs.

The seven Aspirational Initiatives are:

- Bring Jobs and Housing Closer Together
- Expand Bus Rapid Transit and Transitways
- Move More People on Metrorail
- Provide More Telecommuting and Other Options for Commuting
- Expand Express Highway Network
- Improve Walk and Bike Access to Transit
- Complete the National Capital Trail

When agencies submit new projects for inclusion in Visualize 2045, they will be asked to document how the initiative supports or advances regional goals, priorities, and how the projects implement the Aspirational Initiatives.

Shared Regional Goals and Priorities

The six goals below were outlined in the Regional Transportation Priorities Plan, adopted by the TPB in 2014. The goals are rooted in the TPB Vision, which was adopted by the TPB in 1998 and serves as the official policy element of Visualize 2045. When agencies submit new projects or programs for inclusion in the Visualize 2045 update, they will be asked to document how the initiatives support or advance these regional goals.

<p>Provide a Comprehensive Range of Travel Options</p>	<ul style="list-style-type: none"> • Identify all travel mode options that this project provides, enhances, supports or promotes • Is this project physically in an Equity Emphasis Area (EEA)? How does it improve equity? • Does this project improve accessibility for historically transportation-disadvantaged individuals (i.e., persons with disabilities, low incomes, and/or limited English proficiency)?
<p>Promote Regional Activity Centers</p>	<ul style="list-style-type: none"> • Does this project begin or end in an Activity Center? • Does this project connect two or more Activity Centers? • Does this project promote non-auto travel within one or more Activity Centers? • Does this project connect an Equity Emphasis Area to an Activity Center?
<p>Ensure System Maintenance, Preservation, and Safety</p>	<ul style="list-style-type: none"> • Does this project contribute to enhanced system maintenance, preservation, or safety?
<p>Maximize Operational Effectiveness and Safety</p>	<ul style="list-style-type: none"> • Is this project primarily designed to reduce travel time on highways and/or transit without building new capacity (e.g., ITS, bus priority treatments, etc.)? • Does this project enhance safety for motorists, transit users, pedestrians, and/or bicyclists?
<p>Protect and Enhance the Natural Environment</p>	<ul style="list-style-type: none"> • Is this project expected to contribute to reductions in emissions of criteria pollutants? • Is this project expected to contribute to reductions in emissions of greenhouse gases?
<p>Support Interregional and International Travel and Commerce</p>	<ul style="list-style-type: none"> • Does this project enhance, support, or promote the following freight carrier modes: long-haul truck, local delivery, rail, or air freight carrier modes? • Does this project enhance, support, or promote the following passenger carrier modes: air, Amtrak intercity passenger rail, intercity bus?

Note: Several TPB and COG policy documents together articulate the region's shared vision for the future. Refer to the Resources and Maps section for links to these resources online.

Federal Requirements and Policy Considerations

Visualize 2045 meets all federal requirements for a Metropolitan Planning Organization’s long-range plan and was approved by the Federal Highway Administration and the Federal Transit Administration in December 2018. Any updates to Visualize 2045 must continue to meet these federal requirements in order to receive federal approval and for federal funding to flow to transportation projects in our region. The two main requirements are that the plan must:

- Identify all regionally significant projects and programs for which funding is reasonably expected to be available between now and 2045. Regionally significant projects and programs are those that add or remove capacity on the existing transportation system.
- Demonstrate that these projects and programs together support regional air quality improvement goals. An official Air Quality Conformity Analysis carried out by the TPB must show that forecast vehicle-related emissions under the plan will not exceed approved regional limits.

Under federal law, the plan must also address ten federal planning factors, as identified by the U.S. Department of Transportation (USDOT). (See sidebar)

Updates to the constrained element of Visualize 2045 must meet a number of other federal requirements as well, including non-discrimination and equity, congestion management documentation, public participation, and others. For a full listing of these requirements, refer to the Resources and Maps section of this document.

FEDERAL PLANNING FACTORS

Federal law also identifies a list of planning factors meant to guide metropolitan transportation planning. Collectively, the projects, programs, and policies in Visualize 2045 must address these factors. Agencies will therefore be asked to identify which of the federal.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for all motorized and non-motorized users;
3. Increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non- motorized users;
4. Increase accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation (New under the FAST Act); and
10. Enhance travel and tourism. (New under the FAST Act)

Performance-Based Planning and Programming

The Fixing America's Surface Transportation (FAST) Act put forth seven National Goals for Performance-Based Planning and Programming (PBPP):

1. Safety
2. Infrastructure Condition
3. Congestion Reduction
4. System Reliability
5. Freight Movement and Economic Vitality
6. Environmental Sustainability
7. Reduced Project Delivery Delays

These goals mirror the goals in the TPB Vision and other regional policy documents. Following federal regulations on PBPP, a set of measures and targets were developed and approved by the TPB for Visualize 2045 for the following areas:

- Highway Safety Performance
- Pavement and Bridge Condition Performance
- Highway System Performance
- Congestion Mitigation and Air Quality Program Performance
- Transit Asset Management Performance
- Transit Safety Performance

Visualize 2045 was the first long-range transportation plan to document the performance targets adopted by the TPB in accordance with federal PBPP requirements. PBPP documentation was also included in the FY 2019-2024 TIP and the FY 2021-2024 TIP. The Performance-Based Planning and Programming section of the TIP documents provide analysis of the number of projects and amounts of funding using specific sources that pertained to each performance area.

During the development of the 2022 update of Visualize 2045 and the FY 2023-2026 TIP, agencies will be asked to provide additional information about projects that are aimed at improving these performance areas that may use funds outside of the sources traditionally associated with those goals. For instance, a project designed to increase safety may use National Highway Performance program rather than the Highway Safety Improvement program funding, but these investments should still be captured. Once these additional data points have been agreed upon, they will be reflected in the TIP database and the instructions in Appendix A.

Basic Submission Instructions for Conformity Inputs

The TPB's Project InfoTrak system is a new on-line database application that will be used to collect project and program information from each agency. The database includes records for the LRTP, Air Quality Conformity Analysis, the TIP, Congestion Management documentation, and the Bicycle and Pedestrian Plan. The baseline data for inputs to the 2022 Update to Visualize 2045 are the projects included in the approved 2020 Amendment to Visualize 2045, approved in March 2020. The baseline inputs for the FY 2023-2026 TIP will be the projects and funding included in the FY 2021-2024 TIP, as amended through January 2022. Moving forward, the Project InfoTrak system will keep a record of all changes to projects in the LRTP and TIP and provide an archive of previous versions of every project or program.

Project InfoTrak has several levels of permissions from full editing capabilities to read-only access. Access to the system is available to staff from TPB member implementing agencies and representatives from Federal Highway Administration and the Federal Transit Administration who have approval roles for the LRTP, TIP and State TIPs. Please see Appendix A to this document for instructions on signing up for an account and submitting project information.

Recordings of three training sessions for the Project InfoTrak system are available online:

[Session 1](#) - June 9

[Session 2](#) - June 11

[Session 3](#) - June 16

Project InfoTrak also includes a set of helpful tutorials on common tasks that users are likely to perform. In addition to these resources, TPB staff are available to provide one-on-one training to any new users. Project InfoTrak also features online support from the application developer, EcoInteractive.

Amendments to the Plan and TIP

Guidelines for Scheduled and Unscheduled Plan Amendments

After the TPB approves the 2022 Update to Visualize 2045, this will be the plan of record until it is required be amended. The next major update to the plan will be approved in 2026, at which time the TPB will revise the financial analysis of the plan.

While the long-range transportation plan is updated every four years, the TIP is updated on a two-year cycle. Like an update to the plan, any new TIP must be analyzed for air quality conformity. The TPB is scheduled to develop and approve the FY 2025-2028 TIP by mid-2024, and it will issue a revised version of this document in late 2023, calling for amendments to the plan to be included in the conformity analysis.

In the off-years between the approval of long-range transportation plan and TIP updates, agencies may, in consultation with TPB staff, determine that an off-cycle amendment and conformity analysis is required to include a project in the Plan and TIP. There will not be a new solicitation document provided for any off-cycle amendments, and the requesting agency(ies) will be responsible for covering the cost of additional staff time needed to produce the conformity analysis.

Funding for any new projects submitted during the interim TIP update or an off-cycle amendment must

be accounted for in the financial analysis of the 2022 Update of Visualize 2045. Otherwise, the submitting agency must submit a detailed financial plan for the project(s) indicating what new funding sources will be used to pay for construction, operations and maintenance.

Guidelines for Amendments and Modifications to the TIP

See Appendix A for definitions and complete guidelines for submitting administrative modifications and amendments to the FY 2023-2026 TIP. All amendment requests to the TIP must be either included in the most recent Air Quality Conformity Analysis or be exempt from the air quality conformity Requirement.

Depending on their scale, amendments to the TIP can be approved at the monthly TPB Steering Committee meetings or elevated to the full TPB for approval as a part of its monthly agenda. This typically happens when a project is of a high-profile nature, or when an agency is requesting an update to project and funding information for one of the fiscal years in the TIP or for all four years. The latter example would also require a 30-day public comment and interagency review period.

Administrative modifications to the TIP may be requested during specified TIP Action periods established in the Project InfoTrak database. Modifications can be approved by TPB staff typically within two business days.

A tentative schedule for modifications and amendments to the FY 2023-2026 TIP will be provided at the time of its adoption in 2022. This schedule will be subject to change as a result of unplanned TIP amendment requests to be handled by the full TPB.

Resources and Maps

The following resources and maps may be helpful for agencies and jurisdictions as they report on how their technical submissions support or advance regional goals and priorities.

TPB Vision

www.mwcog.org/TPBvision

Regional Transportation Priorities Plan

www.mwcog.org/RTPP

Activity Centers Map and List

www.mwcog.org/ActivityCenters

Federal PBPP Targets

www.mwcog.org/PBPP

Federal Requirements

[Placeholder](#)

Equity Emphasis Areas map

www.mwcog.org/EquityEmphasisAreas

Region Forward

www.mwcog.org/RegionForward

Transit Access Focus Areas (TAFA)

www.mwcog.org/TAFA

National Capital Trail Network (NCTN)

www.mwcog.org/NCTN

Safety Strategies

www.mwcog.org/safety

Freight Plan

<https://www.mwcog.org/documents/2010/07/28/national-capital-region-freight-plan-freight/>

Bike/Ped Plan

www.mwcog.org/bikepedplan

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National Capital Region
Transportation Planning Board

visualize
2045



TECHNICAL INPUTS SOLICITATION DOCUMENT – APPENDIX A

Project InfoTrak Documentation and
Project Description Form Instructions

October 2020



National Capital Region
Transportation Planning Board

**PROJECT INFOTRAK DOCUMENTATION AND
PROJECT DESCRIPTION FORM INSTRUCTIONS**

October 2020

ABOUT VISUALIZE 2045 & THE TPB

Visualize 2045 is the federally required long-range transportation plan for the National Capital Region. It identifies and analyzes all regionally significant transportation investments planned through 2045 to help decision makers and the public “visualize” the region’s future.

Visualize 2045 is developed by the National Capital Region Transportation Planning Board (TPB), the federally designated metropolitan planning organization (MPO) for metropolitan Washington. It is responsible for developing and carrying out a continuing, cooperative, and comprehensive transportation planning process in the metropolitan area. Members of the TPB include representatives of the transportation agencies of the states of Maryland and Virginia and the District of Columbia, 24 local governments, the Washington Metropolitan Area Transit Authority, the Maryland and Virginia General Assemblies, and nonvoting members from the Metropolitan Washington Airports Authority and federal agencies. The TPB is staffed by the Department of Transportation Planning at the Metropolitan Washington Council of Governments (COG).

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ACKNOWLEDGEMENTS

Kevin Harrison, Mark Rawlings, and Lezlie Rupert; District of Columbia Department of Transportation (DDOT)

Lara Bachman, Darren Bean, Tyson Byrne, Kandese Holford, Winstina Hughes, David Rodgers, and Kari Snyder; Maryland Department of Transportation (MDOT)

Cina Debastani, Regina Moore, and Norman Whitaker; Virginia Department of Transportation (VDOT)

Ciara Williams; Virginia Department of Rail and Public Transportation (DRPT)

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SECTION 1: INTRODUCING PROJECT INFOTRAK

Project InfoTrak is a new database application to gather detailed project information from TPB's implementing agencies. Project InfoTrak (or "InfoTrak" for brevity) collects information for the long-range plan (Visualize 2045 and its updates), the Transportation Improvement Program (TIP), the air quality conformity analyses of those documents, documentation of the Congestion Management Process, for verifying financial constraint of the plan and TIP, and for reporting on federal obligations of funds in the TIP. Replacing the previous system, the iTIP, InfoTrak will be used for the adoption of new plan and TIP documents, as well as for any subsequent amendments to them.

A variety of user roles in the system enables a wide swath of stakeholders to have access to and review the same sets of data. It also empowers more people to participate from the local, state, regional, and federal levels. InfoTrak reduces duplicative processes and increases transparency for the systems users. From project creation and submission to the TPB, to state approvals of their own State Transportation Improvement Programs (STIPs), to federal approval of plans, air quality determinations, and state STIP updates and amendments.

Project InfoTrak was built and customized by our consultant, EcoInteractive. Provided as a "software as a solution" product, InfoTrak will include Help Desk support provided by EcoInteractive, as well as continual innovations to the product with no charge for upgrading.

Getting Started: Signing Up for an Account and Logging In

To log in or sign up for an account or to log in to the system, visit www.mwcog.org/projectinfotrak (Note this will redirect you to a secure login at <https://projectinfotrak.mwcog.org/secure/login>).

To create a new account, follow the steps below:

1. Enter your email address, answer the Captcha image that is shown, and click "Submit".
2. Complete the user registration form shown. Note that the password is case sensitive while the username is not.
3. Select your agency name.
4. If you work with editing/adding projects in MWCOC's Long Range Plan, mark YES for 'Do you need access to LRTP' (this will be most of you).
5. Select user type:
 - a. For agency members entering and editing project information, select SPONSOR.
 - b. For federal review agency members, select FED FHWA or FED FTA
6. Once the system receives your Project InfoTrak User Account request, an email will be sent for email verification.
7. Finally, your user account must be granted access by an Administrator. Once approved as a user, Project InfoTrak will send an e-mail notification and you can begin to use the system. This may take anywhere from a few minutes to the next business day, depending on the time of the request. **You will not be able to log in until you receive the notification that your account has been approved.**

Project InfoTrak Nomenclature

ADOPTIONS AND AMENDMENTS

The term “Adoption” is used to refer to any initial board approval of a long-range plan or TIP document. The term “Amendment” is used to cover any formal amendments to plan or TIP approved by TPB or Steering Committee and administrative modifications approved by TPB staff. See Section 3 of this appendix for definitions of Amendments and Administrative Modifications.

LRTP Numbering Conventions

Each LRTP is given a version number, like 45-00. The first two digits indicate out-year of plan, and the second two indicates the version of the plan. Typically “-00” is used to refer to the initial adoption of a plan document. Version 45-00 would refer to the first Visualize 2045 as the quadrennial plan update that was adopted by the TPB in October 2018. The initial data import into InfoTrak included approved projects from the 2020 Amendment to Visualize 2045. In this naming convention, that would be 45-01.

For the 2022 Update to Visualize 2045, the out-year remains 2045, and 45-00 has already been used. For the 2022 update, the adoption version number will be 45-22. An amendment to that plan is scheduled for 2044 with the biennial TIP update. Presuming no off-cycle amendments are requested before that update, the LRTP version number will be 45-23. Conceivably there could be a 45-24 and 45-25 if an off-cycle amendment is requested between the 2022 amendment, TIP update, and again before the next four-year update.

TIP Numbering Conventions

A similar numbering convention is used for the TIP. The first two numbers in the TIP version refer to the annual element or first year of the program and the second two refer to the version, again with “-00” indicating the initial adoption of a TIP by the TPB. Amendments and modifications will be processed in groups and each amendment or modification grouping will increase the version number by one. See the table in the next section for a detailed illustration.

SECTION 2: AMENDMENTS AND ADMINISTRATIVE MODIFICATIONS TO THE LRTP AND TIP

This section provides guidelines for amending and modifying the TIP in general. Following the approval of the 2022 Update to Visualize 2045 and the FY 2023-2026 TIP, a schedule will be published detailing the windows available for entering project and funding information for amendments and modifications for the remainder of the two-year TIP cycle. For information on the current schedule, please visit projectinfotrak.mwcog.org/schedule.

Procedures for Revisions to Visualize 2045 and the TIP

On January 16, 2008, the TPB adopted procedures for processing revisions to its Long-Range Transportation Plan and TIP. A revision is a change to the Long-Range Transportation Plan or TIP that occurs between scheduled periodic updates. A minor revision is an administrative modification and a major revision is an amendment. These procedures are in accordance with the US DOT planning regulations at 23 CFR 450. These procedures were amended by the TPB Steering Committee on December 5, 2014 and again on September 6, 2019.

According to 23 CFR 450.326: TIP Revisions and Relationship to the STIP, the regional TIP projects must be included without change in a federally approved state transportation improvement program (STIP) in order for them to receive federal funding. In this region, the District of Columbia Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT), and the Virginia Department of Transportation (VDOT) each provide the project descriptions and funding information for the development of the regional TIP and Long-Range Transportation Plan. Each DOT has adopted procedures for revising its STIP. When it becomes necessary for a DOT to revise the project information in the TIP, its procedures must be consistent with the TPB procedures for revising its regional TIP. The TPB procedures are based upon the procedures adopted by DDOT, MDOT and VDOT. The procedures define what an administrative modification is and what an amendment is.

DEFINITIONS

Administrative Modifications are minor changes to a project included in the Long-Range Transportation Plan, TIP or STIP that do the following:

1. Revise a project description without changing the project scope or conflicting with the environmental document;
2. Change the source of funds;
3. Change a project lead agency;
4. Splits or combines individually listed projects; as long as cost, schedule, and scope remain unchanged;
5. Changes required information for grouped project (lump sum) listings; or,
6. Adds or deletes projects from grouped project (lump sum) listings as long as the funding amounts stay within the guidelines in number two above.

7. Revise the funding amount listed for a project's phases subject to the applicable definition of the funding limitations adopted by DDOT, MDOT, and VDOT for their respective STIPs.
 - a. For projects to be included in the DDOT STIP, the additional funding is limited to 20 percent of the project cost.
 - b. For projects to be included in the MDOT STIP, changes to the funding amount is limited based upon a sliding scale that varies by the total cost of the project as follows:
 - If the total project cost is less than \$3 million, an Administrative Modification shall be used for an increase or decrease in cost of up to 50% of the total project cost or \$1 million, whichever is less.
 - If the total project cost is greater than \$3 million but less than \$10 million, an Administrative Modification shall be used for an increase or decrease in cost up to 30% of the total project cost.
 - If the total project cost is greater than \$10 million, an Administrative Modification shall be used for an increase or decrease of cost up to 20% of the total project cost.
 - c. For projects to be included in the VDOT STIP, the additional funding is limited based upon a sliding scale that varies by the funding source and amount listed for the project as follows:
 - For transit projects using FTA funds:
 - If the Approved STIP total estimated project cost is \$2 million or less, an Administrative Modification shall be used for an increase of up to 100% of the total project cost.
 - If the project cost is greater than \$2 million but is \$10 million or less, an Administrative Modification shall be used for in increase of up to 50% of the total project cost.
 - If the project cost is greater than \$10 million, an Administrative Modification shall be used for in increase of up to 25% of the total project cost
 - For highway projects using FHWA funds:
 - If the Approved STIP total estimated project cost is \$2 million or less, an Administrative Modification shall be used for an increase of up to 100% of the total project cost.
 - If the project cost is greater than \$2 million but is \$10 million or less, an Administrative Modification shall be used for in increase of up to 50% of the total project cost.
 - If the project cost is greater than \$10 million but is \$20 million or less, an Administrative Modification shall be used for in increase of up to 25% of the total project cost.
 - If the project cost is greater than \$20 million but is \$35 million or less, an Administrative Modification shall be used for in increase of up to 15% of the total project cost.

- If the project cost is greater than \$35 million, an Administrative Modification shall be used for an increase of up to 10% of the total project cost

An Administrative Modification can be processed in accordance with these procedures provided that:

- It does not affect the air quality conformity determination;
- It does not impact financial constraint; and
- It does not require public review and comment.

Amendments are major changes to a project included in the Long-Range Transportation Plan, TIP or STIP that are not Administrative Modifications.

PROCEDURES

When it becomes necessary for a DOT to revise the information for a project in the Long-Range Transportation Plan or TIP, the agency will review the type of changes to the project and apply the above definitions to determine if it can be processed by the TPB as an administrative modification or an amendment. The DOT will then submit the project changes to the TPB and request that it take the appropriate action to approve either a project administrative modification or a project amendment.

Administrative Modifications

The TPB has delegated approval of Long-Range Transportation Plan and TIP project administrative modifications to the Director, Department of Transportation Planning of the Metropolitan Washington Council of Governments. Requests for Long-Range Transportation Plan and TIP project administrative modifications will be submitted to the Director or his or designee. The requests will be reviewed and those meeting the definition of administrative modification will be approved and forwarded to the requesting implementing agency. All TPB approved requests for Long-Range Transportation Plan and TIP project administrative modifications will be posted on the TPB web site. Once approved by the appropriate state DOT, the administrative modification will be incorporated into the STIP and no federal action will be required.

Amendments

Requests for Long-Range Transportation Plan and TIP project amendments will be submitted to the Chairman of the TPB. The requests will be reviewed by TPB staff and those meeting the definition of an amendment will be presented to the TPB Steering Committee. The Steering Committee will consider and be asked to approve project amendments that are non-regionally significant. Under the TPB Bylaws, the Steering Committee “shall have the full authority to approve non-regionally significant items, and in such cases, it shall advise the TPB of its action.” The Steering Committee will consider and place all other project amendments on the TPB agenda for consideration and approval after meeting the applicable US DOT planning regulations for Long-Range Transportation Plan and TIP amendments.

All TPB approved requests for Long-Range Transportation Plan and TIP project amendments will be forwarded to the requesting DOT, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) and posted on the TPB web site. Once the TPB amendment is approved by the requesting DOT, the DOT will forward the amendment to FHWA and FTA for federal approval. After

approval by FHWA and FTA, the amendment will be incorporated into the DOT's STIP. The FHWA and FTA approval will be addressed to the DOT with copies to the TPB.

DISPUTE RESOLUTION

If a question arises on the interpretation of the definition of an amendment, the TPB, the requesting DOT, FHWA and FTA (the parties) will consult with each other to resolve the question. If after consultation, the parties disagree on the definition of what constitutes an amendment, the final decision will rest with the FTA for transit projects and FHWA for highway projects.

TIP Actions

For any agency to make an adjustment to the TIP, a TIP Action needs to be created in Project InfoTrak. When creating a TIP Action, the system administrator defines

- the type of action (Adoption, Formal Amendment, or Administrative Modification),
- which agencies may submit edits to project information, and
- when agency staff may begin editing and the deadline for edits to be complete.

For each modification and amendment period, DDOT, MDOT, VDOT and WMATA will be enabled as submitting agencies by default. Any local agencies that need to request an amendment or modification should contact TPB staff to request access to the appropriately schedule action.

Each month typically allows approximately three weeks for modifications and then one week for amendments to be approved by the TPB Steering Committee. Some scheduling is condensed around holidays. The dates in the table are tentative and subject to change. Any revisions to the schedule will be provided to all implementing agencies at the earliest possible opportunity.

Any requests to amend the TIP that cannot be accommodated by the TPB Steering Committee (i.e. a complete annual element or full four-year revision) need to be arranged in advance with TPB staff so that they may be put on the appropriate TPB agendas and any comment periods may need to be scheduled. Please provide at least 60 days' notice of any request for an amendment that will require board approval.

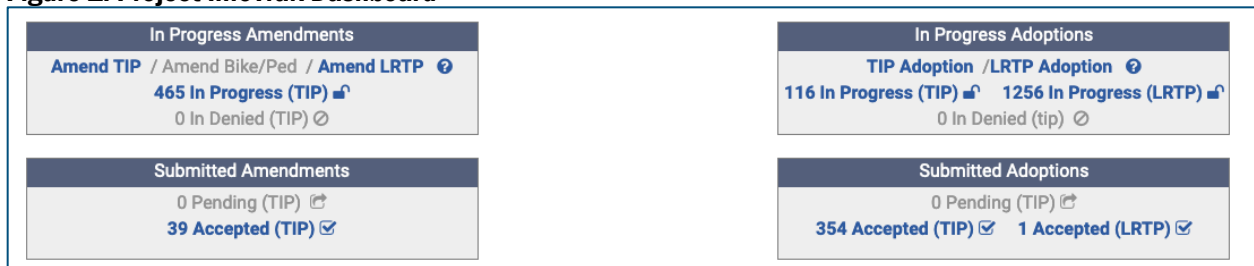
During any open comment period or pending TPB approval of an amendment, no additional modifications or amendments will be permitted for the agency in review.

SECTION 3: USING THE PROJECT INFOTRAK SYSTEM

Create A New LRTP Project

To create a new project, click the "LRTP Adoption" link (to associate it with an open LRTP adoption) or "Amend LRTP" link (to associate it with an open amendment) or on the main menu.

Figure 1: Project InfoTrak Dashboard



Click "Create New Project" and choose the appropriate LRTP adoption or amendment for your new project.

After filling out details for the new project (see detailed instructions on following pages), save the project using the buttons at the bottom of the form:

- Save - Use this option if further changes will need to be made to this project before submitting it for review.
- Submit for Review - Use this option to submit the project to the MPO for review.
- Reset Form - Use this option to clear the form.

When a project is submitted, an email is automatically sent to MPO users to alert them of a pending project needing review.

If issues are found that would prevent the project from being reviewed (for example, invalid values or missing fields), a list of remaining requirements will be displayed at the top of the form:

Your project has been saved
Please resolve the following errors below.

TIP ID: 4900 VERSION: 1 STATUS: In Progress - Completed
 LAST MODIFIED BY: Andrew Austin LAST MODIFIED DATE: 9/23/2020

TIP Programming **Obligation** Map Project IDS Documents Amendment History

YOUR PROJECT HAS BEEN SAVED TO "IN PROGRESS." BEFORE SUBMITTING TO MWCOG, PLEASE RESOLVE THE FOLLOWING ERRORS:

- SYSTEM IS REQUIRED
- LOCATION TYPE IS REQUIRED
- CAPACITY IS REQUIRED
- THE ESTIMATED TOTAL PROJECT COST(2000000) SHOULD BE EQUAL OR GREATER THAN THE TOTAL FUNDING PROGRAMMED AMOUNT(2500000).
 THE ESTIMATED TOTAL PROJECT COST SHOULD BE THE TOTAL COST OF THE PROJECT THROUGH COMPLETION, NOT NECESSARILY THE AMOUNT YOU HAVE PROGRAMMED NOW

After saving the new project, access the other tabs to enter additional details for the project.

If "Save" was chosen, the new project will be considered "In-Progress" and can be quickly accessed using the "In Progress" links under the "In Progress Amendments" or "In Progress Adoptions" sections of the main menu:

Update Existing Projects

'In Progress' projects can be accessed (to continue to make edits to or submit the project) in several ways. In Progress projects can always be accessed via the toolbar at the top. The In-Progress projects are broken up by Amendment versus Adoption and by program type (TIP, Long Range Plan, Bike & Ped). To view all the 'In Progress' projects within one of these categories, click on 'VIEW ALL'

In Progress projects can always be accessed on the main landing page. Again, In Progress projects are broken up by Amendment versus Adoption and by program type (TIP, Long Range Plan, Bike & Ped).

You can use 'Advanced Search' to search TIP projects in the system.

Results that have an In-Progress icon next to them are projects in the In-Progress section.

To be able to make edits or submit the project, click the In-Progress icon for a particular project.

If you click on the Project ID instead, you'll be shown a read-only version of the project page.

Submitting In-Progress Projects

There are two ways to submit an In-Progress project:

1. At the bottom of In Progress project pages there is a 'Save and Submit' button. When viewing the list of In Progress projects accessed either through the In Progress icon in the tool bar at the top or the In Progress link on the landing page, there is an ability to select projects in bulk and submit them.
2. Not all projects will have a checkbox allowing them to be selected. These are projects that are missing some information required for submittal. Once required information has been entered and saved, then the checkbox will appear next to that project.

SECTION 4: DETAILED PROJECT FORM INSTRUCTIONS

The LRTP Project Description Form Instructions

This section provides line item instructions for each field on the project description form. Included on this form are data fields that serve as the inputs for Visualize 2045, the financial analysis, the inputs for the air quality conformity analysis, and the Congestion Management Process. Fields in **BOLD RED** type are required.

ADMINISTRATIVE AREA

Fields in this section are not editable by agency staff, and not all will have values filled in. If you believe a value shown is incorrect, contact TPB staff.

1. ADOPTION/AMENDMENT This field Indicates which version of the LRTP that the project is being submitted/updated for. For the 2022 Update to Visualize 2045, 45-22. The first two digits refer to the outyear of the long-range plan, the second two digits after the – indicate the version of the plan. A double-zero (00) is typically used for the initial adoption of the long-range plan at the four-year update. However, the first iteration of Visualize 2045 holds that distinction, so we have adjusted the adoption number to be -22.
2. GROUP PROJECT “Yes” means the project is grouped together with other projects that are related or adjacent, such as a corridor or mega-project. This feature is new in Project InfoTrak and no projects are currently grouped together. This may be employed in consultation with agency staff during the development of the 45-22 LRTP Adoption.
3. GROUP NAME Displays the name of the Project Grouping. Contact TPB staff if you wish to establish a new project grouping.
4. CE ID Unique project ID number assigned to each long-range pan project when created.
5. CMP **[UPDATED INFORMATION PENDING]**
6. MODEL The project is included in the regional travel demand model

PROJECT INFORMATION

7. PROJECT TITLE Provide a brief, public-friendly name for the project
8. PROJECT DESCRIPTION Describe the project as clearly as possible. Use public-friendly phrasing and avoid technical jargon where possible

9. Primary Project Type Classify the major purpose or nature of the project using one of the following values:

Transit	Road	Bridge	Other
<ul style="list-style-type: none"> Administration Capital Ferries High Capacity Maintenance Operating Other Park and Ride Passenger Facilities Regional Fare Collection Rehab Vanpool Safety ITS/Technology CMAQ 	<ul style="list-style-type: none"> Access Management Add Capacity/Widening Grade Separation HOV/Managed Lanes Interchange improvement Intersection improvement New Construction Other Improvement Recons/Rehab/Maintenance Resurface Signal/Signs Autonomous/Connected Vehicle Technology ITS/Technology CMAQ Federal Lands Highway Program 	<ul style="list-style-type: none"> New Construction Preventative Maintenance Rehabilitation Rehab/Add Capacity Replace Replace/Add Capacity ITS/Technology <p>Rail</p> <ul style="list-style-type: none"> Highway Grade Separation Protective Devices ITS/Technology <p>Active Transportation</p> <ul style="list-style-type: none"> Bike/Ped Other Trails Safe Routes to Schools ITS/Technology <p>Freight</p> <ul style="list-style-type: none"> Freight Movement 	<ul style="list-style-type: none"> Alternative Fuel Infrastructure Debt Service Environmental Only Project Infrastructure Resiliency Intermodal Facilities Landscaping/ Beautification Preliminary Engineering/ Environmental Analysis Regional Fare Collection Study/Planning/Research Training Transportation Operations Ridesharing Human Service Transportation Coordination TERMs Enhancement

10. **CAPACITY** Select "Yes" if the project will add (or reduce) capacity on the region's roadway or transit system
11. **TCM** Select "Yes" if the project is submitted as a Transportation Control Measure
12. **LEAD AGENCY** The agency that is submitting the project information. This is automatically filled in defined by the user's agency.
13. **SECONDARY AGENCY** Other agency working in conjunction with primary agency.
14. **COUNTY** The county(ies) in which the project is wholly or partially located. Multiple values may be selected from the dropdown menu.
15. **MUNICIPALITY** The municipality(ies) in which the project is located. Multiple values may be selected from the dropdown menu.
16. **PRIMARY CONTACT** Name of project manager or point-of-contact for more information.
17. **PHONE** Phone number for project manager or point-of-contact for information.
18. **EMAIL** Email address for project manager or point-of-contact for information
19. **URL** Website address for additional project information

20. ACCOMMODATIONS..... Use the dropdown responses to indicate if the project:
- Includes bicycle/pedestrian accommodations
 - Does not include bicycle/pedestrian accommodations
 - Bicycle/pedestrian accommodations would not be applicable to this type of project
21. COMPLETE STREET ADVANCE Use the dropdown menu to indicate if the project:
- Advances the jurisdiction’s Complete Streets policy goals
 - Not applicable to a Complete Streets policy
 - Is exempt from the jurisdiction’s Complete Streets policy because of criteria identified in the following question.
22. COMPLETE STREET EXEMPT Use the dropdown menu to identify one of the following exemption criteria to the Complete Streets policy
- Grandfathered
 - User group prohibited by law
 - Excessive cost
 - Absence of need
 - Environmental
 - Historic preservation
 - Accommodation of user group contrary to jurisdiction/agency policy or plans
23. PROJECT LOCATION..... Use this set of fields to describe the entirety of the project’s physical location. The fields available will change based on the System type selected. Use the Conformity Details fields in the next question to define the project for air quality conformity modeling.
- a. **SYSTEM**..... Select from the menu to indicate if the project is on:
- Roadway System (Functional Class 1-3, 5)
 - Local Street System (Functional Class 4)
 - Transit System
 - Or none of the above; Non-Infrastructure
- b. **ROUTE**..... Identify the Interstate, US or state highway designation from the dropdown menu. The routes have been prepopulated based on the Lead Agency’s jurisdiction and any further county and/or municipalities listed. This field only appears when “Roadways” is selected for System.
- c. **LOCATION TYPE**..... Select the best option to describe the project from the list available. The list is filtered based on the System type.
- Bridge
 - Highway Segment
 - Interchange
 - Intersection
 - Not Location Specific

- Point Location
 - Various Locations
 - Street Segment
 - Trail/Path Segment
 - Own ROW
 - On Road
- d. ROAD NAME..... Full name of facility; e.g. “Capital Beltway,” “East Street” or “Red Line”. To the extent possible, this field should be limited to actual street names or transit routes.
- e. FROM..... The beginning project limit or location of a spot improvement
- f. TO Terminal project limit
- g. DISTANCE Distance in miles of the complete project.
- h. MILEPOST BEGIN Where available, provide the milepost number closest to the “From” limit
- i. MILEPOST END..... Where available provide the milepost number closest to the “To” terminal limit
- j. LENGTH..... This field is calculated based on responses to h and i above.

CONFORMITY INFORMATON

24. CONFORMITY PROJECT SEGMENTS..... If the response to question 10 was “Yes,” then please use this section to provide sufficient detail on how the project should be coded by TPB staff. Multiple segment records may be required to distinguish pieces of the project that have different completion dates, improvement types, changes to number of lanes, etc.
- a-j. LOCATION INFORMATION..... See the definitions and descriptions for 23 a-j above. If the project is required to be included in the air quality conformity analysis, at least one location segment must be completed, including a duplication of the information in question 23. To add more segments, click “[ADD NEW LOCATION]”.
- k. CON ID..... Automatically generated unique conformity segment identifier. This field is not editable.
- l. CONFORMITY NUMBER..... A project code assigned by TPB staff that is used for modeling inputs. This field s not editable by agency sponsors.
- m. AGENCY PHASE ID..... Agencies can use this field to track projects with their own ID systems.
- n. IMPROVEMENT TYPE..... Pull-down field to identify type of improvement being made to the facility. The following values are available to select from:
- Construct
 - Widening
 - Upgrade
 - Relocate
 - Reconstruct
 - Rehabilitate
 - Study
 - Acquisition
 - Expansion
 - Implementation
 - Installation
 - Landscaping
 - Other
 - Modify
 - Remove/Close
 - Implement
 - Downgrade
 - Close
 - Complete
 - Convert
 - Withdrawn
 - Construct/Widen
 - Widen/Upgrade
 - Realign Intersection
 - Widen/Revise Ops
 - Revise Operations
 - Reduce Capacity

- o. FACILITY TYPE FROM..... Functional class of facility before improvement
- p. FACILITY TYPE TO Functional class of facility after improvement
- q. Lanes From Number of lanes on facility before improvement
- r. Lanes To..... Number of lanes on facility after improvement
- s. ROW Acquired..... Right-of-way has been acquired for the facility
- t. Under Construction..... Construction has begun on the facility
- u. Projected Completion Estimated year that the project will be complete
- v. Completed Year Year that the project was completed (open to traffic) or implemented

ENVIRONMENTAL REVIEW INFORMATION

- 25. DOCUMENT TYPE..... Type of NEPA documentation required, if any
- 26. REVIEW STATUS Current status of any required NEPA documentation

FINANCIAL PLAN INFORMATION

Note: This section is an expansion of the LRTP form question that previously asked agencies to identify the types of funding (federal, state, local, etc.) that were anticipated to be used for the project. To enhance the Financial Plan for Visualize 2045, Update 2022, agencies are asked to provide projected amounts of each funding type and the approximate time frame (or band) of expenditure: the first four years (in the FY 2023-2026 TIP), the next six years (FY 27 – FY 32), or the remaining out-years of the plan (FY 33 – FY 45). This section uses Project InfoTrak’s built-in programming tool which requires a higher degree of specificity on funding years and phase type than agencies are expected to report. See the instructions for the fields below and the example following the instructions for guidance on how to use this section to describe the projected expenditures. If the available data doesn’t provide enough information to complete this level of detail, consult with TPB staff on the best alternate approach.

- 27 a. FFY

Use this field to indicate in which of these three bands the various funding types are projected for programming: the first four years (in the FY 2023-2026 TIP) the following six years (2027 – 2032) or the outyears of the plan (2033 – 2045). TPB staff will only report on the funding by band so users may select any fiscal year within each band. For simplicity and consistency, TPB staff recommends selecting the first fiscal year of a band (2023, 2027 or 2033).
- b. FUND TYPE

Select the first (or only) type of source that is anticipated to be used to fund the project: federal, state, local, private, bonds, or other. For the purposes of the financial plan and TIP District of Columbia-generated funding should be entered as state funding.
- c. AMOUNT (PHASES)

To the extent possible, identify the amount of funds (in year-of-expenditure dollars) from this record’s source type to be programmed in the band identified. The financial plan does not analyze funding by project phase. TPB staff recommends

that all funding amounts be entered in the “Other” column. The example below explains this further.

- d. TOTALS The Total column and the Fiscal Year and Grant Total fields are automatically calculated and are not editable.

Financial Plan Example

In the example shown here, the project is projected to be complete in 2028 and cost \$6 million. From its projected revenues, the agency expects to receive \$800,000 per year of a federal formula source, all of which will be directed towards this project until complete. The federal source has an 80/20 match requirement and the agency has budgeted state funds to provide the match.

FFY	FUND TYPE	AC/CP	STUDY	PLANNNG	PE	ROW	CON	UT	OTHER	TOTAL
2023	Federal								3200,000	3,200,000
2023	State	DO NOT USE THESE COLUMNS							800,000	800,000
2027	Federal								1,600,000	1,600,000
2027	State								400,000	400,000
FY 2023									4,000,000	4,000,000
FY 2027									2,000,000	2,000,000
GRAND TOTAL									6,000,000	6,000,000

SCHEDULE INFORMATION

28. ESTIMATED PROJECT COMPLETION Estimated year that the project will be open to traffic or implemented.
29. ACTUAL PROJECT COMPLETION Use this field to indicate the year that the full scope of the project has been opened to traffic or implemented.
30. CURRENT IMPLEMENTATION STATUS..... Indicate the current status of the project using one of the following project milestones or activities:

- Environmental Document/ Pre-Design Phase (PAED)
- Engineering/Plans Specifications and Estimates (PS&E)
- ROW Acquisition
- Bid/Advertise Phase
- Contract/Project Award
- Construction/Project Implementation Begins
- Construction/Implementation Complete Project Open to Use
- First Vehicle/Equipment Delivered
- All Vehicles/Equipment Delivered
- Contract/Project Complete
- Ongoing Operating/Maintenance Project
- Project Cancel
- Project Closeout
- No Project Activity

REGIONAL POLICY & FEDERAL PLANNING FACTOR SUPPORT

The questions in this section address the goals identified in the Regional Transportation Priorities Plan (RTPP). Question 39 should be used to provide additional context of how this project supports the TPB Aspirational Initiatives the RTPP goals or other regional needs identified in the Technical Inputs Solicitation Project Submission Guide.

31. TRANSPORTATION OPTIONS..... Identify all travel mode options that this project provides, enhances, supports, or promotes.
32. ACCESSIBILITY IMPROVEMENT Does this project improve accessibility for historically transportation-disadvantaged individuals (i.e., persons with disabilities, low-incomes, and/or limited English proficiency?)
33. a. EQUITY EMPHASIS AREA..... Is this project physically in an Equity Emphasis Area (EEA)
 b. ADDITIONAL EQUITY RESPONSE Please provide additional written information that describes how this project further supports or advances equity as described by the TPB July 2020 resolution.
34. ACTIVITY CENTERS..... Indicate if the project begins or ends within an activity center, connects two or more centers, and/or promotes non-auto travel within one or more centers
 a. BEGINS OR ENDS IN Does this project begin or ends in an Activity Center?
 b. CONNECTS..... Does this project connect two or more Activity Centers.
 c. NON-AUTO TRAVEL WITHIN..... Does this project promote non-auto travel within one or more Activity Centers.
 d. E EA-ACTIVITY CENTER CONNECT ... Does this project connect an Equity Emphasis Area to an Activity Center?
35. MAINTENANCE Does this project contribute to enhanced system maintenance or preservation?
36. OPERATIONS..... Does this project reduce travel time on highways and/or transit without building new capacity, (e.g., ITS, bus priority treatments, etc.)
37. SAFETY Does this project enhance safety for motorists, transit users, pedestrians, and/or bicyclists.
38. REDUCE EMISSIONS POLLUTANTS Is the project expected to contribute to reductions in emissions of criteria pollutants?
39. REDUCE GREENHOUSE GASES..... This project expected to contribute to reductions in emissions of greenhouse gases.
40. PROMOTES FREIGHT This project enhances, supports, or promotes the following freight carrier modes (select all that apply):
- Air
 - Local Delivery
 - Long-Haul Truck
 - Rail
41. PASSENGER CARRIER MODES This project enhances supports, or promotes the following passenger carrier modes (select all that apply):
- Air
 - Amtrak Intercity Passenger Rail
 - Intercity Bus

42. ADDITIONAL POLICY FRAMEWORK Please provide additional written information that describes how this project further supports or advances the TPB Aspirational Initiatives, other regional goals, or needs.

The aspirational initiatives are:

- Bring Jobs and Housing Closer Together.
- Expand Bus Rapid Transit and Transitways Regionwide.
- Move More People on Metrorail.
- Provide More Telecommuting and Other Options for Commuting.
- Expand Express Highway Network.
- Improve Walk and Bike Access to Transit.
- Complete the National Capital Trail network

43. FEDERAL PLANNING FACTORS This project supports the following planning factors (select all that apply)

- Emphasize the preservation of the existing transportation system.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Enhance travel and tourism
- Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
- Increase accessibility and mobility of people
- Increase accessibility and mobility of freight
- Increases the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users.
- Increases the safety of the transportation system for all motorized and non-motorized users.
- Promote efficient system management and operation.
- Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- Support the economic vitality of the metropolitan area especially by enabling global competitiveness productivity and efficiently.

ENVIRONMENTAL MITIGATION

44. ENVIRONMENTAL MITIGATIONS..... These potential environmental mitigation activities have been identified for the project (select all that apply)

- | | |
|---------------|--|
| • Air Quality | • Geology, Soil and Groundwater |
| • Energy | • Hazardous and Contaminated Materials |
| • Floodplains | • Socioeconomics |
| • Noise | • Surface Water |
| • Vibrations | • Wetlands |

CONGESTION MANAGEMENT

The following questions address the federal requirement known as the Congestion Management Process (CMP). Please see www.mwcog.org/CMP for more information. Questions 45 and 46 should be answered for every project. In addition, a Congestion Management Process Documentation Form should be completed for each non-exempt project or action proposing an increase in SOV capacity.

45. CONGESTED CONDITIONS Do traffic congestion conditions on this or another facility necessitate the proposed project or program? Check the box if this project is being planned specifically to address congestion conditions and indicate whether the congestion is **recurring** or **non-recurring** from the drop-down menu.
- a. OTHER FACILITY If the congestion is on a different facility, fill in the name of the congested parallel or adjacent route that this project is intended to relieve in the text box provided.
46. CAPACITY INCREASE..... Check this box if the project will increase capacity on an SOV facility of functional class 1 (limited access highway), 2 (principal arterial) or 5 (grade-separated interchange on limited access highway).The federally-mandated Congestion Management Process requires that alternatives to major highway capacity increases be considered and, where reasonable, integrated into capacity-increasing projects. Except if projects fall under at least one of the exemption criteria listed under part (a), projects in the following categories require a Congestion Management Process Documentation Form:
- New limited access or other principal arterial roadways on new rights-of-way
 - Additional through lanes on existing limited access or other principal arterial roadways
 - Construction of grade-separated interchanges on limited access highways where previously there had not been an interchange.
- a. EXEMPTION CRITERIA..... If the box for question 45 is checked, are any of the following exemption criteria true about the project? (Choose one, or indicate that none of the criteria apply):
- The project will not use federal funds in any phase of development or construction (100% state, local, and/or private funding).
 - The number of lane-miles added to the highway system by the project totals less than one lane-mile
 - The project is an intersection reconstruction or other traffic engineering improvements, including replacement of an at-grade intersection with an interchange
 - The project, such as a transit, bicycle or pedestrian facility, will not allow private single-occupant motor vehicles.
 - The project consists of preliminary studies or engineering only, and is not funded for construction
 - Construction cost for the project is less than \$10 million.
 - None of the exemption criteria above apply to this project – a CMP Documentation Form is required. Use the link provided below to download a blank form. Fill this form out per the instructions for that form found later in this section, then upload it under the Documents tab

The TIP Project Description Form Instructions

The fields and instructions for the TIP form are exactly the same as the LRTP form with the exception of the funding program area. Where the LRTP form features data on the financial analysis for Visualize 2045, the TIP form has programming tables for the FY 2023-2026 TIP.

- FFY Enter the federal fiscal year in which the funds are programmed for obligation. You may program funds beyond the window of the current TIP, which will be included in the Grand Total summaries below.
- FUND TYPE See the next section for a definition of and links to resources for more information on each funding source.
- AC/CP..... If your agency is programming Advanced Construction (AC) funds (state funding to be repaid by another source in the future), please indicate which amounts are AC using this dropdown. If you program, AC funds, you must also program a
- PHASE..... Place the programmed funds in the appropriate column depending on which phase they are programmed for:
 - Study
 - Planning
 - PE – Preliminary Engineering
 - ROW – Right of Way Acquisition
 - CON – Construction Reserve for construction of roadway or transit facility infrastructure.
 - UT – Utilities
 - Other – Use for program operations, vehicle or other purchases, construction of maintenance facilities, debt service, or other purposes that don't comport to one of the phases above.
- TOTAL This is a calculated field, summing the line item.
- GRAND TOTAL BLOCK This block provides calculated totals by FFY, source, and a grand total. Note: this provides a running total of all fiscal years, prior to, including, and beyond the program window of the TIP.
- TOTAL PROJECT COST Enter the total project cost in the field to the right. This should equal or exceed the amount of funding programmed in the calculated Grand Total field above. If it is less than the programmed amount, the system will present an error message when attempting to submit the TIP description form. If the project cost is equal to the amount programmed (or for perpetual, ongoing maintenance or operational programs), you can check the box on the left, indicating that the estimated total cost is equal to the total programmed amount.

2022 UPDATE TO VISUALIZE 2045 BLANK DESCRIPTION FORM

Administrative Area

1. Adoption/Amendment <input style="width: 95%;" type="text"/>	2. Grouped Project? <input style="width: 95%;" type="text"/>	3. Group Name <input style="width: 95%;" type="text"/>	4. CE ID <input style="width: 95%;" type="text"/>
			5. CMP <input style="width: 95%;" type="text"/>
			6. Model <input style="width: 95%;" type="text"/>

Project Information

7. Project Title	
8. Project Description	

9. Primary Projec Type <input style="width: 95%;" type="text"/>	10. Capacity <input style="width: 95%;" type="text"/>	11. TCM <input style="width: 95%;" type="text"/>
12. Lead Agency <input style="width: 95%;" type="text"/>	13. Secondary Agency <input style="width: 95%;" type="text"/>	14. County <input style="width: 95%;" type="text"/>
15. Municipality <input style="width: 95%;" type="text"/>	16. Primary Contact <input style="width: 95%;" type="text"/>	17. Phone <input style="width: 95%;" type="text"/>
18. Email <input style="width: 95%;" type="text"/>	19. URL <input style="width: 95%;" type="text"/>	
20. Accommodations <input style="width: 95%;" type="text"/>	21. Complete Street Advance <input style="width: 95%;" type="text"/>	22. Complete Street Exempt <input style="width: 95%;" type="text"/>
23. Project Location		
a. System <input style="width: 95%;" type="text"/>	b. Route <input style="width: 95%;" type="text"/>	c. Location Type <input style="width: 95%;" type="text"/>
d. Road Name <input style="width: 95%;" type="text"/>	e. From <input style="width: 95%;" type="text"/>	f. To <input style="width: 95%;" type="text"/>
g. Distance <input style="width: 95%;" type="text"/>	h. Milepost Begin <input style="width: 95%;" type="text"/>	i. Milepost End <input style="width: 95%;" type="text"/>
		j. Length <input style="width: 95%;" type="text"/>

Conformity Information

24. Conformity Segments			
a. System <input style="width: 95%;" type="text"/>	b. Route <input style="width: 95%;" type="text"/>	c. Location Type <input style="width: 95%;" type="text"/>	
d. Road Name <input style="width: 95%;" type="text"/>	e. From <input style="width: 95%;" type="text"/>	f. To <input style="width: 95%;" type="text"/>	
g. Distance <input style="width: 95%;" type="text"/>	h. Milepost Begin <input style="width: 95%;" type="text"/>	i. Milepost End <input style="width: 95%;" type="text"/>	j. Length <input style="width: 95%;" type="text"/>
k. CON ID <input style="width: 95%;" type="text"/>	l. Conformity Number <input style="width: 95%;" type="text"/>	m. Agency Phase ID <input style="width: 95%;" type="text"/>	
n. Improvement Type <input style="width: 95%;" type="text"/>	o. Facility Type From <input style="width: 95%;" type="text"/>	p. Facility Type To <input style="width: 95%;" type="text"/>	q. Ln From <input style="width: 95%;" type="text"/>
			r. Ln. To <input style="width: 95%;" type="text"/>
s. ROW Acquired <input style="width: 95%;" type="text"/>	t. Under Construction <input style="width: 95%;" type="text"/>	u. Projected Completion <input style="width: 95%;" type="text"/>	v. Completed Year <input style="width: 95%;" type="text"/>

Environmental Review

25. Document Type 26. Review Status

Programming Information

27. LRTP Funding

a. FFY (Band)	b. Fund Type	c. Phases		d. Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Schedule Information

28. Estimated Completion Date 29. Actual Completion Date 30. Current Implementation Status

Regional Policy & Federal Planning Factor Support

- 31. This project provides, enhances, supports, or promotes the following travel modes options
- 32. This project improve accessibility for historically transportation-disadvantaged individuals (i.e., persons with disabilities, low-incomes, and/or limited English proficiency)
- 33a. Is this project physically in an Equity Emphasis Area (EEA)
- 33b. Please provide additional written information that describes how this project further supports or advances equity as described by the TPB July 2020 resolution.
- 34a. This project begins or ends in an Activity Center.
- 34b. This project connects two or more Activity Centers.
- 34c. This project promotes non-auto travel within one or more Activity Centers.
- 34d. Does this project connect an Equity Emphasis Area to an Activity Center?
- 35. This project contributes to enhanced system maintenance or preservation.
- 36. This project is primarily designed to reduce travel time on highways and/or transit without building new capacity (e.g., ITS, bus priority treatments, etc.).
- 37. This project enhances safety for motorists, transit users, pedestrians, and/or bicyclists.
- 38. This project expected to contribute to reductions in emissions of criteria pollutants.
- 39. This project expected to contribute to reductions in emissions of greenhouse gases.
- 40. This project enhances, supports, or promotes the following freight carrier modes.
- 41. This project enhances, supports, or promotes the following passenger carrier modes.
- 42. Please provide additional written information that describes how this project further supports or advances the TPB Aspirational Initiatives, other regional goals, or needs.

43. Federal Planning Factors: This project supports the following planning factors (select all that apply)

Environmental Mitigation

44. This project has been identified for the following potential environmental mitigation activities.

Congestion Management

- 45. Traffic congestion conditions necessitate the proposed project or program and are
 - 45a. If the congestion is on another facility, please identify it:
 - 46. This project is capacity-increasing and on a limited access highway or other principal arterial
 - 46a. The following exemption criteria are true about the project? (Choose one, or indicate that none of the exemption criteria apply)