



TRANSPORTATION PLANNING BOARD

Wednesday, March 21, 2018
12:00 - 2:00 P.M.
Walter A. Scheiber Board Room

AGENDA

- 12:00 P.M. 1. PUBLIC COMMENT ON TPB PROCEDURES AND ACTIVITIES**
Charles Allen, TPB Chair
- Interested members of the public will be given the opportunity to make brief comments on transportation issues under consideration by the TPB. Each speaker will be allowed up to three minutes to present his or her views. Board members will have an opportunity to ask questions of the speakers, and to engage in limited discussion. Speakers are encouraged to bring written copies of their remarks (65 copies) for distribution at the meeting.
- 12:20 P.M. 2. APPROVAL OF THE MINUTES OF THE FEBRUARY 21, 2018 MEETING**
Charles Allen, TPB Chair
- 12:25 P.M. 3. REPORT OF THE TECHNICAL COMMITTEE**
Robert Brown, TPB Technical Committee Chair
- 12:30 P.M. 4. REPORT OF THE CITIZENS ADVISORY COMMITTEE (CAC)**
Katherine Kortum, TPB Citizens Advisory Committee Chair
- 12:40 P.M. 5. STEERING COMMITTEE ACTIONS AND REPORT OF THE DIRECTOR**
Kanti Srikanth, TPB Staff Director
- This agenda item includes Steering Committee actions, letters sent/received, and announcements and updates.
- 12:45 P.M. 6. CHAIRMAN'S REMARKS**
Charles Allen, TPB Chair

Reasonable accommodations are provided upon request, including alternative formats of meeting materials.
Visit www.mwcof.org/accommodations or call (202) 962-3300 or (202) 962-3213 (TDD).

ACTION ITEMS

- 12:50 P.M. 7. APPROVAL OF AMENDMENT TO THE FY 2018 UNIFIED PLANNING WORK PROGRAM (UPWP), AND APPROVAL OF FY 2018 CARRYOVER FUNDING TO FY 2019**
Lyn Erickson, TPB Plan Development and Coordination Program Director
- The UPWP is an annual statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area and serves as the TPB staff work scope for the year. Certain projects and budgets in the current FY 2018 UPWP have been identified to be carried over to FY 2019. The board will be briefed on the enclosed amendment to the FY 2018 UPWP and associated FY 2018 carryover funding to FY 2019.
- Action: Adopt Resolutions R15-2018 and R16-2018 to approve the amendment to the FY 2018 UPWP and the FY 2018 carryover funding to FY 2019**
- 12:55 P.M. 8. APPROVAL OF THE FY 2019 UNIFIED PLANNING WORK PROGRAM (UPWP)**
Lyn Erickson, TPB Plan Development and Coordination Program Director
- At the February 21 meeting, the board was briefed on the draft FY 2019 UPWP. The board will be briefed on the final draft of the FY 2019 UPWP and will be asked to approve it.
- Action: Adopt Resolution R17-2018 to approve the FY 2019 UPWP**
- 1:00 P.M. 9. APPROVAL OF THE FY 2019 COMMUTER CONNECTIONS WORK PROGRAM (CCWP)**
Nicholas Ramfos, TPB Transportation Operations Programs Director
- At the February 21 meeting, the board was briefed on the draft FY 2019 Commuter Connections Work Program (CCWP). The CCWP is an annual statement of work that identifies alternative commute program projects and services designed to help improve traffic congestion and meet regional air quality goals in the non-attainment area. The board will be briefed on the final draft of the FY 2019 CCWP and will be asked to approve it.
- Action: Adopt Resolution R18-2018 to approve the FY 2019 CCWP**

INFORMATION ITEMS

- 1:05 P.M. 10. WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY LEGISLATIVE FUNDING UPDATE**
Chuck Bean, COG Executive Director
- The board will be briefed on the latest developments in securing additional regional funding for WMATA by the District of Columbia, Maryland, and Virginia.

- 1:20 P.M. 11. BRIEFING ON A NEW METROPOLITAN TRANSPORTATION PLANNING PROCESS “3C” AGREEMENT BETWEEN THE STATE DEPARTMENTS OF TRANSPORTATION (DOT) AND TPB, AND ON PERFORMANCE BASED PLANNING AND PROGRAMMING LETTERS OF AGREEMENT**
Sergio Ritacco, TPB Transportation Planner
- The board will be asked to approve TPB’s new agreement at its April 18 meeting. The FAST Act requires that the metropolitan transportation planning process “3C” agreement be updated by May 2018. Last executed in 2008, the state DOTs, our federal partners and TPB staff have collaborated to develop a new draft agreement which provides written documentation of the regional metropolitan transportation planning process. The signatories include the TPB and the agencies who provide the metropolitan planning funding (DDOT, MDOT, VDOT, VDRPT).
- The board will also be briefed on the associated individual performance-based planning and programming (PBPP) letters of agreement (LOA), which support the new 3C agreement and must be executed by September 2018. The FAST Act added a new requirement to document all PBPP data development, sharing, and target-setting with all agencies that have been federally identified to play a role. The board will not be asked to approve each LOA, however as the executor of the 3C agreement, the board must ensure that all LOAs are executed. Each LOA will be individually signed by those agencies that have PBPP responsibilities, and by the TPB Executive Director (Kanti Srikanth). The board will receive status reports throughout the year as each are executed.
- 1:30 P.M. 12. VISUALIZE 2045: GENERAL UPDATE AND SCHEDULE**
Lori Zeller, TPB Transportation Planner
- An update on the development of the Visualize 2045 plan in its entirety will be provided, emphasizing what is new about this long-range transportation plan.
- 1:45 P.M. 13. VISUALIZE 2045: PHASE 2 PUBLIC OUTREACH**
John Swanson, TPB Transportation Planner
- The board will be briefed on public outreach activities that are planned in 2018 for Visualize 2045, including public forums in the spring and open houses in the fall. The board will be asked to provide suggestions for how this outreach can best solicit useful input and how turnout can be maximized.
- 2:00 P.M. 14. ADJOURN**
- The next meeting is scheduled for April 18, 2018.

MEETING AUDIO

Stream live audio of TPB meetings and listen to recorded audio from past meetings at:
www.mwcog.org/TPBmtg

TRANSPORTATION PLANNING BOARD
MEETING MINUTES
February 21, 2018

MEMBERS AND ALTERNATES PRESENT

Charles Allen, DC Council
Bob Brown, Loudoun County
Christian Dorsey, Arlington County
Marc Elrich, Montgomery County
Gary Erenrich, Montgomery County
Jason Groth, Charles County
Rene'e Hamilton, VDOT
Neil Harris, City of Gaithersburg
Cathy Hudgins, Fairfax County Board of Supervisors
John D. Jenkins, Prince William County
Shyam Kannan, WMATA
Sakina Kahn, DC Office of Planning
Kacy Kostiuk, City of Takoma Park
R. Earl Lewis, Jr., MDOT
Tim Lovain, City of Alexandria
Dan Malouff, Arlington County
Phil Mendelson, DC Council
David Meyer, City of Fairfax
Ron Meyer, Loudoun County
Bridget Donnell Newton, City of Rockville
Marty Nohe, Prince William County
Mark Rawlings, DC-DOT
Jeanette Rishell, City of Manassas Park
Rodney Roberts, City of Greenbelt
Kelly Russell, City of Frederick
Linda Smyth, Fairfax County Board of Supervisors
David Snyder, City of Falls Church
Brandon Todd, DC Council
Sam Zimbabwe, DDOT

MWCOG STAFF AND OTHERS PRESENT

Lyn Erickson
Andrew Meese
Ron Milone
Eric Randall
John Swanson
Andrew Austin
Ken Joh
Charlene Howard
Lori Zeller
Abigail Zenner
Sergio Ritacco
Rich Roisman
Michael Farrell

Arianna Koudounas	
Matthew Gaskin	
Dusan Vuksan	
Debbie Leigh	
Deborah Etheridge	
Wendy Klancher	
Paul DesJardin	COG/DCPS
Greg Goodwin	COG/DCPS
Bill Orleans	Hack
Kari Snyder	MDOT
George Phillips	Prince William County
Nydia Blake	Prince William County
John Kent	COG/DCPS
Andrew Mowry	Loudoun County
Mike Lake	Fairfax County DOT
Andrea Lasker	Prince George's County
Monica Backmon	NVTA

1. PUBLIC COMMENT ON TPB PROCEDURES AND ACTIVITIES

Mr. Schwartz thanked the TPB and its staff for all the work it has done on Metro funding. He referenced the Coalition for Smarter Growth's Fund It, Fix It campaign and its work with the Metro Now coalition and Metro's need for a full \$500 million. He also asked that as the board considers the UPWP, it considers how the work of the Long-Range Plan Task force ideas can be incorporated into the TPB's work.

Mr. Whitfield asked that a sense of regional fairness be considered for funding transportation projects in the region. He said that residents of Fairfax and Loudoun counties pay an unfair share of tolls on the roads to pay for projects like the Silver Line.

2. APPROVAL OF MINUTES OF THE JANUARY 17, 2018 MEETING

A motion was made and seconded to approve the minutes from the January TPB meeting. The motion was approved.

3. REPORT OF THE TECHNICAL COMMITTEE

Mr. Brown said that the Technical Committee met on February 2. At the meeting, the committee was briefed on the process for including the New Hampshire Avenue Bus Rapid Transit project in the Air-Quality Conformity Analysis for Visualize 2045 and the TIP. He said that the committee was updated on the development of Visualize 2045's different elements. He said that there was a briefing on COG's Round 9.1 Cooperative Land-Use Forecast. There were additional briefings on TPB and Commuter Connections work programs for Fiscal Year 2019. The committee was also briefed on a study to determine demand for and strategies to operate long-distance commuter bus services into Northern Virginia and the District from locations beyond the TPB planning area. The final item covered the solicitation for applications for the 2019 Transportation/Land-Use Connections Program.

4. REPORT OF THE CITIZEN ADVISORY COMMITTEE (CAC) AND THE ACCESS FOR ALL ADVISORY COMMITTEE (AFA)

Ms. Kortum said that the Citizens Advisory Committee met on February 15. She said that this was the first meeting of the 2018 committee and that about two-thirds of the committee is serving for the first time. She said that the meeting focused on orientation for these new members. There was a

presentation from Mr. Srikanth covering the TPB's responsibilities and the role that the CAC plays to help fulfill those responsibilities. Another presentation from Ms. Erickson provided an overview of Visualize 2045. She said that Chair Allen attended the meeting and discussed his goals and plans for the upcoming year. The committee finished the meeting with a discussion about setting priorities for the year ahead. These priorities may include transportation equity and accessibility, and changes to transportation technology.

Ms. Kostiuk said that the Access for All Advisory Committee met on February 8. She said that the committee was briefed on the 17 enhanced mobility grants approved by the TPB at the January board meeting. She said that most of the meeting was spent in small groups discussing unmet transportation needs in preparation for an update to the Coordinated Human Service Transportation Plan. She said that the unmet areas include accessibility of transportation and accessibility of transportation technology. She said that transportation that relies on technology like the Internet and smartphones is not always accessible to people. She said that there is a need for a more centralized information and promotion of existing transportation services for people with limited English skills and disabilities. She said that there is a need for more transit options that cross jurisdiction boundaries, and run at night and on the weekend. She said that the final unmet area is affordability. The committee discussed how transit fares, parking costs, and tolls were barriers for many people, especially those with the lowest incomes. She said that the committee was also briefed on the solicitation for the Transportation/Land-Use Connections Program.

5. REPORT OF STEERING COMMITTEE ACTIONS AND REPORT OF THE DIRECTOR

Mr. Srikanth said that the Steering Committee met on February 2 and reviewed three requests to amend the Transportation Improvement Program (TIP). Two of those were approved by the committee and the third is up for approval by the board at this meeting. The first of the amendments approved by the committee was a request from the District Department of Transportation to add about \$5 million of funding to the TIP to fund the Southern Railroad Bridge and Trail projects. He said that details of this amendment can be found on page 5 to 12 of the director's memo. The second amendment approved by the committee was a request to update the funding information for a number of projects that are on federal land within the TPB planning area. These projects are mostly about resurfacing, trail rehabilitation, and sidewalks. Details of this amendment can be found on page 13 to 22 of the memo. He said that the third amendment was a request from WAMATA to update funding information for all WMATA projects in the TIP to reflect funding amounts proposed in WAMATA's capital budget. The changes are about \$430 million. The committee recommended that the board approve this request.

Mr. Srikanth said that there were no letters sent or received this month. He said that pages 25 and 26 of the memo include a copy of an op-ed written by Chair Allen about the transportation priority initiatives approved by the TPB in December. He said that pages 27 and 28 are a copy of a joint press release from a number of national organizations welcoming the president and Congress's focus on infrastructure. Page 29 is a memo announcing the solicitation of applications to receive technical assistance under the Transportation/Land-Use Connections program.

Mr. Srikanth said that a revised meeting schedule has been circulated. This new schedule changes the date of the November board meeting. The meeting has been moved up a week to Friday, November 16.

6. CHAIRMAN'S REMARKS

Chair Allen thanked staff for their assistance putting together the op-ed that ran in the Washington Business Journal. He said that the COG's Planning Directors Technical Advisory Committee is planning a series of outreach meetings in the spring. He said that board members are reminded to keep pursuing actions to fund WMATA. He asked the board to think about ways to start taking action take the five initiatives approved by the board last year. He recognized that attention over the next few months will be on funding, but later this year he would like the board to think through some of the policy and

legislative ideas that cut across jurisdictions and fit with the five initiatives.

ACTION ITEMS

7. VISUALIZE 2045: REVIEW OF COMMENTS RECEIVED AND APPROVAL OF THE ADDITIONAL MONTGOMERY COUNTY PROJECT SUBMISSION INTO THE CONSTRAINED ELEMENT FOR THE AIR QUALITY CONFORMITY ANALYSIS FOR VISUALIZE 2045 AND THE FY 2019-2024 TRANSPORTATION IMPROVEMENT PROGRAM

Mr. Austin referred to his memo that summarized comments and received responses for the constrained element and air-quality conformity analysis. He said that a second public comment period ran from January 19 to February 17. Seven groups of comments were received. Five of the comments related to the New Hampshire Avenue Bus Rapid Transit project. Comments about the New Hampshire project said that the project would reduce pollution and increase access to jobs benefitting low-income communities. Other comments said that the project was critical for the White Oaks Science Gateway master plan and that the project should be accelerated ahead of the anticipated 2030 completion date. He said that there were comments supporting the widening of U.S. Route 15 in Loudoun County, and that suggesting a bicycle and pedestrian crossing connecting Montgomery County and Loudoun County. He said to refer to his memo for more detail on the response to the comments.

A motion was made to adopt Resolution R13-2018 to approve the additional Montgomery County project submission for inclusion in the Air-Quality Conformity Analysis for Visualize 2045 and FY 2019-2024 TIP. The motion was seconded and approved.

8. APPROVAL TO AMEND THE FY 2017-2022 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) TO INCLUDE PROJECT AND FUNDING UPDATES FOR FY 2019 IN ORDER TO MATCH THE UPDATED WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY FY 2019 CAPITAL BUDGET

Mr. Kannan said that WMATA is seeking approval to amend the FY 2017 – 2022 to reflect WMATA's proposed FY 2019 capital budget. Approving the amendment would allow WMATA to reflect the availability of federal, state, and local funds. He said that this request happens every February because of the sequence of events. He said that the proposed FY 2019 capital investment plan strengthens safety, reliability, and state of good repair for infrastructure, including the continued delivery of 7000 series rail cars. Other investments include; replacement of buses and paratransit vehicles, establishment of radio and wireless communications infrastructure, rehabilitation and maintenance of existing rail cars and busses, and continued investment in rail station and bus infrastructure to improve safety and address state of good repair backlogs. He said that this does not change the air-quality conformity analysis. This amendment is not a request for new money.

Mr. Kannan moved that the board approve Resolution R14-2018 to amend the FY 2017-2022 TIP. Chair Allen seconded the motion. The motion was approved.

INFORMATION ITEMS

9. BRIEFING ON THE DRAFT FY 2019 UNIFIED PLANNING WORK PROGRAM (UPWP)

Ms. Erickson said that it is the time of year for staff to talk about the work that they do to keep up with the federal metropolitan transportation planning process, and thank the board to make the region a priority. She said that she is going to describe the projects and work activities covered by the UPWP. She said that the board will be asked to approve the work program at the March meeting.

Ms. Erickson said that the mission of an MPO is largely defined by the federal requirements. She referred to specific requirements and said that the TPB carries out a 3C process—a process that is continuing,

cooperative, and consensus-based. The process is also comprehensive, multimodal, and multidisciplinary. She said that the TPB serves its stakeholders, who are represented by the members of the board. She said that this means that the TPB takes projects that have been conceived and developed locally, and looks at them through a regional lens. She said that board discussion tends to focus on bigger products, but that there is lot of plans and programs conducted by staff. She said that the TPB also works in conjunction with state, air, and transportation agencies to meet the federal Clean Air Act standards.

Ms. Erickson said that the UPWP is the document that defines how MPO activities are carried out. She said that the document needs to be approved by the board and USDOT. She said the document becomes effective on July 1. The three main products produced by all MPOs are: long-range transportation plan, the TIP, and the UPWP. She said that in the last few years performance-based planning and programming requirements have been added. She said that page 21 and 22 of the UPWP details funding. She said that 80 percent of the funding comes from the federal government, that states contribute 10 percent, and that local jurisdictions also contribute 10 percent. She said that the FY 2019 UPWP will cost \$15.8 million.

Ms. Erickson proceeded to describe how the money in the UPWP is spent. She said that most of it goes to staffing costs. She referred to an organization chart in her presentation. She said that page 25 of the draft work program summarizes how all the work comes together while making sure to keep federal and state oversight partners happy. She said that most of the resources are spent generating data, gathering information, quality checking that information, and sharing it with partners. She said the most visible products work to meet federal requirements so that agencies can implement their TIP projects. She said that the board also provides a forum for regional coordination and providing technical resources to aid with decision-making. She said that page 24 of the work program shows all of the TPB's committees and subcommittees.

Ms. Erickson said that benefits provided by the TPB include scenario planning, promoting transportation alternatives and bicycle and pedestrian programs. She said that the TPB offers two federal grant opportunities. The federally funded Transportation Alternatives Program(TAP), which has selected 82 projects in the region for a total of \$30 million since 2004. Since 2007, the TPB has solicited, selected, and funding over 100 JARC, New Freedom, and enhanced mobility projects totaling \$65 million. She said that the TPB seeks to improve transportation and land-use coordination by focusing on regional Activity Centers through the Transportation/Land-Use Connections program, which has helped jurisdictions with consultant support for 108 projects for a total of over \$4 million. She said that emergency preparedness and management operation activities including supporting the MATOC program and COG's Traffic Incident Management Enhancement initiative. She referred to her presentation and described the type of technical resources provided, which include travel monitoring and travel forecasting. She said staff support multimodal initiatives and is moving towards data-driven performance outcomes.

Ms. Erickson said that the Plan Development and Coordination Team will focus on the completion and approval of Visualize 2045. She said that once the plan is approved, the team will conduct an environmental justice analysis of the plan using the equity emphasis areas to determine if there are any disparate impacts created by the plan. She said that the team will work on the federal certification review and will update the coordinated human service transportation plan and the public participation plan. She said that the team also oversees communications including TPB News and social media.

Ms. Erickson said that the System Performance Planning Team will take the lead on implementation of performance-based planning and programming, including setting performance targets. She said that staff will work with COG on public safety and emergency preparedness, and conduct regional surveys on traffic signal systems, power backup systems, and an annual public transportation report.

Ms. Erickson said that the Planning Data and Research Team is responsible for developing and managing data, research, and technical service programs. The team will continue to implement several significant research projects for the TPB as well as continue to develop and maintain critical information

systems. This includes completion of data collection and analysis of the decennial regional travel survey, analysis of regional trends, and support the development of updates related to the regional cooperative forecast. This team will also develop and maintain the department's information and analytical infrastructure, including the regional transportation data clearinghouse and the organization's geographic information system.

Ms. Erickson said that the Travel Forecasting and Emissions Analysis team is working to implement a seven-year strategic plan to improve the TPB's travel forecasting methods. She said that FY 2019 is the fourth year of the plan.

Ms. Erickson said that staff will finalize and balance the revenues and expenditures and will bring the UPWP back to the board for approval in April.

Mr. Meyer asked if there is anything in the work program that would cover analysis of projects that might fit with potentially forthcoming federal legislation related to infrastructure.

Mr. Srikanth said that the proposed plan is currently missing specific programs or legislative guidance. He said that as specifics become available staff is ready to convene a session to gauge interest with the board.

Mr. Meyer said that if new legislation provides an opportunity to continue to champion the seven initiatives from the Long-Range Plan Task Force then it should try.

Mr. Srikanth said that there should be resources available for this. He added that in the past, staff were able to pull together large grant applications without additional funding.

Mr. Zimbabwe asked about whether the development of the next-generation travel forecasting model can be accelerated.

Mr. Srikanth said that staff is making steady progress, as per the strategic plan for model development. He noted that this task requires significant resources, both in terms of time and money, and the adopted schedule is consistent with the experiences of other MPOs who are working to develop the next generation model. Mr. Srikanth noted that staff can provide a detailed presentation on this work activity and the strategic plan at a future date.

Mr. Lovain said that some lawmakers want to allocate money for existing formula and grant programs. He encouraged the region to consider applying for TIGER funding in the future.

Mr. Erenrich asked about communication strategies.

Ms. Erickson said that most of the communications will focus on Visualize 2045 and that the second phase of public outreach will be presented at the April TPB meeting.

10. BRIEFING ON THE DRAFT FY 2019 COMMUTER CONNECTIONS WORK PROGRAM (CCWP)

Mr. Ramfos briefed the board on the draft Commuter Connections Work Program for FY 2019. He explained that Commuter Connections works to help identify alternative commute program projects, and services. These include carpool, vanpool, transit, bike, walk, or work from home programs. He also explained how Commuter Connections works with the planning process and how these programs reduce congestion and improve air quality. He also went over the many programs Commuter Connections runs for the region.

Chair Allen asked about the marketing budget and the budget for evaluation.

Mr. Ramfos explained that while marketing will be about the same there will be more data collection this year. He also said he would check the numbers.

Mr. Harris asked about the amount of money being offered in the carpool incentive pilot program. He asked if it was about \$10 per ride.

Mr. Ramfos explained that it is per ride up to \$600. He explained that it is for the driver. If someone uses the Carpool Now mobile app and they pick up a passenger and drop them off they'll be eligible for the incentive.

11. ROUND 9.1 COOPERATIVE FORECASTS

Mr. Desjardin briefed the board on the lasted update to the Cooperative Forecast. He referred to the presentation with an overview of what the cooperative forecast is, what is new in this slight update, and how it will be used for Visualize 2045. He also reviewed the forecast for households and jobs in Activity Centers and close to high-capacity transit considering the priority initiative on land-use.

Ms. Kahn commented on behalf of Mr. Shaw who was not present and thanked Mr. DesJardin and Mr. Srikanth for working with the planning directors technical committee. She said that Mr. Shaw is looking to make the nexus of land-use and transportation a guiding priority for conversations with the planning directors.

Ms. Russell asked about places seeing a lot of recent growth but are not currently designated as Activity Centers. She asked if they could someday be included.

Mr. DesJardin explained that there is a policy in place for jurisdictions to petition to be included by showing major rezoning or a new vision or focus.

Mr. Elrich asked if it would be possible to further explore the need for more housing units by size or price based on the wages of the jobs forecasted.

Mr. DesJardin explained that there have been discussions about that with the housing directors committee and there are plans to have a joint meeting on the issue with the housing directors and the planning directors. He said that there are a number of tough questions to explore and balance such as whether there a demand for new and smaller housing units. Falls Church has done some very innovative things recently with some very small units located centrally in the city.

Mr. Srikanth added that the Planning Directors Technical Advisory Committee was also discussing the challenge of looking at the market demand that exists today relative to the type of market demand that would be needed to meet aspirational land uses.

12. VISUALIZE 2045: PERFORMANCE BASED LONG RANGE TRANSPORTATION PLAN

Mr. Randall said that he would speak about the process for project implementation, specifically focusing on the role of performance measurement and targets. Referring to his presentation he described a flow chart that depicts the regional transportation planning process and how it incorporates performance measurements. He said that MPOs are required to examine their regions' projects and programs against federal planning factors. Regional goals and priorities are also considered. He summarized the federal requirement for performance measurements and targets in detail. He said that this new federal process goes further than previously existing processes because it includes a feedback element. He said that projects for funding are increasingly being chose through data-driven processes that forecast performance. He said that monitoring performance over time will inform future funding decisions. He said that for the TPB this will start with Visualize 2045. He said that there are five main areas covering performance planning. He reminded the board that they have already approved measurements and targets for transit asset management and highway safety. He added that the board will need to be approved during the summer of 2018. He said that targets are developed statewide. This will be done in May. After that staff will use the state DOT information and methodology to develop the targets for the region. He said that there are additional slides in this presentation that provide more information.

Mr. Harris asked if cost/benefit analysis is included in the requirement. He said it is important to move people efficiently.

Mr. Randall said that cost is not part of the performance-based planning process.

Mr. Srikanth said that while cost/benefit is included during the target-setting phase, he noted that the expectation appears to be that the results of the monitoring and evaluation against the target will bring cost-effectiveness of past investments into the decision-making process.

OTHER ITEMS

13. ADJOURN

No other business was brought before the board. The meeting adjourned at 1:43 p.m.

Meeting Highlights: TPB Technical Committee, March 8, 2018

The Technical Committee met on March 8, 2018 in the Walter A. Scheiber Board Room at COG. The meeting was originally scheduled for March 2, but was rescheduled because of inclement weather. The following items were reviewed for inclusion on the TPB's March agenda:

- **TPB agenda item 8**
Staff provided a final briefing on the draft FY 2019 Unified Planning Work Program (UPWP). At the March 21 meeting, the board will be briefed on the final draft of the FY 2019 UPWP and will be asked to approve it.
- **TPB agenda item 9**
Staff from the TPB's Commuter Connections Program provided a final briefing on the draft FY 2019 Commuter Connections Work Program (CCWP). At the March 21 meeting, the board will be briefed on the final draft of the FY 2019 CCWP and will be asked to approve it.
- **TPB agenda item 11**
The committee was briefed on the draft revised metropolitan transportation planning agreement ("3C Agreement") and the new Letters of Agreement on performance-based planning and programming (PBPP) responsibilities. The board will be briefed on the draft agreements at its March 21 meeting and will be asked to approve execution of the agreements on April 18.
- **TPB agenda item 12**
Staff gave a briefing on the general outline and timeline for review and adoption of Visualize 2045. The presentation built on previous information shared with the board, emphasizing what is new about this long-range transportation plan.
- **TPB agenda item 13**
Staff briefed the committee on public outreach activities that are planned in 2018 for Visualize 2045. These activities will include public forums in the spring and open houses in the fall. Staff will present this information to the TPB on March 21. TPB members will be asked to provide suggestions on how to make the outreach sessions useful and how to ensure good turnout.

The following items were presented for information and discussion:

- **National Capital Region Freight Forum Review**
The committee was briefed on the National Capital Region Freight Forum held on October 31, 2017. The theme of the forum was "freight as an enabler of livability". Approximately 50 persons attended, including transportation planners, bicycle/pedestrian planners, transportation officials from local, regional, and state jurisdictions, FHWA and FMCSA officials, and representatives from UPS, the DC Truckers Association, consulting firms, and the Transportation Research Board.

The presentation for this item can be found here:
[www.mwcog.org/assets/1/28/03082018 - Item 7 -
National Capital Region Freight Forum Review.pdf](http://www.mwcog.org/assets/1/28/03082018-_Item_7_-_National_Capital_Region_Freight_Forum_Review.pdf)

- **Performance-Based Planning and Programming: CMAQ Emissions Measure**

As part of the federally-required performance-based planning and programming (PBPP) process, the committee was briefed on performance measures and target-setting options for the National Capital Region as part of the implementation of the highway system performance (NHS, Freight, CMAQ Program) rulemaking and the CMAQ emissions reductions performance measure.

The presentation for this item can be found here:

<https://www.mwcog.org/assets/1/28/03082018 - Item 8 - Presentation - PBPP CMAQ.pdf>

- **Usage of the Regional Integrated Transportation Information System (RITIS)**

Following the December 2017 update on the Metropolitan Area Transportation Operations Coordination (MATOC) Program, the committee was briefed on RITIS. Since its 2002 conceptualization under TPB's subcommittees and subsequent development by the University of Maryland, RITIS has grown to be a critical information sharing system regionally and beyond. Vital regional uses of RITIS were highlighted.

The presentation for this item can be found here:

<https://www.mwcog.org/assets/1/28/03082018 - Item 9 - Usage of the Regional Integrated Transportation Information System.pdf>

- **WMATA Transit Trends and Factors**

The committee was briefed on bus ridership trends for WMATA as well as regional and national trends.

The presentation for this item can be found here:

<https://www.mwcog.org/assets/1/28/03082018 - Item 10 - Bus Ridership Trends.pdf>

**TPB TECHNICAL COMMITTEE MEMBERS AND ALTERNATES
ATTENDANCE – March 8, 2018**

DISTRICT OF COLUMBIA

DDOT Mark Rawlings
DCOP -----

MARYLAND

Charles County -----
Frederick County -----
City of Frederick -----
Gaithersburg -----
Montgomery County -----
Prince George's County Victor Weissberg
Rockville -----
M-NCPPC
Montgomery County -----
Prince George's County -----
MDOT Tyson Byrne
David Rodgers
Takoma Park -----

VIRGINIA

Alexandria -----
Arlington County Dan Malouff
City of Fairfax Chloe Ritter
Fairfax County Malcolm Watson
Falls Church -----
Fauquier County -----
Loudoun County Robert Brown
Manassas -----
NVTA Sree Nampoothiri
NVTC Patricia Happ
Prince William County Paolo Belita
PRTC Betsy Massie
VRE -----
VDOT Norman Whitaker
Regina Moore
VDRPT Ciara Williams
NVPDC -----
VDOA -----
WMATA Allison Davis

FEDERAL/REGIONAL

FHWA-DC -----
FHWA-VA -----
FTA -----
NCPC -----
NPS -----
MWAQC -----
MWAA -----

COG STAFF

Kanti Srikanth, DTP
Lyn Erickson, DTP
Ron Milone, DTP
Tim Canan, DTP
Andrew Meese, DTP
Nicolas Ramfos, DTP
Andrew Austin, DTP
Michael Farrell, DTP
Matthew Gaskin, DTP
Charlene Howard, DTP
Ken Joh, DTP
Martha Kile, DTP
Arianna Koudounas, DTP
James Li, DTP
Jessica Mirr, DTP
Mark Moran, DTP
Jane Posey, DTP
Eric Randall, DTP
Sergio Ritacco, DTP
Jon Schermann, DTP
John Swanson, DTP
Dusan Vuksan, DTP
Feng Xie, DTP
Lori Zeller, DTP
Abigail Zenner, DTP

OTHER

Alex Brun, MDE
Christopher Pyle, JFHQ NCR/MDW
Marc Savioli, JFHQ NCR/MDW
Catherine Vanderwaart, WMATA
Elisabeth McCollum, JMT
Bill Orleans



MEMORANDUM

TO: Transportation Planning Board
FROM: Kanti Srikanth, TPB Staff Director
SUBJECT: Steering Committee Actions and Report of the Director
DATE: March 15, 2018

The attached materials include:

- Steering Committee Actions
- Letters Sent/Received
- Announcements and Updates



MEMORANDUM

TO: Transportation Planning Board
FROM: Kanti Srikanth, TPB Staff Director
SUBJECT: Steering Committee Actions
DATE: March 15, 2018

At its meeting on March 8, the TPB Steering Committee approved the following resolutions:

- **SR14-2018:** To amend the FY 2017-2022 Transportation Improvement Program (TIP) to include \$900,000 in National Highway Performance Program (NHPP) funding, for the South Dakota Avenue/New York Avenue NE Interchange Improvement Study; and to move \$2.5 million in NHPP funding from the Rehabilitation of Anacostia Freeway Bridges over South Capitol Street project the Southwest Freeway Bridge over South Capitol Street project, as requested by the District Department of Transportation. These projects are exempt from the air quality conformity requirement.
- **SR15-2018:** to amend the FY 2017-2022 TIP to include \$67 million in state funding for preliminary planning and engineering on the I-270 and I-495 Traffic Relief Plan, and to add \$12 million in Surface Transportation Block Grant (STBG) funding and remove \$20 million in state funding from the MD 180 Highway Reconstruction project, and to add \$8 million in NHPP funding and \$6 million in state funding for the I-95/I-495 Suitland Parkway Bridges Replacement project, and to add \$13 million in state funding for the MD 355 CSX Old Main Line Subdivision Bridge Replacement project, and to include \$3.4 million in STBG and state funding for the MD 464 Little Catocin Creek Bridge Replacement Project, and to include \$2.3 million in STBG and state funding for the Monocacy River Bridge Replacement project, as requested by the Maryland Department of Transportation. Funding for planning and engineering on the I-270 and I-495 Traffic Relief Plan project, and the four bridge rehabilitation or replacement projects are exempt from the air quality conformity requirement. The MD 180 Highway Reconstruction project is included in the Air Quality Conformity Analysis of the 2016 CLRP Amendment and the FY 2017-2022 TIP.
- **SR16-2018:** to amend the FY 2017-2022 TIP to include \$144 million in private funding for the VA 234 Bypass Interchange at Balls Ford Road project, \$67 million in private funding for the Balls Ford Road Widening project, and \$11 million in private funding for the PRTC Western Bus Maintenance and Storage Facility project. The VA 234 Bypass Interchange and Balls Ford Road Widening projects are included in the Air Quality Conformity Analysis of the 2016 CLRP Amendment and the FY 2017-2022 TIP. The PRTC Western Bus Maintenance and Storage Facility project is exempt from the air quality conformity requirement.

The Steering Committee also reviewed and approved a TPB staff recommendation to change the dates of the TIP Public Forum and Visualize 2045 fall public comment period. The date for the TIP Public Forum has been changed from May 10 to July 12, 2018 to provide a longer period of time and clearer differentiation between the Visualize 2045 public participation forums that are scheduled to

take place in April and May and the TIP Public Forum, which would cover very different topics. The beginning date of the Visualize 2045 fall public comment period has been changed from September 13 to September 7 and the comment period will end on October 7, instead of October 13. This will give TPB staff and member agencies more time to review, consider and respond to the comments received prior to the TPB's scheduled action to approve Visualize 2045 on October 17.

The TPB Bylaws provide that 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.”

Attachments

- TPB Steering Committee Attendance
- SR14-2018
- SR15-2018
- SR16-2018
- Memorandum: Change of Dates for the TIP Public Forum and Visualize 2045 Fall Public Comment Period

**TPB STEERING COMMITTEE
ATTENDANCE – March 8, 2018**

MEMBERS

Martin Nohe	Prince William County
Kelly Russell	City of Frederick
Mark Rawlings	DDOT
Tyson Byrne	MDOT
Norman Whitaker	VDOT
Allison Davis	WMATA
Bob Brown	Loudoun County

PARTICIPANTS

Chris Lakowski	DC Council
Regina Moore	VDOT
Malcolm Watson	Fairfax County
Vic Weissberg	Prince George's County

COG STAFF

Kanti Srikanth, DTP
Lyn Erickson, DTP
Tim Canan, DTP
Nick Ramfos, DTP
Andrew Austin, DTP
Sergio Ritacco, DTP
Lori Zeller, DTP

OTHER

Bill Orleans

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
777 North Capitol Street, N.E.
Washington, D.C. 20002

RESOLUTION ON AN AMENDMENT TO THE FY 2017-2022 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) THAT IS EXEMPT FROM THE AIR QUALITY CONFORMITY REQUIREMENT TO INCLUDE FUNDING FOR THE SOUTH DAKOTA AVE. AND NEW YORK AVE. NE INTERCHANGE IMPROVEMENT STUDY AND TO MOVE FUNDING BETWEEN TWO BRIDGE PROJECTS, AS REQUESTED BY THE DISTRICT DEPARTMENT OF TRANSPORTATION (DDOT)

WHEREAS, the National Capital Region Transportation Planning Board (TPB), which is the metropolitan planning organization (MPO) for the Washington Region, has the responsibility under the provisions of the Fixing America's Surface Transportation (FAST) Act for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

WHEREAS, the TIP is required by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as a basis and condition for all federal funding assistance to state, local and regional agencies for transportation improvements within the Washington planning area; and

WHEREAS, on November 16, 2016 the TPB adopted the FY 2017-2022 TIP; and

WHEREAS, in the attached letter of February 22, DDOT has requested that the FY 2017-2022 TIP be amended to include \$900,000 in National Highway Performance Program (NHPP) funding in FY 2018 for the South Dakota Avenue/New York Avenue NE Interchange Improvement Study (TIP ID 6495) and to move \$2.5 million in NHPP from the Rehabilitation of Anacostia Freeway Bridges over South Capitol Street project (TIP ID 6097) to the Southwest Freeway Bridge over South Capitol Street project (TIP ID 6490), as described in the attached materials; and

WHEREAS, both bridge rehabilitation projects and funding for planning and engineering on the South Dakota/New York Ave. NE Interchange Improvement project are exempt from the air quality conformity requirement, as defined in Environmental Protection Agency's (EPA) Transportation Conformity Regulations as of April 2012;

NOW, THEREFORE, BE IT RESOLVED THAT the Steering Committee of the National Capital Region Transportation Planning Board amends the FY 2017-2022 TIP to include \$900,000 in NHPP funding in FY 2018 for the South Dakota Avenue/New York Avenue NE Interchange Improvement Study (TIP ID 6495) and to move \$2.5 million in NHPP from the Rehabilitation of Anacostia Freeway Bridges over South Capitol Street project (TIP ID 6097) to the Southwest Freeway Bridge over South Capitol Street project (TIP ID 6490), as described in the attached materials.

Adopted by the Transportation Planning Board Steering Committee at its rescheduled meeting on March 8, 2018.

Government of the District of Columbia

Department of Transportation



d. Planning and Sustainability Division

February 22, 2018

The Honorable Charles Allen, Chairman
National Capital Region Transportation Planning Board
Metropolitan Washington Council of Governments
777 North Capitol Street N.E., Suite 300
Washington, DC 20002-4290

Dear Chairman Allen,

The District Department of Transportation (DDOT) requests that the FY 2017-2022 Transportation Improvement Program (TIP) be amended to reinstate one project and update project funding for two projects as detailed below:

Project proposed to be reinstated:

New York Avenue – (TIP ID: 6495) – Add \$900,000 in NHPP funds in FY 2018 for design

Projects proposed for funding updates:

- 1) Southwest Freeway Bridge over South Capitol Street (TIP ID: 6490) – Add \$2.5 million in NHPP funding in FY 2018 for design; and
- 2) Rehabilitation of Anacostia Freeway Bridge over South Capitol Street: (TIP ID: 6097) – Remove \$2.5 million in NHPP funds from FY 2018

The proposed amendment does not add additional capacity for motorized vehicles and does not require conformity analysis or public review and comment. The funding sources have been identified, and the TIP will remain fiscally constrained. Therefore, DDOT requests that the TPB Steering Committee approve this amendment at its March 2, 2018 meeting.

We appreciate your cooperation in this matter. Should you have questions regarding this amendment, please contact Mark Rawlings at (202) 671-2234 or by e-mail at mark.rawlings@dc.gov. Of course, feel free to contact me directly.

Sincerely,

James Sebastian
Associate Director, Planning and Sustainability Division (PSD)

**DISTRICT OF COLUMBIA
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

FY 2017 - 2022

Source	Fed/St/Loc	Previous Funding	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Source Total
--------	------------	------------------	---------	---------	---------	---------	---------	---------	--------------

DDOT

Other

Rehabilitation of Anacostia Freeway Bridges over South Capitol Street (Bridge No. 1016 & 1017)

TIP ID: 6097	Agency ID: MRR14A	Title: Rehabilitation of Anacostia Freeway Bridges over South Capitol Stree	Complete:	Total Cost: \$21,000
---------------------	--------------------------	--	-----------	-----------------------------

Facility: Anacostia Freeway over South Capitol Street	NHPP	80/20/0	1,000 a	10,000 c					10,000
---	------	---------	---------	----------	--	--	--	--	--------

From:									
To:									Total Funds: 10,000

Description: Rehabilitation or replacement of subject bridges to eliminate all structural deficiencies and to make the facilities safe for the traveling public. The bridges are structurally deficient and must be rehabilitated under the requirements of MAP21.

Amendment: Add 10 Mil in FY 17	Approved on: 6/21/2017
Add 10 Mil of NHPP for construction in FY 17	
Amendment: Remove Funding	Approved on: 3/8/2018
Remove \$2.5 million in NHPP from FY 2018.	

South Dakota Ave NE and New York Ave NE Interchange Improvement Study

TIP ID: 6495	Agency ID:	Title: South Dakota Ave NE and New York Ave NE Interchange Improvem	Complete: 2017	Total Cost: \$400
---------------------	------------	--	-----------------------	--------------------------

Facility: South Dakota Ave. NE	CMAQ	80/20/0	400 a						
--------------------------------	------	---------	-------	--	--	--	--	--	--

From: New York Ave NE									
-----------------------	--	--	--	--	--	--	--	--	--

To: 33rd PL NE	NHPP	83/17/0		900 a					900
----------------	------	---------	--	-------	--	--	--	--	-----

									Total Funds: 900
--	--	--	--	--	--	--	--	--	-------------------------

Description: This study involves full exploration of the operations, safety, and efficiency of the existing interchange between South Dakota and New York Avenues. This will include consideration for improvement of the existing standard intersection of V St. and the New York Ave. Off-ramp with South Dakota Ave and operations along South Dakota to 33rd PI NE. This location features excessive merging conflicts, and as a key location for area development has seen increased traffic. Recent development has been proposed at this corner, and additionally, future plans for the area call for a closer look at this location. The overall interchange will be examined in light of the recent development and further planned development. Interchange types, as well as the land usage will be considered. Full operational analysis will also be conducted. Additional consideration will be made for the interaction with the railroad ROW in light of potential future rail station planning and as well the nearby adjacent parkland. The proposed study will develop and evaluate alternatives to accommodate current and projected demands.

Amendment: Add Project	Approved on: 3/8/2018
Reinstate project in the FY 2017-2022 TIP with \$900,000 in NHPP funding in FY 2018 for PE. Project was included in previous TIP.	

**DISTRICT OF COLUMBIA
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

FY 2017 - 2022

Source	Fed/St/Loc	Previous Funding	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Source Total
Maintenance									
Southwest Freeway Bridgeover South Capitol Street									
TIP ID: 6490	Agency ID:	Title: Southwest Freeway Bridge over South Capitol Street				Complete: 2020	Total Cost:		\$2,000

Facility:	NHPP	83/17/0	2,000 a	1,500 a	2,500 a				4,000
From:									
To:	Total Funds: 4,000								

Description: Bridge 1103 is part of Southwest Freeway over South Capitol Street and Bridge 1109 Ramp G, it is a prestressed concrete superstructure and substructure of the Southwest Freeway over South Capitol Street that is in poor condition based on latest inspection and requires extensive rehabilitation/replacement

Amendment: Update FY 17 Funding	Approved on: 6/21/2017
Added 1.5 Mil NHPP for design in FY17	
Amendment: Add Funding	Approved on: 3/8/2018
Add \$2.5 million in NHPP funding in FY 2018 for PE.	

**NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
777 North Capitol Street, N.E.
Washington, D.C. 20002**

**RESOLUTION ON AN AMENDMENT TO THE FY 2017-2022 TRANSPORTATION
IMPROVEMENT PROGRAM (TIP) THAT IS EXEMPT FROM THE AIR QUALITY CONFORMITY
REQUIREMENT TO INCLUDE FUNDING FOR PLANNING AND ENGINEERING
ON THE I-270 AND I-495 TRAFFIC RELIEF PLAN AND CONSTRUCTION ON THE
MD 180 HIGHWAY RECONSTRUCTION AND FOUR BRIDGE REPLACEMENT PROJECTS,
AS REQUESTED BY THE MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT)**

WHEREAS, the National Capital Region Transportation Planning Board (TPB), which is the metropolitan planning organization (MPO) for the Washington Region, has the responsibility under the provisions of the Fixing America's Surface Transportation (FAST) Act for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

WHEREAS, the TIP is required by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as a basis and condition for all federal funding assistance to state, local and regional agencies for transportation improvements within the Washington planning area; and

WHEREAS, on November 16, 2016 the TPB adopted the FY 2017-2022 TIP; and

WHEREAS, in the attached letter of February 22, MDOT has requested that the FY 2017-2022 TIP be amended to add \$66.79 million in state funding for planning for the I-270 and I-495 Traffic Relief Plan (TIP ID 6432); and to add \$7.98 million in National Highway Performance Program (NHPP) funding and \$6.02 million in state funding for the I-95/I-495 Suitland Parkway Bridges Replacement project (TIP ID 6438); and to add \$13.24 million in state funding and to remove \$272,000 in Surface Transportation Block Grant (STBG) funding for the MD 355 CSX Old Main Line Subdivision Bridge Replacement project (TIP ID 6486); and to add \$12.38 million in STBG funding and remove \$19.68 million in state funding for MD 180 Highway Reconstruction project (TIP ID 6489); and to include the MD 464 Little Catoctin Creek Bridge Replacement project (TIP ID 6619) with \$810,000 in state funding and \$2.61 million in STBG funding; and to include the MD 355 Monocacy River Bridge Replacement project (TIP ID 6620) with \$514,000 in state funding and \$1.83 million in STBG funding, as described in the attached materials; and

WHEREAS, the four bridge rehabilitation/replacement projects TIP IDs (6438, 6486, 6619, and 6620), and funding for planning and engineering on the I-270 and I-495 Traffic Relief Plan project are exempt from the air quality conformity requirement, as defined in Environmental Protection Agency's (EPA) Transportation Conformity Regulations as of April 2012, and the MD 180 Reconstruction project (TIP ID 6489) is included in the Air Quality Conformity Analysis of the 2016 CLRP Amendment and the FY 2017-2022 TIP (CON ID 857, MS36B);

NOW, THEREFORE, BE IT RESOLVED THAT the Steering Committee of the National Capital Region Transportation Planning Board amends the FY 2017-2022 TIP to add \$66.79 million in state funding for planning for the I-270 and I-495 Traffic Relief Plan (TIP ID 6432); and to add \$7.98 million in NHPP funding and \$6.02 million in state funding for the I-95/I-495 Suitland Parkway Bridges Replacement project (TIP ID 6438); and to add \$13.24 million in state funding and to remove

\$272,000 in STBG funding for the MD 355 CSX Old Main Line Subdivision Bridge Replacement project (TIP ID 6486); and to add \$12.38 million in STBG funding and remove \$19.68 million in state funding for MD 180 Highway Reconstruction project (TIP ID 6489); and to include the MD 464 Little Catocin Creek Bridge Replacement project (TIP ID 6619) with \$810,000 in state funding and \$2.61 million in STBG funding; and to include the MD 355 Monocacy River Bridge Replacement project (TIP ID 6620) with \$514,000 in state funding and \$1.83 million in STBG funding, as described in the attached materials.

Adopted by the Transportation Planning Board Steering Committee at its rescheduled meeting on March 8, 2018.



Maryland Department of Transportation
The Secretary's Office

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Pete K. Rahn
Secretary

February 22, 2018

The Honorable Charles Allen, Chair
National Capital Region Transportation Planning Board
Metropolitan Washington Council of Governments
777 North Capitol Street, N.E., Suite 300
Washington DC 20002

Dear Chairman Allen:

The Maryland Department of Transportation (MDOT) requests to amend the State Highway Administration (SHA) portion of the National Capital Region Transportation Planning Board's (TPB) Fiscal Year (FY) 2017-2022 Transportation Improvement Program (TIP) for four existing projects (TIP #s 6432, 6438, 6486, and 6489) and two new projects (TIP #s 6619 and 6620) as described below and in the attached memo. This action reflects MDOT's updated programmed expenditures from FY 2017 to FY 2022, and the additional funds for this action do not impact or alter the region's air quality conformity.

TIP ID#	Project	Phase	Amount of New Funding	Comment
6432	I-270 and I-495 Traffic Relief Plan	PP/PE	\$66,790,000	Add funding for planning/design.
6438	I-95/I-495 Suitland Parkway Bridges Replacement, Forestville/Westphalia	CO	\$14,000,000	Add funding for construction.
6486	MD 355 CSX Old Main Line Subdivision Bridge Replacement, Ballenger Creek	PP/PE RW CO	(\$295,000) \$28,000 \$13,239,000	Add funding for planning/design, right-of-way, and construction.
6489	MD 180 Highway Reconstruction, Frederick	PP/PE RW CO	\$2,680,000 \$146,000 (\$10,134,000)	Add funding for planning/design, right-of-way, and construction.
6619	MD 464 Little Catocin Creek Bridge Replacement, Brunswick	PP/PE RW CO	\$500,000 \$22,000 \$2,900,000	Add funding for planning/design, right-of-way, and construction.
6620	MD 355 Monocacy River Bridge Replacement, Ballenger Creek	PP/PE	\$2,351,000	Add funding for planning/design.

MDOT requests that these amendments be approved by the TPB Steering Committee at its March 2, 2018 meeting.

My telephone number is _____
Toll Free Number 1-888-713-1414 TTY Users Call Via MD Relay
7201 Corporate Center Drive, Hanover, Maryland 21076

The Honorable Charles Allen
Page Two

The revised funding status will not impact scheduling or funding availability for other projects in the current TIP, which continues to be fiscally constrained. The cost does not affect the portion of the federal funding which was programmed for transit, or any allocations of state aid in lieu of federal aid to local jurisdictions.

Should you have additional questions or concerns, please contact Ms. Kari Snyder at 410-865-1305, toll free 888-713-1414 or via e-mail at ksnyder3@mdot.state.md.us. Of course, please feel free to contact me directly.

Sincerely,



Tyson Byrne
Manager, Regional Planning
Office of Planning and Capital Programming

Attachment

cc: Ms. Kari Snyder, Regional Planner, Office of Planning and Capital Programming,
MDOT

**SUBURBAN MARYLAND
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

FY 2017 - 2022

Source	Fed/St/Loc	Previous Funding	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Source Total
--------	------------	------------------	---------	---------	---------	---------	---------	---------	--------------

MDOT/State Highway Administration

TIP ID: 6432	Agency ID: AW0731	Title: I-270 and I-495 Traffic Relief Plan	Complete: 2025 Total Cost: \$7,600,000
---------------------	--------------------------	---	--

Facility: I 270 /I 270Y /I 495	State	0/100/0	2,170 a	10,000 a	22,000 a	32,000 a	5,190 a	71,360
--------------------------------	-------	---------	---------	----------	----------	----------	---------	--------

From: _____

To: _____ **Total Funds: 71,360**

Description: Planning activities in support of the Traffic Relief Plan Phase 1, which will implement express toll lanes along I-270, between I-495 and I-70, and I-495, between the American Legion and Woodrow Wilson bridges.

Amendment: Adding Planning/Design Funding **Approved on: 3/8/2018**
 Adding \$920,000 (State) to FY17 PP/PE, \$8,750,000 (State) to FY18 PP/PE, \$20,750,000 (State) to FY19 PP/PE, \$31,180,000 (State) to FY20 PP/PE, and \$5,190,000 (State) to FY21 PP/PE.

TIP ID: 6438	Agency ID: PG6982	Title: I-95/I-495 Suitland Parkway Bridges Replacement	Complete: 2021 Total Cost: \$45,200
---------------------	--------------------------	---	---

Facility: I 95 /I 495 at Suitland Parkway	NHFP	100/0/0		1,500 c	1,500 c	6,057 c		9,057
---	------	---------	--	---------	---------	---------	--	-------

From:	NHFP	100/0/0		7,462 c	7,462 c	535 c	6,865 c	22,324
-------	------	---------	--	---------	---------	-------	---------	--------

To:	State	0/100/0	846 a	177 a	153 a	2,771 c	2,771 c	5,141 c	1,936 c	12,949
-----	-------	---------	-------	-------	-------	---------	---------	---------	---------	--------

Total Funds: 44,330

Description: Replacement of I-95/I-495 Suitland Parkway Bridges 1616005 and 1616006. The existing bridges are structurally deficient and functionally obsolete.

Modification: Adding Planning/Design Funding and Subtracting Construction Funding **Approved on: 12/11/2017**
 Adding \$177,000 (State) to FY17 PP/PE and \$153,000 (State) to FY18 PP/PE. Adding \$1,500,000 (NHFP) and \$4,740,000 (NHPP) to FY19 CO; \$1,500,000 (NHFP), \$4,740,000 (NHPP), and \$1,760,000 (State) to FY20 CO; \$6,057,000 (NHFP), \$183,000 (NHPP), and \$1,760,000 (State) to FY21 CO; and \$4,680,000 (NHPP) and \$1,320,000 (State) to FY22 CO. Subtracting \$1,086,000 (State) from FY17 CO, \$15,300,000 (State) from FY18 CO, and \$12,940,000 (State) from FY19 CO.

Amendment: Adding Construction Funding **Approved on: 3/8/2018**
 Adding \$2,722,000 (NHPP) and \$1,011,000 (State) to FY19 CO, \$2,722,000 (NHPP) and \$1,011,000 (State) to FY20 CO, \$352,000 (NHPP) and \$3,381,000 (State) to FY21 CO, and \$2,185,000 (NHPP) and \$616,000 (State) to FY22 CO.

**SUBURBAN MARYLAND
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

FY 2017 - 2022

	Source	Fed/St/Loc	Previous Funding	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Source Total
TIP ID: 6486 Agency ID: FR5591	Title: MD 355 CSX Old Main Line Subdivision Bridge Replacement						Complete: 2019		Total Cost: \$22,300	
Facility: MD 355 at CSX Old Main Line Subdivision	BR	100/0/0	1,084 a							
From:										
To:	State	0/100/0		166 a 24 b 17 c	3 a 143 b 8,476 c	212 b 11,154 c	212 b	159 b		20,566
	State/Local	0/100/0	353 a							
	STBG	100/0/0		262 a	2 a					264
Total Funds: 20,830										

Description: Replacement of MD 355 Urbana Pike Bridge 10084 over CSXT railroad. The existing bridge is structurally deficient.

Amendment: Subtracting Planning/Design and Adding Right-of-Way Acquisition and Construction Funding **Approved on: 3/8/2018**
 Subtracting \$274,000 (STBG) and \$26,000 (State) from FY17 PP/PE and adding \$2,000 (STBG) and \$3,000 (State) to FY18 PP/PE. Subtracting \$128,000 (State) from FY17 RW and \$9,000 from FY18 RW and adding \$60,000 (State) to FY19 RW, 60,000 (State) to FY20 RW, and \$45,000 (State) to FY21 RW. Subtracting \$722,000 (State) from FY17 CO, adding \$6,063,000 (State) to FY18 CO, adding \$8,741,000 (State) to FY19 CO, and subtracting \$843,000 (State) from FY20 CO.

	Source	Fed/St/Loc	Previous Funding	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Source Total
TIP ID: 6489 Agency ID: FR6781	Title: MD 180 Highway Reconstruction						Complete: 2020		Total Cost: \$21,000	
Facility: MD 180	State	0/100/0	375 a	1,001 a	2,484 a	1,140 a	36 b	36 b	12 b	8,262
From: I-70 (Western Crossing)					26 b	36 b	1,298 c	1,729 c		
To: I-70 (Eastern Crossing)						464 c				
	STBG	100/0/0				1,645 c	4,603 c	6,127 c		12,375
Total Funds: 20,637										

Description: Reconstruct MD 180 from 600 feet north of the western crossing of I-70 to the eastern crossing of I-70, including constructing second MD 180 bridge over US 15/US 340.

Amendment: Adding Planning/Design and Right-of-Way Acquisition Funding and Subtracting Construction Funding **Approved on: 3/8/2018**
 Subtracting \$119,000 (State) from FY17 PP/PE and adding \$1,659,000 (State) to FY18 PP/PE and \$1,140,000 (State) to FY19 PP/PE. Adding \$26,000 (State) to FY18 RW, \$36,000 (State) to FY19 RW, \$36,000 (State) to FY20 RW, \$36,000 (State) to FY21 RW, and \$12,000 (State) to FY22 RW. Adding \$1,645,000 (STBG) to and subtracting \$2,992,000 (State) from FY19 CO, adding \$4,603,000 (STBG) to and subtracting \$8,373,000 (State) from FY20 CO, and adding \$6,127,000 (STBG) to and subtracting \$11,144,000 (State) from FY21 CO.

**SUBURBAN MARYLAND
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

FY 2017 - 2022

	Source	Fed/St/Loc	Previous Funding	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Source Total	
TIP ID: 6619	Agency ID: FR6541	Title: MD 464 Little Catoctin Creek Replacement					Complete: 2021		Total Cost:		\$3,800
Facility: MD 464 at Little Catoctin Creek	State	0/100/0	97 a	53 a	84 a	13 a	5 b	5 b	5 b	810	
From:					2 b	5 b	288 c	211 c			
To:						139 c					
	STBG	100/0/0	286 a	108 a	189 a	53 a	1,024 c	746 c		2,612	
						492 c					
Total Funds:										3,422	

Description: Replace bridge 10090 over Little Catoctin Creek.

Amendment: Adding Planning/Design, Right-of-Way Acquisition, and Construction Funding **Approved on: 3/8/2018**
 Adding \$108,000 (STBG) and \$53,000 (State) to FY17 PP/PE, \$189,000 (STBG) and \$84,000 (State) to FY18 PP/PE, and \$53,000 (STBG) and \$13,000 (State) to FY19 PP/PE. Adding \$2,000 (State) to FY18 RW, \$5,000 (State) to FY19 RW, \$5,000 (State) to FY20 RW, \$5,000 (State) to FY21 RW, and \$5,000 (State) to FY22 RW. Adding \$492,000 (STBG) and \$139,000 (State) to FY19 CO, \$1,024,000 (STBG) and \$288,000 (State) to FY20 CO, and \$746,000 (STBG) and \$211,000 (State) to FY21 CO.

	Source	Fed/St/Loc	Previous Funding	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Source Total	
TIP ID: 6620	Agency ID: FR7051	Title: MD 355 Monocacy River Bridge Replacement					Complete: 2024		Total Cost:		\$2,400
Facility: MD 355 at the Monocacy River	State	0/100/0			57 a	138 a	138 a	138 a	43 a	514	
From:											
To:	STBG	100/0/0			204 a	489 a	489 a	489 a	163 a	1,834	
Total Funds:										2,348	


Description: Replace bridge 10085 over the Monocacy River.

Amendment: Adding Planning/Design Funding **Approved on: 3/8/2018**
 Adding \$204,000 (STBG) and \$57,000 (State) to FY18 PP/PE, \$489,000 (STBG) and \$138,000 (State) to FY19 PP/PE, \$489,000 (STBG) and \$138,000 (State) to FY20 PP/PE, \$489,000 (STBG) and \$138,000 (State) to FY21 PP/PE, and \$163,000 (STBG) and \$46,000 (State) to FY22 PP/PE.

MEMORANDUM

TO: DIRECTOR HEATHER MURPHY
OFFICE OF PLANNING AND CAPITAL PROGRAMMING
MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT)

ATTN: REGIONAL PLANNING MANAGER TYSON BYRNE
REGIONAL PLANNER KARI SNYDER

FROM: CHIEF SAMANTHA BIDDLE 
REGIONAL AND INTERMODAL PLANNING DIVISION

SUBJECT: REQUEST TO AMEND THE FY 2017-2022 NATIONAL CAPITAL REGION
TRANSPORTATION PLANNING BOARD (TPB) TRANSPORTATION IMPROVEMENT
PROGRAM (TIP)

DATE: FEBRUARY 22, 2018

**RESPONSE
REQUESTED BY:** N/A

PURPOSE OF MEMORANDUM

To request the MDOT Office of Planning and Capital Programming approve and forward to TPB for its approval the following TIP amendments.

SUMMARY

The MDOT State Highway Administration (MDOT SHA) hereby requests amendment of the FY 2017-2022 TPB TIP to reflect the following six actions.

TIP	Project	Phase	New Funding
6432 MC #17-17 03/06/2017	I-270 and I-495 Traffic Relief Plan, National Harbor/Oxon Hill/Forest Heights/ Glassmanor/Temple Hills/Marlow Heights/Camp Springs/Morningside/ Forestville/Westphalia/Largo/Lake Arbor/Summerfield/Glenarden/Springdale/ Lanham/Seabrook/New Carrollton/Greenbelt/Beltsville/College Park/ Hillandale/Adelphi/Silver Spring/Four Corners/Kemp Mill/Forest Glen/ South Kensington/Chevy Chase/Bethesda/North Bethesda/Cabin John/ Potomac/Rockville/Gaithersburg/Germantown/Clarksburg/Urbana/ Ballenger Creek/Frederick	PP/PE	\$66,790,000
		Previous project ID: MO8382 New project ID: AW0731	
		Previous project limits: I-495 (American Legion Bridge - I-270) New project limits: I-270 (I-495 - I-70), I-270Y (I-495 - I-270), I-495 (American Legion Bridge – Woodrow Wilson Bridge)	
6438 MC #17-71 01/23/2018	I-95/I-495 Suitland Parkway Bridges Replacement, Forestville/Westphalia	CO	\$14,000,000

TIP	Project	Phase	New Funding
6486 MC #17-17 03/06/2017	MD 355 CSX Old Main Line Subdivision Bridge Replacement, Ballenger Creek	PP/PE RW CO	(\$295,000) \$28,000 \$13,239,000
6489 MC #17-17 03/06/2017	MD 180 Highway Reconstruction, Frederick	PP/PE RW CO	\$2,680,000 \$146,000 (\$10,134,000)
6619	MD 464 Little Catoclin Creek Bridge Replacement, Brunswick	PP/PE RW CO	\$500,000 \$22,000 \$2,900,000
6620	MD 355 Monocacy River Bridge Replacement, Ballenger Creek	PP/PE	\$2,351,000

ANALYSIS

I-270 and I-495 Traffic Relief Plan (TPB 6432 MC #17-17 03/06/2017) – This amendment reflects the addition of FY 2017-2022 TPB TIP planning/design funding for TPB 6432 MC #17-17 03/06/2017. This amendment ensures the FY 2017-2022 TPB TIP reflects MDOT SHA’s updated programmed expenditures in FY 2017-2022. In addition, this amendment reflects a change in this project’s scope. This project now serves as the planning component of the \$7.6 billion I-270 and I-495 Traffic Relief Plan, by which MDOT SHA will implement express toll lanes on I-270, between I-495 and I-70, and on I-495, between the American Legion and Woodrow Wilson bridges. The total cost for planning activities will increase from \$6 million to \$71 million. The MDOT SHA is pursuing a public-private partnership for this project and anticipates selecting a concessionaire or concessionaires in 2020 and opening improvements to traffic in 2025.

I-95/I-495 Suitland Parkway Bridges Replacement (TPB 6438 MC #17-71 01/23/2018) – This amendment reflects the addition of FY 2017-2022 TPB TIP construction funding for TPB 6438 MC #17-71 01/23/2018. This amendment ensures the FY 2017-2022 TPB TIP reflects MDOT SHA’s updated programmed expenditures in FY 2017-2022. The total cost of this project will increase from \$30 million to \$44 million. The MDOT SHA anticipates advertising this project for construction in the late Winter of 2018 and opening improvements to traffic in the Fall of 2021.

MD 355 CSX Old Main Line Subdivision Bridge Replacement (TPB 6486 MC #17-17 03/06/2017) – This amendment reflects the subtraction of FY 2017-2022 TPB TIP planning/design funding and addition of FY 2017-2022 TPB TIP right-of-way acquisition and construction funding for TPB 6486 MC #17-17 March 6, 2017. This amendment ensures the FY 2017-2022 TPB TIP reflects MDOT SHA’s updated programmed expenditures in FY 2017-2022. The total cost of this project will increase from \$8 million to \$22 million. This project is in construction and MDOT SHA anticipates opening improvements to traffic in the Summer of 2019.

MD 180 Highway Reconstruction (TPB 6489 MC #17-17 03/06/2017) – This amendment reflects the addition of FY 2017-2022 TPB TIP planning/design and right-of-way acquisition funding and subtraction of FY 2017-2022 TPB TIP construction funding for TPB 6489 MC #17-17 03/06/2017. This amendment ensures the FY 2017-2022 TPB TIP reflects MDOT SHA’s updated programmed expenditures in FY 2017-2022. After completing additional design, MDOT SHA determined that the total cost of this

project will decrease from \$31 million to \$21 million. The MDOT SHA anticipates advertising this project for construction in the Summer of 2018 and opening improvements to traffic in the Fall of 2020.

MD 464 Little Catoclin Creek Bridge Replacement (TPB 6619) – This amendment reflects the addition of a new regionally significant project and planning/design, right-of-way acquisition, and construction funding to the FY 2017-2022 TPB TIP. This amendment ensures the FY 2017-2022 TPB TIP reflects MDOT SHA's updated programmed expenditures in FY 2017-2022. The total cost for this project is \$3.8 million. The MDOT SHA anticipates advertising this project for construction in the Summer of 2018 and opening improvements to traffic in the Spring of 2021.

MD 355 Monocacy River Bridge Replacement (TPB 6620) – This amendment reflects the addition of a new regionally significant project and planning/design funding to the FY 2017-2022 TPB TIP. This amendment ensures the FY 2017-2022 TPB TIP reflects MDOT SHA's updated programmed expenditures in FY 2017-2022. The total cost and construction schedule for this project will be determined during the design process, which began in the Winter of 2017-2018.

The attached Statewide TIP (STIP) reports document MDOT's requested amendment with respect to funding for the above projects. These requested actions will not impact scheduling or funding availability for other projects in the current STIP, which remains fiscally constrained. The amended funding does not affect the portion of federal funding programmed for transit or allocations of state aid to local jurisdictions in lieu of federal aid.

In addition, the Maryland Transportation Trust Fund (TTF) remains fiscally constrained. The TTF supports State transportation system operation and maintenance, MDOT administration, debt service, and capital projects. Semiannually, MDOT updates revenues and expenditures using two national forecasting companies' latest economic estimates. The MDOT published funding details in the FY 2018-2023 Consolidated Transportation Program (<http://www.mdot.maryland.gov/newMDOT/Planning/CTP/Index.html>) and FY 2017-2020 Maryland STIP (http://www.mdot.maryland.gov/newMDOT/Planning/STIP_TIP/STIPandTIP_2017.html).

Please amend the FY 2017-2022 TPB TIP and FY 2017-2020 Maryland STIP to reflect the funding information provided in the attachments. If you have any questions about projects in Frederick and Montgomery counties, please contact Mr. Matt Baker, MDOT SHA Regional Planner, at 410-545-5668 or via email at mbaker4@sha.state.md.us. If you have any questions about projects in Prince George's County, please contact Mr. David Rodgers, MDOT SHA Regional Planner, at 410-545-5670 or via email at drodgers1@sha.state.md.us.

ATTACHMENTS

- FY 2017-2022 TPB TIP project TPB 6432 MC #17-17 03/06/2017 report
- FY 2017-2020 Maryland STIP project TPB 6432 MC #17-17 03/06/2017 report
- FY 2017-2022 TPB TIP project TPB 6438 MC #17-71 01/23/2018 report
- FY 2017-2020 Maryland STIP project TPB 6438 MC #17-71 01/23/2018 report
- FY 2017-2022 TPB TIP project TPB 6486 MC #17-17 03/06/2017 report
- FY 2017-2020 Maryland STIP project TPB 6486 MC #17-17 03/06/2017 report
- FY 2017-2022 TPB TIP project TPB 6489 MC #17-17 03/06/2017 report

Ms. Heather Murphy
Page Four

- FY 2017-2020 Maryland STIP project TPB 6489 MC #17-17 03/06/2017 report
- FY 2017-2022 TPB TIP project TPB 6619 report
- FY 2017-2020 Maryland STIP project TPB 6619 report
- FY 2017-2022 TPB TIP project TPB 6620 report
- FY 2017-2020 Maryland STIP project TPB 6620 report

cc: Maurice Agostino, P.E., Chief, Structures Engineering Section, MDOT SHA
Mr. Matt Baker, Regional Planner, MDOT SHA
Mr. Cornelius Barmer, Assistant Chief, Highway Design Division, MDOT SHA
Mr. Daniel Beck, Team Leader, MDOT SHA
Mr. Eric Beckett, Deputy Director, Office of Planning and Preliminary Engineering, MDOT SHA
Jeffrey Folden, P.E., Deputy Director, Office of P3 Projects, MDOT SHA
Lisa Choplin, DBIA, Director, Office of P3 Projects, MDOT SHA
Mr. John Concannon, District 7 Engineer, MDOT SHA
Mr. Neil Haines, Assistant District 7 Engineer - Construction, MDOT SHA
Ms. Kelly Nash, Team Leader, MDOT SHA
Ms. Tara Penders, Assistant Chief, Regional and Intermodal Planning Division, MDOT SHA
Mr. David Rodgers, Regional Planner, MDOT SHA
Ms. Mekdes Tabor, Transportation Design Engineer, MDOT SHA
Mr. Brian Young, District 3 Engineer, MDOT SHA

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
777 North Capitol Street, N.E.
Washington, D.C. 20002

RESOLUTION ON AN AMENDMENT TO THE FY 2017-2022 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) THAT IS EXEMPT FROM THE AIR QUALITY CONFORMITY REQUIREMENT TO INCLUDE FUNDING FOR THE VA 234 BYPASS INTERCHANGE AT BALLS FORD ROAD, WIDENING OF BALLS FORD ROAD, AND WESTERN BUS MAINTENANCE AND STORAGE FACILITY PROJECTS, AS REQUESTED BY THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT)

WHEREAS, the National Capital Region Transportation Planning Board (TPB), which is the metropolitan planning organization (MPO) for the Washington Region, has the responsibility under the provisions of the Fixing America's Surface Transportation (FAST) Act for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

WHEREAS, the TIP is required by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as a basis and condition for all federal funding assistance to state, local and regional agencies for transportation improvements within the Washington planning area; and

WHEREAS, on November 16, 2016 the TPB adopted the FY 2017-2022 TIP; and

WHEREAS, in the attached letter of February 21, VDOT has requested that the FY 2017-2022 TIP be amended to include the VA 234 Bypass Interchange at Balls Ford Road project (TIP ID 6621) with \$144.4 million in private funding for planning and engineering, right-of-way acquisition, and construction, the VA 621 Balls Ford Road Widening project (TIP ID 6623) with \$67.41 million in private funding for planning and engineering, right-of-way acquisition, and construction, and the Potomac and Rappahannock Transportation Commission (PRTC) Western Bus Maintenance and Storage Facility (TIP ID 6622) with \$11.07 million in private funding for construction, as described in the attached materials; and

WHEREAS, the VA 234 Bypass Interchange at Balls Ford Road and VA 621 Balls Ford Road Widening projects are included in the Air Quality Conformity Analysis of the 2016 CLRP Amendment and the FY 2017-2022 TIP (CON IDs 678 and 596, VSP3C) and the PRTC Western Bus Maintenance and Storage Facility project is exempt from the air quality conformity requirement, as defined in Environmental Protection Agency's (EPA) Transportation Conformity Regulations as of April 2012;

NOW, THEREFORE, BE IT RESOLVED THAT the Steering Committee of the National Capital Region Transportation Planning Board amends the FY 2017-2022 TIP to include the VA 234 Bypass Interchange at Balls Ford Road project (TIP ID 6621) with \$144.4 million in private funding for planning and engineering, right-of-way acquisition, and construction, the VA 621 Balls Ford Road Widening project (TIP ID 6623) with \$67.41 million in private funding for planning and engineering, right-of-way acquisition, and construction, and the Potomac and Rappahannock Transportation Commission (PRTC) Western Bus Maintenance and Storage Facility (TIP ID 6622) with \$11.07 million in private funding for construction, as described in the attached materials, as described in the attached materials.

Adopted by the Transportation Planning Board Steering Committee at its rescheduled meeting on March 8, 2018.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

4975 Alliance Drive
Fairfax, VA 22030

Stephen C. Brich, P.E.
COMMISSIONER

February 21, 2018

The Honorable Charles Allen, Chairman
National Capital Region Transportation Planning Board
Metropolitan Washington Council of Governments
777 North Capitol Street, N.E., Suite 300
Washington, DC 20002-4201

RE: National Capital Region FY 2017-2022 Transportation Improvement Program Amendments for I-66 Outside the Beltway Concession-funded Projects

Dear Mr. Allen:

The Virginia Department of Transportation (VDOT) requests amendments to the FY 2017-2022 Transportation Improvement Program (TIP) to add three projects in the I-66 Outside the Beltway corridor. These projects are funded by a concession fee payment VDOT is receiving as part of our I-66 Outside the Beltway public private partnership (P3) agreement.

The projects are as follows:

Project	TIP#/UPC	Total Cost Estimate	New TIP Funding	Phases	Funding Source
VA 234 Bypass Interchange @ Balls Ford Rd.	6621/T20906	\$145,000,000	\$144,401,000	P.E., R.O.W, Construction	Private Activity Bonds
PRTC Western Bus Maintenance Facility	622/T20924	\$11,070,000	\$11,070,000	CN	Private Activity Bonds
Widen Balls Ford Road to 4 Lanes between Sudley Rd. and Groveton Rd.	6623/T20903	\$67,405,000	\$67,405,000	P.E., R.O.W, Construction	Private Activity Bonds

Hon. Charles Allen
February 21, 2018
Page Two

These three projects, and several others which are not regionally significant for air quality conformity, were recommend by the Northern Virginia Transportation Authority (NVTA) after a call-for-projects process. After a technical review by VDOT and a public hearing, the Commonwealth Transportation Board (CTB) voted to include the projects in the Six Year Improvements Program (SYIP).

All three projects are included in the adopted CLRP and are consistent with the 2014 CLRP Financial Analysis. The Balls Ford Widening and the Balls Ford/Route 234 Bypass Interchange projects are included in the most recently approved Air Quality Conformity Analysis as regionally significant projects. The Western PRTC Bus Barn is exempt from air quality conformity analysis.

VDOT requests that these amendments be placed on the agenda of the Transportation Planning Board's Steering Committee at its meeting on March 2, 2018. VDOT's representative will attend the meeting and will be available to answer any questions.

Thank you for your consideration of this request.

Sincerely,



Helen Cuervo, P.E.
District Administrator
Northern Virginia District

cc:

Renée Hamilton, VDOT
Maria Sinner, P.E., VDOT
Susan Shaw, P.E., VDOT
Norman Whitaker, AICP, VDOT

**NORTHERN VIRGINIA
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

FY 2017 - 2022

	Source	Fed/St/Loc	Previous Funding	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Source Total
TIP ID: 6621 Agency ID: T20906 Title: VA 234 Bypass Interchange @ Balls Ford Road Project Cost: \$145,000 Complete: 2027										
Facility: VA 234	PRIV	0/0/0		14,001 a			12,300 b	118,100 c		144,401
From: Balls Foard Relocated										
To:	Total Funds: 144,401									

Description: Construct an interchange at Balls Ford Road FROM: 0.6 Mi. S. of Existing Balls Ford Road (Rte 621) TO: Existing Balls Ford Road (Rte 621) (0.6000 MI)

Amendment: Add Project **Approved on: 3/8/2018**
 Amend project into the FY 2017-2022 TIP with private funding: \$14 million for PE in FY 2018, \$12.3 million for ROW acquisition in FY 2020, and \$118.1 million for construction in FY 2021.

TIP ID: 6622 Agency ID: T20924 Title: PRTC WESTERN BUS MAINTENANCE AND STORAGE FACILITY Project Cost: \$11,070 Complete: 2020										
Facility:	PRIV	0/0/0		11,070 c						11,070
From:										
To:	Total Funds: 11,070									

Description: FROM: 7850 Doane Drive Manassas TO: 7850 Doane Drive Manassas

Amendment: Add Project **Approved on: 3/8/2018**
 Amend project into the FY 2017-2022 TIP with private funding: \$11 million for construction in FY 2018.

TIP ID: 6623 Agency ID: T20903 Title: Rte 621 BALLS FORD ROAD WIDEN TO 4 LANES Project Cost: \$67,405 Complete: 2023										
Facility: VA 621 Balls Ford Road	PRIV	0/0/0		5,435 a			9,570 b	52,400 c		67,405
From: VA 234 Sudley Road										
To: Groveton Road	Total Funds: 67,405									

Description: FROM: Groveton Road TO: Sudley Road (Route 234) (1.9000 MI)

Amendment: Add Project **Approved on: 3/8/2018**
 Amend project into the FY 2017-2022 TIP with private funding: \$5.4 million for PE in FY 2018, \$9.6 million for ROW acquisition in FY 2020, and \$52.4 million for construction in FY 2021.



MEMORANDUM

TO: TPB Steering Committee
FROM: Lyn Erickson, Plan Development and Coordination Program Director
SUBJECT: Change of Dates for the TIP Public Forum and Visualize 2045 Fall Public Comment Period
DATE: February 23, 2018

The Technical Inputs Solicitation document for the constrained element of Visualize 2045, the long-range transportation plan for the National Capital Region, was approved by the TPB on October 18, 2017, and included a schedule for development and adoption of Visualize 2045 and the FY 2019-2024 Transportation Improvement Program (TIP). This schedule indicated that a Public Forum would be held on the development of the FY 2019-2024 TIP on May 10, 2018 and that a public comment period would take place from September 13 to October 13. TPB staff is proposing to change these dates for the following reasons.

TPB staff is recommending that the TIP Public Forum be postponed from May 10 to July 12. This delay would provide a longer gap and clearer differentiation between the Visualize 2045 public participation forums that are scheduled to take place in April and May and the TIP Public Forum, which would cover very different topics. The delay would also provide additional time for agencies to submit inputs to the TIP and for staff and representatives from member agencies to determine what performance-based planning and programming measures will be included in the analysis of the new TIP.

TPB staff is recommending the public comment period be advanced to take place from September 7 to October 7. In the fall, the TPB will release a complete draft of Visualize 2045 for an additional public comment period. The public comment period was previously announced as scheduled to take place from September 13 to October 13. Since the TPB is scheduled to approve the plan on October 17, there is very little time for the TPB and the jurisdiction staffs to review, consider and respond to the comments on this quadrennial update. In order to allow more time for TPB staff, member jurisdictions and member agencies, staff is proposing an earlier start to the public comment period.

TPB staff seeks the concurrence of the Steering Committee for these recommendations. An official announcement of the schedule changes can then be made at the March 21 TPB meeting.



MEMORANDUM

TO: Transportation Planning Board
FROM: Kanti Srikanth, TPB Staff Director
SUBJECT: Letters Sent/Received
DATE: March 15, 2018

The attached letters were sent/received since the last TPB meeting.



**Maryland
Transportation
Authority**

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Pete K. Rahn
Chairman

Katherine Bays Armstrong
Peter J. Basso
Dontae Carroll
William H. Cox, Jr.
William C. Ensor, III
W. Lee Gaines, Jr.
Mario J. Gangemi, P.E.
John von Paris

Kevin C. Reigrut
Executive Director

2310 Broening Highway
Baltimore MD 21224
410-537-1000
410-537-1003 (fax)
711 (MD Relay)
1-866-713-1596

e-mail: mdta@mdta.maryland.gov

www.mdtamaryland.gov

February 5, 2018

Ms. Bridget Donnell Newton
Chairman
National Capital Region Transportation
Planning Board
777 North Capitol Street NE, Suite 300
Washington DC 20002



Dear Ms. Newton:

Thank you for your letter regarding the Maryland Transportation Authority's (MDTA) new Gov. Harry W. Nice Memorial (Nice) Bridge project. As Maryland Department of Transportation Secretary and MDTA Chairman, I am pleased to respond.

We would be pleased to meet with you to discuss your concerns about the new Nice Bridge height, emergency breakdown shoulders, and bicycle/pedestrian accommodations. Please contact MDTA Director of Project Development William Pines at 410-456-8045 to schedule a meeting.

Thank you again for your letter. If you have additional questions or concerns, please contact Mr. Pines at the number above or via email at wpines@mdta.maryland.gov. Mr. Pines will be happy to assist you.

Sincerely,

Pete K. Rahn
Chairman

cc: William Pines, P.E., Director of Project Development, Office
of Engineering and Construction, MDTA
Mr. Kevin C. Reigrut, Executive Director, MDTA



November 8, 2017

Secretary Pete K. Rahn
Maryland Department of Transportation Secretary and
Maryland Transportation Authority Chairman
Maryland Department of Transportation
7201 Corporate Center Boulevard
Hanover, MD 21076

Re: Governor Harry W. Nice Bridge Replacement Project

Dear Secretary Rahn:

The National Capital Region Transportation Planning Board (TPB) at the Metropolitan Washington Council of Governments (COG) recently took action to amend the National Capital Region's Constrained Long-Range Transportation Plan (CLRP) to accommodate Maryland's schedule acceleration of the Governor Harry W. Nice Bridge Replacement Project. Several questions and concerns were raised by TPB members regarding project development details. On behalf of the TPB, I am asking that a senior knowledgeable Maryland Transportation Authority representative meet and engage in a dialogue with the TPB in the near future regarding aspects of the bridge replacement that are of concern to TPB member governments in Maryland, Virginia, and the District of Columbia.

The TPB appreciates and supports the State of Maryland's efforts to accelerate and accomplish the replacement and upgrade of this vital link in the Maryland, Virginia and National Capital Region transportation infrastructure, as evidenced both by the TPB's previous inclusion of the project in the CLRP, as well as our October 18, 2017 actions to include this project with the updated schedule in the latest air quality conformity determination and CLRP amendment. Before taking the actions at the TPB's October 18 meeting, however, a number of TPB members raised questions and concerns and provided comments for the record. These concerns were, in summary:

1. *Bridge Height:* District of Columbia and City of Alexandria representatives expressed concerns about the impact of the proposed bridge height reduction on movement of historic tall ships and other tall vessels that currently access Washington and Alexandria ports. Inability for such vessels to reach Washington and Alexandria, among other destinations, will have negative community and economic impacts.
2. *Emergency Breakdown Shoulders:* The Charles County representative raised issues also noted in an (attached) October 6, 2017 letter to you from the Board of Charles County Commissioners. This letter was forwarded to TPB and is included in our official comment records as part of the conformity determination and plan approval. Charles County is concerned that a new bridge without adequate shoulder widths for emergency breakdowns "will not help relieve the congestion that is currently being seen on this bridge."
3. *Bicycle and Pedestrian Accommodations:* Also raised at the TPB and in the Charles County Commissioners' letter was the inclusion of bicycle and pedestrian connections on the replacement bridge. With a planned 100-year lifespan of a replacement bridge, this represents a once-in-100-years opportunity to provide such a bicycle and pedestrian connection, with important community and economic benefits. Including a bicycle and

Secretary Pete K. Rahn
November 8, 2017

pedestrian connection would also be consistent with the TPB's adopted Complete Streets policy. Additionally, the Charles County Commissioners' letter asked for consideration of keeping and repurposing the existing Harry Nice Bridge as a bicycle and pedestrian facility.

The TPB would appreciate the chance for expert briefings and dialogue as the project design proceeds given these major concerns from jurisdictions around the region. We appreciate the ongoing participation in the TPB by Maryland Department of Transportation representatives of the Office of the Secretary. However, it will be vital in this case also to have senior representation from the Maryland Transportation Authority (MDTA) for these discussions, given the role that the MDTA and its board have in this project.

The TPB is currently engaged in the update of our long-range transportation plan for the National Capital Region, known as Visualize 2045. We look forward to providing our members with this opportunity for such a dialogue which will enable support for a timely and cost-effective replacement of the Nice Bridge that best enhances the National Capital Region's community needs and development for 2045 and beyond. We appreciate your leadership and assistance on these important considerations.

Sincerely,



Bridget Donnell Newton
TPB Chairman

Attachment

cc: Mr. R. Earl Lewis, Deputy Secretary, Maryland Department of Transportation
Mr. Kevin C. Reigut, Executive Director, Maryland Transportation Authority



MEMORANDUM

TO: Transportation Planning Board
FROM: Kanti Srikanth, TPB Staff Director
SUBJECT: Announcements and Updates
DATE: March 15, 2018

The attached documents provide updates on activities that are not included as separate items on the TPB agenda.



MEMORANDUM

TO: Transportation Planning Board
FROM: Jane Posey, TPB Transportation Engineer
SUBJECT: South Coast Air Quality Management vs. EPA Court Decision
DATE: March 15, 2018

A recent US Court of Appeals case reinstated the old 1997 ozone National Ambient Air Quality Standards (“NAAQS” or “Standards”). While this case appears to have serious implications for transportation projects and funding for some areas around the country, the ruling will have little effect in the Washington region.

BACKGROUND

The Clean Air Act directs the US Environmental Protection Agency (EPA) to set standards for air pollutants, and then designate areas as being either in “attainment” or “non-attainment” of the standard. Further, the EPA must classify each non-attainment area as being “marginal”, “moderate”, “serious”, “severe”, or “extreme” based on the degree to which the level of pollutant in the area exceeds the standard. Areas that exceed the standard by a greater margin have more stringent requirements for emissions controls.

The Clean Air Act also requires EPA to review the NAAQS every five years, and set new standards as necessary to protect public health and the environment. If the EPA sets new standards, it must develop anti-backsliding measures for the old standard.

EPA first developed ozone NAAQS in 1979, and then updated the standards in 1997 (80 ppb), 2008 (75 ppb), and 2015 (70 ppb). In 2015 EPA revoked the 1997 standard. The Washington region was in non-attainment of the 1997 ozone standard, and developed mobile budgets used for the purposes of determining air quality conformity for the region’s long range transportation plan. The region was not required to develop mobile budgets for the 2008 standard. Since the region was not officially designated in attainment of the 1997 standard, the TPB continued to show conformity to using the 1997 emissions budgets.

THE CASE

On February 16, 2018 the United States Court of Appeals for the District of Columbia Circuit ruled on petitions by the South Coast Air Management District and other environmental groups in a case involving EPA’s revocation of the 1997 ozone NAAQS.

In this court case, the environmental groups contended that EPA should not have revoked the 1997 standard because this would end some of the requirements associated with that standard. The court considered several specific components of the petition, and determined that the EPA “relaxed the controls applicable to areas designated non-attainment under the 1997 NAAQS in contravention of

the anti-backsliding requirement”, and so it granted the environmental groups’ petition, and vacated the revocation of the 1997 ozone standard.

The decision to reinstate the 1997 NAAQS means that areas which stopped showing conformity to the 1997 standard, either because they had achieved that standard or were in attainment of the tougher 2008 ozone standard, suddenly have transportation plans that are not in conformity of that standard. Regions with non-conforming transportation plans risk losing federal transportation funding and are likely to have transportation project delays.

EFFECT ON WASHINGTON REGION

TPB staff has communicated with the Federal Highway Administration (FHWA) and the state air and transportation agencies, as well as with the national Association of Metropolitan Planning Organizations regarding the implications of this ruling. Because the Washington region still uses mobile budgets developed to satisfy the 1997 ozone NAAQS, the region’s long range transportation plan is in conformity of the 1997 standard. Therefore, this court decision will have little impact on the Washington region’s conformity status or long range transportation plan. The EPA and FHWA are reviewing the ruling and will provide guidance regarding the implications of the court decision.



MEMORANDUM

TO: Transportation Planning Board
FROM: John Swanson, TPB Transportation Planner
SUBJECT: Solicitation for FY 2019 Applications for the Transportation Land-Use Connections (TLC) Program
DATE: March 15, 2018

April 2, 2018 is the deadline for applications for technical assistance in FY 2019 through the TPB's Transportation Land-Use Connections (TLC) Program. The solicitation for applications opened on February 1.

The TLC Program supports planning for vibrant and accessible communities. Technical assistance may include a range of services, such as:

- Corridor and transit station area planning
- Bicycle and pedestrian safety and access studies
- Transit-oriented development studies
- Design guidelines and roadway standards
- Streetscape improvement plans
- Safe Routes to School planning
- Trail planning and design
- Transit demand and feasibility analysis

Any local jurisdiction in the National Capital Region that is a member of the TPB is eligible to apply for TLC technical assistance. Recipients receive short-term consultant services and no direct financial assistance. Projects are eligible to receive between \$30,000 and \$60,000 in technical assistance for planning projects and up to \$80,000 for design projects.

For more information, please contact John Swanson (202-553-5925; jswanson@mwkog.org) or Nicole McCall (202-962-3341; nmccall@mwkog.org).

You can also get more information at the TLC website: www.mwkog.org/tlc.

ITEM 7 – Action

March 21, 2018

Approval of Amendment to the FY 2018 Unified Planning Work Program (UPWP), and Approval of FY 2018 Carryover Funding to FY 2019

Staff

Recommendation: Adopt Resolutions R15-2018 and R16-2018 to approve the amendment to the FY 2018 UPWP and the FY 2018 carryover funding to FY 2019.

Issues: None

Background: The UPWP is an annual statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area and serves as the TPB staff work scope for the year. Certain projects and budgets in the current FY 2018 UPWP have been identified to be carried over to FY 2019. The board will be briefed on the enclosed amendment to the FY 2018 UPWP and associated FY 2018 carryover funding to FY 2019.

TPB R15-2018
March 21, 2018

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
777 North Capitol Street, N.E.
Washington, D.C. 20002

**RESOLUTION TO AMEND THE FY 2018 UNIFIED PLANNING WORK PROGRAM (UPWP)
TO REVISE THE BUDGET AND WORK ELEMENTS**

WHEREAS, the National Capital Region Transportation Planning Board (TPB), which is the metropolitan planning organization (MPO) for the Washington Region, has the responsibility under the provisions of Fixing America's Surface Transportation (FAST) Act for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

WHEREAS, the Statewide and Metropolitan Transportation Planning rule as published in the May 27, 2016 Federal Register by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) require a Unified Planning Work Program (UPWP) for Transportation Planning; and

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

WHEREAS, the FY 2018 UPWP for the Washington Metropolitan Area was approved by the TPB on March 29, 2018; and

WHEREAS, revised work statements and budgets for projects in the FY 2018 UPWP have been developed by staff, the District Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT), the Virginia Department of Transportation (VDOT), and the Washington Metropolitan Area Transit Authority (WMATA) to modify projects and identify funding which will be carried over into FY 2019, as described in the attached materials; and

WHEREAS, at its March , 2017 meeting, the TPB Technical Committee was briefed on the proposed revised work statements and budgets for projects in the FY 2018 UPWP and recommended approval by the TPB;

NOW, THEREFORE, BE IT RESOLVED THAT the National Capital Region Transportation Planning Board amends the FY 2018 UPWP to include revised work statements and budgets, as described in the attached Memorandum of March 15, 2018 entitled: "FY 2018 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities."

TPB R16-2018
March 21, 2018

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
777 North Capitol Street, N.E.
Washington, D.C. 20002

**RESOLUTION TO APPROVE
CARRYOVER FUNDING FROM FY 2018 TO THE
FY 2019 UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the National Capital Region Transportation Planning Board (TPB), which is the metropolitan planning organization (MPO) for the Washington Region, has the responsibility under the provisions of Fixing America's Surface Transportation (FAST) Act for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

WHEREAS, the Statewide and Metropolitan Transportation Planning rule as published in the May 27, 2016 Federal Register by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) require a Unified Planning Work Program (UPWP) for Transportation Planning; and

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

WHEREAS, the FY 2018 UPWP for the Washington Metropolitan Area was approved by the TPB on March 29, 2018; and

WHEREAS, project work statements and budgets for carryover from FY 2018 to FY 2019 have been developed for the core program and the Technical Assistance Programs of the District Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT), the Virginia Department of Transportation (VDOT), and the Washington Metropolitan Area Transit Authority (WMATA);

NOW, THEREFORE, BE IT RESOLVED THAT the National Capital Region Transportation Planning Board approves the work statements and budgets for carryover funding from FY 2018 to FY 2019 as described in the attached Memorandum of March 15, 2018 entitled "FY 2017 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities."



MEMORANDUM

TO: Transportation Planning Board
FROM: Lyn Erickson, TPB Plan Coordination and Program Director
SUBJECT: FY 2018 Unified Planning Work Program (UPWP) Amendments to Budgets and Work Activities
DATE: March 15, 2018

The Board is being asked to take three actions to approve the FY 2019 Unified Planning Work Program (UPWP). First, the TPB will be asked to amend the FY 2018 UPWP to remove funding and work activities reflecting work that staff has determined will not be completed by June 30, 2018. A separate action is then taken to “carry over” this funding into the draft FY 2019 UPWP. The final action will be to approve the entire FY 2019 UPWP.

This memorandum identifies the budget and activities associated with the first two board actions. The proposed FY 2018 UPWP amendment reflects the latest status of work activity changes to previously planned activities. The budget amendment will identify a limited amount of funding and some of the activities planned for this fiscal year to be “carried over” into the next fiscal year (FY 2019). The proposed amendment and “carry over” funding and activities were reviewed by the agencies who provide federal funding for the UPWP: the District Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT) the Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (DRPT).

SUMMARY OF BUDGET REVISIONS

Staff recommends that the current FY 2018 UPWP be amended to reduce the total budget for the basic UPWP by \$1,297,692 to reflect work activities that are not anticipated to be completed during the remaining part of fiscal year ending June 30, 2018. Staff also recommends this amount be “carried over” to the FY 2019 UPWP to support continued work on these activities and other activities planned for FY 2019. The proposed FY 2018 UPWP amendment budget amounts and distribution are listed in Tables 1, 2, and 3 which are attached to this memo.

CHANGES TO FY 2018 UPWP ACTIVITIES AND BUDGETS

Of the \$1,297,692 recommended reduction in budget, the core program’s work activity budget will be reduced by \$1,199,885 and the combined Technical Assistance program budget will be reduced by \$97,806. These amounts will be carried over to the FY 2019 UPWP core program.

The breakdown of the funds within the core program recommended to be carried over is as follows:

1. Activity 2 – Performance-Based Planning and Programming: Carry over \$50,000 from budgeted consultant support services to update the iTIP database. This work activity is planned to be undertaken in FY 2019 and will support the tracking and reporting needs of the Performance Based Planning and Programming activities.

2. Activity 4 – Planning Programs: Carry over \$75,000 budgeted for an update to the region’s ITS Architecture. This work activity is planned to be undertaken and completed during FY 2019.
3. Activity 5 – Travel Forecasting: Carry over \$315,000 in funding budgeted for consultant support services and other direct program costs. Consultant support services is planned to be secured during FY 2019 for the travel demand forecasting model development work activity.
4. Activity 6 – Travel Monitoring and Data Programs: Carry over a total of \$759,886 budgeted for consultant support services and staff time. About \$400,000 of this amount will be used towards consultant support services anticipated during FY 2019 for the major “once in a decade” region-wide household travel survey as well as support for travel monitoring counts/studies.
5. Activity 11 – Technical Assistance: The Technical Assistance program provides funding to the three state Departments of Transportation (DOT) and WMATA to assist in planning studies and travel monitoring activities that support regional planning. Staff and the DOTs have identified a total amount of \$97,806 to be carried over. This carry over is largely due to budget underruns and insufficient time during the remaining fiscal year to initiate and complete any new activity. The breakdown of the funds within the Technical Assistance program recommended to be carried over is as follows:
 - Of the total \$97,806 in funds being carried over: the Maryland Technical Assistance budget will be reduced by \$25,000; the Virginia Technical Assistance budget will be reduced by \$57,806 and the WMATA Technical Assistance budget will be reduced by \$15,000.



National Capital Region
Transportation Planning Board

Table 1: FY 2018 UPWP Revenues Estimates by Source – As Amended
 (July 1, 2017 to June 30, 2018)

	FTA SECT 5303 80% FED & 20% STA/ LOC	FHWA PL FUNDS 80% FED & 20% STA/ LOC	FAA CASP 90% / 10% FED / LOC	TOTALS
DDOT ALLOCATIONS				
NEW FY 2019	\$480,136	\$1,983,293		\$2,463,429
PRIOR UNEXPENDED	\$80,386	\$331,484		\$411,870
CARRYOVER FY 2017	\$105,858	\$428,585		\$537,248
SUBTOTAL - DC	\$666,380	\$2,743,362		\$3,412,547
MDOT ALLOCATIONS				
NEW FY 2019	\$1,143,681	\$3,311,324		\$4,455,006
PRIOR UNEXPENDED	\$240,479	\$668,726		\$909,204
CARRYOVER FY 2017	\$339,484	\$986,969		\$1,326,453
SUBTOTAL - MD	\$1,723,644	\$4,967,019		\$6,690,663
VDRPT & VDOT ALLOCATIONS				
NEW FY 2019	\$922,029	\$2,585,609		\$3,507,639
PRIOR UNEXPENDED	\$165,308	\$477,834		\$643,143
CARRYOVER FY 2017	\$238,323	\$601,516		\$839,839
SUBTOTAL - VA	\$1,325,660	\$3,664,960		\$4,990,620
TOTAL FHWA/FTA FUNDING ALLOCATIONS				
NEW FY 2019	\$2,545,847	\$7,880,226		\$10,426,073
PRIOR UNEXPENDED	\$486,173	\$1,478,044		\$1,964,217
CARRYOVER FY 2017	\$686,470	\$2,017,070		\$2,703,540
SUB-TOTAL - FHWA-FTA	\$3,718,490	\$11,375,340		\$15,093,830
TOTAL BASIC UPWP	\$3,718,490	\$11,375,340		\$15,093,830
FAA - CASP PROGRAM			\$362,235	\$362,235
GRAND TOTAL UPWP	\$3,718,490	\$11,375,340	\$362,235	\$15,456,065

1. "New FY 2019" funding amounts are first time funds being provided by the DOTs.
2. "Prior Unexpended" are unexpended funds from previous fiscal year currently being reprogrammed by DOTs.
3. "Carryover FY 2018 funds" are funds from work activities from the FY 2018 UPWP to be completed in FY 2019.
4. As part of the Continuous Air System Planning work we anticipate receiving funds from FAA to process their 2017 biennial Air Passenger Survey and assist in Ground Access planning work.

Table 2: FY 2018 UPWP Expenditures – As Amended

WORK ACTIVITY	FY 2018 TOTAL APPROVED	FY 2018 REVISED	Difference
A. CORE PROGRAMS			
1. Long-Range Transportation Planning	\$1,615,200	\$1,615,200	
2. Performance-Based Planning and Programming	\$687,807	\$637,807	\$50,000
3. Mobile Emissions Planning	\$1,587,817	\$1,587,817	
4. Planning Programs	\$1,840,950	\$1,765,950	\$75,000
5. Travel Forecasting	\$2,409,905	\$2,094,905	\$315,000
6. Travel Monitoring and Data Programs	\$3,550,657	\$2,790,772	\$759,886
7. Cooperative Forecasting & Transportation Planning Coordination	\$993,576	\$993,575	
8. Public Participation & Human Transportation Service Coordination	\$1,055,345	\$1,055,345	
9. Transportation Alternatives and Land Use Connection Programs	\$440,215	\$440,215	
10. TPB Support and Management	\$865,054	\$865,055	
Sub-total: Core Program	\$15,046,525	\$13,846,639	\$1,199,885
B. TECHNICAL ASSISTANCE			
A. District of Columbia	\$274,742	\$274,742	
B. Maryland	\$499,828	\$474,828	\$25,000
C. Virginia	\$397,806	\$340,000	\$57,806
D. WMATA	\$172,620	\$157,620	\$15,001
Sub-total: Technical Assistance Program	\$1,344,997	\$1,247,190	\$97,806
Total - Basic UPWP	16,391,522		
C. AIR SYSTEMS PLANNING			
1. Continuous Airport System Planning (CASP)	\$362,235	\$362,235	
Sub-total: CASP	\$362,235	\$362,235	
GRAND TOTAL UPWP	\$16,753,757	\$15,456,064	\$1,297,692
Amended amounts in bold font			



National Capital Region
Transportation Planning Board

Table 3: TPB FY 2018 Work Program by Funding Sources - As Amended

WORK ACTIVITY	DIRECT LABOR		INDRIECT COSTS			Non-personnel	OTHER DIRECT COSTS			TOTAL PROGRAM
	DTP	Othr. COG	Mgmt/Admn	Leave	Fringe Ben.		PC/DATA	Consultants	Other	
CORE PROGRAMS										
1. Long-Range Planning	\$428,879	\$40,500	\$115,467	\$114,454	\$180,419	\$300,512	\$3,000	\$425,000	\$6,968	\$1,615,200
2 .Performance-Based Planning & Programming	\$242,427	\$0	\$59,637	\$59,114	\$93,184	\$155,210	\$1,200	\$0	\$27,035	\$637,807
3 .Mobile Emissions Planning	\$528,689	\$74,221	\$148,316	\$147,015	\$231,746	\$386,004	\$28,438	\$10,000	\$33,387	\$1,587,817
4 .Planning Programs	\$669,450	\$15,907	\$168,598	\$167,119	\$263,437	\$438,789	\$1,000	\$25,000	\$16,649	\$1,765,950
5 .Travel Forecasting	\$781,383	\$0	\$192,220	\$190,534	\$300,348	\$500,268	\$25,438	\$50,000	\$54,713	\$2,094,905
6. Travel Monitoring and Data Programs	\$386,193	\$0	\$100,847	\$99,963	\$157,576	\$262,463	\$55,000	\$1,525,650	\$203,079	\$2,790,771
7. Cooperative Forecasting & Transp. Plng. Coord.	\$141,394	\$230,663	\$91,526	\$90,723	\$143,011	\$238,204	\$2,500	\$0	\$55,553	\$993,575
8. Public Partici. & Human Transp. Ser.Coord.	\$280,100	\$0	\$68,904	\$68,300	\$107,664	\$179,329	\$2,000	\$245,757	\$103,290	\$1,055,345
9. Transp. Alt. & Land Use Conectrn.Programs	\$50,152	\$20,700	\$17,430	\$17,277	\$27,234	\$45,362	\$1,000	\$260,000	\$1,060	\$440,215
10. TPB Support and Management	\$255,808	\$0	\$62,929	\$62,377	\$98,327	\$163,777	\$1,000	\$10,000	\$210,837	\$865,055
Core Program Total	\$3,764,475	\$381,992	\$1,025,875	\$1,016,876	\$1,602,947	\$2,669,919	\$120,576	\$2,551,407	\$712,571	\$13,846,639
TECHNICAL ASSISTANCE										
1. District of Columbia	\$51,452	\$0	\$12,657	\$12,546	\$19,777	\$32,941	\$0	\$110,000	\$35,369	\$274,742
2. Maryland	\$70,808	\$0	\$17,419	\$17,266	\$27,217	\$45,333	\$0	\$160,000	\$136,786	\$474,828
3. Virginia	\$42,999	\$0	\$10,578	\$10,485	\$16,528	\$27,529	\$0	\$100,000	\$131,882	\$340,000
4. WMATA	\$7,164	\$0	\$1,762	\$1,747	\$2,754	\$4,587	\$0	\$130,000	\$9,606	\$157,620
Technical Assistance Program Total	\$172,422	\$0	\$42,416	\$42,044	\$66,275	\$110,390	\$0	\$500,000	\$313,643	\$1,247,190
Total Basic Program	\$3,936,897	\$381,992	\$1,068,291	\$1,058,920	\$1,669,223	\$2,780,309	\$120,576	\$3,051,407	\$1,026,214	\$15,093,829
CONTINOUS AIRPORT SYSTEM PLANNING PROGRAM (CASP)										
PROGRAM (CASP)	\$144,053	\$0	\$35,437	\$35,126	\$55,371	\$92,227	\$0	\$0	\$0	\$362,235
GRAND TOTAL	\$4,080,950	\$381,992	\$1,103,728	\$1,094,046	\$1,724,594	\$2,872,537	\$120,576	\$3,851,384	\$1,164,020	\$15,456,064

Amended amounts in bold font.

UNIFIED PLANNING WORK PROGRAM (UPWP)

Board Actions

Lyn Erickson
Plan Development and Coordination Program Director

Transportation Planning Board
March 21, 2018

Agenda Items
#7 & #8



National Capital Region
Transportation Planning Board

TPB Actions March 21, 2018

- MPO Revenue and MPO Expenditures - the budget is balanced!
- **Adopt Resolution R15-2018**
Action to amend the 2018 UPWP to remove funding to be “carried over” to FY 2019
- **Adopt Resolution R16-2018**
Action to approve “carryover” funding from FY 2018 to FY 2019
- **Adopt Resolution R17-2018**
Action to approve FY 2019 UPWP



National Capital Region
Transportation Planning Board

Agenda Items #7 & 8: Draft FY 2018 UPWP
March 21, 2018

Next steps after TPB action

- Submit amendment and FY 2018 UPWP to USDOT
- USDOT takes 60 days to approve
- Receive funding authorization from DDOT, MDOT, VDOT, VDRPT
- Start the work on July 1!

Next Steps

- Staff recommends approval:
 - **Resolution R15-2018** to amend 2018 UPWP to remove funding to be “carried over” to FY 2019
 - **Resolution R16-2018** to approve “carryover” funding from FY 2018 to FY 2019
 - **Resolution R17-2018** to approve the FY 2019 UPWP

Lyn Erickson

Plan Development and Coordination Program Director
(202) 962-3319
lerickson@mwkog.org

mwkog.org/tpb

Metropolitan Washington Council of Governments
777 North Capitol Street NE, Suite 300
Washington, DC 20002



National Capital Region
Transportation Planning Board

ITEM 8 – Action

March 21, 2018

Approval of the FY 2019 Unified Planning Work Program (UPWP)

Staff Recommendation: Adopt Resolution R17-2018 to approve the FY 2019 UPWP.

Issues: None

Background: At the February 21 meeting, the board was briefed on the draft FY 2019 UPWP. The board will be briefed on the final draft of the FY 2019 UPWP and will be asked to approve it.

TPB R17-2018
March 21, 2018

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD

777 North Capitol Street, N.E.

Washington, D.C. 20002

**RESOLUTION TO APPROVE
THE FY 2019 UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the National Capital Region Transportation Planning Board (TPB), which is the metropolitan planning organization (MPO) for the Washington Region, has the responsibility under the provisions of Fixing America's Surface Transportation (FAST) Act for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

WHEREAS, the Statewide and Metropolitan Transportation Planning rule as published in the May 27, 2016 Federal Register by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) require a Unified Planning Work Program (UPWP) for Transportation Planning; and

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

WHEREAS, the FY 2018 Unified Planning Work Program for Transportation Planning for the Washington Metropolitan Region was approved by the Transportation Planning Board (TPB) on March 29, 2017; and

WHEREAS, on February 15, 2018, the TPB released the draft FY 2019 UPWP for public comment; and

WHEREAS, the TPB had the opportunity to review the outline and budget on January 17, 2018 and the draft document on February 21, 2018; and

WHEREAS, the TPB Technical Committee reviewed the outline and budget on January 5, 2018 and the draft document on February 2, 2018, and recommended approval by the TPB of the final draft FY 2019 UPWP at its meeting on March 8, 2018; and

WHEREAS, on March 21, 2018, the TPB adopted resolution R16-2018 which identifies certain projects for carryover funding from FY 2018 to FY 2019, and these projects and budgets will be incorporated into the final version of the FY 2019 UPWP;

NOW, THEREFORE, BE IT RESOLVED THAT the National Capital Region Transportation Planning Board approves the FY 2019 Unified Planning Work Program for Transportation Planning for the Metropolitan Washington Region.

UNIFIED PLANNING WORK PROGRAM

FY 2019

Unified Planning Work Program (UPWP) for Transportation Planning for the Washington Metropolitan Region for FY 2019

March 2018 - Draft 3/15/2018

DRAFT



National Capital Region
Transportation Planning Board

UNIFIED PLANNING WORK PROGRAM (UPWP): FY 2019

Draft 3/15/2018

The preparation of this program document was financially aided through grants from the District Department of Transportation, Maryland Department of Transportation, Virginia Department of Transportation, and the U.S. Department of Transportation.

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, 23 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).

ACCOMMODATIONS POLICY

Alternative formats of this document are available upon request. Visit www.mwcog.org/accommodations or call (202) 962-3300 or (202) 962-3213 (TDD).

TITLE VI NONDISCRIMINATION POLICY

The Metropolitan Washington Council of Governments (COG) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations prohibiting discrimination in all programs and activities. For more information, to file a Title VI related complaint, or to obtain information in another language, visit www.mwcog.org/nondiscrimination or call (202) 962-3300.

El Consejo de Gobiernos del Área Metropolitana de Washington (COG) cumple con el Título VI de la Ley sobre los Derechos Civiles de 1964 y otras leyes y reglamentos en todos sus programas y actividades. Para obtener más información, someter un pleito relacionado al Título VI, u obtener información en otro idioma, visite www.mwcog.org/nondiscrimination o llame al (202) 962-3300.

Copyright © 2018 by the National Capital Region Transportation Planning Board.

TABLE OF CONTENTS

FIGURES AND TABLES	v
I. INTRODUCTION	1
Purpose	1
Planning Requirements	1
The Clean Air Act	2
Title VI and Environmental Justice: Ensuring Non-Discrimination	3
Federal Requirements for Performance-Based Planning and Programming	3
Regional Planning Goals	4
Responsibilities for Transportation Planning	5
FY 2019 Regional Planning Priorities	15
Transition to Performance-Based Programming and Planning	15
Regional Coordination Beyond Traditional Boundaries	15
Ladders of Opportunity: Access to Essential Services	16
Federal Metropolitan Planning Provisions	16
II. PROPOSED FY 2019 TPB WORK PROGRAM AND BUDGET	17
Program Structure	17
Work Activity Budgets	19
III. MAJOR WORK ACTIVITIES	27
1. Long-Range Transportation Planning	27
2. Performance-Based Planning and Programming	29
2.1 Performance-Based Planning	29
2.2 Transportation Improvement Program (TIP)	30
3. Mobile Emissions Planning	33
3.1 Air Quality Conformity	33
3.2 Mobile Emissions Analysis	34
4. Planning Programs	35
4.1 Congestion Management Process	35
4.2 Systems Performance, Operations, and Technology Planning	36
4.3 Transportation Emergency Preparedness Planning	37
4.4 Transportation Safety Planning	38
4.5 Bicycle and Pedestrian Planning	39
4.6 Regional Public Transportation Planning	40
4.7 Freight Planning	40
4.8 Metropolitan Area Transportation Operations Coordination Program Planning	41
5. Travel Forecasting	43
5.1 Transportation Network Development	43
5.2 Travel Model Development and Support	44
6. Travel Monitoring and Data Programs	45
6.1 Regional Travel Survey	45
6.2 Travel Monitoring Studies and research	46
6.3 Regional Transportation Data Clearinghouse	46
6.4 GIS Data	47

7. Cooperative Forecasting and Transportation Planning Coordination	49
8. Public Participation and Human Service Transportation Coordination	51
8.1 Public Participation	51
8.2 Communications	52
8.3 Human Service Transportation Coordination	52
9. Transportation Alternatives and Land Use Connection (TLC) Programs	55
10. TPB Support and Management	57
10.1 Transportation Planning Board (TPB) Support and Management	57
11. Technical Assistance	59
11.1 District of Columbia	59
11.2 Maryland	61
11.3 Virginia	63
11.4 WMATA	65
12. Continuous Airport System Planning Program	67
IV. PROPOSED FY 2019 STATE TRANSPORTATION AGENCY STATE PLANNING AND RESEARCH PROGRAMS (SPR)	69
District of Columbia Department of Transportation (DDOT)	71
Maryland Department of Transportation (MDOT) Maryland State Highway Administration (MDSHA)	73
Virginia Department of Transportation (VDOT)	75
V. APPENDIX	79
Memoranda of Understanding	79

FIGURES AND TABLES

Figure 1: Jurisdictions and Organizations Represented on the TPB and its Technical Committees and Subcommittees	7
Figure 2: Membership of the National Capital Region Transportation Planning Board	8
Figure 3: Transportation Planning and Programming Responsibilities	9
Figure 4: Transportation Planning Studies within the National Capital Region, 2018	10
Table 1: Revenue - FY 2019 TPB Proposed Funding by Federal, State, and Local Sources (July 1, 2018 to June 30, 2019)	20
Table 2: FY 2019 UPWP Expenditures	21
Table 3: TPB FY 2019 Work Program by Funding Sources	22
Figure 5: Major Components of UPWP Work Activities	23
Figure 6: TPB Committee Structure	24
Figure 7: Overview of Planning Products and Supporting Processes	25

I. INTRODUCTION

Purpose

The FY 2019 Unified Planning Work Program (UPWP) for Transportation Planning for the Washington Metropolitan Region incorporates in one document all federally assisted state, regional, and local transportation planning activities proposed to be undertaken in the region from July 1, 2018 through June 30, 2019. The UPWP provides a mechanism for the coordination of transportation planning activities conducted by the National Capital Region Transportation Planning Board (TPB), and is required as a basis and condition for all federal funding assistance for transportation planning by the joint planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The Metropolitan Washington Council of Governments (COG) serves as the administrative agent for the TPB. The TPB is staffed by COG's Department of Transportation Planning. COG provides the administrative functions necessary to meet federal fiducial and other regulatory requirements required to receive FHWA and FTA funds.

This work program describes all transportation planning activities utilizing federal funding, including FHWA metropolitan planning funds (PL Funds), FTA Section 5303 metropolitan planning funds, and Federal Aviation Administration Continuing Airport System Planning (CASP) funds. The work program identifies state and local matching dollars for these federal planning programs, as well as other closely related planning projects utilizing state and local funds.

Planning Requirements

The planning activities outlined in this work program respond to a variety of regulatory requirements. On May 27, 2016, the FHWA and FTA jointly published a final rule on **Statewide and Nonmetropolitan Transportation Planning; Metropolitan Transportation Planning**. The planning rule updates federal surface transportation regulations with changes adopted in the Moving Ahead for Progress in the 21st Century Act (MAP-21) and the Fixing America's Surface Transportation (FAST) Act.

MAP-21 introduced and the FAST Act continues the implementation of performance management requirements through which States and metropolitan planning organizations (MPOs) will "transition to a performance-driven, outcome-based program that provides for a greater level of transparency and accountability, improved project decision-making, and more efficient investment of federal transportation funds." In addition, MAP-21 and the FAST Act included modest modifications to the planning process, policy board composition, participants in the process, and contents of the metropolitan long-range transportation plan. This work program complies with the new requirements regarding metropolitan planning.

On November 16, 2016, the TPB approved the 2016 Amendment to the Financially Constrained Long-Range Transportation Plan (CLRP) for the National Capital Region and the FY 2017-2022 Transportation Improvement Program (TIP). In February 2017, FHWA and FTA found that the 2016 CLRP and FY 2017-2022 TIP conform to the region's State Implementation Plans.

On November 16, 2016, the TPB, the District of Columbia Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT), and the Virginia Department of Transportation (VDOT) self-certified that the metropolitan transportation planning process being conducted by the TPB is addressing the major issues in the metropolitan planning area and is being carried out in accordance with all applicable federal metropolitan planning requirements as described under 23 CFR 450.336. The Self-Certification Statement is signed by the three state DOTs and the TPB.

The Self Certification Statement can be found here:

http://www1.mwcog.org/clrp/resources/2016/SelfCertification_2016.pdf

The plan of record, approved on October 18, 2017 by the TPB, includes an off-cycle amendment to the 2016 Amendment to the CLRP for the National Capital Region which determined that VDOT and MDOT amendments conforms to all requirements of the Clean Air Act of 1990.

Currently the TPB is engaged in updating its long range plan which will be approved in October 2018. The name of the long-range plan has been changed from “CLRP” and is now called “Visualize 2045”. It will identify all regionally significant transportation investments planned through 2045 and provide detailed analysis to help decision makers and the public “visualize” the region’s future under current plans.

In June 2015, the FHWA and FTA jointly certified that the TPB’s planning process complies with metropolitan planning regulations and issued a certification report. On October 28-29, 2014, FHWA and FTA conducted a certification review of the metropolitan planning process in the Washington, DC-VA-MD Transportation Management Area (TMA) which is the responsibility of the TPB and the Fredericksburg Area Metropolitan Planning Organization (FAMPO). While the recommendations from the certification report were addressed in FY 2016, improvements and enhancements identified in the report continue to be integrated into the TPB’s ongoing planning process.

The TPB will continue its rich tradition of coordination with adjacent MPOs and with those MPOs with which it shares DOTs. The TPB will not only continue to coordinate, but will look to enhance all coordination opportunities. TPB is involved in the statewide MPO planning efforts in both Maryland and Virginia. TPB participates in the Maryland MPO Roundtable meetings, which occur 4 times a year. TPB is an active participant and a voting member of the Virginia Association of Metropolitan Planning Organizations (VAMPO).

THE CLEAN AIR ACT

The Clean Air Act Amendments (CAAA) of 1990 require that the transportation actions and projects in the metropolitan transportation plan (LRP) and Transportation Improvement Program (TIP) support the attainment of federal health standards for ozone. The LRP and TIP must meet specific requirements as specified by the Environmental Protection Agency (EPA) regulations issued on November 24, 1993, with amendments on August 15, 1997, and supplemental guidance on May 14, 1999, regarding criteria and procedures for determining air quality conformity of transportation plans, programs, and projects funded or approved by FHWA and FTA. These conformity requirements are also addressed in this document.

TITLE VI AND ENVIRONMENTAL JUSTICE: ENSURING NON-DISCRIMINATION

It has been the long-standing policy of both COG and TPB to actively ensure nondiscrimination under Title VI of the Civil Rights Act of 1964. Title VI states that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Executive Order 12898, issued February 11, 1994, requires that the TPB identify and address, as appropriate, disproportionately high or adverse effects of its programs, policies, and activities on minority populations and low-income populations. While COG, as the TPB’s administrative agent, has the primary responsibility for meeting Title VI requirements, ensuring non-discrimination is an underlying tenet that permeates this work program. The TPB has a two-pronged approach to ensuring nondiscrimination: 1) analysis of the long-range plan for disproportionately high and adverse impacts, and 2) engaging traditionally transportation-disadvantaged populations in the planning process. The specific tasks related to Title VI analysis is under Activity 1: Long-Range Transportation Planning. Engaging transportation disadvantaged-populations, primarily through the Access for All Advisory Committee, is found in Activity 8: Public Participation. COG’s Title VI Plan (including the Language Assistance Plan), the Title VI notice to the public, and complaint procedures can be found at www.mwcog.org/nondiscrimination.

On February 22, 2016, USDOT issued a determination that the COG Title VI Program satisfies the Title VI program requirements. The next triennial Title VI program update is due to FTA on June 1, 2018. The Maryland Department of Transportation (MDOT) also approved the Title VI Plan on January 5, 2017.

Federal Requirements for Performance-Based Planning and Programming

MAP-21 and the FAST Act call for metropolitan planning organizations, public transportation providers and states to **establish and use a performance-based approach to transportation decision making**. USDOT has established performance measures related to seven goal areas for the federal-aid highway system. The goal areas include: safety, infrastructure, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability, and reduced project delivery delays. Additional goal areas for public transportation address transit safety and transit asset management.

FHWA and FTA have largely completed the issuance of final rulemaking for the performance measures. TPB has been, and will continue to be working with the states and public transportation providers over the next year to collect the data, make forecasts for performance, and establish performance targets in support of those measures; and the TPB will subsequently have up to 180 days to establish performance targets coordinated with those of the states and public transportation providers. After these targets are set, the metropolitan transportation plan and the Transportation Improvement Program (TIP) are required to include a description of the performance measures and targets used in assessing the performance of the transportation system. The metropolitan transportation plan will also have to include a system performance report evaluating the condition and performance of the transportation system with respect to the established targets. The TIP is also required to include a description of the anticipated effect of the TIP toward achieving the performance targets set in the plan. The plan and TIP are anticipated to be approved in October 2018 and will be compliant with these new requirements.

Regional Planning Goals

In 1998, the TPB adopted the TPB Vision, which outlines a set of policy goals that have since served to guide the TPB's planning work program:

- The Washington metropolitan region's transportation system will provide reasonable access at reasonable cost to everyone in the region.
- The Washington metropolitan region will develop, implement, and maintain an interconnected transportation system that enhances quality of life and promotes a strong and growing economy throughout the entire region, including a healthy regional core and dynamic regional activity centers with a mix of jobs, housing, services, and recreation in a walkable environment.
- The Washington metropolitan region's transportation system will give priority to management, performance, maintenance, and safety of all modes and facilities.
- The Washington metropolitan region will use the best available technology to maximize system effectiveness.
- The Washington metropolitan region will plan and develop a transportation system that enhances and protects the region's natural environmental quality, cultural and historic resources, and communities.
- The Washington metropolitan region will achieve better inter-jurisdictional coordination of transportation and land use planning.
- The Washington metropolitan region will achieve enhanced funding mechanisms for regional and local transportation system priorities that cannot be implemented with current and forecasted federal, state, and local funding.
- The Washington metropolitan region will support options for international and inter-regional travel and commerce.

These goals are broad in scope, and together with the strategies and objectives that are also outlined in the TPB Vision, provide a framework for setting out core principles for regional transportation planning. TPB Vision's policy goals encompass the ten planning factors required under the planning process of MAP-21 and are considered when developing the metropolitan transportation plan. Each planning factor is included in one or more of the TPB Vision goals, objectives, and strategies, except for security, which is implicitly addressed in the TPB Vision.

On January 15, 2014, after a three-year process, the TPB approved the Regional Transportation Priorities Plan (RTPP) for the National Capital Region. The Priorities Plan developed a comprehensive set of regional transportation goals and challenges, and then identified three regional priorities that local, state, and regional agencies should consider when developing projects for inclusion in the CLRP. In FY 2017, the Priorities Plan will influence policy actions, funding strategies, and potential projects considered for incorporation into Visualize 2045.

In 2017, the TPB established the Long-Range Plan Task Force, who engaged in a sketch planning effort to identify initiatives that could help the region achieve these goals. At that time TPB Members had decided that the current long-range plan did not show satisfactory performance compared to current conditions, nor did it bring us close enough to reach these regional planning goals. By early 2018 TPB had endorsed seven aspirational initiatives recommended by the Long-Range Plan Task

Force which have potential to significantly improve the performance of the region's transportation system compared to current plans and programs. These seven aspirational initiatives will be included in the new plan called Visualize 2045 as the aspirational element, calling upon member jurisdictions and agencies to plan for and implement these initiatives that will help bring the region closer to reaching its goals.

Responsibilities for Transportation Planning

The National Capital Region Transportation Planning Board (TPB) is the official metropolitan planning organization (MPO) for the National Capital Region and is responsible for conducting a continuing, cooperative, comprehensive (3-C) metropolitan transportation planning process. The TPB was designated as the region's MPO by the governors of Maryland and Virginia and the mayor of the District of Columbia.

The TPB is composed of representatives from the 23 cities and counties, including the District of Columbia, that are members of the Metropolitan Washington Council of Governments (COG), the three state-level transportation agencies, the Washington Metropolitan Area Transit Authority (WMATA), the Metropolitan Washington Airports Authority (MWAA), four federal agencies, the General Assemblies of Maryland and Virginia, and private transportation service providers. When matters of particular importance are before the TPB, a special voting procedure may be invoked that weights the votes of local jurisdiction members according to population.

The TPB also serves as the transportation policy committee of COG. This relationship serves to ensure that transportation planning is integrated with comprehensive metropolitan planning and development, and is responsive to the needs of the local governments in the area. Figure 1 lists the jurisdictions and organizations represented on the TPB and its technical committees and subcommittees. Figure 2 shows the geographic location of each of the local member jurisdictions.

Policy coordination of regional highway, transit, bicycle, pedestrian, and intermodal planning is the responsibility of the TPB. This coordinated planning is supported by the three state departments of transportation (DOTs), FTA, FHWA, and the member governments of COG. The TPB coordinates, reviews, and approves work programs for all proposed federally assisted technical studies as part of the UPWP. The relationship among land use, environmental, and transportation planning for the area is established through the continuing, coordinated land-use, environmental, and transportation planning work programs of COG and TPB. Policy coordination of land use and transportation planning is the responsibility of COG, which formed the Region Forward Coalition in 2010 to foster collaboration in these areas, and the Transportation Planning Board. COG's regional land use cooperative forecasts are consistent with the adopted metropolitan transportation plan.

The chairman of the TPB and the state transportation directors are members of the Metropolitan Washington Air Quality Committee (MWAQC), which was formed under the authority of the governors of Maryland and Virginia and the mayor of the District of Columbia to recommend the region's air quality plans. These recommendations are forwarded to the governors and mayor for inclusion in the State Implementation Plans (SIPs) they submit to EPA.

In metropolitan Washington, the roles and responsibilities involving the TPB, the three state DOTs, the local government transportation agencies, WMATA, and the local government public

transportation operators for cooperatively carrying out regional transportation planning and programming have been established over several years. As required under planning regulations, the TPB, the state DOTs, and the public transportation operators have documented their transportation planning roles and responsibilities in a memorandum of understanding (MOU) that was executed by all parties on January 16, 2008. By the close of FY 2018 and effective for FY 2019, the 2008 MOU will be superseded by a revised agreement meeting FAST Act planning regulations. The current MOU is included in the Appendices and the responsibilities for the primary planning and programming activities are indicated in Figure 3.

With regards to coordination with other MPOs near the TPB's planning area, there are two agreements in place that lay out responsibilities for planning, programming, and air quality conformity analysis. Both agreements can be found in the Appendices. In Virginia, the TPB has an agreement with the Fredericksburg Area MPO (FAMPO) from 2004 in which FAMPO assumes responsibility for meeting the transportation management area (TMA) planning and programming requirements within the Washington, DC-VA-MD Urbanized Area portion of Stafford County and producing the required planning documents for the TPB's current planning cycle. This agreement was reviewed in 2012 by both FAMPO and TPB staff, and it was mutually agreed that no changes were necessary. In Maryland, the TPB formalized an agreement between the TPB, the Calvert-St. Mary's Metropolitan Planning Organization (C-SMMPO), and Calvert County, Maryland, regarding the conformity analysis of transportation plans, programs, and projects in Calvert County. Calvert County is in the Washington, DC-MD-VA 8-Hour Ozone Nonattainment area, and is also a member of the new Southern Maryland MPO. The agreement between the three parties was signed in January 2016.

A list of transportation planning studies to be conducted within the National Capital Region can be found in Figure 4.

Figure 1: Jurisdictions and Organizations Represented on the TPB and its Technical Committees and Subcommittees

VIRGINIA

Arlington County	City of Manassas Park
Fairfax County	Northern Virginia Transportation Authority
Loudoun County	Northern Virginia Regional Commission
Fauquier County	Northern Virginia Transportation Commission
Prince William County	Virginia Department of Transportation
City of Alexandria	Virginia Department of Rail and Public Transportation
City of Fairfax	Virginia Department of Aviation
City of Falls Church	Virginia General Assembly
City of Manassas	Potomac and Rappahannock Transportation Commission

MARYLAND

Frederick County	City of Greenbelt
Montgomery County	City of Laurel
Prince George's County	City of Rockville
City of Bowie	City of Takoma Park
City of College Park	Maryland-National Capital Park and Planning Commission
City of Frederick	Maryland Department of Transportation
City of Gaithersburg	Maryland General Assembly

DISTRICT OF COLUMBIA

District of Columbia Council
District of Columbia Department of Transportation
District of Columbia Office of Planning

REGIONAL, FEDERAL, AND PRIVATE SECTOR

Washington Metropolitan Area Transit Authority
Private Transportation Service Providers
Metropolitan Washington Airports Authority
Federal Highway Administration
Federal Transit Administration
National Capital Planning Commission
National Park Service

Figure 2: Membership of the National Capital Region Transportation Planning Board

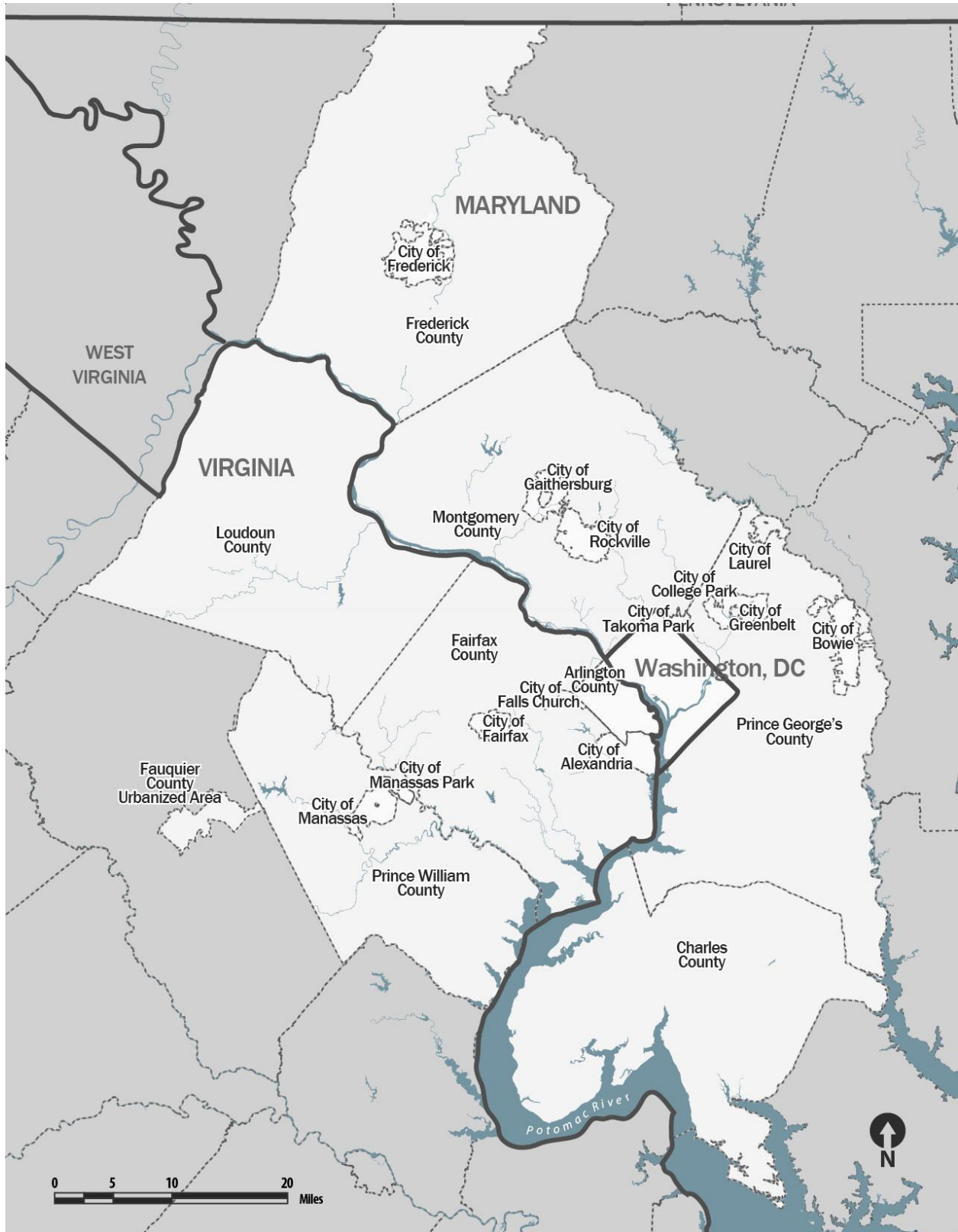


Figure 3: Transportation Planning and Programming Responsibilities

RESPONSIBILITY	AGENCIES
UPWP Development	TPB, DOTs, WMATA, Local Governments
Planning Certification	TPB, DOTs
Performance-Based Planning	TPB, DOTs, WMATA, Public Transportation Providers
Visualize 2045 Development	
Air Quality Conformity	TPB, FAMPO
Congestion Management Process	TPB, DOTs, Local Governments, FAMPO
Environmental Consultation	TPB, DOTs, Local Governments
Financial Element	TPB, DOTs, WMATA, Local Governments
Freight Element	TPB, DOTs, Local Governments
Participation Plan	TPB
Performance Based Planning and Programming	TPB, DOTs, WMATA, Public Transportation Providers
Plan Inputs/Update	DOTs, WMATA, Local Governments, NVTA, PRTC, FAMPO
Project Selection	TPB, DOTs, WMATA, Local Governments
Safety Element	TPB, DOTs, Local Governments
Transportation/Land-Use Planning	TPB, MDPC, Local Governments
TIP Development	
TIP Inputs	DOTs, WMATA, Local Governments, NVTA, PRTC
Air Quality Conformity	TPB, FAMPO
Financial Plan	TPB, DOTs, WMATA, Local Governments, NVTA, PRTC
Human Service Transportation Coordination Planning	TPB, WMATA, Human Service Agencies
Private Enterprise Participation	TPB, WMATA, Local Governments, NVTC, PRTC
Project Selection	TPB, DOTs, WMATA
Projects Federal Funding	TPB, DOTs, WMATA
Public Involvement Plan	TPB
Air Quality 2010 Attainment Plan	MWAQC, TPB, DOTs
CO2 Mobile Emissions Reduction	WMATA, State Air Quality Agencies
Climate Change Adaptation	TPB, DOTs, WMATA, Local Governments
Corridor Studies	DOTs, WMATA, TPB
Travel Demand Forecasting	TPB
Travel Monitoring	TPB, DOTs, WMATA, Local Governments

Figure 4: Transportation Planning Studies within the National Capital Region, 2018

STUDY	PRIMARY AGENCIES	SCHEDULE	PRODUCTS
REGIONAL			
Visualize 2045 Long-Range Transportation Plan	TPB, DOTs, WMATA, Local Governments	2018	LRP
Station Area Plans (multiple stations)	WMATA	On-going	Plans
Station Access Studies (multiple stations)	WMATA	On-going	Plans
Station Capacity Studies	WMATA	On-going	Plans
Bus Service Evaluation Studies	WMATA	On-going	Studies
Off-Board Fare Payment Technical and Financial Feasibility Study	WMATA, Arlington, DDOT	2018	Feasibility Study
Updating Line Load	WMATA	2018	Model
Metrobus Strategy and Roadmap	WMATA	2019	Plan
Analysis of Regional Bus Service Provision	WMATA, TPB, DOTs, Local Operators	2018	Study
Flexible Metrorail Operational Analysis	WMATA	2019	Study, Plan
TRACE Model	WMATA	2018	Model
Short-Term Ridership Forecast	WMATA	2017	Model
Updated Silver Line Phase II Forecast, Operating Plan	WMATA	2018	Plan
2018 Metrobus Ridership Survey	WMATA	2018	Survey
National Park Service Long-Range Transportation Plan	NPS	2018	Plan

Figure 4: Transportation Planning Studies within the National Capital Region, 2018

STUDY	PRIMARY AGENCIES	SCHEDULE	PRODUCTS
MARYLAND			
MD 3 Widening/Upgrade Study (US 50 to MD 32)	MDOT SHA	On-hold	DEIS
MD 5 Transportation Study (I-95/I-495 to US 301)	MDOT SHA	On-hold	DEIS
MD 28/MD 198 Corridor Study (MD 97 to I-95)	MDOT SHA	2019	EA
MD 97 Montgomery Hills Study (MD 390 to MD 192)	MDOT SHA	2018	CE
MD 223 Corridor Study (Steed Road to MD 4)	MDOT SHA, Prince George's County	On-hold	TBD
MD 355 Bus Rapid Transit Study (MD 410/MD 187 to Clarksburg)	Montgomery County, MDOT MTA, MDOT SHA	2017	Report
MD 586 Bus Rapid Transit Study (MD 97 to MD 355)	Montgomery County, MDOT MTA, MDOT SHA	2017	Report
US 15/US 40 Frederick Freeway Study	MDOT SHA	2020	TBD
US 29 Bus Rapid Transit Study (MD 410 to MD 198)	Montgomery County, MDOT MTA, MDOT SHA	2017	Report
US 301 South Corridor Transportation Study (I-595/US 50 to Potomac River)	MDOT SHA, Charles County	On-hold	TBD
US 301 Waldorf Study (TB to South of Waldorf)	MDOT/SHA, Charles County	2020	TBD
Commuter Bus Long-Range Plan	MDOT MTA	2017	Plan
Bus Facilities Master Plan	MDOT MTA	2017	Plan

Figure 4: Transportation Planning Studies within the National Capital Region, 2018

STUDY	PRIMARY AGENCIES	SCHEDULE	PRODUCTS
DISTRICT OF COLUMBIA			
First Place and Galloway NE Redesign (Fort Totten Metrorail Station)	DDOT, WMATA	On-going	Report/Design
DC Streetcar – Union Station to Georgetown	DDOT, FTA, FHWA	2018	NEPA
DC Streetcar – Benning Rd Ext Environmental	DDOT, FTA, FHWA	2018	EA
Long Bridge Environmental	DDOT, FRA	2019	NEPA
C Street NE Implementation Study	DDOT	2018	Design
Florida Avenue NE Study	DDOT	2019	Design
16th Street NW Transit Priority	DDOT	2018	Design
East End Bike Lane Study	DDOT	2019	Design
New York Avenue Streetscape and Trail	DDOT	2019	Study
Downtown West	DDOT	2018	Study
Pennsylvania Avenue East of the White House	DDOT/NPS	2018	Study
New York Avenue / South Dakota Avenue Interchange Study	FHWA	2018	Study
Alabama Avenue Safety Study	DDOT	2018	Tactical Urbanism
Long Term Safety & Geometric Improvements	DDOT	2018	EA
Section 5304 Transit Asset Management Study	DDOT	2018	Study
Rock Creek East Livability Study	DDOT	2018	Study

Figure 4: Transportation Planning Studies within the National Capital Region, 2018

STUDY	PRIMARY AGENCIES	SCHEDULE	PRODUCTS
VIRGINIA			
Household Travel Survey	TPB, DOTs, WMATA, Local Governments	2018	Report
Regional Emergency Preparedness Effort	NVTC, Transit Agencies, Emergency Management personnel, VDOT	2018	Plans
Amendments to the Constrained Element of Visualize 2045	TPB, DOTs, WMATA, Local Governments	2018	LRP
Significant Projects Ratings Study (HB 599) – Round 2	VDOT	2018	Ratings
Fairfax County Pkwy Corridor Study – Long-Term / Vision	FCDOT	2019	Report
I-495 West / American Legion Bridge Strategic Plan Study from I-270 West Spur to the Virginia Hot Lanes	MDSHA Coordinating with VDOT	2018	Report
TransAction Update	NVTA	2018	Report
Transit Oriented Development Planning for the Richmond Highway Corridor	Fairfax County	2018	Report
Various Corridor Studies Associated with Loudoun County Comprehensive Plan Update	Loudoun County	2019	Plans
Long Bridge NEPA	PRTC	2019	Study
Transit Development Plan	PRTC	2018	Plan
Broad Run Expansion Study and NEPA	VRE	2018	Plan / NEPA
Crystal City Station Improvements	VRE	2018	Study

Figure 4: Transportation Planning Studies within the National Capital Region, 2018

STUDY	PRIMARY AGENCIES	SCHEDULE	PRODUCTS
L'Enfant Station Improvements and VA to L'Enfant 4th Track	VRE	2018	PE / Environmental Design
Transit Development Plan	VRE	2018	Plans
STARS Route 50 Corridor Improvement Study	VDOT	2018	Report
Route 28 Corridor Improvements Environmental Impact Statement (EIS)	Prince William County / VDOT	2021	EIS / NEPA Document / Record of Decision / Preferred Alternative
Buckland Study	Prince William County	2018	Improvement Options
I-495 Express Lanes Extension to American Legion Bridge (tentative)	VDOT	2019	Study
Arlington Master Transportation Plan Bike Element Update	Arlington County		Plan
Rosslyn Street Network Study	Arlington County		Study
Courthouse Square Shared Streets Study	Arlington County		Study
Wilson Blvd. Road Diet Follow-up Study	Arlington County	On hold	Study
Public Open Spaces Master Plan	Arlington County		Plan
Arlington General Land Use Plan Amendment Study	Arlington County		Study
Four Mile Run Valley Area Study	Arlington County		Study
Lee Highway Corridor Study	Arlington County		Study

FY 2019 Regional Planning Priorities

In March 2015, USDOT issued **planning emphasis areas** for MPOs to consider in Unified Planning Work Programs. The three areas are 1) MAP-21 implementation: Transition to performance-based planning and programming; 2) Regional coordination of transportation planning beyond traditional boundaries; and 3) Ladders of Opportunity. This section provides a summary of how the work activities in this UPWP addresses these three priority areas.

TRANSITION TO PERFORMANCE-BASED PROGRAMMING AND PLANNING

An overview of the transition to performance-based planning and programming was provided earlier in this Introduction. This transition is an articulated priority of the TPB as demonstrated in “Activity 2: Performance-Based Planning and Programming” in this UPWP. Efforts continue to address establishing performance measures and targets in coordination with the three state DOTs, WMATA, and the local government public transportation operators in accordance with the federal planning regulations and performance management requirements for MPOs.

In 2017, the TPB established the Long-Range Plan Task Force to identify initiatives that could help the region achieve the goal in the RTPP. The TPB has endorsed seven aspirational initiatives recommended by the Long-Range Plan Task Force with the potential to significantly improve the performance of the region’s transportation system. These seven aspirational initiatives will be included in Visualize 2045 as the aspirational element, calling upon member jurisdictions and agencies to plan for and implement these initiatives that will help bring the region closer to reaching its goals.

REGIONAL COORDINATION BEYOND TRADITIONAL BOUNDARIES

As a multi-state MPO, the TPB fully embraces the need for regional cooperation and coordination across state and agency boundaries. Each work activity in this UPWP reflects regional coordination between jurisdictions and agencies in Virginia, Maryland, and the District of Columbia, notably in the development of performance measures and targets, the unfunded regional priority projects, MATOC, congestion management, safety, public transportation, and freight. As stated earlier, the TPB will coordinate a revision to planning agreement to meet FAST planning regulations. The TPB coordinates with MPOs near its planning area, such as FAMPO, the Calvert-St. Mary’s Metropolitan Planning Organization (C-SMMPO), and the Baltimore Regional Transportation Board (BRTB). With regards to air quality conformity analysis, transportation projects and land use forecasts from these other MPOs are reflected in the technical analysis. Formal agreements on the coordination and consultation processes for transportation planning exist with FAMPO and C-SMMPO, as described above under “Responsibilities for Transportation Planning.”

TPB is involved in the statewide MPO planning efforts in both Maryland and Virginia. TPB participates in the Maryland MPO Roundtable meetings, which occur 4 times a year. The Commonwealth of Virginia General Assembly established the Virginia Association of Metropolitan Planning Organizations (VAMPO) effective July 1, 2009, through House Joint Resolution No. 756 to provide education, information and opportunities for cooperation among Virginia’s Metropolitan Planning Organizations and among state, federal and community officials. TPB is an active participant and a

voting member of VAMPO. VAMPO's mission is "Moving Virginia forward by enhancing, promoting, and supporting the regional transportation planning process of the Commonwealth's MPOs."

The TPB's Transportation/Land-Use Connections (TLC) program continues to improve the coordination between land use and transportation planning in the region. The Public Transportation Subcommittee plays a key role in fostering cooperation and coordination among the many public transit providers in the region. COG has been designated by the governors of Maryland and Virginia and the mayor of the District of Columbia to coordinate with the state DOTs in the development of an agency to oversee Metrorail safety, as required under MAP-21.

LADDERS OF OPPORTUNITY: ACCESS TO ESSENTIAL SERVICES

The TPB has identified connectivity gaps in accessing essential services for older adults, people with disabilities, and those with low-incomes in its Coordinated Human Service Transportation Plan, adopted by the TPB in November 2014. These unmet transportation needs are used to develop priorities for FTA's Enhanced Mobility of Seniors and Individuals with Disabilities grant program. COG serves as the designated recipient for this program in the Washington DC-VA-MD Urbanized Area and the TPB solicits and selects the projects, which provide key access to essential services such as health care, education, employment, and recreation. This plan will be updated in FY 2019.

In FY 2016, an expanded analysis of the CLRP identified potentially vulnerable populations. The TPB's efforts to develop a list of unfunded regional priority projects includes the consideration of infrastructure needs that improve connectivity to essential services for traditionally disadvantaged populations. The TPB's Bicycle and Pedestrian plan identifies improvements and policies to encourage more walking and biking. The Access for All Advisory Committee provides input to the TPB on projects, programs, and services that are important to low-income individuals, minority communities, and persons with disabilities.

Federal Metropolitan Planning Provisions

The **Statewide and Nonmetropolitan Transportation Planning; Metropolitan Transportation Planning** Rule was issued on May 27, 2016. The planning rule updates federal surface transportation regulations with changes adopted in the MAP-21 and the FAST Act. For MPOs, such as the TPB, the most significant change is the performance-based planning and programming requirements which must be adopted by May 27, 2018, and included in all subsequent TIPs and long-range plans. This UPWP will provide for an ongoing review of the metropolitan planning provisions and USDOT guidance with a consideration of what additional work activities may be called for. The TPB must respond to any guidance on how MPOs should implement the provisions. As new USDOT planning regulations or guidance are released, the UPWP will integrate such new work activities. The TPB will work with the state DOTs, public transit providers and other stakeholders to identify any specific changes or amendments that will be necessary to address them.

II. PROPOSED FY 2019 TPB WORK PROGRAM AND BUDGET

Program Structure

The TPB is responsible for the federally required metropolitan transportation planning process, serves as a forum for regional coordination, and provides technical resources for decision-making. This work program presents the work activities that support the TPB responsibilities. The tasks to be completed under each of the activities are described in the following sections. The staff of the COG Department of Transportation Planning will carry out these activities, with the assistance of staff in other COG departments, and supplementary consultant support.

The work program identifies the major work products to be developed, the linkages between them, and the TPB entity responsible for oversight of the products. The next several pages provide revenue and expenditure tables, and a series of figures which illustrate the relationship between and among the TPB work activities. The first four major activities support the coordination, preparation, and documentation of the policy and planning products required by federal law and regulations.

1. LONG-RANGE TRANSPORTATION PLANNING

The first major activity, **Long-Range Transportation Planning**, includes documentation and final development of the quadrennial update of Visualize 2045. It will identify all regionally significant transportation investments planned through 2045 and provide detailed analysis to help decision makers and the public “visualize” the region’s future under current plans. Visualize 2045 will be approved in October 2018. Strategic implementation of Visualize 2045, including but not limited to implementation of the aspirational element of the plan, will begin. Additional analysis to support and enhance plan components and other federal requirements will be undertaken as necessary. Work will also begin to plan for the next quadrennial update of the plan which will be approved in FY 2023.

2. PERFORMANCE-BASED PLANNING AND PROGRAMMING

The second major activity, **Performance-Based Planning and Programming**, includes the continuation of the development of a performance-based planning framework for regional transportation decision-making and coordinating the development of measures and targets to be incorporated into performance-based planning for the metropolitan transportation plan and TIP. It also includes supporting the FY 2017-2022 TIP by updating the projects and programs in it and processing any administrative modifications and amendments.

3. MOBILE EMISSIONS PLANNING

The third major activity, **Mobile Emissions Planning**, includes developing input data and running the mobile emissions (MOVES) model and completing the air quality conformity analysis for the Constrained Element of the metropolitan transportation plan and the TIP.

4. PLANNING PROGRAMS

The fourth major activity, **Planning Programs**, encompasses a number of activities that ensure inclusion of specific aspects in the metropolitan transportation planning process:

- Regional congestion management process (CMP);
- Systems performance, operations, and technology (SPOT) planning;
- Emergency preparedness;
- Safety;
- Freight planning;
- Bicycle and pedestrian planning;
- Public transportation planning; and
- Planning support for the Metropolitan Area Transportation Operations Coordination (MATOC) Program.

5. TRAVEL FORECASTING

The fifth major activity, **Travel Forecasting**, includes developing the highway and transit networks in support of the long-range planning activities and maintaining and improving the TPB's travel demand model and forecasting methods.

6. TRAVEL MONITORING AND DATA PROGRAMS

The sixth major activity, **Travel Monitoring and Data Programs**, provides empirical travel information from traffic counts, high occupancy vehicle (HOV) monitoring, and household survey and analysis activities. The data programs include GIS technical support for all planning activities and the regional transportation data clearinghouse.

7. COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION

The seventh major activity, **Coordination of Cooperative Forecasting and Transportation Planning**, coordinates local, state, and federal planning activities in order to integrate land use and transportation planning in the region.

8. PUBLIC PARTICIPATION AND HUMAN SERVICE TRANSPORTATION COORDINATION

The eighth major activity, **Public Participation and Human Service Transportation Coordination**, includes all public involvement activities; outreach activities to low-income, older adults, minorities, and persons with disabilities; and communication activities to support of the development of the metropolitan transportation plan, TIP, and all other TPB activities. It also includes updating the

Coordinated Human Service Transportation Plan for the region which supports the MPO role in the FTA Section 5310 Enhanced Mobility program for elderly persons and persons with disabilities.

9. TRANSPORTATION ALTERNATIVES AND LAND-USE CONNECTIONS PROGRAM

The ninth major activity, the **Transportation Alternatives and Land-Use Connections Program**, strengthens the integration of land use and transportation planning by offering short-term consultant technical assistance to local jurisdictions to advance their planning activities and incorporates the MPO role in the MAP-21 Transportation Alternatives Program.

10. TPB SUPPORT AND MANAGEMENT

The tenth major activity, **TPB Support and Management**, includes the staff and administrative management to provide support for the meetings of TPB, its committees and special work groups, and the development and administration of the annual UPWP.

11. TECHNICAL ASSISTANCE

The eleventh major activity, **Technical Assistance**, responds to requests from state and local governments and transit operating agencies for applying TPB methods and data to support corridor, project, and sub-area transportation and land use studies related to regional transportation planning priorities.

12. CONTINUOUS AIRPORT SYSTEM PLANNING (CASP)

Finally, the twelfth major activity, **Continuous Airport System Planning (CASP)**, utilizes the methods and data work activities for airport and airport-serving facilities in the region.

Work Activity Budgets

Funding for the TPB Basic Work Program is similar to the FY 2018 level. The proposed budget levels for the 12 activities by funding source, which include FTA and FHWA funds together with state and local match, are shown in Table 1 on the next page. The proposed expenditures for each of these 12 tasks are identified in Table 2. A detailed breakdown of staffing, consultant costs, and other budgetary requirements is provided in Table 3. The TPB committee structure is shown in Figure 6. The TPB committee or sub-committee responsible for the activities listed in Figure 5 are shown under the descriptions for each task in Section III. Figure 7 illustrates the relationship between and among the TPB work activities.

Table 1: Revenue - FY 2019 TPB Proposed Funding by Federal, State, and Local Sources
(July 1, 2018 to June 30, 2019)

	FTA SECT 5303	FHWA PL FUNDS	FAA CASP 90% / 10% FED / LOC	TOTALS
	80% FED & 20% STA/ LOC	80% FED & 20% STA/ LOC		
DDOT ALLOCATIONS				
NEW FY 2019	\$538,004	\$2,299,564		\$2,837,568
PRIOR UNEXPENDED	\$57,490	\$530,067		\$587,557
<i>CARRYOVER FY 2018 - Anticipated</i>	\$57,868	\$226,126		\$283,994
SUBTOTAL - DC	\$653,362	\$3,055,757		\$3,709,119
MDOT ALLOCATIONS				
NEW FY 2019	\$1,342,639	\$3,845,380		\$5,188,019
PRIOR UNEXPENDED	\$276,915	\$881,508		\$1,158,423
<i>CARRYOVER FY 2018 - Anticipated</i>	\$145,064	\$398,212		\$543,275
SUBTOTAL - MD	\$1,764,618	\$5,125,100		\$6,889,717
VDRPT & VDOT ALLOCATIONS				
NEW FY 2019	\$1,122,250	\$3,245,898		\$4,367,148
PRIOR UNEXPENDED	\$116,886	\$430,608		\$547,494
<i>CARRYOVER FY 2018 - Anticipated</i>	\$128,228	\$342,195		\$470,422
SUBTOTAL - VA	\$1,367,363	\$4,018,701		\$5,386,064
TOTAL FHWA/FTA FUNDING ALLOCATIONS				
NEW FY 2019	\$3,002,893	\$9,390,842		\$12,393,735
PRIOR UNEXPENDED	\$451,291	\$1,842,183		\$2,293,473
<i>CARRYOVER FY 2018 - Anticipated</i>	\$331,159	\$966,532		\$1,297,692
SUB-TOTAL - FHWA-FTA	\$3,785,343	\$12,199,557		\$15,984,900
TOTAL BASIC UPWP	\$3,785,343	\$12,199,557		\$15,984,900
FAA - CASP PROGRAM			\$350,000	\$350,000
GRAND TOTAL UPWP	\$3,785,343	\$12,199,557	\$350,000	\$16,334,900

1. "New FY 2019" funding amounts are first time funds being provided by the DOTs.
2. "Prior Unexpended" are unexpended funds from previous fiscal year currently being reprogrammed by DOTs.
3. "Carryover FY 2018 funds" are funds from work activities from the FY 2018 UPWP to be completed in FY 2019.
4. As part of the Continuous Air System Planning work we anticipate receiving funds from FAA to process their 2017 biennial Air Passenger Survey and assist in Ground Access planning work.

Table 2: FY 2019 UPWP Expenditures

WORK ACTIVITY	FY 2019 TOTAL COST ESTIMATE
CORE PROGRAMS	
1. Long-Range Transportation Planning	\$1,049,855
2. Performance-Based Planning and Programming	\$701,890
3. Mobile Emissions Planning	\$1,887,121
4. Planning Programs	\$1,859,037
5. Travel Forecasting	\$2,754,091
6. Travel Monitoring and Data Programs	\$2,760,334
7. Cooperative Forecasting & Transportation Planning Coordination	\$915,451
8. Public Participation & Human Transportation Service Coordination	\$1,261,894
9. Transportation Alternatives and Land Use Connection Programs	\$482,053
10. TPB Support and Management	\$893,653
Sub-total: Core Program	\$14,565,379
11. TECHNICAL ASSISTANCE	
A. District of Columbia	\$283,756
B. Maryland	\$518,802
C. Virginia	\$436,798
D. WMATA	\$180,164
Sub-total: Technical Assistance Program	\$1,419,520
Total - Basic UPWP	\$15,984,900
12. AIR SYSTEMS PLANNING	
1. Continuous Airport System Planning (CASP)	\$350,000
Sub-total: CASP	\$350,000
GRAND TOTAL UPWP	\$16,334,900
<p>1. Above estimates are based on the work activities outlined in the Draft FY 2019 UPWP Document. 2. CASP work activities are based on anticipated FAA grants to process the biennial Air Passenger Survey conducted in FY 2018 and to assist in ground access improvement planning.</p>	

Table 3: TPB FY 2019 Work Program by Funding Sources

Work Activity	Direct Salaries DTP Staff	Direct Salaries Other COG Staff	Total Direct Labor Costs	M&A	Leave Benefits	Fringe Benefits	Non Personnel	Total Indirect Costs	Data & PC	Consultant	Other Costs	Total Other Direct Costs	Total
CORE PROGRAMS													
1. Long-Range Planning	\$354,290	\$15,525	\$369,815	\$91,292	\$89,574	\$134,917	\$254,357	\$570,140	\$3,000	\$100,000	\$6,900	\$109,900	\$1,049,854
2. Performance-Based Planning and Programming	\$245,855	\$0	\$245,855	\$60,692	\$59,549	\$89,694	\$169,098	\$379,033	\$1,200	\$75,000	\$800	\$77,000	\$701,888
3. Mobile Emissions Planning	\$640,018	\$74,221	\$714,240	\$176,316	\$172,999	\$260,571	\$491,251	\$1,101,136	\$28,438	\$10,000	\$33,300	\$71,738	\$1,887,114
4. Planning Programs	\$690,499	\$16,464	\$706,963	\$174,520	\$171,236	\$257,916	\$486,246	\$1,089,918	\$1,000	\$35,000	\$26,150	\$62,150	\$1,859,069
5. Travel Forecasting	\$790,437	\$0	\$790,437	\$195,126	\$191,455	\$288,369	\$543,659	\$1,218,609	\$25,438	\$650,000	\$69,600	\$745,038	\$2,754,084
6. Travel Monitoring and Data Programs	\$556,068	\$0	\$556,068	\$137,270	\$134,687	\$202,866	\$382,461	\$857,284	\$55,000	\$1,188,977	\$103,000	\$1,346,977	\$2,760,329
7. Cooperative Forecasting & Transportation Planning Coordination	\$146,458	\$190,895	\$337,353	\$83,279	\$81,712	\$123,074	\$232,030	\$520,094	\$2,500	\$0	\$55,500	\$58,000	\$915,447
8. Public Participation and Human Transportation Service Coordination	\$390,150	\$0	\$390,150	\$96,312	\$94,500	\$142,336	\$268,343	\$601,491	\$2,000	\$165,000	\$103,250	\$270,250	\$1,261,891
9. Transportation Alternatives and Land Use Connection Programs	\$50,332	\$36,225	\$86,557	\$21,367	\$20,965	\$31,578	\$59,534	\$133,445	\$1,000	\$260,000	\$1,050	\$262,050	\$482,052
10. TPB Support and Management	\$253,334	\$0	\$253,334	\$62,538	\$61,361	\$92,422	\$174,242	\$390,563	\$1,000	\$37,792	\$210,962	\$249,754	\$893,651
Core Program Total	\$4,117,441	\$333,330	\$4,450,771	\$1,098,713	\$1,078,037	\$1,623,743	\$3,061,219	\$6,861,712	\$120,576	\$2,421,769	\$610,512	\$3,252,857	\$14,565,379
TECHNICAL ASSISTANCE													
A. District of Columbia	\$59,521	\$0	\$59,521	\$14,693	\$14,417	\$21,715	\$40,938	\$91,763	\$0	\$123,458	\$9,014	\$132,472	\$283,756
B. Maryland	\$75,966	\$0	\$75,966	\$18,753	\$18,400	\$27,714	\$52,249	\$117,116	\$0	\$180,000	\$145,719	\$325,719	\$518,801
C. Virginia	\$74,984	\$0	\$74,984	\$18,511	\$18,162	\$27,356	\$51,574	\$115,603	\$0	\$147,000	\$99,211	\$246,211	\$436,798
D. WMATA	\$6,793	\$0	\$6,793	\$1,677	\$1,645	\$2,478	\$4,672	\$10,472	\$0	\$0	\$162,899	\$162,899	\$180,164
Technical Assistance Program Total	\$217,265	\$0	\$217,265	\$53,634	\$52,624	\$79,263	\$149,434	\$334,955	\$0	\$450,458	\$416,843	\$867,301	\$1,419,520
Total Basic Program	\$4,334,705	\$333,330	\$4,668,036	\$1,152,347	\$1,130,662	\$1,703,006	\$3,210,653	\$7,196,667	\$120,576	\$2,872,227	\$1,027,355	\$4,120,158	\$15,984,900
CONTINUOUS AIRPORT SYSTEM PLANNING PROGRAM (CASP)	\$127,264	\$0	\$127,264	\$31,416	\$30,825	\$46,429	\$87,532	\$196,202	\$0	\$0	\$26,534	\$26,534	\$350,000
GRAND TOTAL	\$4,461,969	\$333,330	\$4,795,300	\$1,183,763	\$1,161,487	\$1,749,435	\$3,298,184	\$7,392,869	\$120,576	\$2,872,227	\$1,053,889	\$4,146,692	\$16,334,900

Figure 5: Major Components of UPWP Work Activities

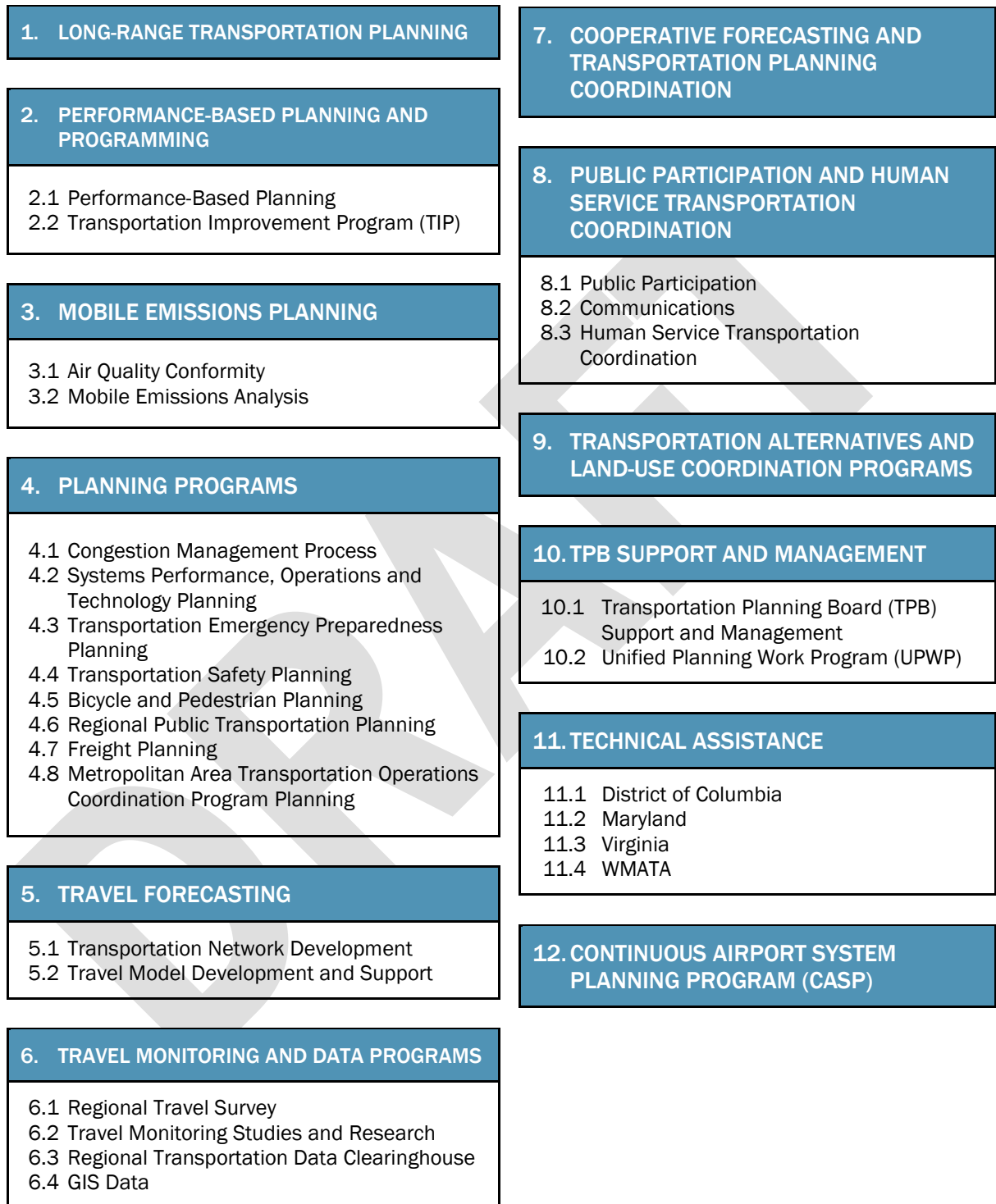


Figure 6: TPB Committee Structure

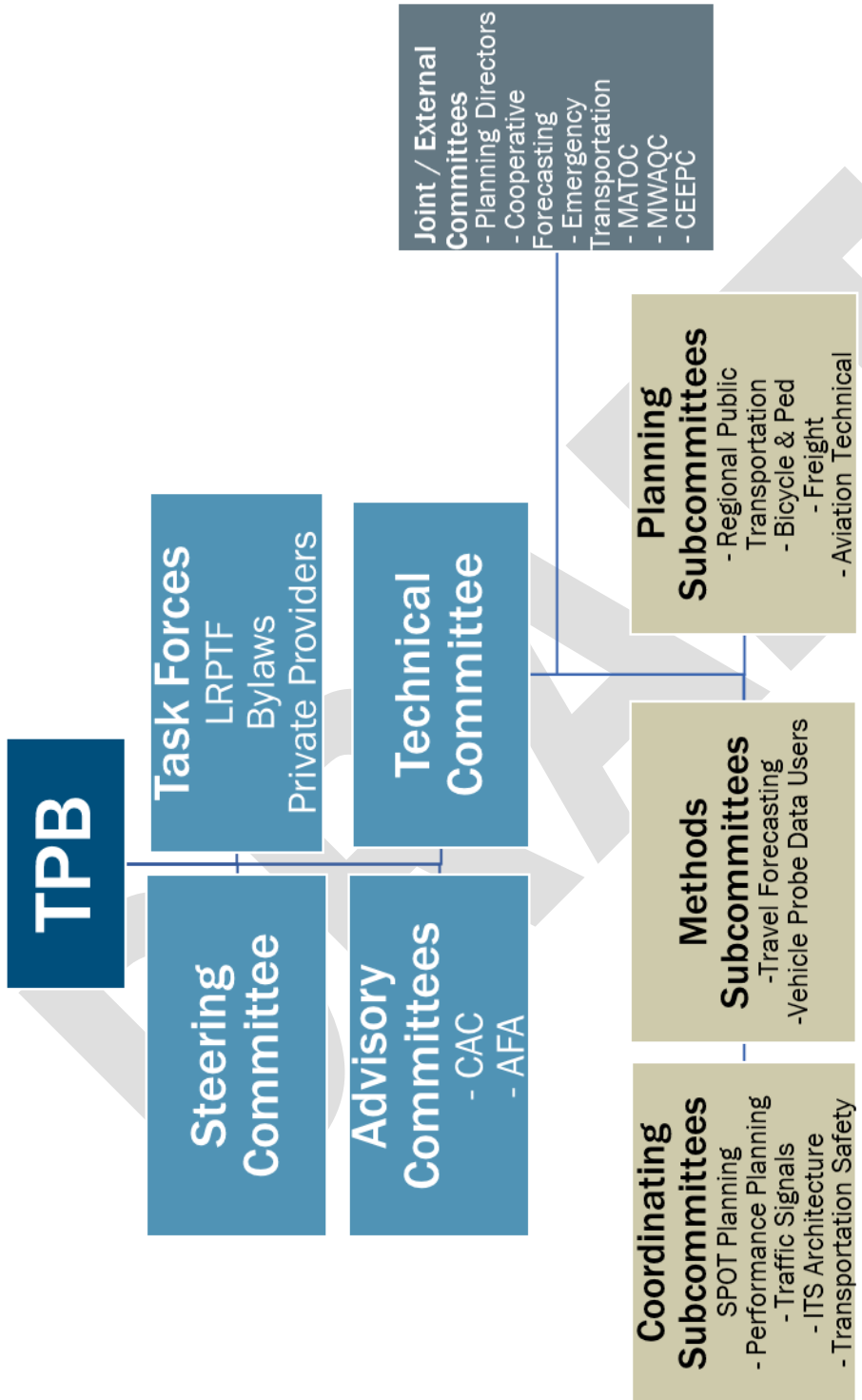
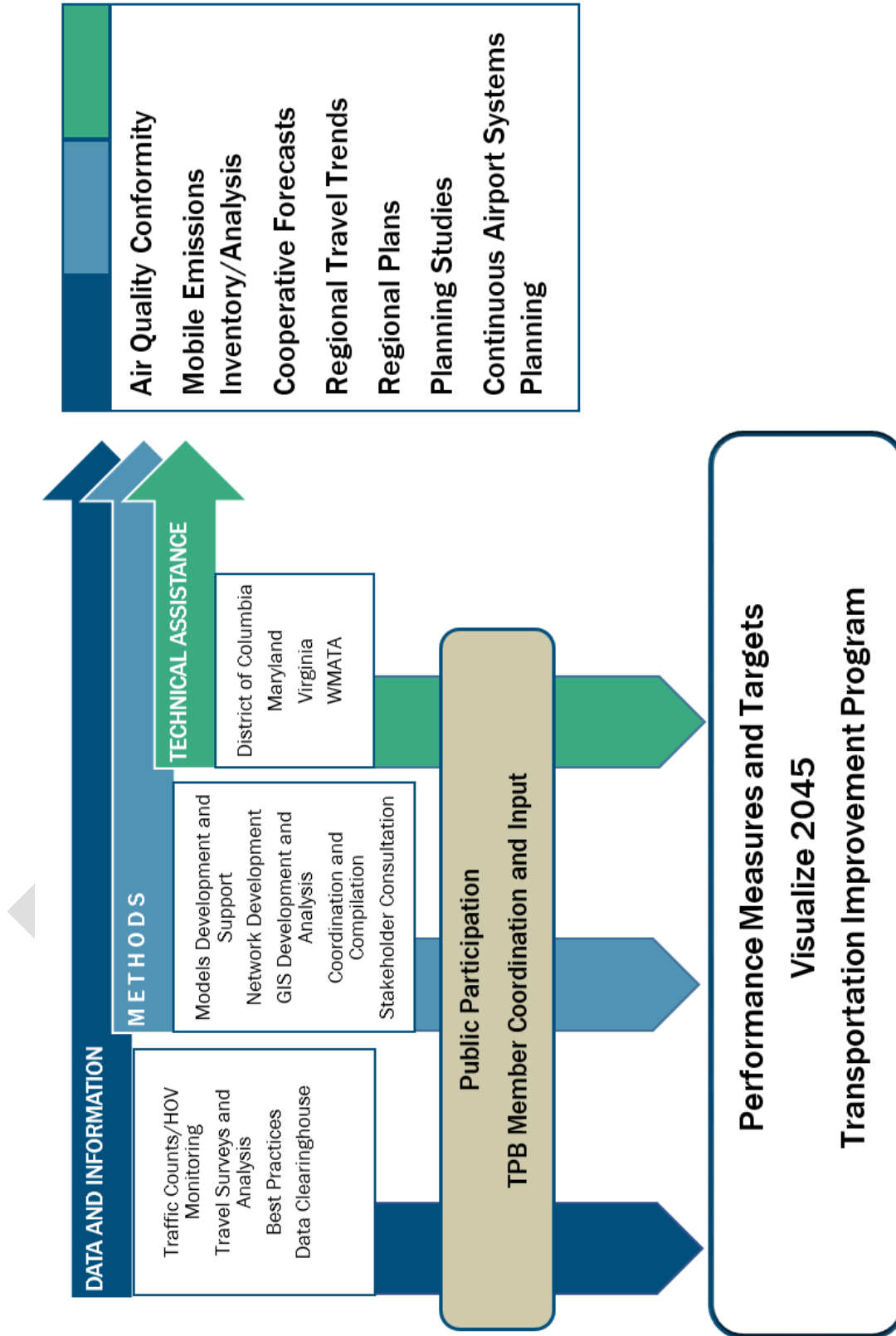


Figure 7: Overview of Planning Products and Supporting Processes



III. MAJOR WORK ACTIVITIES

1. Long-Range Transportation Planning

OVERSIGHT	Technical Committee
MAJOR PRODUCTS	<ul style="list-style-type: none">• Visualize 2045• Visualize 2045 Implementation• Environmental Justice Analysis of Visualize 2045
TOTAL COST ESTIMATE	\$1,049,855

Visualize 2045

Visualize 2045 is the federally required long-range transportation plan for the National Capital Region. It will identify all regionally significant transportation investments planned through 2045 and provide detailed analysis to help decision makers and the public “visualize” the region’s future under current plans. In FY 2019, Visualize 2045 will continue to be developed and will be approved in October 2018. Strategic implementation of Visualize 2045, including but not limited to the aspirational element of the plan, will begin. Work will also begin to plan for the next quadrennial update of the plan which will be approved in FY 2023.

During FY 2019, the following activities will be undertaken to support the development of the Visualize 2045. This plan will be different than past plans in that the product will be one document – the website will not be used as the repository of the plan any longer. This document will be coordinated through and reviewed by various committees throughout the year, and by the Technical Committee over the summer 2018. The following “elements” will be nearing completion in the fall of 2018 and approved by the TPB in October 2018. There will be additional elements and analysis as necessary; the major elements of the plan include:

- Federal Compliance: Visualize 2045 will be fully compliant with federal regulations.
- Performance Based Planning and Programming (PBPP): This element will be developed to fulfill PBPP requirements. The purpose of performance planning will be explained, highlighting the Performance-Based Planning and Programming (PBPP) federal requirements and significance. PBPP targets will be compared to existing data, where available. The Congestion Management Process and safety planning will also be summarized. See Task 2.1 for additional details.
- Stakeholder and public outreach: The Visualize 2045 plan will document and summarize these activities. See Task 8 for additional details.
- Financial Element: Revenue and expenditure projections will be developed through 2045 to demonstrate the operations and maintenance of the current transportation infrastructure will be adequately funded and for any capacity enhancement of the highway, transit, and federally-funded non-motorized (bicycle and pedestrian) system within the metropolitan planning area.
- Constrained Element: An element will be developed which will contain projects, programs, and policies officially submitted by the funding agencies for conformity analysis (approved by the TPB in January 2018). This element will be tested for fiscal constraint and for air quality conformity

(see Task 3 for conformity details). A performance analysis of the plan will be conducted and included in the plan.

- ***Unconstrained Element:*** The unconstrained element will include the unfunded regional needs and highlight the aspirational initiatives the TPB has endorsed: five from the Long-Range Plan Task Force and two non-motorized initiatives. It will emphasize how these initiatives could help the region reach its goals within the context of the future demand that growth will place on the existing and planned transportation system. The unconstrained element will help readers “visualize” what that future could be if the region works together following these aspirations.
- ***Additional Elements:*** Other TPB planning activities will be summarized, such as regional bicycle and pedestrian planning, regional freight planning, regional airport systems planning, the Equity Emphasis Areas, plus more. The significance and requirements fulfilled by each element will be explained, as well as how they relate to other TPB and local planning efforts.
- ***Additional analysis and link to RTPP:*** The existing transportation system and information about current travel conditions will be described, setting the context for future growth and demand. The plan will include land-use forecasts and will identify demands resulting from the pressures of growth. The plan will also explain how the region is preparing to respond to that demand. Overarching policies that guide the planning process will be described, including the Vision and the RTPP, and the newly endorsed aspirational initiatives. A summary of federal requirements will also be presented.
- ***Environmental Consultation:*** Consultation with federal, state, and local agencies in charge of natural resources, wildlife, land management, environmental protection, conservation, and historic preservation on the discussion of potential environmental mitigation activities will occur and be documented.

Visualize 2045 Implementation

General coordination and outreach will be conducted to members to implement the plan. This could be conducted in a variety of ways, including but not limited to: hosting regional meetings to share best practices; travelling to the jurisdictions to present materials and priorities identified in Visualize 2045; soliciting feedback from jurisdictions on how best to help them implement Visualize 2045, and to implement those suggestions; etc.

Conduct Additional Planning Analysis

A separate Title VI / Environmental Justice analysis will be conducted of Visualize 2045 to evaluate the impact of the plan for disproportionately high and adverse effects on low-income and minority population groups. This analysis will use the Equity Emphasis Areas adopted in early-2018 by the TPB, and will use the revised analytical methods which will be developed in FY 2018.

As necessary, additional planning analysis will be conducted to support long-range planning efforts.

Federal Certification Review 2019

The Federal Highway Administration and the Federal Transit Administration will conduct a Certification Review of the National Capital Region Transportation Management Area Planning Process in the summer of 2019. The TPB's process was last certified on June 8, 2015, with the conclusion that the planning process at TPB is a continuing, cooperative, and comprehensive process and reflects a significant professional commitment to deliver quality in transportation planning. Materials and coordination to support the review will be prepared and executed.

2. Performance-Based Planning and Programming

OVERSIGHT

Technical Committee

MAJOR PRODUCTS

- Preliminary performance measures and targets
- Updated projects and programs in FY 2017-2022 TIP
- Annual Obligated Projects List
- Enhanced TIP/LRP database

TOTAL COST ESTIMATE

\$701,890

2.1 PERFORMANCE-BASED PLANNING

Federal surface transportation law, as developed in MAP-21 and continued under the FAST Act, requires “a transition to performance-driven, outcome-based approaches” for the federal highway and transit programs. Metropolitan planning organizations, states, and public transportation providers will establish and use a performance-based approach to transportation decision making in planning and programming.

To implement this mandate, rulemakings on performance provisions have been issued by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). The **Statewide and Nonmetropolitan Transportation Planning; Metropolitan Transportation Planning Rule**, issued on May 27, 2016, provides for the implementation of performance-based planning within the planning process. The basic framework of the planning process is largely untouched from previous federal surface transportation reauthorization acts. However, the law directs changes to the planning process by requiring states, MPOs, and providers of public transportation to select performance targets and link investment priorities in the TIP and Visualize 2045 to the achievement of performance targets.

The performance-based planning and programming framework requires coordination between states, MPOs, and public transportation providers. Integration of elements of other performance-based plans into the metropolitan planning process are also required, including the:

- Highway Safety Improvement Plan, including the State Highway Safety Plan;
- Public Transportation Agency Safety Plan;
- NHS and Transit Asset Management Plans;
- Congestion Mitigation and Air Quality Program Performance Plan; and
- State Freight Plan.

TPB working groups in each area of expertise are undertaking the development of regional performance measures and targets for the metropolitan planning area. TPB staff are coordinating with the local DOTs and public transportation providers on the requirements for data collection, analysis, and reporting. Both the collection of current data and the forecasting of future performance

are being evaluated. As implementation continues, working groups are proposing necessary revisions to the data processes used to establish measured performance.

Under the final performance-based planning and programming rulemakings, the states and public transportation providers are required to establish performance targets in support of those measures and the MPO subsequently has 180 days to establish performance targets for the metropolitan planning area coordinated with those of the states and public transportation providers. After these targets are set, Visualize 2045 and TIP are required to include a description of the performance measures and targets used in assessing the performance of the transportation system. Visualize 2045 will also include a system performance report evaluating the condition and performance of the transportation system with respect to the established targets. The TIP will include a description of the anticipated effect of the TIP toward achieving the performance targets set in Visualize 2045.

This task includes:

- Coordinate with DDOT, MDOT, and VDOT on their setting of the state performance targets in support of the performance measures, and coordinate with the DOTs to develop the applicable performance measures for the TPB's metropolitan planning area or other designated area. Similarly, coordinate with MTA, VDRPT, WMATA, and other public transportation agencies on their setting of performance targets for transit state of good repair and safety.
- Coordinate with adjacent MPOs, DOTs and other highway owners, and providers of public transportation in the region to jointly agree upon and document in writing the coordinated processes for:
 - Collection of performance data;
 - Selection of performance targets for the metropolitan area;
 - Reporting of metropolitan area targets; and
 - Reporting of actual system performance (related to those targets).
- Redesign the Transportation Improvement Program (TIP) to track projects that are consistent with and reflect Visualize 2045 investment priorities; demonstrate progress toward achieving transportation system performance targets; link investment priorities to the performance targets; and describe the anticipated effect of the TIP toward achieving the performance targets.

2.2 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Federal surface transportation law, as developed in MAP-21 and continued under the FAST Act, calls for MPOs, states, and public transportation providers to establish and use a performance-based approach to transportation decision making. States and MPOs must integrate performance-based plans into their planning process, including goals, objectives, performance measures, and targets, either directly or by reference. USDOT will establish performance measures and subsequently states and public transportation providers will establish performance targets in support of those measures. The MPO subsequently has 180 days to establish performance targets coordinated with those of the states and public transportation providers. After these targets are set, Visualize 2045 and TIP are required to include a description of the performance measures and targets used in assessing the performance of the transportation system. The MPO should use targets to track progress towards attainment of critical performance outcomes for the MPO region.

Under the performance provisions, the TIP shall do the following, in coordination with Visualize 2045:

- Contain projects consistent with the metropolitan transportation plan.
- Reflect investment priorities from the metropolitan transportation plan.
- Be designed to make progress toward achieving transportation system performance targets.
- Describe the anticipated effect of the TIP toward achieving the performance targets established in the metropolitan transportation plan.
- Link investment priorities to performance targets.

This task includes:

- Prepare and review amendments and administrative modifications to the currently approved TIP.
- Enhance documentation of the TIP with additional analysis as a part of the Visualize 2045 and TIP brochure and the Visualize 2045 web site.
- Provide public access to Visualize 2045 and TIP project data through an improved online searchable database and a linked GIS database.
- Enhance the TIP/LRP database.
- Prepare an annual listing of projects for which federal funds have been obligated in the preceding year for the FY 2017-2022 TIP.
- Support the development of the FY 2019-2024 TIP.

3. Mobile Emissions Planning

OVERSIGHT

Technical Committee in consultation with MWAQC

MAJOR PRODUCTS

- Visualize 2045 Air Quality Conformity Analysis travel demand and mobile emissions model outputs for milestone analysis years
- Final report on the Visualize 2045 Air Quality Conformity Analysis and supporting technical documents
- Technical reports as required for TERMS analyses, and performance-based planning reporting

TOTAL COST ESTIMATE

\$1,887,121

3.1 AIR QUALITY CONFORMITY

The 1990 Clean Air Act Amendments require MPOs to conduct detailed systems-level technical analyses to demonstrate that future mobile source emissions resulting from the region's plans and programs comply with federally approved budgets. The Air Quality Conformity (AQC) analysis includes a formal solicitation of transportation projects from programming agencies and staff consultation with local transportation agencies, state air agencies and the public. The analysis also requires substantial travel demand and mobile emissions modeling.

The AQC analysis of the Visualize 2045 Plan was initiated in FY 2018 and is anticipated to be completed and advanced to the TPB for adoption during fall of 2018. Therefore, activities in the first half of the fiscal year will focus on completing the technical modeling activities and preparing the final report. Activities conducted during the second half of the fiscal year will involve further detailed analysis of the modeling outputs.

This task includes:

- Provide technical travel demand and mobile emissions modeling support to the Conformity Analysis of the constrained element of Visualize 2045 and TIP in accordance with federal requirements; activities include the preparation of technical inputs used in transportation and mobile emissions modeling, analysis of modeling outputs, and documentation of the analysis process and final results in memoranda and a final report.
- Keep abreast of evolving federal requirements as related to Air Quality Conformity determinations.
- Continue working to incorporate performance-based planning and programming requirements pertaining to CMAQ and GHG reductions into the planning process as it relates to Visualize 2045.
- Maintain communication and consultation among transportation agencies, air agencies, and the public regarding the TPB's conformity schedule for the constrained element of Visualize 2045.

3.2 MOBILE EMISSIONS ANALYSIS

This task conducts a wide range of analyses to quantify mobile-source emissions levels of various pollutants in support of air quality planning and Transportation Emissions Reduction Measures (TERMs). TPB staff is also actively involved with State Implementation Plan (SIP) activities that determine how metropolitan areas will attain and maintain national air quality standards. SIP activities include the establishment of mobile emission budgets for criteria pollutants that are analyzed in air quality conformity work.

This task includes:

- Support travel demand modeling and mobile emissions modeling related to SIP planning activities. Pending the EPA finalization of designations for the 2015 ozone NAAQS, develop mobile source inventories for VOC and NO_x for a designated Base Year. Inventories will require highway and transit network coding, travel demand modeling, and MOVES mobile emissions modeling for the designated Base Year.
- Conduct a school bus and transit bus fleet data inventory in coordination with state and local governments. School bus and transit bus inventories are used in the development of mobile inventories for air quality conformity and SIP work.
- When called upon, provide state-level mobile inventories or inputs to mobile inventories. The state air agencies are required to develop National Emissions Inventories (NEIs) every three years. The deadline for States to submit mobile source emissions for the 2017 NEI to EPA is January 15, 2019.
- Provide support with “Hot-Spot” analyses conducted by local transportation agencies.
- Respond to technical requests from COG’s Department of Environmental Programs and from TPB member jurisdictions for mobile emissions information.
- Follow established TPB interagency and public consultation procedures and coordinate with COG/DEP staff to involve the Metropolitan Washington Air Quality Committee (MWAQC) in the public and interagency consultation process.
- Keep abreast of mobile emissions software (MOVES) updates and best practices.

4. Planning Programs

OVERSIGHT	Various (see below)
MAJOR PRODUCTS	See program-specific products below
TOTAL COST ESTIMATE	\$1,859,037

4.1 CONGESTION MANAGEMENT PROCESS

OVERSIGHT	Systems Performance, Operations, and Technology Subcommittee (SPOTS)
MAJOR PRODUCTS	<ul style="list-style-type: none">• Updated CMP portions of Visualize 2045• Congestion Management Plan• VPDUG website reference materials• Documentation for FAST Act performance and target reporting requirements

Under this task, the regional Congestion Management Process (CMP) informs Visualize 2045 on current congestion on the region's roadways by analyzing congestion data as well as identifying potential multi-modal congestion management strategies.

The CMP addresses FAST Act requirements for performance-based planning congestion reduction and system reliability measurements, on both recurring and non-recurring congestion.

This task includes:

- CMP components of Visualize 2045 that specifically address CMP and its subtopics, fully incorporated as elements of Visualize 2045 publication.
- CMP Documentation Form information addresses federally-required CMP considerations associated with individual major projects, to be included with overall project information submitted by implementing agencies to the "Visualize 2045: Technical Inputs Solicitation for the Constrained Element and Air Quality Conformity Analysis" document, and thereby incorporated into the regional CMP.
- National Capital Region Congestion Report, released quarterly on the TPB website, reviewing recent information on congestion and reliability on the region's transportation system and featured CMP strategies, with a "dashboard" of key performance indicators.
- Obtain data from cost-effective public-sector and private-sector sources, including the I-95 Corridor Coalition Vehicle Probe Project (VPP), the Regional Integrated Transportation Information System (RITIS) of the Metropolitan Area Transportation Operations Coordination (MATOC) Program, the FHWA National Performance Management Research Data Set (NPMRDS),

and, if needed, specialized data collection efforts. Compile, format, and review transportation systems performance data from these sources.

- Analyze congestion on the region’s freeway networks, non-freeway arterials, the transit-significant roadways, and the freight-significant roadway network.
- Provide CMP technical input to the Performance-Based Planning and Programming (PBPP) task.
- Produce related analyses, such as following a major event, on an as-needed basis.
- In conjunction with the CMP, support the Vehicle Probe Data Users Group (VPDUG) in its role to foster technical and methodological coordination in the application of vehicle probe data by member agencies and jurisdictions, including conducting regular Users Group meetings and maintaining reference materials on the TPB website.

4.2 SYSTEMS PERFORMANCE, OPERATIONS, AND TECHNOLOGY PLANNING

OVERSIGHT

Systems Performance, Operations, and Technology Subcommittee (SPOTS)

MAJOR PRODUCTS

- **Technology, operations, and systems performance documentation for Visualize 2045**
- **Regional ITS architecture update**
- **Regional surveys on traffic signal timing and power back-up systems**
- **Documentation for FAST Act performance and target reporting requirements**

The performance outcomes of the existing and planned regional transportation system rely on systems management, operations, and deployment of technologies. This task addresses these considerations in metropolitan transportation planning, in conjunction with the federal requirements for regional transportation systems management and operations (RTSMO).

This task includes:

- Address FAST Act requirements related to technology and RTSMO.
- Provide opportunities for consideration, coordination, and collaborative enhancement of planning for systems performance, operations, and technology applications in the region, and encourage these in TIP development and Visualize 2045.
- Address emerging connected and autonomous vehicle technology and shared mobility developments as they relate to regional transportation planning and RTSMO, and related aspects of the Regional Intelligent Transportation Systems (ITS) Architecture.
- Conduct planning for operations including systems monitoring, traffic incident management and response, multi-modal coordination, traffic signal coordination, public traveler information, and related strategies that address regional transportation systems management, including coordination with the COG Traffic Incident Management Enhancement initiative.

- Conduct resiliency and reliability planning, focusing on outcomes-based applications of technology and operations strategies. Consider the resiliency of the region’s transportation systems to operate during and recover in a timely fashion from major disruptive events, such as climate/extreme weather events, as well as its everyday reliability considering non-recurring congestion. Conduct related operations performance analyses. Resiliency and reliability are defined as metropolitan transportation planning factors in FAST Act.
- Advise the metropolitan transportation planning process regarding emerging technologies, including understanding and planning for connected and autonomous vehicles (CAVs) and related emerging “shared economy” aspects of transportation.
- Support and update the long-standing regional Intelligent Transportation Systems (ITS) Architecture.
- In conjunction with FAST Act performance-based planning requirements advise on congestion and reliability-related aspects of the FAST Act requirements.
- Support the regional Systems Performance, Operations, and Technology Subcommittee (SPOTS) (successor to the Management, Operations, and Intelligent Transportation Systems (MOITS) Technical Subcommittee). Also coordinate SPOTS activities with the Metropolitan Area Transportation Operations Coordination (MATOC) Program, including SPOTS’ defined advisory role for the MATOC Program on long-range planning topics.
- Maintain coordination with related member agency activities, and related COG and TPB committees including the Regional Emergency Support Function 1 (RESF-1) Transportation Emergency Preparedness Committee.

4.3 TRANSPORTATION EMERGENCY PREPAREDNESS PLANNING

OVERSIGHT

**Regional Emergency Support Function #1
Transportation Emergency Preparedness Committee in
coordination with the Technology, Operations, and
Performance Subcommittee**

MAJOR PRODUCTS

- **Documentation pursuant to DHS and UASI requirements**

This task provides support and coordination for the transportation sector’s role in overall regional emergency preparedness planning, in conjunction with the Metropolitan Washington Council of Governments (COG) Board of Directors and its public safety programs. This is a component of a much larger regional set of emergency preparedness activities funded primarily outside the UPWP by U.S. Department of Homeland Security (DHS) and COG local funding. The Regional Emergency Support Function #1 (RESF-1) Transportation Emergency Preparedness Committee, within the COG public safety committee structure, advises these efforts and coordinates with emergency management agencies, police, fire, and other emergency response (RESF) committees. Regular meetings of the RESF-1 Committee as well as subject matter-specific special events will be supported.

This task includes:

- Provide support for incorporating emergency preparedness considerations into Visualize 2045.
- Plan for the role of transportation as a support agency to emergency management in catastrophic or declared emergencies.
- Undertake emergency coordination and response planning through the emergency management and Homeland Security Urban Area Security Initiative (UASI) processes.
- Coordinate planning for transportation-related emergency communications, technical interoperability, and related capabilities.
- Plan for transportation aspects of public outreach for emergency preparedness.
- Coordinate with regional critical infrastructure protection and related security planning.
- Advise emergency preparedness training and exercises.
- Advise conformance with U.S. Department of Homeland Security directives and requirements.
- Advise applications for and management of UASI and other federal Homeland Security funding.
- Support the RESF-1 Transportation Emergency Preparedness Committee.

4.4 TRANSPORTATION SAFETY PLANNING

OVERSIGHT

Transportation Safety Subcommittee

MAJOR PRODUCTS

- Safety element of Visualize 2045
- Documentation for FAST Act performance and target reporting requirements

The Washington metropolitan area is a diverse and rapidly growing region, a major tourist destination, and a gateway for immigrants from all over the world. Growing numbers of pedestrians and bicyclists are using the region's multimodal transportation system, especially in suburban areas where they were not as common as in years past, thereby increasing the exposure of these vulnerable road users to collisions with vehicle traffic. The FAST Act emphasizes safety as part of the metropolitan planning process and requires MPOs to set safety performance targets for non-motorized as well as motorized users. These and other factors, along with heightened awareness of the importance of safety planning, continue to demonstrate the need for the regional transportation safety planning program.

This task includes:

- Support engineering, education, enforcement, and emergency medical services strategies in the metropolitan planning process to reduce fatalities, serious injuries, and crashes in the region. This includes planning for safety aspects of the region's transportation system and coordinating with the Strategic Highway Safety Plan development and implementation efforts of the District of Columbia, Maryland, and Virginia, as well as other state, regional, and local efforts.
- Provide opportunities for consideration, coordination, and collaborative enhancement of transportation safety in the region.

- Maintain active collaboration with the “Street Smart” pedestrian and bicycle safety outreach campaign.
- Address regional FAST Act traffic safety performance measure requirements, including compilation and analysis of safety data, tracking of regional performance measures for safety, and coordinating with member states on the setting of safety targets.
- Encourage the consideration of safety in all aspects of metropolitan transportation planning and ensuring that safety is addressed during Visualize 2045 and TIP development.
- Support the Transportation Safety Subcommittee, as well as coordinating with member agencies and transportation safety stakeholders.

4.5 BICYCLE AND PEDESTRIAN PLANNING

OVERSIGHT

Regional Bicycle and Pedestrian Subcommittee

MAJOR PRODUCTS

- **Bicycle and pedestrian facilities for the TIP and Visualize 2045**
- **Maintenance of the regional bicycle and pedestrian plan and related information on the TPB website**
- **Two or more regional outreach workshops**

The enhancement of pedestrian and bicycle facilities, activities, and safety in the region is a critical component of the metropolitan transportation planning process. Advised by the regional Bicycle and Pedestrian Subcommittee, the 2018 Regional Bicycle and Pedestrian Plan provides the framework for this effort.

This task includes:

- Maintain the Bicycle and Pedestrian Plan database on the TPB website for member agency and public access, including online mapping and visualization of projects identified in the plan.
- Monitor and update nonmotorized recommendations for the Transportation Improvement Program (TIP) and the aspirations element of Visualize 2045; monitor Regional Complete Streets and Green Streets activities.
- In conjunction with the Subcommittee and the Capital Trails Coalition, coordinate on regional or long-distance trails, bicycle routes and project needs.
- Provide technical advice to the “Street Smart” regional pedestrian and bicycle safety public outreach campaign (Street Smart is supported by funding outside the UPWP); bikesharing systems in the region; on pedestrian and bicycle mapping and data systems; on pedestrian and bicycle safety; and on bicycle and pedestrian systems usage and consideration in the overall metropolitan transportation planning process.
- Conduct two or more regional bicycle and pedestrian planning or design training, outreach, or professional development opportunities for member agency staffs, at least one of which will have a primary focus on pedestrian planning.
- Support the Bicycle and Pedestrian Subcommittee in its coordination and advisory roles.

4.6 REGIONAL PUBLIC TRANSPORTATION PLANNING

OVERSIGHT

Regional Public Transportation Subcommittee

MAJOR PRODUCTS

- Annual report, data compilation, reports on technical issues, and outreach materials
- Private Provider involvement documentation

The region has a variety of local and commuter bus, rail transit, and commuter rail operators and other agencies involved in public transportation planning and operation. It also is served by a number of private providers. This task advises the consideration of public transportation activities and needs as an important part of the metropolitan transportation planning process.

This task includes:

- Provide support to the Regional Public Transportation Subcommittee for the coordination of public transportation planning in the region, and for incorporating regional public transportation plans into Visualize 2045 and TIP.
- Evaluate federal rulemaking for the performance-based planning requirements, specifically transit safety and transit asset management, including data collection, analysis of the performance measures, forecasting, and setting of targets.
- Provide a forum for discussion of the development of the performance measures and selection of performance targets for the metropolitan planning area in order to coordinate with relevant providers of public transportation to ensure consistency to the maximum extent practicable.
- Provide support to the TPB Private Providers Task Force and document the involvement of private providers of public transportation in the metropolitan planning process.
- 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 to the FTA of one-year-after and two-year-after reports for projects concluded in calendar year 2016.
- Produce an annual report on the "State of Public Transportation" to provide informative public transportation operations, customer, and financial facts, including recent accomplishments and upcoming activities, and a summary of the Subcommittee's recommendations for improving services for consideration by the TPB.

4.7 FREIGHT PLANNING

OVERSIGHT

Freight Subcommittee

MAJOR PRODUCTS

- Documentation as necessary supporting FAST Act requirements of freight planning
- Maintenance of the regional freight plan, "Freight Around the Region" publications, and related information on the TPB website

The TPB provides opportunities for consideration, coordination, and collaborative enhancement of planning for freight movement in the region. The Regional Freight Plan updated in FY 2016 provides guidance for continued regional planning activities.

This task includes:

- Provide opportunities for consideration, coordination, and collaborative enhancement of planning for freight movement in the region, Visualize 2045, and TIP, including through outreach to the private sector, regular interaction with the TPB and other committees on regional freight planning issues.
- Coordinate with relevant jurisdictions and committees on regional rail issues.
- Compile and analyze readily available data to support regional freight planning.
- Continue “Freight Around the Region” outreach efforts focusing on individual jurisdictions’ freight activities and their linkages to the regional freight picture.
- Address the FAST Act requirements related to regional freight transportation planning, including PBPP measures and targets.
- Support the TPB Freight Subcommittee in its coordination and advisory roles.

4.8 METROPOLITAN AREA TRANSPORTATION OPERATIONS COORDINATION PROGRAM PLANNING

OVERSIGHT

MATOC Steering Committee, in conjunction with the Systems Performance, Operations, and Technology Subcommittee (SPOTS)

MAJOR PRODUCTS

- **MATOC Steering Committee and Subcommittee Meeting Materials**

TPB provides planning support for the Metropolitan Area Transportation Operations Coordination (MATOC) Program, in conjunction with the MATOC Steering Committee, subcommittees, and partner agencies. This task is the metropolitan transportation planning component of a larger set of MATOC Program activities, including operational and implementation activities, funded outside the UPWP. The Metropolitan Area Transportation Operations Coordination (MATOC) Program’s mission is to provide situational awareness of transportation operations in the National Capital Region (NCR) through the communication of consistent and reliable information, especially during incidents. MATOC’s information sharing is undertaken in large part through the Regional Integrated Transportation Information System (RITIS). RITIS is an automated system that compiles formats, and shares real-time traffic and transit data among the region’s transportation agencies. RITIS was developed on behalf of the region by the Center for Advanced Transportation Technology Laboratory at the University of Maryland. Data provided through RITIS is in daily use by the region’s major transportation operations centers.

As a complement to the externally-funded operations activities of MATOC, this UPWP task is to provide ongoing TPB staff planning assistance to the MATOC Program, as a part of the TPB’s metropolitan transportation planning activities.

This task includes:

- Provide administrative support of MATOC Steering Committee and subcommittee meetings, including preparation of agendas and summaries and tracking of action items.
- Provide briefings to the TPB on MATOC Program progress.
- Provide TPB staff input and advice to the MATOC Information Systems Subcommittee and Operations Subcommittee.
- Develop supporting or informational materials for the above activities as necessary.

DRAFT

5. Travel Forecasting

OVERSIGHT

Travel Forecasting Subcommittee

MAJOR PRODUCTS

- A series of highway and transit networks reflecting the latest Visualize 2045 and TIP for input to the regional travel demand forecasting model, together with technical documentation.
- Updated travel demand forecasting models; documentation of model development activities; and recommendations for continued updating of the travel demand modeling process.

TOTAL COST ESTIMATE

\$2,754,091

5.1 TRANSPORTATION NETWORK DEVELOPMENT

This task includes preparing transportation network files, which are primary inputs to the regional travel demand model that supports regional studies, project planning studies, and special scenario studies. Transportation networks are also important components of evolving travel forecasting methods.

This task will include:

- Develop, maintain, and improve the transportation networks (highway and transit) which are inputs to the regional travel demand forecasting model; transportation networks are envisioned to be developed for:
 - The Air Quality Conformity Analysis of Visualize 2045
 - Special regional scenario studies
 - Project planning studies
- Develop base-year transit networks, used for both base-year and future-year scenarios.
- 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.
- Respond to network-related technical data requests.

5.2 TRAVEL MODEL DEVELOPMENT AND SUPPORT

This task involves developing, maintaining, and improving the travel demand forecasting model, which supports regional and local transportation planning in the region. Travel improvement activities are guided by a multi-year strategic plan that was formulated in FY 2015 and finalized in FY 2016. During FY 2019, TPB staff will advance a new travel demand model, known as Version 2.5, from development into production, supplanting the existing travel demand model known as Version 2.3. Version 2.5 is a trip-based model in formulation and testing over the past two years. In accordance with the strategic plan, staff will also begin development of a “next-generation” travel demand model, making use of existing travel survey data.¹ The model will be developed with the assistance of a knowledgeable consultant and with oversight of the TPB Travel Forecasting Subcommittee.

This task will include:

- Develop, maintain, and improve the TPB’s regional travel demand forecasting models, both the production model and one or more developmental models.
- Support the current production model (currently Ver. 2.3) for both internal and external users of the model.
- Continue implementation of consultant-recommended improvements to the TPB’s travel forecasting methods in accordance with a seven-year strategic model development plan established in 2015. The plan includes three phases: 1) Implement updates to the existing trip-based model; 2) Develop a next-generation (NextGen) model, with existing survey data; and 3) Develop a revised NextGen model with new survey data. During FY 2019:
 - Phase 1 will be completed. The refined trip-based model developed by a consultant during FY 2017 (Version 2.5) and evaluated by TPB staff during FY 2018 will supplant the Version 2.3 model series as the region’s adopted travel forecasting process.
 - Phase 2 will be initiated. A three-year consultant-assisted effort to develop a NextGen model using existing data, such as the 2007/2008 Household Travel Survey, will begin.
- Keep abreast of best practices in travel demand modeling through conference attendance and participation in AMPO Travel Modeling Work Group meetings.
- Collect, prepare, and analyze data relevant to travel modeling development and validation.
- Respond to travel-model related technical data requests from consultants and local agencies.
- Maintain software and hardware required to apply the regional travel demand model.
- Staff the TPB Travel Forecasting Subcommittee.
- Coordinate with the COG Office of Information Technology and Facilities Management (ITFM) to help maintain the computers used to run the regional travel demand model.

¹ Cambridge Systematics, Inc., *Strategic Plan for Model Development, Task Order 15.2, Report 3 of 3, Final Report* (Washington, D.C.: Metropolitan Washington Council of Governments, National Capital Region Transportation Planning Board, October 15, 2015).

6. Travel Monitoring and Data Programs

OVERSIGHT	Various (see below)
MAJOR PRODUCTS	See program-specific products below
TOTAL COST ESTIMATE	\$2,760,334

6.1 REGIONAL TRAVEL SURVEY

OVERSIGHT	Travel Forecasting Subcommittee
MAJOR PRODUCTS	<ul style="list-style-type: none">• Completed survey datasets• Presentation and information reports• Technical support

Work will continue on the large-scale, multi-year Regional Travel Survey, which produces data required for the regional travel demand model. When complete, the survey will provide updated information on the travel patterns of persons residing in the TPB modeled area and the key factors influencing their current travel choices and travel behavior. This survey is undertaken approximately once every 10 years and was last conducted in 2007/2008. The data collected in this new regional household travel survey will also be used to develop and calibrate the next generation TPB regional travel demand forecasting model that will be used to forecast future travel demands based on projected household and employment growth and planned improvements to the regional transportation system. In FY 2018, a professional survey firm was hired to conduct data collection for survey, which was designed to obtain the participation of approximately 15,000 households in TPB modeled area jurisdictions.

This activity will encompass the following in FY 2019:

- Complete data collection for the 2017/2018 TPB Regional Travel Survey.
- Complete data validation for all survey records, including data editing and imputation.
- Geocode all survey records into a geodatabase.
- Develop initial survey weighting factors.
- Develop completed survey datasets to be used in subsequent analyses to provide inputs into travel demand models used to forecast future travel patterns and vehicle emissions.
- Compare results of 2017/2018 Regional Travel Survey with 2007/2008 Household Travel Survey and present the findings to appropriate committees.
- Coordinate survey activities with state and local government staff as appropriate and respond to inquiries about the survey from state and local government staff, survey participants, and the media.

- Analyze household travel survey response patterns by jurisdiction and activity center strata and begin development of initial survey weighting factors.
- Analyze and report on comparisons of preliminary 2017/2018 TPB Regional Household Travel Survey data tabulations with Census ACS demographic, household, worker characteristic, and commuting data.
- Make presentations and prepare information reports on various aspects of daily household and vehicle travel in the region to support analysis of regional growth and transportation issues.
- Provide data, documentation, and technical support to users of previous TPB Household Travel Surveys. Update user documentation as required.

6.2 TRAVEL MONITORING STUDIES AND RESEARCH

OVERSIGHT

Travel Forecasting Subcommittee

MAJOR PRODUCTS

- **Travel monitoring datasets to support PBPP and next-generation modeling requirements**
- **Technical reports**

This task conducts travel monitoring studies and research activities to support the regional travel demand forecasting model, performance-based planning and programming (PBPP), and Visualize 2045 development. Studies completed in recent years under this task have included:

- Regional high-occupancy vehicle (HOV) facility performance analysis of volume, occupancy, and travel time.
- Identification of high-volume truck travel routes in the region/
- A baseline inventory of intercity bus routes and performance analysis of intercity bus passenger volumes at the terminal at Washington Union Station and other major regional stop locations/

Individual studies for FY 2019 will be determined based on programmatic needs of the regional travel demand forecasting model, PBPP requirements, and Visualize 2045 development activities. There will be a special emphasis on the emerging needs associated with development of the next generation regional travel demand forecast model. Continuation of consultant assistance for this task initially procured in the third and fourth quarters of FY 2018 is anticipated to continue during FY 2019.

6.3 REGIONAL TRANSPORTATION DATA CLEARINGHOUSE

OVERSIGHT

Technical Committee

MAJOR PRODUCTS

- **Updated Clearinghouse database and documentation**
- **Web interface to access Clearinghouse data**

Efficient access to a comprehensive source of current and historic data on the characteristics and performance of the region's transportation system is vitally important for transportation planning, air

quality analysis, travel models development, congestion management, and project evaluations. Under this activity, staff will continue to work with local, state, WMATA, and other regional agencies to transfer data to and from the Clearinghouse and to update the Clearinghouse with updated highway and transit performance data and other important multi-modal travel data as they become available.

This activity will encompass the following in FY 2019:

- 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.
- Update freeway and arterial road speed and level of service data.
- Update Clearinghouse highway network bridge and pavement condition data from most current National Bridge Inventory and Highway Performance Management System databases.
- Add updated Cooperative Forecasting data by TAZ to the Regional Transportation Clearinghouse Data.
- Work with the Travel Forecasting and Mobile Emissions Planning Team to develop specifications for a geodatabase of cadastral (parcel-level) data; evaluate data availability and collective relevant data as required; begin developing a regional parcel-level land use database using TAZ-level Cooperative Forecasting data to support travel forecasting model improvements.
- Distribute Regional Transportation Clearinghouse Data to TPB participating agencies via a GIS web-based application.

6.4 GIS DATA

OVERSIGHT

Technical Committee

MAJOR PRODUCTS

- Updated GIS software, databases, online web map applications, user documentation, and support and coordination of COG/TPB GIS activities

This work activity provides Geographic Information System (GIS) data and technical support to users of the TPB's GIS data for numerous important planning activities, including Visualize 2045 and its constrained element, the TIP, performance-based planning and programming (PBPP), congestion monitoring and analysis, cooperative forecasting, Regional Transportation Data Clearinghouse, travel network and models development, freight, and bicycle planning, among others.

This activity will encompass the following work tasks in FY 2019:

- Provide data and technical support to staff using GIS for development and distribution of data and information developed for TPB planning activities.
- Provide technical guidance and develop GIS-based products (web maps and applications, visualization, etc.) for TPB planning activities.
- Respond to requests for TPB GIS metadata, databases, and applications.

- Coordinate regional GIS activities with state DOTs, WMATA, and the local governments through COG's GIS Committee and subcommittees.
- Maintain and update GIS-related hardware and software used by staff for regional transportation planning activities.

DRAFT

7. Cooperative Forecasting and Transportation Planning Coordination

OVERSIGHT

Technical Committee

MAJOR PRODUCTS

- Updated Cooperative Forecasting land activity forecasts and documentation
- Analysis of Activity Center growth forecasts
- Information reports and products

TOTAL COST ESTIMATE

\$915,451

This task coordinates local, state, and federal planning activities, develops population, household, and employment forecasts that are used as input into TPB travel demand forecasting model, and facilitates the integration of land use and transportation planning in the region.

- 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 U.S. Census American Communities Survey and from other available federal, state, and local data sources.
- Work with members of the Cooperative Forecasting and Data 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 9.2 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 9.2 forecasts and the Cooperative Forecasting process.
- Develop and publish useful economic, demographic, and housing-related information products including the Regional Economic Monitoring Reports (REMS), the annual "Commercial

Development Indicators," and economic and demographic data tables to be included in the Region Forward work program.

- Use TPB transportation planning data to update information for the approved COG Region Forward targets and indicators.

DRAFT

8. Public Participation and Human Service Transportation Coordination

OVERSIGHT

Transportation Planning Board

MAJOR PRODUCTS

- Public comment solicited and documented
- Support for Activity 1: Long-Range Planning
- CAC and AFA committee reports
- Information dissemination through the website, social media, and printed documents
- Update the TPB Participation Plan
- Coordinated Human Service Transportation Plan

TOTAL COST ESTIMATE

\$1,261,894

8.1 PUBLIC PARTICIPATION

The update of the TPB Participation Plan as approved by the TPB in September 2014 will guide all public involvement activities to support the development of the CLRP, TIP, and all other TPB planning activities. The TPB's Participation plan emphasizes involving traditionally disadvantaged populations in the planning process, as part of the TPB's commitment to ensuring nondiscrimination in all its programs and activities as required under Title VI and the Environmental Justice Executive Order.

- Conduct regular public involvement as described in the TPB Participation Plan, including public comment sessions at 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. Staff will ensure that CAC comments are communicated to the TPB regarding transportation plans, projects, programs, and issues that are important to the committee and its members.
- 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, older adults, and those with limited English skills as the TPB's primary strategy for engaging traditionally-disadvantaged population groups in the planning process and for providing guidance on Human Service Transportation Program activities. AFA Committee comments will be shared with the TPB on transportation plans, projects, programs, services, and issues that are important to AFA community groups.
- Develop and conduct workshops or events to engage the public and community leaders on key regional transportation issues, including the development of Visualize 2045, the TIP, and other regional planning activities.

- Conduct training activities to help community leaders learn how to get more actively involved in transportation decision making in the Washington region.
- Conduct evaluation activities of the public involvement process.
- Ensure that all public participation is consistent with and meets the Federal Civil Rights Act (Title VI) and Executive Order 12988 Environmental Justice.
- Update the TPB Participation Plan to ensure it is compliant with the requirements of the FAST Act.
- Develop orientation materials for individuals who are new to the TPB process, including board members, committee members, and interested members of the public.

8.2 COMMUNICATIONS

- Develop written and visual materials to spread information about regional transportation planning issues, explain how transportation decision-making works, and engage the public.
- Produce content for the *TPB News*, Visualize 2045 newsletter, and other digital publications.
- Produce an annual report or other print publication highlighting significant TPB activities.
- Regularly update information on the TPB’s webpages, ensuring the site is timely, thorough, and user-friendly.
- Effectively use social media and other digital tools to engage the public in current TPB activities.

8.3 HUMAN SERVICE TRANSPORTATION COORDINATION

Under federal regulations, a Coordinated Human Service Transportation Plan is required to guide funding decisions for the Federal Transit Administration (FTA) “Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities” program. COG is the designated recipient of this program for the Washington DC-VA-MD Urbanized Area. The Coordinated Plan must be updated every four years and the last update was approved by the TPB in November 2014. Therefore, In FY 2019 the Coordinated Human Service Transportation Plan will be updated and also coordinated with Visualize 2045, per federal requirements.

The TPB established the Human Service Transportation Coordination Task Force in 2006 to help develop the Coordinated Plan. In FY 2016, the Task Force was incorporated into the Access for All Advisory Committee given overlapping membership and that the work of the Task Force is largely done.

This task includes:

- Update the Coordinated Human Service Transportation Plan to guide the implementation of the Section 5310 Enhanced Mobility program. The Access for All Advisory Committee will provide guidance on the unmet transportation needs for people with disabilities and older adults and other key sections of the Coordinated Plan.
- Plan for the next solicitation and selection of projects for FTA Section 5310 Enhanced Mobility funding anticipated to occur in FY 2020.

- Support the implementation of the Coordinated Plan by furthering the goals and strategies in the plan provide an array of transportation services and options to older adults and people with disabilities.

DRAFT

9. Transportation Alternatives and Land Use Connection (TLC) Programs

OVERSIGHT

Technical Committee

MAJOR PRODUCTS

- Technical assistance, including final reports, provided by consultant teams to localities
- Updated website
- Regional Peer Exchange Network activities
- TAP coordination

TOTAL COST ESTIMATE

\$482,053

This work activity strengthens the coordination between local land use and transportation planning. Begun as a pilot in November 2006, the Transportation/Land-Use Connections (TLC) program offers short-term technical assistance through consultant teams to local jurisdictions to advance their planning activities.

This activity will encompass the following work tasks in FY 2019:

- 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).
- 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.
- 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

This activity includes support for the Transportation Planning Board (TPB), management activities not attributable to specific tasks in the work program, and development of the Unified Planning Work Program (UPWP).

OVERSIGHT

Transportation Planning Board

MAJOR PRODUCTS

- **Materials for the meetings of the TPB, Steering Committee, Technical Committee, and State Technical Working Group**
- **Responses to information requests from elected officials, federal agencies, and media**
- **Participation in external meetings related to the TPB work program**

TOTAL COST ESTIMATE

\$893,653

10.1 TRANSPORTATION PLANNING BOARD (TPB) SUPPORT AND MANAGEMENT

- 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.
- Participate in the Association of Metropolitan Planning Organizations (AMPO) and meetings.
- Coordinate TPB Planning Activities with Program Directors.
- Day-to-day management of and allocation of staff and financial resources.
- Monitor all work program activities and expenditures.

10.2 UNIFIED PLANNING WORK PROGRAM (UPWP)

The UPWP for the Metropolitan Washington Region describes all transportation planning activities utilizing federal funding, including Title I Section 134 metropolitan planning funds, Title III Section 8 metropolitan planning funds, and Federal Aviation Administration (FAA) Continuing Airport System Planning (CASP) funds. The UPWP identifies state and local matching dollars for these federal planning programs, as well as other closely related planning projects utilizing state and local funds.

This task includes:

- 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.
- Prepare 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.
- Prepare for Federal certification review to be conducted in summer 2019.

11. Technical Assistance

This TPB work program activity responds to requests for technical assistance from the state and local governments and transit operating agencies. This activity takes the form of technical work tasks in which TPB-developed tools, techniques, data, and capabilities are used to support DDOT, MDOT, VDOT, VDRPT, and WMATA sub-area planning, travel monitoring, travel modeling, and data collection efforts related to regional transportation planning priorities. The funding level allocated to technical assistance is an agreed upon percentage of the total new FY 2019 funding in the basic work program. The funding level for each state is an agreed-upon percentage of the total new FTA and FHWA planning funding passed through each state. The funding level for WMATA is an agreed upon percentage of the total new FTA funding. The specific activities and levels of effort are developed through consultation between the state and WMATA representatives and TPB staff.

11.1 DISTRICT OF COLUMBIA

MAJOR PRODUCTS	See program-specific products below
TOTAL COST ESTIMATE	\$283,756

1. Program Development, Data Requests and Miscellaneous Services

This work activity supports staff time spent in developing scopes of work for requested projects and in administering the DC Technical Assistance work program throughout the year. Work activities involve meeting with DDOT staff to discuss proposed projects, drafting and finalizing work statements and tasks, creating project accounts when authorized, and progress reporting throughout the projects. Additionally, this project establishes an account to address requests which are too small or too short-lived to warrant separate scopes of work. Requests may include staff time to participate in technical review committees and task forces and execution of small technical studies.

MAJOR PRODUCT	Specific scopes of work, on-going activity
TOTAL COST ESTIMATE	\$10,000

2. Traffic Counts and Highway Performance Management System (HPMS) Support

This task includes procurement of a contractor to perform 7-day vehicle classification counts and 3-day traffic volume machine counts on roadway segments and grade-separated ramps that part of DDOT's traffic counting program. A total of approximately 200 traffic counts and 60 ramp counts will be performed city-wide at locations specified by DDOT's HPMS Coordinating Committee. Staff will also provide quality control checking of the traffic counts conducted by the contractor and provide technical support to DDOT in preparation of its annual HPMS submittal. This technical support will include processing of the traffic counts into average annual daily traffic (AADT) volumes, growth factoring of AADT volumes, and preparation of vehicle classification summaries of daily travel activity and preparation of traffic volume metadata.

MAJOR PRODUCT

- Machine traffic counts and HPMS submittal support, Schedule: June 2019

TOTAL COST ESTIMATE

\$235,000

3. Other Tasks to Be Defined

This work element is established to respond to requests by DDOT for anticipated technical assistance work tasks that are not yet defined. These work tasks will be performed upon further specific authorization received from DDOT in FY 2019.

TOTAL COST ESTIMATE

\$38,756

DRAFT

11.2 MARYLAND

MAJOR PRODUCTS See program-specific products below

TOTAL COST ESTIMATE \$518,802

1. Program Development Management

This work activity supports staff time spent administering the Maryland Technical Assistance work program throughout the year. Work activities would involve meetings with participating agencies to discuss proposed/new projects, development of monthly progress reports, budgetary reporting and technical quality control. This work task also includes staff time needed for the development of the annual planning work program.

MAJOR PRODUCT • Specific scopes of work, on-going activity

TOTAL COST ESTIMATE \$15,000

2. Project Planning Studies

This work task supports staff time associated with the development of scopes of work, interagency coordination, and technical analyses associated with travel demand modeling, evaluation of alternatives and coordination with other governmental entities and consultants. It is anticipated that technical work will continue on modelling efforts to support Maryland's Traffic Relief Plan. This work element also anticipates technical work on new planning studies administered by MDOT, MD SHA and other agencies.

TOTAL COST ESTIMATE \$100,000

3. Feasibility/Special Studies

This work task will provide funding to support technical support on feasibility/special studies as requested by MDOT, SHA and other agencies in Maryland. Work may include but is not limited to technical support in ongoing corridor/subarea studies, initiating new studies ranging from major new corridor analyses to the development of travel demand forecasts for individual facilities and scenario analyses. Project authorizations may occur throughout the fiscal year as priorities dictate to address transportation planning initiatives and strategic goals of MDOT, SHA and other agencies.

TOTAL COST ESTIMATE \$50,000

4. Travel Monitoring/Transportation Performance Measures

This work task will provide funding for data collection and analysis to support the assessment of system performance on major freeway and arterial roadway segments of the region's transportation network in

Maryland. Computation and analysis of various travel time, congestion level, system reliability and freight performance metrics will be performed as part of this work task.

TOTAL COST ESTIMATE **\$100,000**

5. Miscellaneous Technical Support:

This work task will support technical work associated with several pursuits of MDOT and MD SHA that do not fit into other Technical Assistance work tasks. Work activities could include Transit Oriented Development (TOD) studies, statewide model support, GIS applications, scenario studies, SHRP2 Capacity and Reliability Product Implementation assessments, and possibly freight/special generator studies may be conducted as part of this work task.

TOTAL COST ESTIMATE **\$20,000**

6. Transportation / Land Use Connections Program

The Transportation / Land Use Connections (TLC) program is an effort to provide technical assistance to local governments in the Washington region to facilitate integrating land use and transportation planning at the community level. Begun as a six-month regional pilot program in January 2007, this project has been very well received. MDOT supplements this regional effort by allocating a portion of its Technical Assistance funds to provide additional TLC grant funding for Maryland jurisdictions.

MAJOR PRODUCTS

- **Grant awards, technical reports from contractors, To be completed by June 2018**

TOTAL COST ESTIMATE **\$160,000**

7. Other Tasks yet to be defined

This work element is established to respond to requests by MDOT and SHA for anticipated technical assistance work tasks that are not yet defined. These work tasks will be performed upon further specific authorization from MDOT and MDSHA in FY 2019.

TOTAL COST ESTIMATE **\$73,802**

11.3 VIRGINIA

MAJOR PRODUCTS	See program-specific products below
TOTAL COST ESTIMATE	\$436,798

1. Program Development and Data/Documentation Processing

This work activity supports staff time spent administering the VA Technical Assistance work program throughout the year. Work activities include meetings with participating agencies to discuss proposed/new projects, development of monthly progress reports, budgetary reporting and technical quality control. This work task also includes staff time to process requests for data/documents received from local jurisdictions in Northern Virginia as advised by VDOT throughout the year.

MAJOR PRODUCT	<ul style="list-style-type: none">• Specific scopes of work, on-going activity
TOTAL COST ESTIMATE	\$15,000

2. Travel Monitoring and Survey

This work activity supports an ongoing continuous program to monitor travel and system performance on major commuting routes in Northern Virginia, with a goal to collect travel monitoring data for each major route on a 2 to 3-year cycle. Collected data and system performance analysis will include volume and occupancy data, travel time data, and other information. This travel monitoring program will also include collection of bicycle and pedestrian data at various locations throughout Northern Virginia, as identified by VDOT.

MAJOR PRODUCT	<ul style="list-style-type: none">• Program management plan, data and analysis, technical memorandum – on-going activity
TOTAL COST ESTIMATE	\$150,000

3. Travel Demand Modeling

This work activity is designed to assist VDOT with the use of results from the regional transportation travel demand model to support various transportation planning efforts and studies in Northern Virginia. Specific tasks undertaken will be identified throughout the year and are likely to include: developing forecasts and/or extracting specific information from the regional model forecasts for specific scenarios/options evolving out of ongoing studies and/or project planning efforts; and assistance with documentation, training and customization of the regional travel demand forecasting model for the Northern Virginia sub-area per VDOT's requirements.

MAJOR PRODUCT	<ul style="list-style-type: none">• Model output, technical memoranda, on-going activity
TOTAL COST ESTIMATE	\$40,000

4. Regional and Sub-Regional Studies

This work activity is designed to provide technical analysis and TPB staff support for various regional and sub-regional planning studies throughout the year as identified and requested VDOT and/or VDRPT. Work may include but not be limited to technical support for ongoing corridor/subarea studies and initiation of new studies ranging from major new corridor analyses to the development of travel demand forecasts for individual facilities. Staff may also assist VDOT in its work on a system-wide evaluation designed to provide information relating to the effectiveness of ongoing and planned projects and programs aimed at addressing the congestion and mobility challenges in Northern Virginia.

MAJOR PRODUCT

- **Technical analysis and support for Northern Virginia regional and sub-regional planning studies, on-going activity**

TOTAL COST ESTIMATE

\$60,000

5. Other Tasks to be Defined

This work element is established to respond to requests by VDOT and VDRPT for anticipated technical assistance work tasks that are not yet defined. These work tasks will be performed upon further specific authorization from VDOT and VDRPT in FY 2019.

TOTAL COST ESTIMATE

\$171,798

11.4 WMATA

MAJOR PRODUCTS See program-specific products below

TOTAL COST ESTIMATE \$180,164

1. Program Development

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

MAJOR PRODUCT • Specific scopes of work, on-going activity

TOTAL COST ESTIMATE \$5,000

2. Tasks to be Defined

This work element is established to respond to requests by WMATA for anticipated technical assistance work tasks that are not yet defined. These work tasks will be performed upon further specific authorization from WMATA in FY 2019.

TOTAL COST ESTIMATE \$175,164

12. Continuous Airport System Planning Program

OVERSIGHT	Aviation Technical Subcommittee
MAJOR PRODUCTS	<ul style="list-style-type: none">• Comprehensive Regional Air System Plan Update, Phase 1• Process 2017 Regional Air Passenger Survey, Phase 1
TOTAL COST ESTIMATE	\$350,000

The purpose of the CASP program is to provide a regional process that supports the planning, development, and operation of airport and airport-serving facilities in a systematic framework for the Washington-Baltimore Air Systems Planning Region, which includes the region's three major commercial airports: Baltimore-Washington International Thurgood Marshall Airport (BWI), Ronald Reagan Washington National Airport (DCA), and Washington Dulles International Airport (IAD). Oversight of the program is the responsibility of the TPB Aviation Technical Subcommittee. The major elements of the CASP program have now been consolidated into a reoccurring two-year cycle based on available and anticipated FAA funding. The CASP work program elements for the for FY 2018 UPWP cycle are as follows:

Comprehensive Regional Air System Plan Update – Phases 1 and 2

The regional CASP program began with the landmark 1975 study “The Future of Washington’s Airports,” which built the foundation for what the program has evolved into today. There has not been a fully comprehensive Regional Air System Plan (RASP) update since the initial 1975 study. Instead, there have been incremental updates over multiple plan volumes in 1988 (Volume I: Commercial Airports), 1993 (Volume II: Ground Access), and 1997 (Volume III: Air Cargo). Following those larger volumes, each document completed in the CASP program (Air Passenger Survey General Findings and Geographic Findings Reports, Ground Access Forecast Update, Ground Access Element Update, Ground Access Travel Time Update, and Air Cargo Element Update) has served as a series of continual, smaller, incremental updates or amendments to the RASP.

While these incremental amendments serve to ground the continuous and coordinated nature of the air systems planning program, they lack the comprehensiveness to meet the spirit of the “3Cs” that have guided metropolitan transportation planning since the process was formalized by the Federal government during the 1960s. Moreover, the regional surface transportation plan, previously known as the Constrained Long-Range Plan (CLRP) and currently being developed under the branding of *Visualize 2045*, receives annual incremental updates and major update every four years. While frequent incremental updates are necessary due to limited resources and the most effective way of maintaining a continuous planning program, the air systems planning region and the nature of air travel has changed so significantly after more than 40 years that a comprehensive regional air system plan update is warranted.

Resource limitations dictate that the RASP update will be spread over three phases: (1) review of previous plans and complementary airport plans and review of state of the practice in regional air system planning, (2) documentation of existing conditions and needs assessment, and (3) forecasts and future planning recommendations. The products of these three phases will be compiled into a single comprehensive document at the end of the RASP update process. Development of Phase 1 of

the comprehensive RASP update began in FY2018. Work will continue to complete Phase 1 and initiate Phase 2 during FY2019.

Process 2017 Air Passenger Survey - Phase 2

This CASP work program task involves the continued processing and analysis of data collected in the 2017 Regional Air Passenger Survey. In Phase 1 of the 2017 Air Passenger Survey, the collected survey questionnaire data was reviewed, edited for logical consistency and tabulated. A General Findings Air Passenger Survey Report was also produced as part of Phase 1.

Specific tasks to be performed in Phase 2 of the 2017 Regional Air Passenger Survey include the geocoding of airport ground access trip origins to Aviation Analysis Zones (AAZs) and analysis of the geographic patterns of airport ground access trips for distinct types of air travelers and airport ground access trips (work vs. non-work air traveler trip purpose, area residents vs. non-residents, ground access travel mode, airport preference, etc.) Phase 2 tasks also include developing summary tables and charts, and GIS-based maps that are incorporated into a Geographic Findings Report. Two final geocoded survey data files also will be produced as part of the Phase 2 processing: (1) a complete file for use by MWAA and MAA only, and (2) a public use file where confidential and sensitive data have been suppressed.

Ground Access Forecast Update

The update of forecasts of ground access trips to the region's three commercial airports is a key step in the airport systems planning process. This work task will use the results of the most recent regional air passenger survey together with the latest available airport terminal area forecasts and land activity forecasts of future growth in the Washington-Baltimore region to develop updated forecasts of ground access trips from local area Aviation Analysis Zones (AAZ) to each of the region's three commercial airports. The deliverables for this work task will be updated AAZ ground access trip generation rates and updated base year and horizon year forecasts of ground access trips from all local area AAZs to each of the region's three commercial airports by time of day and major mode of travel used to reach the airport. A technical memorandum documenting methodology used to update the airport ground access trip forecasts will also be produced. The results of the Ground Access Forecast Update will be used in the RASP update described previously.

IV. PROPOSED FY 2019 STATE TRANSPORTATION AGENCY STATE PLANNING AND RESEARCH PROGRAMS (SPR)

DRAFT

District of Columbia Department of Transportation (DDOT)

ADMINISTRATIVE AND FINANCIAL MANAGEMENT

Responsible for the management and operation of federal and local funds allocated to the District State Planning and Research (SPR) Work Program. Provide oversight to ensure planning activities are in compliance with federal laws, regulations, and policies. Ensure timely submission of all required reports.

STRATEGIC PLANNING

Develop plans and policies to improve citywide transportation systems and services; improve system performance with efficiency and safety for multi-modal users; coordinate the implementation of ongoing transportation planning activities including multimodal studies, parking, freight, transit, and highway safety; and develop and implement the Transportation Improvement Plan (TIP) and State Transportation Improvement Plan.

SYSTEM PLANNING

Examine transportation projects and zoning plans to ensure they are consistent with, and do not adversely impact DDOT's multimodal strategic objectives and the Transportation Element of the Comprehensive Plan. Coordinate with local and federal agencies on the development of major projects and provide guidance on public space policy and continue to see major land development activity adjacent to the Federal-Aid Highway network.

ACTIVE TRANSPORTATION PROGRAM MANAGEMENT

Develop policies, plans, and programs to encourage the reduction of single-occupant vehicle travel; promote bicycle and pedestrian facilities and programs to encourage non-vehicular methods of commuting; promote safe and convenient bicycling, walking, and public transit; and reduce the number of pedestrian injuries and fatalities in crashes and motor vehicles.

PROJECT DEVELOPMENT AND ENVIRONMENT

Provide oversight for all environmental and project development processes and ensure DDOT is in compliance with all federal-aid requirements, laws, and regulations.

DATA COLLECTION, ANALYSIS, AND DISSEMINATION

Ensure the collection of data for functional classification of local highway systems and mileage certification reporting.

TRAFFIC SAFETY DATA COLLECTION

Manage the collection of transportation data on city streets and highways to improve and incorporate safety controls; and manage the collection of traffic data, volume counts, and turning movement counts.

METROPOLITAN PLANNING

Describes the regional transportation planning and special technical assistance projects proposed to be undertaken July 1, 2018, through June 30, 2019, by COG/TPB staff in cooperation with state and local agencies and WMATA.

PROGRAM FUNDING

The FY 2019 SPR Program funding is under development. The FY 2018 budget is \$3,347,131 (Federal = \$2,677,705 and District = \$669,426).

DRAFT

Maryland Department of Transportation (MDOT) Maryland State Highway Administration (MDSHA)

SYSTEMS AND PROGRAMMING

- Preparation and development of the six-year Consolidated Transportation Program and preparation of the Annual Statewide Transportation Improvement Program
 - Develop the FY 2018-2023 CTP.
 - Coordinate with appropriate state and local planning staffs, MPOs, and state, county, and municipal elected officials.
 - Prepare presentation materials for the Annual Tour.
 - Prepare and submit an annual program for use of available federal funds in accordance with Title 23 U.S.C. and the FAST Act.
 - Coordinate the STIP with the regional TIPs, CTP, and local jurisdictions' highway improvement programs.
- Local Government Liaison
 - Coordinate between all levels of federal, state, and local governments to ensure that transportation plans are compatible.
 - Review agency and local programs/plans via the state Clearinghouse process.
 - Coordinate and review county and municipal master plans.
 - Assess transportation impacts of proposed major development.
- Long-Range Planning
 - Update the Highway Needs Inventory (HNI).
 - Evaluate long-term highway needs and investment levels for various program categories and sub-categories.
 - Review and provide input on updates to the statewide long-range plan.
 - Develop Annual Attainment Report on Transportation System Performance.

TRAFFIC

Traffic Monitoring Program

- Monitor the characteristics of highway traffic.
- Enhance procedures to collect, process, and disseminate traffic data.
- Ensure that the traffic monitoring system meets state needs and the requirements and guidelines of FHWA and AASHTO.
- Study and, as appropriate, implement methods to improve the efficiency and effectiveness of traffic monitoring through statistical analysis.
- Improve the monitoring of traffic on freeways, particularly in urban areas.
- Ensure the collection of traffic volume, classification and weight data on SHRP monitoring sites.

Metropolitan Planning Organization Liaison (Urbanized Areas)

- Work with the MPOs in modifying and adhering to their planning process.
- Work with the MPOs in the development of the UPWPs, CLRPs, TIPs, clean air conformity determinations, and management systems.

Highway Statistics

- Mileage – Federal-Aid System
 - Develop new Federal Functional Classification and NHS maps and mileage tables for approval and distribution.
 - Update and maintain statistical records summary tables.
- State and Local Highway, Data Collection, Analysis and Distribution
 - Solicit, receive, and process reports from local jurisdictions regarding road improvements, mileage, etc.
 - Collect, update, and maintain data used for the Universe portion of the HPMS submission.
 - Update and maintain the highway information databases to meet on-going state and federal requirements.
 - Provide data used for the update of SHA’s maps.

Highway Performance and Monitoring System (HPMS)

- Update the HPMS database including revisions to any data elements, maintain sample size requirements to accurately reflect system-wide conditions, and submit an updated HPMS data file and related reports and data files.

Special Studies – Preliminary Studies

- Prepare engineering and feasibility studies.
- Develop preliminary purpose and need statements.
- Develop access control plans for selected primary highway corridors.
- Prepare interstate access point approval requests.

MDOT State Highway Administration FY 2017 State Planning & Research Program Elements Supporting the Washington Area Work Program	
ITEM	AMOUNT
Systems & Programming	
CTP	\$ 240,300
Local Government Liaison	\$ 178,200
Long-Range Planning	\$ 32,400
Traffic Monitoring Program	\$ 729,000
MPO Liaison	\$ 24,077
Highway Statistics	\$ 498,508
Special Studies	\$ 94,500
TOTAL	\$ 1,796,985

Virginia Department of Transportation (VDOT)

SPR FUNDS FOR DISTRICT PLANNING ANNUAL ACTIVITIES

Metropolitan Planning Support Activities

This element represents the various activities undertaken by NoVA District Planning and Investment Management staff (with support from the VDOT Central Office staff as needed) in the development and implementation of the various elements/work tasks in the MPO's FY 2017 Unified Planning Work Program (UPWP) and the annual work program of the Metropolitan Washington Air Quality Committee and the regional Climate, Energy, Environment Policy Committee. Planned work items, to be conducted mostly by in-house staff, include:

- The Department's participation in all work activities associated with the work programs of the: (a) Transportation Planning Board (TPB), (b) Metropolitan Washington Air Quality Committee (MWAQC); (c) Climate Energy, Environment Policy Committee (CEEPC); and Multi-Sector Working Group on Greenhouse Gas Emissions.
- Oversight of the TPB/MWCOG activities such as: development/update of the CLRP, TIP, regional air quality conformity analysis, regional Freight Plan, Congestion Management Program report, Commuter Connections program, and other regional studies undertaken by the MPO (e.g., Household Travel Survey, State of the Commute Survey, Modeling).
- Regional air quality planning related activities undertaken by MWAQC and CEEPC, including: development of PM2.5 Maintenance Plan, Ground-Level Ozone NAAQS Attainment SIP, Clean Air Partners program, voluntary action to help reduce regional greenhouse gases.

Statewide Planning Support Activities

This element of the SPR work program provides for staffing within the NoVA District Planning section to participate in and provide assistance to TMPD and other sections within the Department and the local agencies in a variety of tasks including:

Corridor and sub-area studies to identify either multi-modal or mode specific improvements to the transportation system addressing specific congestion/mobility challenges in the near-, mid-, or long term. Examples of such studies currently underway in FY 2018 include: NoVA Significant Projects Ratings Study (HB 599); Fairfax County Parkway corridor Improvements Study (Phase 1); STARS Program Route 7 Corridor Improvement study, STARS Program Liberia Avenue Corridor Improvement Study.

- Provide inputs and review of the findings and recommendations for the State LRP (VTRANS); assist with development and implementation of the Smart Scale Project Prioritization process;
- Regular and ongoing update of the Statewide Planning System inventory and traffic forecasts;
- Provide a dedicated full time Bicycle and Pedestrian Coordinator;
- Provide input and review of federal functional classification updates; and
- Provide assistance with General Assembly legislative impact statements and studies.

Project Development Support Activities

This element of the SPR work program represents the District Planning section staff working to:

- Prepare and/or review traffic forecasts for project design (LD-104) and environmental documents (Project level conformity analysis for Noise, Air and other pollutants for NEPA documents).
- Conduct and/or assist in the conduct of transportation planning studies initiated by VDOT and/or localities such as Comprehensive Plan updates, Transit Development Plan studies, corridor and sub area studies. etc.
- Participate in the development and/or review of the traffic forecasts for IMR and IJR as developed for/by the VDOT PE and/or L&D sections of the District.
- Review and comment on various Environmental Impact Reports received by the District as part of VDOT's role in Inter-agency consultation process.
- Assist the Transportation and Land Use directors in the review and planning of project activities such as location and design of Park-and-Ride lots.

Local Planning Activities

This element outlines activities undertaken by the District Planning section staff to assist the planning activities at the locality level.

- Locally prepared transportation studies: Participate in discussions on the scope of work for the conduct of Traffic Impact Analysis (TIA) reports by localities in response to proposed Comprehensive Plan/Master Plan amendment/Small Area Plans; review and comment on TIAs and/or CTIAs submitted by the localities to VDOT in part complying with the requirements of VA Code chapter 870.
- Assist in the development of the transportation portion of local comprehensive/master plans as needed.
- Provide transportation technical assistance to localities including in the development of travel demand models; applying travel demand model for project and/or locality planning levels.

SPR FUNDS FOR SPECIAL STUDIES TO BE CONDUCTED BY CONSULTANTS OR ENTITIES OTHER THAN DISTRICT STAFF (LIST EACH STUDY INDIVIDUALLY)

The District is using \$500,000 in FY 2017 for the second round of the HB-599 Significant Project Evaluation Process. In September 2013, the Virginia Department of Transportation (VDOT), in coordination with the Commonwealth Transportation Board (CTB), the Department of Rail and Public Transportation (DRPT), and the Northern Virginia Transportation Authority (NVTA) initiated a study to evaluate and rate up to 40 significant transportation projects in and near the Northern Virginia Transportation District (NOVA District). The study was mandated by legislation passed by the Virginia General Assembly in 2012 (Code of Virginia, Section 33.1-13.03:1).

The Project Rating Process must occur at least every four years, however, VDOT is committed to evaluate and rate a second round of projects within the next two years. The first round of project evaluations was completed on December 31, 2014, and project ratings were posted on the project website. The ratings are now being used as part of NVTA's project selection and funding process.

Each of the 40 projects' evaluation and rating were based on the projects' expected ability to reduce congestion, and, to the extent possible, the project's expected ability to improve regional mobility during a homeland security emergency. The first evaluations included highway and technology projects. Transit projects will be evaluated and rated in the second round.

Recently, the General Assembly added a legislative requirement to evaluate and rate transit projects using the same methodology applied to highway projects in the first round of analysis. Working with DRPT and NVTA, VDOT has completed test runs of selected transit projects to assess the model's capability with respect to transit projects and their impact on congestion. The second round of HB 599 ratings are being developed with the inclusion of mass transit projects.

In FY 2018, VDOT will work with the consultant to transition the modeling tool to the NVTA to perform the ratings. VDOT will review the ratings to ensure consistency with HB 599 legislation.

The remaining funds for FY 2017 will be used in FY 2018 and will cover partial costs of the Project Manager's salary and work performed by consultants. The District is using on-call consultant to perform two studies under the Strategically Affordable Roadway Solutions (STARS) program to identify short- and medium-term improvements to the Route 7 corridor west of the Dulles Greenway and Liberia Avenue in the City of Manassas. The recommendations from the studies will be used to develop projects for implementation using Smart Scale rating.

DRAFT

V. APPENDIX

Memoranda of Understanding

- Fredericksburg Area Metropolitan Planning Organization (FAMPO)
- Calvert-St. Mary's Metropolitan Planning Organization (C-SMMPO)

DRAFT

ITEM 9 – Action
March 21, 2018

Approval of the FY 2019 Commuter Connections Work Program
(CCWP)

Staff

Recommendation: Adopt Resolution R18-2018 to approve the FY 2019 CCWP.

Issues: None

Background: At the February 21 meeting, the board was briefed on the draft FY 2018 Commuter Connections Work Program (CCWP). The CCWP is an annual statement of work that identifies alternative commute program projects and services designed to help improve traffic congestion and meet regional air quality goals in the non-attainment area. The board will be briefed on the final draft of the FY 2019 CCWP and will be asked to approve it.

TPB R18-2018
March 21, 2018

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
777 North Capitol Street, N.E.
Washington, D.C. 20002

RESOLUTION APPROVING
THE FY 2019 COMMUTER CONNECTIONS WORK PROGRAM

WHEREAS, the National Capital Region Transportation Planning Board (TPB) has been designated by the Governors of Maryland and Virginia and the Mayor of the District of Columbia as the Metropolitan Planning Organization (MPO) for the Washington Metropolitan Area; and

WHEREAS, on March 29, 2018, the TPB approved the FY 2018 Commuter Connections Work Program (CCWP); and

WHEREAS, the draft FY 2019 CCWP was reviewed by the Commuter Connections Subcommittee of the TPB Technical Committee on January 16, 2018; and

WHEREAS, comments and suggestions on the work activities in the draft FY 2019 CCWP were reviewed by District of Columbia Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT), and the Virginia Department of Transportation (VDOT) and incorporated into the final version; and

WHEREAS, the Draft FY 2019 CCWP was released for public comment on February 15; and

WHEREAS, the TPB Technical Committee reviewed the work program at its meetings on February 2 and March 8;

NOW, THEREFORE, BE IT RESOLVED THAT THE NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD approves the FY 2019 Commuter Connections Work Program for the Metropolitan Washington Region.

**FY 2019 WORK PROGRAM FOR THE
COMMUTER CONNECTIONS PROGRAM
FOR THE GREATER WASHINGTON
METROPOLITAN REGION**

D R A F T

March 21, 2018

**NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS**



The preparation of this program document was financially aided through grants from the District Department of Transportation; Maryland Department of Transportation; Virginia Department of Transportation; and the U.S. Department of Transportation.

TABLE OF CONTENTS

Program Overview	Page 2
Funding	Page 2
Planning Process Requirements	Page 3
Description of Commuter Connections Committees	Page 3
Key Elements and Highlights.....	Page 4
Program Background.....	Page 6
Geographic Areas Serviced by Commuter Connections	Page 9
Commuter Connections Structure.....	Page 10
FY 2019 Commuter Connections Budget and Work Program Expenditures	Page 11
FY 2019 Commuter Connections Budget By Funding Agency	Page 12
Commuter Operations Center	
Ridematching Coordination, Technical Assistance & Administrative Support.....	Page 13
Transportation Information Services	Page 17
Transportation Information Software, Hardware & Database Maintenance	Page 18
Commuter Information System	Page 19
Regional Guaranteed Ride Home Program	
General Operations and Maintenance	Page 20
Process Trip Requests and Provide Trips	Page 21
Marketing	
TDM Marketing & Advertising	Page 23
Bike To Work Day	Page 26
Employer Recognition Awards.....	Page 28
‘Pool Rewards	Page 30
Car Free Day	Page 32
CarpoolNow Mobile Application.....	Page 34
Flextime Rewards.....	Page 35
Monitoring and Evaluation	
Regional TDM Data Collection and Analysis	Page 38
Program Monitoring and Tracking Activities	Page 40
Employer Outreach	
Regional Employer Database Management & Training.....	Page 46
Employer Outreach for Bicycling.....	Page 46
Maryland Local Agency Funding and Support.....	Page 47
DC, Maryland, and Virginia Program Administration	Page 48
GRH Baltimore	
General Operations and Maintenance	Page 49
Process Trip Requests and Provide Trips.....	Page 52

SUMMARY

Program Overview

The Fiscal Year 2019 Commuter Connections Work Program (CCWP) consists of a core program of regional transportation demand management operational activities funded jointly by state and local jurisdictions, plus jurisdictional programs that are conducted at the discretion of individual state funding agencies.

Funding

The regional state funding shares for the program elements are defined using a formula agreed to by the state funding agencies. Funding agencies for the programs listed in this document include the District Department of Transportation, Maryland Department of Transportation, Maryland Transit Administration, and the Virginia Department of Transportation. The Maryland Transit Administration and the Virginia Department of Rail and Public Transportation provide direct funding to their local jurisdictions for transportation demand management activities that support the regional Commuter Connections program. The costs of the jurisdictional activities are allocated directly to the jurisdiction or jurisdictions that choose to conduct them. This ensures that the regional activities upon which all other activities depend on will be conducted regionally, and that the costs are allocated to the participating funding agencies per the agreed upon funding formula. At the same time, considerable flexibility is available to the state funding agencies and other agencies to define and fund discretionary activities that respond to their individual policy and funding priorities. Commuter Connections program services have also been incorporated into larger construction projects such as the Transform 66 construction project in Northern Virginia.

The FY 2019 Commuter Connections program elements are classified as follows:

REGIONAL PROGRAMS	JURISDICTIONAL PROGRAMS
Commuter Operations Center	Employer Outreach*
Guaranteed Ride Home	GRH Baltimore
Marketing	
Monitoring and Evaluation	

**Includes both a Regional and Jurisdictional Component*

The CCWP was re-structured and streamlined in FY 2006 to clarify and simplify funding responsibilities. The FY 2019 CCWP continues this effort aimed at streamlining the administration and oversight processes for the program. Commuter Connections has expanded incrementally since its inception in 1974 as the Commuter Club, with different program elements having different jurisdictional participation and funding shares. As the program became more complex, it became increasingly difficult to track how much each state funding agency was participating in and paying for each program element. Therefore, a funding formula was devised. Table 1 in this document shows the budget and work program expenditures for FY 2019 for each work activity. Table 2 shows the total FY2019 funding shares each of the state funding agencies will be contributing to the program for each of the program elements. Each of the project areas in the work program also show the overall cost estimate as well as associated consultant costs and any substantive direct costs.

Planning Process Requirements

The TPB is required by federal regulations to approve a congestion management process which includes travel demand management as part of the metropolitan transportation plan. Commuter Connections constitutes the major demand management component of the congestion management process to be approved by the TPB. Initially, Commuter Connections provided transportation emission reduction measure benefits for inclusion in the air quality conformity determination, which was approved by the TPB as part of the annual update of the Constrained Long Range Plan and Transportation Improvement Program. However, the past 10 cycles of air quality conformity have not required the use of the program's air quality impacts. In addition, Commuter Connections transportation impacts from its' various programs may be needed to meet Performance Based Planning and Programming (PBPP) regional targets.

Description of Commuter Connections Committees

The increasing complexity of the program prompted the creation of a working group to provide administrative and programmatic oversight of the core program cost elements. A Master Agreement was signed in FY 2011 between COG and the state funding agencies for the support of the Commuter Connections TDM program in the Washington metropolitan region. The agreement will continue to be reviewed and updated as needed during FY 2019; particularly to coincide with the new federal Office of Management and Budget (OMB) Super Circular requirements. COG and the state funding agencies have an established working group; the State TDM (STDM) Work Group, which meets monthly (except for the month of August) and consists of representatives of the state transportation funding agencies in the District of Columbia, Maryland and Virginia. The State TDM Work Group helps to define the program content and budget for each fiscal year and helps to develop a detailed annual Work Program in collaboration with COG/TPB staff and the Commuter Connections Subcommittee. The draft work program is reviewed by program stakeholders and the Commuter Connections Subcommittee. The final Work Program is reviewed by the TPB Technical Committee and approved by the TPB. Program developments and/or significant changes to the CCWP made by the State TDM Work Group will be reviewed with the TPB's Technical Committee and in some cases the TPB's Steering Committee in the event the items or information will be presented to the TPB.

The State TDM Work Group also review's all RFP's and RFQ's as part of the work program and will identify selection committee members for individual contract solicitations. The State TDM Work Group will review and approve all CCWP work products with input from the Commuter Connections Subcommittee. Upon request, COG/TPB staff can provide additional details for projects being implemented under each program area.

As shown in Figure 2 on Page 9, the Commuter Connections Subcommittee will continue to provide overall technical review of the regional program elements in this Work Program and meet every other month. The Subcommittee will also review, provide comments, and endorse reports and other products for release. The Bike To Work Day Steering Committee will meet every other month from September to May to organize the regional Bike To Work Day event. The Car Free Day Steering Committee will meet every other month from March until September to organize the

regional Car Free Day event. The Commuter Connections Ridematching Committee will continue to meet quarterly on technical issues regarding the regional TDM software system. The TDM Evaluation Group will meet as needed to provide direction and review of the regional TDM evaluation project. The Employer Outreach Committee will meet quarterly to review and discuss Employer Outreach efforts. The Regional TDM Marketing Group will also meet quarterly to provide input and coordination of regional TDM advertising and marketing efforts. Oversight for jurisdictional program elements will be provided by the states and agencies that are funding them.

Specialized project work groups will continue to meet as needed to address implementation issues, such as the development of regional TDM marketing campaigns and the Employer Recognition Awards. A Strategic Plan was adopted in November 2007 and has been updated annually and most recently in January 2017 that serves as a framework regarding the roles and responsibilities of the Commuter Connections stakeholders. The Strategic Plan can be accessed at www.commuterconnections.org under the 'About Us' Publications link and includes a mission statement, definition of Commuter Connections, overall program and operating objectives, network responsibilities for each program area that include objectives and acceptable performance levels, a committee structure, sample meeting calendar, and internal and external report deliverables.

Key Elements and Highlights

The key elements and highlights of the FY 2019 Commuter Connections Work Program are summarized as follows:

- The Commuter Operations Center will provide ridematching services to commuters through a central toll-free number “1-800-745-RIDE” and www.commuterconnections.org web site, and support to commuter assistance programs operated by local jurisdiction, transportation management associations, and employer-based commuter assistance programs.
- Guaranteed Ride Home (GRH) will provide users of alternative commute modes up to four free rides home per year in a taxi or rental car or by Metrorail in the event of an unexpected personal or family emergency or unscheduled overtime.
- Marketing will provide frequent regional promotion of alternative commute options, including; car/vanpooling, teleworking, mass transit, bicycling, walking; and support programs such as Guaranteed Ride Home, the Commuter Connections network ridematching services, incentive programs, and Bike to Work Day. The Marketing program aims to raise awareness of alternative commute options, and support the Commuter Connections network in persuading commuters to switch to alternative commute modes from the use of single-occupant vehicles, and persuading commuters currently using alternative commute modes to continue to use those modes. The 'Pool Rewards incentive program provides a cash incentive to new carpoolers and vanpoolers. The CarpoolNow mobile app will allow for the provision of a cash incentive to driver's who offer dynamic carpool rides to passengers during weekday peak hour commuting periods. The Flextime Rewards program will allow commuters using designated corridors in the region to be

notified of unusual traffic delays and receive a cash incentive in exchange for delaying or eliminating their normal commuting trip during weekday peak hour commuting times. Commuter Connections will coordinate the region's Car-Free Day event as part of World Car Free Day. The Car-Free Day event will encourage commuters and the general population to leave their cars home or to use alternative forms of transportation such as carpools, vanpools, public transit, bicycles, or walking.

- Monitoring and Evaluation provides data collection and analysis activities as well as program tracking and monitoring reports for each program area. The regional TERM Evaluation Framework Methodology document will be updated, the 2019 State of the Commute survey will be conducted and a Technical Report will be issued. The 2019 GRH Applicant survey will be conducted. An Employer Services Customer Satisfaction Survey will also be conducted. Monitoring and evaluation activities are used extensively to determine the program's effectiveness. Evaluation results have been used in the past to make program adjustments; for example, the 'Pool Rewards program was expanded to include vanpools and the budget for the carpool incentive was revised to match demand, the Telework program was streamlined due to increased participation by the private sector; changes have been made to the Guaranteed Ride Home program guidelines based on participant survey feedback; and target marketing for GRH was re-introduced in the region after it was found that there was a dramatic drop in registrations when the marketing for this measure was streamlined into the mass marketing program.
- Employer Outreach will support outreach and marketing to the region's employers to implement new or expanded employer-based alternative commute modes and incentives such as transit and vanpool benefits, telework, preferential parking for carpools and vanpools, carpool and vanpool formation, flexible work schedules, and bicycling amenities. The outreach program also encourages employees' use of alternative commute modes such as ridesharing, transit, telework, bicycling, and walking. The outreach program also provides assistance to employers to hold bicycling seminars for employees, maintaining an up-to-date regional Bicycling Guide, providing information on workforce housing programs to promote "Live Near Your Work," and offering car-sharing and bike-sharing information to lower employers' fleet management costs. Resources will also be provided to employers on the benefits of teleworking and assist them in starting or expanding telework programs.
- GRH Baltimore will provide users of alternative commute modes in the Baltimore metropolitan region and St. Mary's County up to four free rides home per year in a taxi or rental car in the event of an unexpected personal or family emergency or unscheduled overtime. A GRH Baltimore region and St. Mary's County Applicant Survey will be conducted in FY 2019.
- Marketing and advertising activities will continue to be developed and implemented in the Baltimore region.

Figure 1 of this document illustrates that the Commuter Connections service area is much larger than the designated area for workers eligible for the GRH program and larger still for workers who can access the Commuter Connections ridematching services. The total Commuter Connections

service area has approximately 10 million residents.

Program Background

Commuter Connections is a continuing commuter assistance program for the Washington region which encourages commuters to use alternatives to driving alone in a private automobile, including ridesharing, transit, telecommuting, bicycling, and walking. The program has evolved and expanded over the past four plus decades following its inception in 1974 as the Commuter Club. In the mid-1980s, in an effort to better share regional ridesharing information the Commuter Club was expanded into the Ride Finders Network, which included Alexandria, Fairfax County, Montgomery County, Prince William County and the Northern Virginia Transportation Commission. By 1996, after steady growth in both size and strength, the Ride Finders Network became Commuter Connections, the commuter transportation network serving the Washington metropolitan region, encompassing twelve counties, four cities, and eight federal agencies. The Commuter Operations Center component of the current Commuter Connections Program represents the evolution of the earlier Commuter Club and Ride Finders Network programs.

In the mid-1990s, several new elements were added to the Commuter Connections Program as Transportation Emissions Reduction Measures (TERMs) to help meet regional air quality conformity requirements. The TERMS were designed to produce specific reductions in Volatile Organic Compounds (VOCs) and Nitrogen Oxides (NOx) by reducing vehicle trips and vehicle miles of travel associated with commuting. The measures were adopted into the regional Transportation Improvement Program (TIP) by the Transportation Planning Board (TPB) and funded jointly by the District of Columbia, Maryland, and Virginia Departments of Transportation, with some variation in funding shares for the different measures.

<u>Measure</u>	<u>Date Implemented</u>
Commuter Operations Center Metropolitan Washington	1974
Telework Resource Center	1996
Integrated Ridesharing	1996
Employer Outreach	1997
Guaranteed Ride Home	1997
Employer Outreach for Bicycling	1998
Mass Marketing of Alternative Commute Options	2003
GRH Baltimore	2010

As the program elements shown above were implemented, their performance was evaluated over time. In FY 2006, the measures were revised to focus resources on the most effective program components. The total daily impacts of the Commuter Connections program were calculated in FY 2017 to be:

	<u>Daily Impacts</u>
VT Reductions:	156,000
VMT Reductions:	3,009,000
NOx Reductions (Tons):	0.7

VOC Reductions (Tons):	0.5
	<u>Annual Impacts</u>
PM 2.5 Reductions (Tons)	10
PM 2.5 Precursor NOx Reductions (Tons)	206
CO2 Reductions (Tons)	310,000

Extensive monitoring and evaluation have been carried out for the Commuter Connections Program over the past two decades, and comprehensive data sets are available for reviewing the performance of individual program elements and identifying areas for both strengthening the performance of the program and streamlining the oversight and management procedures. The Program has been shown through the FY 2015 – 2017 TERM Analysis Report to be a highly cost-effective way to reduce vehicle trips (VT), vehicle miles of travel (VMT), and vehicle emissions associated with commuting. The following overall cost-effectiveness measures for the Commuter Connections Program are based on the results of the FY 2015 – 2017 TERM Analysis Report that was released on November 21, 2017:

	<u>Daily Impacts</u>
Cost per VT reduced:	\$0.15
Cost per VMT reduced:	\$0.01
Cost per ton of NOx reduced:	\$30,000
Cost per ton of VOC reduced:	\$43,000

	<u>Annual Impacts</u>
Cost Per ton of PM 2.5 Reduced	\$573,000
Cost per ton of PM 2.5 Precursor NOx Reduced	\$ 28,000
Cost per ton of CO2 Reduced	\$ 19

The Regional TDM programs likely do offer other benefits to residents and commuters of the Washington metropolitan region, in societal objectives such as greater mobility, improved health/safety, and enhanced livability/quality of life. One benefit area that is particularly increasing in importance is transportation system performance, as new performance measurement requirements are established by the region. In the FY2015 – FY2017 regional TDM program evaluation analysis added a new analysis component, estimating regional cost savings generated for selected societal benefits of the Commuter Connections travel and emissions impacts. These benefits include:

- Air pollution / emissions reductions (reductions in NOx, VOC, PM 2.5 pollutants)
- Global climate change mitigation (reduction in Greenhouse gases / CO2)
- Reduction in congestion (reduced hours of peak period travel delay)
- Reduction in fuel consumption (gasoline cost saving)
- Improved health/safety (accidents reduced per 1 million VMT)
- Noise pollution reduction (reduced motor vehicle noise)

The analysis showed that program impacts generate about \$1.2 million of daily cost savings

across the societal benefits included in the calculation. The largest share of the cost saving is in reduction of congestion; reduced hours of travel delay are valued at over \$614,793 per day, or about 51% of the total daily benefits. Reduction in fuel used accounts for about 35% of the total daily benefit (\$419,622). Noise pollution reduction generates about 6% and air pollution/climate change benefits and health/safety accident reduction benefits each are responsible for about 4% of the total cost savings.

The Commuter Connections Program is generally regarded as among the most effective commuter assistance programs in the nation in terms of reductions effected in vehicle trips and vehicle miles of travel. Existing data collected on Commuter Connections program performance has been used to refine and enhance the program and to streamline procedures for program oversight and administration.

Figure 1: Geographic Areas Serviced by Commuter Connections

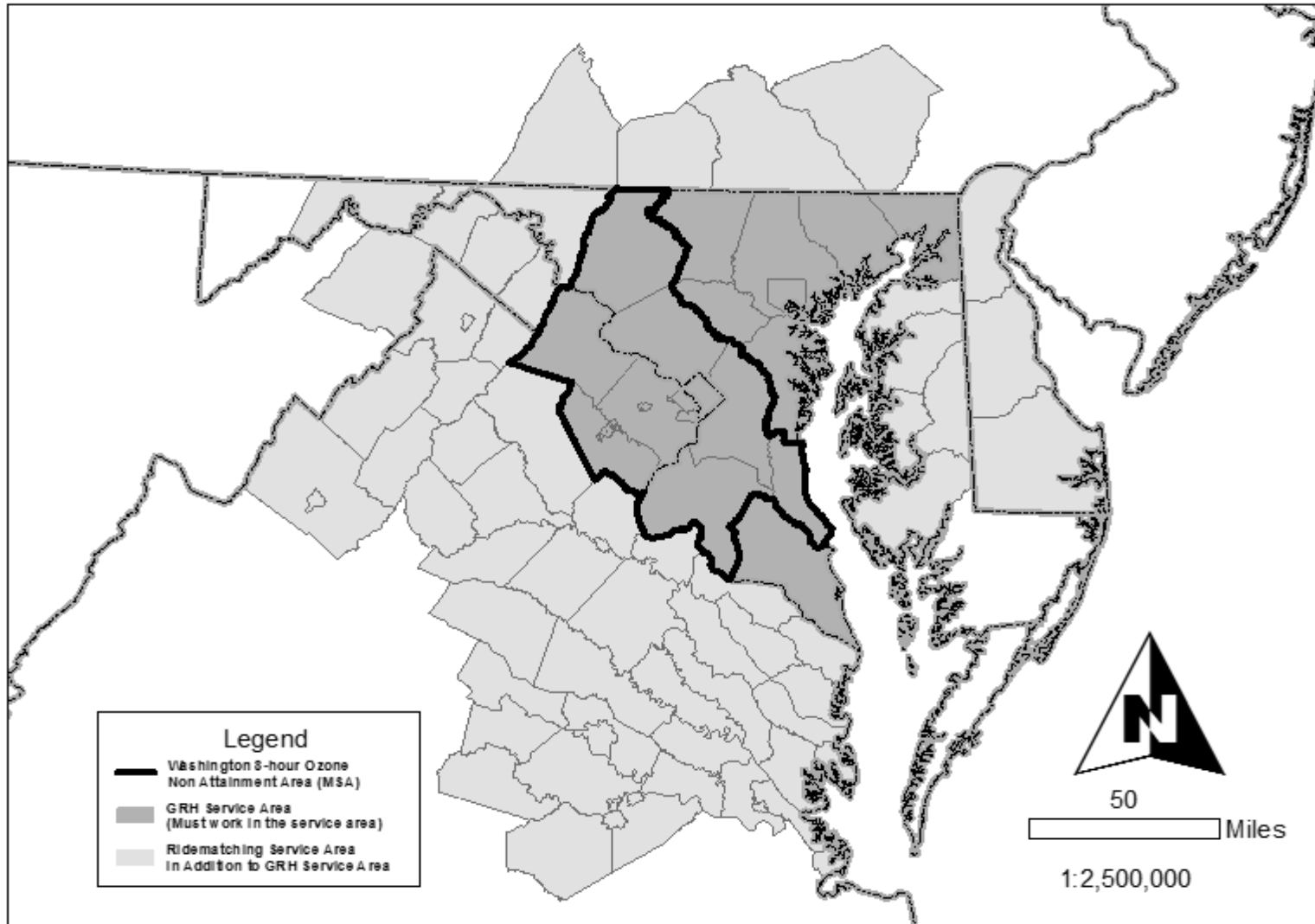
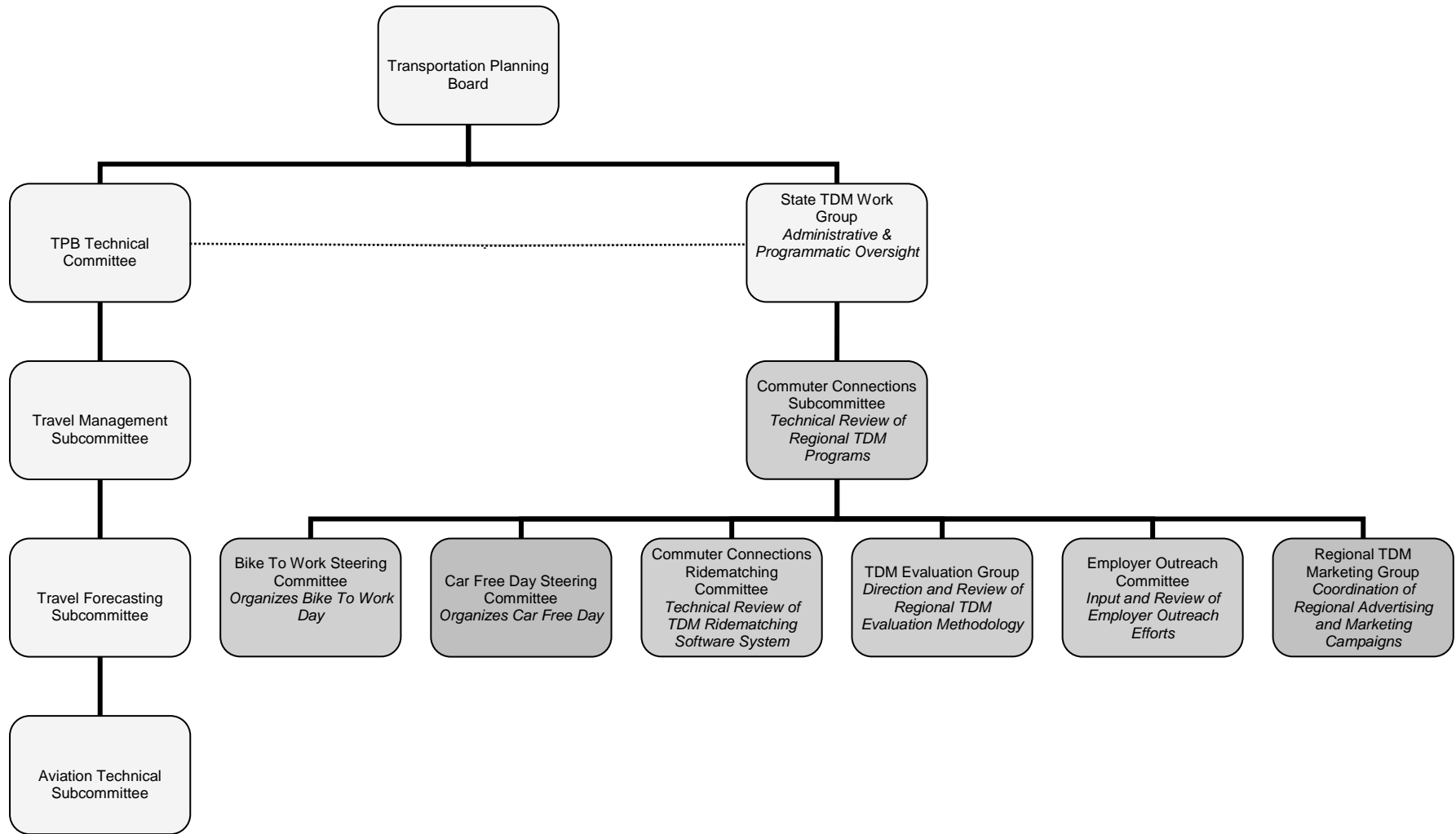


FIGURE 2: COMMUTER CONNECTIONS STRUCTURE



**Table 1
FY 2019 COMMUTER CONNECTIONS BUDGET AND WORK PROGRAM EXPENDITURES**

WORK ACTIVITY	DIRECT SALARIES STAFF	MGMT & ADMIN 24.69%	LEAVE BENEFITS 19.43%	FRINGE BENEFITS 24.50%	INDIRECT COSTS 37.10 %	DATA & PC COSTS	CONTRACT SERVICES	DIRECT COSTS	TOTAL
Commuter Operations Center	\$172,892	\$42,687	\$41,887	\$63,079	\$118,922	\$82,954	\$70,000	\$13,502	\$605,923
Guaranteed Ride Home	\$148,539	\$36,674	\$35,987	\$54,194	\$102,171	\$3,500	\$160,000	\$281,531	\$822,596
Marketing	\$270,339	\$66,747	\$64,330	\$96,877	\$184,867	\$4,350	\$695,000	\$1,831,426	\$3,213,936
Monitoring and Evaluation	\$142,987	\$35,303	\$34,642	\$52,168	\$98,352	\$1,000	\$516,000	\$5,863	\$886,315
Employer Outreach	\$63,767	\$15,744	\$15,449	\$23,265	\$43,862	\$8,425	\$0	\$551,209	\$721,721
GRH Baltimore	\$23,046	\$5,690	\$5,583	\$8,408	\$15,852	\$0	\$61,250	\$100,171	\$220,000
TOTAL	\$821,570	\$202,845	\$197,878	\$297,991	\$564,026	\$100,229	\$1,502,250	\$2,783,702	\$6,470,491

**Table 2
 COMMUTER CONNECTIONS FISCAL YEAR 2019 BUDGET
 BY STATE FUNDING AGENCY AND PROGRAM ELEMENT**

FUNDS SOURCE	Commuter Operations Center	Guaranteed Ride Home	Marketing	Monitoring & Evaluation	Employer Outreach*	GRH Baltimore	TOTALS
District of Columbia (DDOT)	\$63,662	\$96,244	\$368,089	\$103,699	\$19,005	\$0	\$650,699
State of Maryland (MDOT)	\$244,311	\$369,346	\$1,412,581	\$397,955	\$630,258	\$170,000	\$3,224,451
State of Maryland (MTA)	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
Commonwealth of Virginia	\$236,150	\$357,006	\$1,433,266	\$384,661	\$72,458	\$0	\$2,483,541
Other**	\$61,800						\$61,800
TOTAL	\$605,923	\$822,596	\$3,213,936	\$886,315	\$721,721	\$220,000	\$6,470,491

** Virginia and the District of Columbia have allocated \$935,591 dollars to local jurisdictions and contractors to implement the TERM. DC has allocated \$279,424 and Virginia has allocated \$665,522.*

***Software User Fees - \$61,800*

Detailed Task Descriptions and Cost Estimates for the FY 2019 Commuter Connections Work Program

I. COMMUTER OPERATIONS CENTER

The Commuter Operations Center has been in existence since 1974 and provides local jurisdictions, Transportation Management Associations (TMAs), and federal government agencies a centralized database for commuting information. As part of the overall program, COG/TPB staff provides the following services:

- Ridematching coordination, training and technical assistance to local agencies;
- transportation information services to the general public;
- maintenance of the regional commuter database system hardware and software programming code; and
- data updates to software system.

The program is comprised the four project areas listed below. The total annual budget for the Commuter Operations Center regional program is \$605,923.

A. RIDEMATCHING COORDINATION, TECHNICAL ASSISTANCE AND ADMINISTRATIVE SUPPORT

Each month, COG receives several hundred applications for ridematching information. Nearly 100% of these applications are received through the Commuter Connections web site. COG/TPB staff reviews and processes all applications received through its web site. Matchlists for carpool and vanpool information are sent daily by email or mail (depending on the applicant's preference). Each local Commuter Connections network member has access to the regional TDM on-line system and is notified through a customized queue when a commuter application has been entered through the Commuter Connections web site from a commuter living in that network member's jurisdiction or in some cases; depending on the network member, it may be a commuter working in their service area. The queue serves as notification that the network member staff should take ownership of the record and follow up with the commuter to provide additional assistance, as needed. Applications received at COG through the mail are forwarded to the network member serving the applicant's home jurisdiction or work jurisdiction for entry into the rideshare database.

The following local jurisdictions, transportation agencies, transportation management associations, and federal government agencies deliver ridematching and commuter assistance services through the Commuter Connections network to their residents and/or workers:

District of Columbia	Maryland	Virginia
COG/TPB	Anne Arundel County	City of Alexandria
	Baltimore City	Arlington County-COG/TPB

District of Columbia	Maryland	Virginia
	Baltimore Metropolitan Council	Army National Guard Readiness Center
	Bethesda Transportation Solutions	Dulles Area Transportation Association
	Food and Drug Administration	Fairfax County
	Frederick County	George Washington Regional Commission
	Harford County	Loudoun County
	Howard County	Northern Neck Planning District Commission
	Maryland Transit Administration	Northern Shenandoah Regional Valley Commission
	Montgomery County	Potomac and Rappahannock Regional Commission
	National Institutes of Health	Rappahannock – Rapidan Regional Commission
	North Bethesda Transportation Center	
	Prince George's County	
	Tri-County Council for Southern Maryland	

COG/TPB staff administers ridematching services on behalf of the District of Columbia and Arlington County. The local jurisdiction commuter assistance programs listed in Maryland and Virginia receive separate grants from the Maryland Transit Administration and the Virginia Department of Rail and Public Transportation to provide local services and to help support regional TDM program activities.

The Commuter Connections web-based TDM system includes ridematching databases from one commuter assistance program in southern Virginia incorporated into the TDM system's database to provide improved commuter ridematching through a single database for Virginia, Maryland and the District of Columbia. The program is RideShare (serving the Charlottesville, Virginia region). The staff from this program and the commuters they serve have access to the TDM system for matching in carpools and vanpools and have customized access to other modules in the system such as SchoolPool and Guaranteed Ride Home. COG/TPB staff provides technical assistance to this program.

During FY 2019, COG/TPB staff will continue to provide technical support and training to Commuter Connections network member agencies for the regional Commuter Connections TDM software system. Staff will continue to review and distribute

ridematching applications received from employers and the general public. Matchlist and renewal notice generation and distribution services will also be provided through COG. COG/TPB staff will produce network member technical assistance reports from the Commuter Connections TDM system, and provide staff support and coordination to the Commuter Connections State TDM Work Group, the Commuter Connections Subcommittee, the Commuter Connections Ridematching Committee, and to the Federal ETC Advisory Group. COG/TPB staff will also fulfill daily network member data requests. Federal Agency Employee Transportation Coordinator training will be coordinated and in some instances given by COG/TPB staff. Staff will also produce an annual Commuter Connections Work Program for FY 2020. The CCWP Master Agreement between COG and the state funding agencies will continue to be reviewed and updated as needed' particularly to align with the federal government's Office of Management and Budget's (OMB's) Super Circular.

COG/TPB staff will also continue work to expand the regional SchoolPool program so that more schools, safe routes to school coordinators and jurisdictions use the service, maintain the special events ridematching software module, and monitor the trip tracking software module and the use of the Commuter Challenge module.

Cost Estimate: \$167,724

Products: Database documentation of specific technical actions implemented. *(COG/TPB staff)*

Documentation of Subcommittee and Ridematching Committee meetings. *(COG/TPB staff)*

Documentation of daily technical client member support given through COG's Help Desk. *(COG/TPB staff)*

Daily matchlist generation and distribution. *(COG/TPB staff)*

TDM Web Based System Training Manual updates, as needed. *(COG/TPB staff)*

Monthly commuter renewal notices as part of the purge process. *(COG/TPB staff)*

Review and update existing Emergency Management Continuity of Operations Plan for Commuter Connections program services. *(COG/TPB staff)*

Transportation Demand Management Resources Directory update twice yearly. *(COG/TPB staff)*
Federal ETC Web site updates. *(COG/TPB staff)*

FY 2020 Commuter Connections Work Program.
(COG/TPB staff)

Services:

Software client Member Help Desk technical support.
(COG/TPB staff)

Software and customer service training, as needed.
(COG/TPB staff)

Federal agency ETC training and support to the
Federal ETC Advisory Group. (COG/TPB staff)

Staff the Commuter Connections Subcommittee,
Ridematching Committee, and STDM Work Group
(COG/TPB Staff)

Work with state funding agencies to review and
update CCWP Master Agreement (COG/TPB staff in
conjunction with State Funding Agencies)

Schedule:

July 1, 2018 - June 30, 2019

Oversight:

Ridematching Committee

- Communicate Technical Support Issues
- Share knowledge and experience on “Hot Topic” Issues
- Provide input and feedback on Software Technical Policies (i.e. purge process, Help Desk)
- Provide requests for software training

Commuter Connections Subcommittee

- Provide input and comments to FY 2020 CCWP
- Provide input and feedback on all programs and projects in CCWP

STDM Work Group

- Provide input and comments to FY 2020 CCWP
- Provide input, feedback and approval on all programs and projects in CCWP
- Review and provides updates, if needed, to CCWP Master Agreement

B. TRANSPORTATION INFORMATION SERVICES

COG has provided transportation information services for 40 plus years in the Washington metropolitan region. The Commuter Operations Center provides basic carpool/vanpool, park-and-ride lot, transit, telecommuting, bicycling, and walking information. Specialized transportation information is also provided in support of Bike to Work Day, Car Free Day, Air Quality Action Days, SchoolPool, Special Events, Commuter Challenge, Bulletin Board and other regional commuter service programs.

COG staffs the regional commute information telephone number 1-800-745-RIDE. Calls received at COG are transferred to the local Commuter Connections network member site (based on jurisdiction of residence or in some cases work location of the caller) where applicable. COG/TPB staff provides transportation information services to those commuters who cannot be assigned to a client member site, including residents of the District of Columbia and Arlington County, Virginia. COG receives several hundred calls per week through the 800 number. COG staff also responds to daily requests and questions received by email.

During FY 2019, COG/TPB staff will continue to provide traveler information on alternatives to driving alone to the general public by telephone, web site, electronically, and through printed information. Staff will continue processing applications from the general public and/or from Commuter Connections network members who request the service on a permanent or temporary basis based on information requests received. COG/TPB staff will answer the regional "800" telephone line, TDD line, and respond to e-mails on information requests from the Commuter Connections TDM system web service.

Cost Estimate: \$94,000

Products: Provide commuter traveler information on alternatives to driving alone to the general public through the Web site, electronically, or through printed information.
(COG/TPB staff)

Services: Provide commuter traveler information on alternatives to driving alone to the general public by telephone.
(COG/TPB staff)

Process applications from the general public.
(COG/TPB staff)

Answer and respond to commuter calls from the regional "800" Commuter Connections line and COG TDD line. *(COG/TPB staff)*

Respond to commuter e-mails from the Commuter Connections TDM Web service. (COG/TPB staff)

Provide general public customer service. (COG/TPB staff)

Schedule: July 1, 2018 - June 30, 2019

Oversight: Ridematching Committee

- Provide input and feedback to information services policies and procedures.

C. TRANSPORTATION INFORMATION SOFTWARE, HARDWARE, AND DATABASE MAINTENANCE

The regional Transportation Demand Management (TDM) software system is provided as a regional database resource with secure online access to nearly 30 commuter assistance programs that include local rideshare agencies, Transportation Management Associations, and federal government agencies. The commuter assistance programs use the TDM software system to service their local commuters' transportation needs for alternative commuting information.

This project includes the daily routine monitoring and maintenance of the TDM software system as well as the hosting of the on-line system through COG's data center as well as all mobile applications. Tasks include: daily backup of the TDM database, maintenance of the TDM Web system servers, contingency management services, Windows support to TDM Oracle database and to virtual web servers, oracle database administration and support, documentation of system and system changes, Storage Area Network (SAN) connectivity and maintenance, and the maintenance and replacement of hardware as needed.

This project will also include ongoing software code upgrades to the Web-based TDM system and associated mobile applications. Changes made to the software code will be reflected in a responsive web design format in order to be displayed on smart phone devices such as Android, Blackberry, and iPhone and tablets. Access to specific system modules will be provided through mobile applications such as Commuter Connections, CarpoolNow, and incenTrip.

Cost Estimate:	\$281,392
Consultant Costs as Part of Estimate:	\$ 70,000
<i>(Maintenance Contracts/Software)</i>	

Services: Provide daily routine monitoring and maintenance of the TDM system and database for approximately 30

commuter assistance programs. (COG/TPB staff)

Maintain and update TDM system servers, software programming code, mobile applications, and web hosting. (COG/TPB staff in consultation with contractor).

Schedule: July 1, 2018- June 30, 2019

Oversight: Ridematching Committee

- Provide input and feedback to TDM system maintenance policies.
- Provide recommendations for TDM Web based system software code upgrades.

D. COMMUTER INFORMATION SYSTEM

The Commuter Information System project provides the TDM system with a GIS based information system that includes transit stop data, telework center locations, park and ride lot locations, and bicycling information as part of the ridematching functionality.

During FY 2019, COG/TPB staff will continue integration activities of new transit, telework center, park and ride lot, and bicycle route data into the TDM system server. Staff will also continue to obtain updated transit data, street centerline information and park-and-ride lot data from local jurisdictions and transit properties and reformat this data as necessary to the proper GIS format for use on the regional TDM system. Updates to the park-and-ride and telework/co-working center datasets for use on the TDM system will continue as will updates to the interactive GIS-based Web site application to include updated local and regional information for 11,000 plus transit, telework center, park-and-ride lots, and bicycle lanes/paths records. The bicycle routing module will also be updated to reflect any new and/or expanded bicycle paths and/or trails.

Cost Estimate: \$62,807

Services: Update local and regional information for transit, telework center locations, park and ride lots, and bicycle route information which will be used in the TDM Web system. (COG/TPB staff)

Schedule: July 1, 2018 - June 30, 2019

Oversight: Ridematching Committee

- Provide input into data source updates for TDM web based system.

II. REGIONAL GUARANTEED RIDE HOME PROGRAM

The regional Guaranteed Ride Home (GRH) program eliminates a major barrier to using transit, carpooling, vanpooling, bicycling or walking to work. Studies have shown that a commuter's fear of being "stranded" at work if they or a family member become ill, or if they must work unexpected overtime, is one of the most compelling reasons commuters do not rideshare or use transit to travel to work. The regional GRH program eliminates this barrier by providing a free ride home in the event of an unexpected personal emergency or unscheduled overtime. The GRH program's free ride home is offered only to commuters that carpool, vanpool, use transit, bicycle, or walk to work at least two days per work week. As a result of the GRH program, some single occupant vehicle drivers will switch to a ridesharing or transit commuting alternative, and current ridesharing and transit users will increase the use of alternative commute modes. The GRH program is an insurance program for those commuters who do not drive alone to their worksite.

The Guaranteed Ride Home program is a regional program and consists of the project area previously outlined in Figure 1. The annual budget for the Guaranteed Ride Home program for the two project areas outlined below is \$822,596.

A. GENERAL OPERATIONS AND MAINTENANCE

COG/TPB staff processes all GRH applications received through the Commuter Connections web-based TDM software system, or by mail or fax. Using the web based TDM system, COG/TPB staff registers qualifying applicants, produces GRH registration ID cards, and sends ID card and participation guidelines to new registrants. Commuters can obtain information about the GRH program and complete an application on the Commuter Connections Web site, www.commuterconnections.org. Commuters may also call COG's Commuter Connections 800 telephone number, 1-800-745-RIDE, to ask questions about the GRH program and/or request information and an application. The 800 number is equipped with a menu so that callers can choose the menu item that best fits their needs. All GRH questions and requests for information and applications are taken by COG/TPB staff.

COG/TPB staff also mails GRH applications to GRH users who have used the GRH program without formally registering. GRH guidelines permit a commuter to use the GRH service one time as a "one-time exception" before they register. Also, COG/TPB staff mails transit vouchers to GRH users who used transit as part of their GRH trip. All vouchers and invoices from transportation service providers are processed by COG/TPB staff.

In the event the commuter has not supplied an e-mail address, COG/TPB staff mails a re-registration notice to commuters who could not be contacted by telephone. The notice contains an application which the commuter can complete and send to COG to re-register. The commuter can also call Commuter Connections or visit the Commuter Connections web site to re-register.

During FY 2019, staff will assist the Commuter Connections Subcommittee in reviewing the GRH participation guidelines for any recommended changes. These recommendations will be presented to the Commuter Connections Subcommittee for

their final review and approval. In the past, recommendations have been made to modify and add participation guidelines to better convey the GRH trip authorization, GRH re-registration, and one-time exception rules and restrictions.

COG/TPB staff will continue to respond to the general public and to GRH applicants for registrations and re-registrations to the program. Registered commuters will be notified when their GRH registration is about to expire. Staff will continue to prepare and send new and re-registration GRH ID cards, registration letters, and participation guidelines on a weekly basis. Staff will also continue to monitor and maintain the GRH applicant database and server. COG/TPB staff will continue to update and maintain program participation guidelines.

Cost Estimate: \$258,760

Direct Costs (Telephone, Copies, etc.) as Part of Estimate: \$15,563

Products: GRH new and re-registration ID cards and registration letters
(COG/TPB staff)

GRH Program participation guidelines. (COG/TPB staff)

Services: Process application requests from the general public for registration and re-registration to the program. (COG/TPB staff)

Notify commuters when registration is about to expire.
(COG/TPB staff)

Monitor and update GRH applicant database. (COG/TPB staff)

Schedule: July 1, 2018 - June 30, 2019

Oversight: Commuter Connections Subcommittee

- Provide input and feedback on GRH program participation guidelines and policies.

B. PROCESS TRIP REQUESTS AND PROVIDE TRIPS

GRH transportation service is provided by several taxi companies, a rental car company, Metrorail, and a paratransit company, all under contract with COG. Commuters make their GRH trip request through a menu option provided on COG's Commuter Connections 800 telephone number. This menu option transfers calls for

GRH trips directly to an operations contractor. This contractor reviews and assesses the trip request and approves or denies the request based on the GRH Participation Guidelines. The contractor then arranges the approved trips with the appropriate transportation providers. If a trip request is denied, the commuter is offered an arranged trip at their own expense.

During FY 2019, COG/TPB staff will continue management and monitoring of contract services for day-to-day operations services. Day to day operations include confirming ride request eligibility; dispatching rides through the ten ride service providers; tracking ride requests in the GRH database; and processing invoices for payment for ride service providers, the daily operations contractor and for the general public for transit vouchers.

Customer service training will be provided to all Guaranteed Ride Home call center agents as needed.

Cost Estimate: \$563,836

Consultant/Contractor Costs as Part of Estimate:

<i>(Daily Operations)</i>	\$155,000
<i>(Cab and Car Rental Companies)</i>	\$267,687

Services: Process GRH trip requests, approve/deny requests, and arrange rides. *(Daily Operations Contractor)*

Management and monitoring of contract services for day-to-day operations and ten cab and car rental ride service providers. This includes processing invoices for payment for contractors and for the general public for transit vouchers. *(COG/TPB staff)*

Customer service training for GRH call center agents. *(COG/TPB Staff and contractor)*

Provide GRH Rides *(Cab and Car Rental Companies)*

Schedule: July 1, 2018 - June 30, 2019

Oversight: Commuter Connections Subcommittee

- Provide input and feedback on GRH program operations.

III. MARKETING

The Marketing program delivers a “brand promise” for Commuter Connections as an umbrella solution for commuters seeking alternative commuting options within the region through regional marketing campaigns and special events and initiatives. The use of media and other forms of communication at high reach and frequency levels are used to communicate the benefits of alternative commute methods to Single Occupant Vehicle (SOV) commuters most likely to shift to non-SOV travel.

Marketing is a regional program and consists of five project areas listed below. The total annual project cost for the program tasks is \$3,213,936.

A. TDM MARKETING AND ADVERTISING

Regional TDM marketing campaigns aim to encourage both current SOV and non-SOV populations to either start or to continue using alternative transportation modes for commuting. Regional TDM marketing campaigns complement other on-going Commuter Connections program services that have been implemented in the region by increasing their overall efficiency and effectiveness.

Commuter Connections regional marketing campaigns may include, but are not limited in the use of direct mail to households and employers, radio, television, web site, social media advertisements and banner ads, phone book advertising, keyword search engine sponsorships, bus and rail advertising, and special event advertising. COG/TPB staff and its network members may also participate in promotions at employment sites and special events.

The overall objective of the project will be to continue to brand Commuter Connections and to meet the Mass Marketing and overall Commuter Connections impact goals. A marketing/advertising/public relations contractor will be used to produce and execute the creative, copywriting, and earned media (public relations) plan.

The marketing/advertising/public relations contractor provides expertise to develop the regional marketing campaign. The program builds upon current regional TDM marketing efforts by local, state, and regional agencies to establish a coordinated and continuous year-round marketing effort for regional TDM programs. Partnerships between COG and area transit agencies have been established and are maintained to enable the promotion of incentives such as the GRH program to transit riders. COG has also partnered with local jurisdictions to promote various program services through value added media opportunities.

A Marketing Communications Plan and Schedule is issued within the first quarter of the fiscal year that will outline the overall marketing strategy to be used for marketing campaign. Input on this plan will be provided by the state funding agencies and the Regional TDM Marketing Group members. A Marketing Planning Workgroup will then be formed provide input to the detailed creative development of the regional marketing campaigns.

COG/TPB staff will update and implement a public relations earned media plan and continuously update the SharePoint site for posting marketing and advertising materials for review by the regional Marketing Planning Workgroup members. An outbound email box has also been established at docomments@mwcoq.org for communications on reports and other work program products that require feedback by Commuter Connections committee groups. COG/TPB staff will maintain the primary Commuter Connections web site and associated social media sites.

A regional commute alternatives newsletter, *Commuter Connections*, will be published quarterly and distributed to several thousand employers. The focus of the newsletter is on federal, state, regional and local information and/or ideas employers can use to either start, expand or maintain employer-based commute benefit programs. In addition, COG/TPB staff works with the General Services Administration to produce a quarterly Employee Transportation Coordinator (ETC) newsletter insertion into the Commuter Connections newsletter, for distribution to more than 100 Federal ETC's.

COG/TPB staff will continue to maintain and update all Commuter Connections collateral materials and Web based information. The regional Resource Guide and Strategic Marketing Plan will also be updated with input from member agencies.

Cost Estimate: \$2,461,006

Consultant/Contractor Costs as Part of Estimate:

<i>(Advertising and Marketing Contractor)</i>	\$ 500,000
<i>(Media Buy)</i>	\$1,150,730
<i>(Postage/Printing)</i>	\$ 225,000

Products:

- SharePoint postings for marketing and advertising materials for review by workgroup members and all other Commuter Connections committees. *(COG/TPB staff)*
- Earned media plan. *(COG/TPB staff in conjunction with consultant)*
- Quarterly employer newsletter and Federal agency Employee Transportation Coordinator newsletter. *(COG/TPB staff in conjunction with consultant)*
- Mass Marketing material updates and re-prints. *(COG/TPB staff in conjunction with consultant)*
- Commuter Connections Web Site and social media page updates. *(COG/TPB staff in consultation with consultant as needed)*

Creative materials for regional TDM marketing campaigns. *(COG/TPB staff in conjunction with consultant)*

Bus and rail advertising development and placement. *(COG/TPB staff in conjunction with consultant)*

Special event advertising development and placement. *(COG/TPB staff in conjunction with consultant)*

Marketing Communications Plan and schedule. *(COG/TPB staff in conjunction with consultant)*

2018 Strategic Marketing Plan and Resource Guide. *(COG/TPB staff in conjunction with consultant)*

Services:

Placement of advertisements including, but not limited to: Web site advertisement through banner ads and social media sites, placement of keyword search engine sponsorships, radio, print, and television, and value-added spots, as needed. *(Consultant)*

Placement of advertisements in printed and electronic telephone directories. *(COG/TPB staff)*

Staff the Regional TDM Marketing Group. *(COG/TPB staff)*

Track the effectiveness of advertising campaigns through call volumes, internet and social media hits. *(COG/TPB staff)*

Process media placement invoices. *(COG/TPB staff)*

Monitor and adjust the implementation of regional marketing campaigns. *(COG/TPB staff)*

Attend and participate in commuter promotional events and special events, as needed. *(COG/TPB staff)*

Management and oversight of marketing contract. *(COG/TPB staff)*

Schedule:

July 1, 2018 - June 30, 2019

Marketing Communications Plan and Schedule:
September 2018

2019 Strategic Marketing Plan and Resource Guide:
December 2019

Oversight:

Regional TDM Marketing Group

- Provide input and feedback on marketing plan, collateral materials, and recommendations made by the Marketing Planning Work Group.
- Provide information on current regional TDM marketing efforts by local, state, and regional agencies to establish and coordinate continuous year-round marketing for regional TDM.

B. BIKE TO WORK DAY

A major marketing activity is the annual Bike to Work day event. Participation in this event has grown steadily each year and includes bicyclists from all jurisdictions in the region. This event is co-sponsored by the Washington Area Bicyclists Association (WABA) and is supported by COG/TPB staff, the state funding agencies and local jurisdictions, and individual sponsoring companies and organizations. Some of the costs of the event are off-set by business and interest-group sponsors who receive publicity for their financial support.

Commuter Connections participation in Bike to Work day includes support for the planning and promotion of the event, the maintenance and management of the event web sites, and assistance at the various “pit stops” on the day of the event, development of promotional materials and advertising, and earned media. An “Employer Challenge” is also held which identifies the top five employers with the most registered participants in the event. A drawing is then held with the five employers to select a winner. The winning employers’ registered participants receive a free lunch event sponsored by Commuter Connections.

COG/TPB staff will continue to support and implement a regional Bike To Work Day event and promote the event to employers. This will be accomplished through management and oversight of the event web site, media placements and marketing coordination activities with the marketing/advertising/public relations contractor.

Cost Estimate: \$187,435

Consultant/Contractor Costs as Part of Estimate:

<i>(Advertising and Marketing Contractor)</i>	\$ 75,000
<i>(Media Buy)</i>	\$ 60,000
<i>(Postage/Printing)</i>	\$ 13,043

Products: Earned media plan. *(COG/TPB staff in conjunction with consultant)*

Creative materials for Bike To Work Day Event which may include, but is not limited to logo update, poster, take-away brochure, transit signage, t-shirts, custom banners for each pit stop, radio ad, writing copy for live radio reads, print ad, internet ads, HTML e-mail blasts, and public service announcements. *(COG/TPB staff in conjunction with consultant)*

Regional Proclamation. *(COG/TPB staff)*

Services: Coordinate regional pit stops for Bike To Work Day event in May 2019. *(COG/TPB staff)*

Coordination and management of event web site *(COG/TPB staff in conjunction with WABA staff and consultant)*

Bike to Work Day web site and social media page updates *(COG/TPB staff in conjunction with consultant)*

Design and distribute event collateral materials to employers and the general public. *(COG/TPB staff in conjunction with consultant).*

Placement of advertisements; including, but not limited to: Web site advertisement through banner ads, placement of keyword search engine sponsorships, radio, and print, as needed. Activities include negotiation of value-added media. *(Consultant)*

Solicitation of corporate sponsors. *(COG/TPB staff in conjunction with consultant).*

Media outreach and coordination of interviews.
(COG/TPB staff in conjunction with consultant)

Coordination of Employer Challenge. (COG/TPB staff)

Process media placement invoices. (COG/TPB staff)

Management and oversight of marketing contract.
(COG/TPB staff)

Staff regional Bike To Work Day Steering Committee.
(COG/TPB staff)

Schedule: July 1, 2018 - June 30, 2019

Oversight: Bike To Work Day Steering Committee

- Provide input and feedback on marketing collateral materials, radio advertisements and event logistics.

C. EMPLOYER RECOGNITION AWARDS

COG/TPB staff will coordinate the annual Commuter Connections Employer Recognition Awards for employers showing commitment towards voluntarily implementing commute alternative programs and telecommuting at their respective worksite(s). COG/TPB staff will also explore additional public relations opportunities for the award-winning agencies to be profiled or highlighted. During FY 2009, a review of the program occurred and recommended changes that were adopted were implemented in FY 2010. An Employer Recognition Awards work group will continue to provide input to the collateral material developed for the awards program.

Coordination activities will include developing and distributing an awards nomination packet and soliciting nominations from employers through local jurisdictions, Chambers of Commerce and from the employers themselves. Staff will also work with the marketing contractor to review and classify the award submissions. A selection committee of objective transportation industry professionals will be recruited for the awards selection committee. The selection committee will be chaired by a member of the TPB.

The marketing contractor will work with COG/TPB staff to validate nomination entries and obtain and clarification needed from nominees. The marketing contractor will facilitate the selection committee process and tally the voting ballots for each nominee. Once the selection committee makes its recommendations, the award winners will be notified and a short video will be produced on each winning category. An awards booklet, giveaway, and short video briefs of each of the award winners will be produced for the awards ceremony. The awards ceremony will be held towards the end of the

fiscal year. Staff will coordinate all logistics for the event including, but not limited to: securing speakers, writing remarks, securing event venue, and staffing the event. Additionally, COG's Office of Public Affairs along with the marketing contractor will identify media opportunities to highlight the winners.

Cost Estimate:	\$120,019
<i>Consultant/Contractor Costs as Part of Estimate:</i>	
<i>(Advertising and Marketing Contractor)</i>	\$65,000
<i>(Media Buy)</i>	\$ 7,500
<i>(Postage/Printing/Video)</i>	\$24,101

- Products:**
- Awards nomination packet. *(COG/TPB staff in conjunction with consultant).*
 - Awards invitations *(COG/TPB staff in conjunction with consultant).*
 - Awards Booklet. *(COG/TPB staff in conjunction with consultant).*
 - Award Trophies. *(COG/TPB staff)*
 - Giveaway Item. *(COG/TPB staff in conjunction with consultant).*
 - Video Briefs. *(COG/TPB staff in conjunction with consultant).*
 - Event Photos. *(Consultant)*
 - Print Ad. *(Consultant in conjunction with COG/TPB staff)*
- Services:**
- Coordinate award submissions with local jurisdictions. *(COG/TPB staff)*
 - Coordinate logistics for awards selection committee. *(COG/TPB staff in conjunction with consultant)*
 - Facilitate selection committee meeting *(Consultant)*
 - Identify and coordinate earned media opportunities. *(COG/TPB staff in conjunction with consultant)*
 - Placement of print ad. *(Consultant)*

Process media placement invoices. *(COG/TPB staff)*

Coordinate event logistics including recruitment of speakers, writing speaker remarks, securing event venue, and staffing the event. *(COG/TPB staff)*

Management and oversight of marketing contract. *(COG/TPB staff)*

Schedule: July 1, 2018 - June 30, 2019

Oversight: Commuter Connections Subcommittee

- Provide input and feedback on project and recommendations made by Employer Recognition Awards work group.

D. 'POOL REWARDS

The purpose of the 'Pool Rewards carpool incentive project is to recruit and retain commuters in a carpool through a cash incentive. Similar programs are in operation in major metropolitan areas such as Los Angeles and Atlanta. Research has shown that commuters who are paid to carpool tend to stay in a carpooling arrangement longer than those carpoolers who are not paid. Commuters who currently take transit or a vanpool to work are eligible to receive \$255 per month under the IRS Qualified Transportation Fringe benefit provisions. Carpoolers are not eligible to participate. Carpool incentive programs have been used in a limited fashion in the Washington metropolitan region during large-scale construction projects such as the Wilson Bridge where the program was named "Bridge Bucks." The program proved to be extremely successful in convincing commuters to use an alternative form of transportation other than driving alone during the construction period.

The 'Pool Rewards program began in FY2011 after results were reviewed from a pilot program conducted in FY2010. After measuring the benefits produced from the carpool financial incentive program, comparisons were made from the expected outcomes to the actual outcomes in terms of auto occupancy and vehicle miles of travel, vehicle trips reduced and emission impacts. A follow-up survey conducted in FY 2011 of the original demonstration project participants showed a 93% carpool retention rate of all participants. A survey of new participants was conducted in FY 2011 and showed that 98% of the program participants planned to carpool after the incentive had ended. A survey of all program participants that had completed the program and were paid was conducted in FY 2014 and results showed a 55% carpool/vanpool retention rate. Pool Rewards participants registered during the FY 2015-2017 evaluation period, were surveyed in FY 2017 to explore retention in alternative modes. The survey found that 80% of participants were still using an alternative mode and 20% had returned to driving alone to work. These results were used to derive the long-term retention placement factors: 80% continued placement and 20% temporary placement. Continued evaluation will be conducted in order to adjust program guidelines and documentation of program participation from the user's end. Results from the FY 2017

survey along with program participation rates in both the carpool and vanpool incentive programs were used to adjust the program budget.

The current carpool incentive allows each one-time new participating carpooler to earn up to \$130 over a 90-day time frame through a trip-tracking process. In FY 2012 the 'Pool Rewards program was expanded to include vanpools. Newly formed vanpools that originate in either the District of Columbia or in Maryland whose destination is in the Washington DC non-attainment region are eligible to participate. Third-party vanpool providers on contract with COG/TPB provide the vanpool service and each of the 'Pool Rewards eligible vanpools receive an on-going \$200 per month incentive. COG/TPB staff worked with WMATA to develop a monthly mileage reporting system for the Federal Transit Administration's (FTA's) National Transit Database. There will also be continued coordination with Virginia's vanpool incentive program.

The Commuter Connections 'Pool Rewards program will allow for the formation of new carpools in and around the I-66 corridor (both inside and outside of the Beltway) prior, during, and after the peak construction time of the project. Each participant that joins a new carpool will be eligible for an additional \$100 during a 90-day reporting period which will be funded through VDOT's approved Transform 66 Transportation Management Plan. The added incentive will also be available to new carpools formed along I-395 as part of the I-395 Express Lanes construction project which will be funded through VDOT's I-395 Express Lanes Transportation Management Plan. The \$100 for both projects will be above and beyond the current \$130 that is available through the regional 'Pool Rewards program. The purpose of the program is to provide an added incentive for commuters to alter their driving behavior prior, during, and after the project construction period. Marketing and advertising for the I-66 incentive will be separate for this activity.

In FY 2019, advertising materials will be updated along with on-line advertising to entice additional project participants.

Cost Estimate: \$126,787

Consultant/Incentive Costs as Part of Estimate:

<i>(Advertising and Marketing Contractor)</i>	\$ 5,000
<i>(Media Buy)</i>	\$ 15,000
<i>('Pool Rewards Incentive Payments)</i>	\$5,000 (carpools)
	\$44,875 (Virginia I-66)
	\$23,000 (Virginia I-395)
	\$30,000 (vanpools)

Products: Marketing materials. *(COG/TPB staff in conjunction with consultant)*

Services: Operation of 'Pool Rewards program which includes

registering and verifying participants, monitoring trip logs, supervisor verification, and payments to program participants. *(COG/TPB staff)*

Administer program surveys and obtain supervisor verifications *(COG/TPB staff)*

Media Placements on radio, television, web. Social media, and value-added spots, as needed *(Consultant)*

Process media placement invoices. *(COG/TPB staff)*

Management and oversight of marketing contract. *(COG/TPB staff)*

Report vanpool data to the FTA's National Transit Database *(COG/TPB staff)*

Update program terms and conditions, and participation guidelines as needed *(COG/TPB staff)*

Design and distribute collateral materials for distribution to employers and the general public *(COG/TPB staff)*

Schedule: July 1, 2018 - June 30, 2019

Oversight: Commuter Connections Subcommittee

- Provide input and feedback on project recommendations for program continuation and/or expansion.

E. CAR-FREE DAY

During FY 2019, COG/TPB staff will coordinate with local jurisdictions to implement the regional Car Free Day campaign that will encourage residents to leave their cars behind or to take alternative forms of transportation such as public transit, carpools, vanpools, telework, bicycling or walking.

Car Free Day was first held in FY 2009. In FY 2012, evaluation results showed that there were over 11,700 individuals that pledged to go "car-free" for this event, a 70% increase over the previous year. In addition, there were approximately 5,500 vehicle trips reduced and 272,000 vehicle miles of travel reduced as a result of participation in this event. During FY 2013, the event was held on a Saturday and the participation rate was about half of that in FY 2012 (6,572 pledges). In FY 2014, the event date fell on a Sunday; however, the region expanded the event to Car Free Days to include Friday and Saturday;

and the participation rate fell sharply to 4,168. In FY 2015, pledges climbed back up to 4,656, a 13% increase over FY 2014. In FY 2016, pledges fell back to 3,442 due to a number of factors including a papal visit that commenced in the afternoon of Car Free Day. In FY2017, there was a 30% increase in pledges to 4,497. FY2018 was a bounce-back year and there were over 11,200 pledges, a 149% increase.

This event will be held on September 22nd each year in tandem with World Car Free Day. In FY2019 and FY2020, Car Free Day will fall on a Saturday and Sunday respectively; therefore, preparations will need to be taken into account to address the participation rate. Evaluation results of the project will include participation and transportation and emission impacts which will be used to make improvements to the annual event. A marketing campaign along with public outreach efforts will be developed to coincide with this worldwide celebrated event.

Cost Estimate:	\$111,542
<i>Consultant/Contractor Costs as Part of Estimate:</i>	
<i>(Advertising and Marketing Contractor)</i>	\$ 30,000
<i>(Media Buy)</i>	\$ 45,000
<i>(Postage/Printing)</i>	\$ 18,492

Products: Marketing collateral which can include, but is not limited to development and printing of posters, transit signage, bus shelter signage and other related advertising collateral that will need to be printed. *(COG/TPB staff in conjunction with consultant)*

Development and production of radio, internet, and social media ads, and text messages, and HTML e-mail blasts. *(COG/TPB staff in conjunction with consultant)*

Earned media plan development and implementation. *(COG/TPB staff in conjunction with consultant)*

Update of web site and social media pages. *(COG/TPB staff in conjunction with consultant)*

Services: Implement regional Car Free Day(s) event prior to and after Saturday, September 22, 2018 and promote event to the general public, employers and to the media. *(COG/TPB staff in conjunction with consultant)*

Media Placements, including the negotiation of value-added placements. *(Consultant)*

Process media placement invoices. *(COG/TPB staff)*

Staff regional Car Free Day Steering Committee.
(COG/TPB staff)

Management and oversight of marketing contract.
(COG/TPB staff)

Schedule: July 1, 2018 - June 30, 2019

Oversight: Car Free Day Steering Committee

- Provide input and feedback on marketing collateral materials, radio advertisements and event logistics.

F. CARPPOOLNOW MOBILE APPLICATION

During FY 2017, COG/TPB staff launched CarpoolNow, a new rideshare mobile application that gives commuters in the Washington metropolitan region the ability to carpool on-demand and in real-time. The app immediately connects users who are offering a ride with those seeking a ride. It also displays routes, estimates pickup times, and confirms pick-up and drop-off locations.

During FY2018, COG coordinated with Howard County, Maryland on a marketing initiative to support the CarpoolNow app. The marketing initiative was used to encourage commuters to download and use the app and consisted of producing creative materials to be used on traditional and digital media outlets. A driver incentive was also designed, examined and tested. Results from this project will be used to expand the marketing of the CarpoolNow mobile app and driver incentive to the Washington metropolitan region.

Cost Estimate:	\$70,504
Consultant/Contractor Costs as Part of Estimate:	
(Advertising and Marketing Contractor)	\$ 5,000
(Media Buy)	\$ 15,000
(Commuter Incentives)	\$ 42,310

Products: Development and production of creative and marketing services including, but not limited to: radio, internet, newsprint, educational video, SEO blog posts, venue, mobile, social media and text ads. (COG/TPB staff in conjunction with consultant)

Update of web site and social media pages to reflect promotional activities and incentives. (COG/TPB staff in conjunction with consultant)

Services: Promote mobile app to the general public, employers and to the media. (COG/TPB staff in conjunction with

consultant).

Media Placements, including the negotiation of value-added placements. (*Consultant*)

Process media placement invoices. (*COG/TPB staff*)

Management and oversight of marketing contract. (*COG/TPB staff*)

Schedule: July 1, 2018 - June 30, 2019

Oversight: Commuter Connections Subcommittee

- Provide input and feedback on project recommendations for program continuation and/or expansion.

G. FLEXTIME REWARDS

During FY 2017, COG/TPB staff researched and wrote a Flextime Incentives “White Paper” which was endorsed for release in FY 2018. The White Paper provides speculation on the positive impacts of implementing a flextime incentive program for the Washington D.C. metropolitan region. Research on the subject was examined and flextime impacts within major metropolitan areas of the United States and abroad are examined. This document selects corridors in the Washington D.C. region that may benefit from an incentive program and details the beneficial impacts of implementing a flextime-incentive pilot program.

Based on responses with regards to the likelihood of using a flextime incentive from the 2016 State of the Commute survey, analysis of the region’s top-10 traffic bottlenecks, and to allow for a variety of roadway segments on a regional scale, a pilot program was launched in FY2018 for commuters traveling on the following four corridors:

- The Beltway near the I-270 spur and American Legion Bridge.
- The Beltway between I-95 and MD-193
- I-66 heading eastbound at VA-267
- DC-295 heading southbound at Benning Road.

During FY2017 and FY2018, COG coordinated with the University of Maryland to develop the algorithm using a variety of verification techniques to confirm the legitimacy of a user’s trip. This includes the mandatory use of location services to verify departure and arrival times, as well as verify the route the individual has traveled. This verification will help confirm participants traveling to their registered workplace, particularly for those receiving a cash incentive. It will also help verify that the participant is truly flexing their time and rerouting the trip. Verification techniques used in FY2018 simply included self-reporting by the commuter for inclusion in a monthly or quarterly prize/gift drawings.

Part of the program's implementation is determining the severity of an incident along a corridor that would require a notification to be sent to registered users. Levels of service during the peak period on all the corridors of interest are already consistently rated "E" – "F" without the presence of an incident. The University of Maryland's predictive travel model assists in determining which incidents warrant a notification. This model calculates the estimated time of arrival while traveling along corridors in the region and recalculates every time an incident is detected. This will give insight into the severity of an incident that has recently occurred and allow notifications to be pushed appropriately.

Commuters using these four corridors register to participate in the incentive program through an electronic application. The applications received from individuals traveling along select corridors are reviewed and either approved or denied by COG/TPB staff. Careful attention is given during this process to determine eligibility associated with implementing an incentive program of this type. Depending on eligibility requirements, existing Commuter Connections account holders may be able to simply opt in to the program and use the Commuter Connections mobile app to participate in the program.

Given that the pilot project focused on four top bottleneck corridors in the region, it was reasonably expected that 35 flextime notifications would be sent during a typical year involving the selected corridors resulting in the following annual incentive costs; however the costs associated with 35 notifications will be dependent on the number of participating individuals choosing to delay or avoid their trip during peak of the peak hour commuting periods in the a.m. (7 to 8 a.m.) and in the afternoon (5 to 6 p.m.).

The corridors selected for observation were purposely chosen for pilot program implementation in FY2018. Corridors not included as a corridor of interest may still benefit from an incentive program and can still be a candidate for future expansion of the program given overall participation and survey results.

Cost Estimate:	\$113,643
<i>Consultant/Contractor Costs as Part of Estimate:</i>	
<i>(Advertising and Marketing Contractor)</i>	\$ 10,000
<i>(Media Buy)</i>	\$ 15,000
<i>(Commuter Incentives)</i>	\$ 70,000

Products: Development and production of creative and marketing services including, but not limited to: radio, internet, newsprint, educational video, SEO blog posts, venue, mobile, social media and text ads. *(COG/TPB staff in conjunction with consultant)*

Update of web site and social media pages to reflect promotional activities and incentives. *(COG/TPB staff in conjunction with consultant)*

Services:	<p>Operation of Flextime Rewards program which includes registering and verifying participants, monitoring trip logs, supervisor verification, and payments to program participants. <i>(COG/TPB staff)</i></p> <p>Administer program surveys and obtain supervisor verifications as needed <i>(COG/TPB staff)</i></p> <p>Promote Flextime Rewards program to the general public, employers and to the media. <i>(COG/TPB staff in conjunction with consultant).</i></p> <p>Media Placements, including the negotiation of value-added placements. <i>(Consultant)</i></p> <p>Process media placement invoices. <i>(COG/TPB staff)</i></p> <p>Management and oversight of marketing contract. <i>(COG/TPB staff)</i></p>
Schedule:	July 1, 2018 - June 30, 2019
Oversight:	<p>Commuter Connections Subcommittee</p> <ul style="list-style-type: none"> • Provide input and feedback on project recommendations for program continuation and/or expansion.

IV. MONITORING AND EVALUATION

The Monitoring and Evaluation program will provide overall program and individual project results when appropriate for the various projects in the CCWP that will be used to track progress for the regionally adopted Commuter Connections Transportation Demand Management (TDM) program elements that were originally adopted as Transportation Emission Reduction Measures (TERMS). One project will solely focus on those activities directly related to data collection and analysis for the TDM program elements. Data collection and analysis for the Commuter Connections program elements occur over a three-year period. Results from this project will directly impact the FY 2018 – FY 2020 Regional TDM Program Analysis report for Commuter Connections. Cost effectiveness results are also calculated every three years. Impact and cost effectiveness results will also be used by the State TDM Work Group to make any necessary recommendations for changes to the TDM program elements being operated through Commuter Connections.

The second project area will include the ongoing tracking and monitoring activities for each of the CCWP program areas, including the Commuter Operations Center, Guaranteed Ride Home,

Employer Outreach, and Marketing. A direct customer satisfaction survey will be performed to gauge the level of satisfaction for Guaranteed Ride Home. Monthly data collection and quarterly progress reports and an annual progress report will also be produced by COG/TPB staff.

The Monitoring and Evaluation program is a regional program and consists of the two project areas outlined below. The total annual project cost for the program tasks is \$886,315.

A. REGIONAL TDM DATA COLLECTION AND ANALYSIS

Data collection analysis for the Commuter Connections TDM program elements, originally known as TERMS, occurs over a three-year period. The current cycle began in fiscal year FY 2018 (July 1, 2018) and will conclude in FY 2020 (June 30, 2020).

During FY 2018, the previous data collection cycle's Regional TDM Program (formerly TERM) Analysis Report was finalized and published and the Placement Rate Study for the new data collection period was completed. In FY 2019, the Framework Methodology Document will be updated and published, and data collection activities will occur for the 2019 State of the Commute Report and 2019 GRH Applicant Survey. Draft Technical reports will be produced for both data collection activities.

During FY 2020, the final year in the data collection cycle, COG/TPB staff will conduct an evaluation of the regional Employer Outreach database as specified in the FY 2018–2020 TDM Evaluation Framework Methodology Document. An employer telework survey will also be conducted to gauge the effectiveness of assistance provided to employers to start and expand a telework program in Maryland. A Bike To Work Day survey of the FY 2019 program participants will be conducted and the 2019 State of the Commute Survey Technical Report will be finalized and a general public report will be prepared for printing. The 2019 Guaranteed Ride Home Applicant Survey Report will be finalized. The draft FY 2020 TERM Analysis report will also be prepared.

Retention rate surveys will also be conducted for Commuter Connections applicants and Guaranteed Ride Home applicants, but not until FY2021. Results from this survey will be used in the FY2023 data collection cycle.

During FY 2019, COG/TPB staff will work to update the FY 2018–FY 2020 TDM Evaluation Framework Methodology document. The TDM Evaluation Framework Methodology document is used as the “blueprint” in data collection activities for the three-year Commuter Connections TDM Evaluation cycle and provides the methodology used to calculate Commuter Connections program benefits. Updating this document will also provide an opportunity to re-visit program goals for each of the Commuter Connections program elements relevant to recent impact and cost effectiveness data released in the FY 2015-FY2017 Regional TDM Program (TERM) Analysis report.

The 2019 State of the Commute Survey will also be designed and implemented as it is conducted every three years. The purpose of the State of the Commute report is to document trends in commuting behavior, such as commute mode shares and distance traveled, and prevalent attitudes about specific transportation services, such as public

transportation, that are available in the region. The State of the Commute Survey is also used to help estimate the congestion, air quality and other societal impacts of Commuter Connections. The survey instrument used for data collection activities will be reviewed and updated accordingly, data collection activities will occur and a draft Technical Report will be produced. Results from the survey will be used in the FY 2018–2020 Regional TDM Program Analysis report.

COG/TPB staff will also be updating the survey instrument design for the in-depth Guaranteed Ride Home (GRH) Applicant survey. This survey is conducted every three years to assess the mode shift changes of 1,000 GRH program applicants. Data collected will be used to determine transportation and emission impacts of the program in the FY 2018–FY 2020 Regional TDM Program Analysis Report. A draft survey report will be prepared and released by June 2019.

Various presentations on the data collection instruments and reports will be prepared and given to the Commuter Connections TDM Evaluation Group, the Commuter Connections Subcommittee, the TPB Technical Committee, and the TPB, if warranted. The evaluation contractor will also be fulfilling data requests that are received or needed by COG/TPB staff during the course of the fiscal year.

During FY 2019, data collection activities from local sales territories will continue as will the review of employer database records and the classification of employer records into levels of participation.

COG/TPB staff will also provide day to day management and monitoring of evaluation contract services and will report results through monthly data collection activities and quarterly progress reports and an annual progress report.

Cost Estimate:	\$602,637
<i>Consultant Costs as Part of Estimate:</i>	
<i>(TDM Evaluation Project Consultant)</i>	<i>\$468,500</i>

Products:

FY 2018- FY 2020 TDM Evaluation Framework Methodology Document. *(COG/TPB staff in conjunction with consultant).*

2019 State of the Commute Survey design and data collection activities. *(COG/TPB staff in conjunction with consultant).*

2019 State of the Commute Draft Technical Report. *(COG/TPB staff in conjunction with consultant).*

2019 GRH In-Depth Applicant Survey and draft report. *(COG/TPB staff in conjunction with consultant).*

Review of Employer Database Records and Classification into Levels of Participation in ACT! Database (COG/TPB staff)

Services:

Fulfillment of data requests. *(COG TPB Staff)*

Collect monthly Employer Outreach data from ten local sales territories. *(COG TPB Staff)*

Employer Site Survey Coordination (COG TPB Staff)

Management and oversight of TDM Evaluation contract. *(COG/TPB staff)*

Schedule:

July 1, 2018 - June 30, 2019

FY 2018 – FY 2020 TDM Evaluation Framework
Methodology Document: December 2018

2019 State of the Commute Survey Draft Technical Report:
June 2019

2019 In-Depth GRH Applicant Draft Survey Report: June
2019

Oversight:

TDM Evaluation Group

- Provide input and feedback on data collection activities, survey methodology, and draft reports.

B. PROGRAM MONITORING AND TRACKING ACTIVITIES

COG/TPB staff will collect monthly program statistics, produce quarterly progress reports, monthly Executive Summary reports, and produce a FY 2018 annual summary of program statistics of the number and type of commuter traveler requests filled by COG and other client member program sites. Staff will collect and analyze data from the monthly customer satisfaction survey for all GRH program users, and produce a customer satisfaction survey report based on the findings. Survey results will be used to change program guidelines and/or policies as needed.

COG/TPB staff will assist local Employer Outreach sales representatives to conduct employer site surveys. A contractor will be used to provide technical assistance for the electronic surveying process and analysis of results, and data entry assistance for those

employers using a paper copy of the survey. Survey tabulation and reporting will be provided by COG/TPB staff. Results from the employer database tabulated surveys are used to estimate the participation rates and impacts for employer-based TDM programs reported from the local sales jurisdictions. COG/TPB staff will also maintain and update the archived Employer Commute Survey database.

COG/TPB staff will also monitor monthly progress for local Employer Outreach sales jurisdictions based on their approved Scopes of Work and contract project goals. Local jurisdiction contract performance monitoring for Employer Outreach goals will also be a part of this activity. COG/TPB staff will oversee a regional monitoring and evaluation program for Employer Outreach which includes data collection activities from local employer outreach sales territories. Quarterly Employer Outreach level of effort verification statements will be produced and distributed by COG/TPB staff. An annual detailed snapshot of overall progress will be provided to appropriate state funding agencies for their respective jurisdictions. COG/TPB staff will conduct an Employer Services Customer Satisfaction Survey during FY2019. This survey was last conducted five years ago, in FY2014.

Results from local employer telework sales calls and outreach services will be documented in terms of level of effort and progress and shown in quarterly progress reports. Quarterly documentation will also be provided on level of participation and effectiveness and results from sales and outreach activities for employer-based telework programs. Overall monitoring and evaluating employer-based telework programs throughout the region will continue.

Staff will also evaluate effectiveness of advertising campaigns through call volumes, internet hits, and the annual placement rate study. Marketing campaigns will be monitored through lead analysis and detailed campaign summary results. Campaign summary documents will be produced that will outline campaign specifics such as direct mail distribution points (i.e. zip codes), radio stations, internet and social media advertising outlets used, etc. An event summary report will also be produced for the FY 2018 regional Bike To Work Day event.

Monthly program statistics will be collected and quarterly progress reports will be provided for all program areas in the FY 2019 CCWP and an annual progress report for FY 2018 will be produced.

Cost Estimate:	\$283,678
<i>Consultant Costs as Part of Estimate:</i>	
<i>(Employer Survey Project Consultant)</i>	\$ 47,500

Products:	Collect monthly program data and produce quarterly progress reports and monthly Executive Summary reports for the Commuter Operations Center, Guaranteed Ride Home, Employer Outreach, Marketing, Evaluation, and GRH Baltimore programs.
------------------	---

(COG/TPB staff)

Produce FY 2018 annual progress report. *(COG/TPB staff)*

Collect and analyze data from monthly GRH customer satisfaction survey for FY 2018 program users, and produce a report showing results. *(COG/TPB staff)*

Quarterly Employer Outreach sales contact data and level of effort verification statement *(COG/TPB staff)*

Annual Employer Outreach Snapshot Analysis and Project Recommendations *(COG TPB Staff)*

FY 2018 Bike to Work Day Event Report *(COG/TPB staff)*

Survey reports to Employer Outreach representatives from Employer Commute Survey results. *(COG/TPB staff)*

1st Half of the Fiscal Year Regional TDM Marketing Campaign Summary and Lead Analysis Document. *(COG/TPB staff in conjunction with consultant)*

2nd Half of the Fiscal Year Regional TDM Marketing Campaign Summary and Lead Analysis Document. *(COG/TPB staff in conjunction with consultant)*

FY2019 Employer Services Customer Satisfaction Survey *(COG/TPB staff in conjunction with consultant)*

Services:

Updating and Maintaining Employer Commute Survey archived database. *(COG/TPB staff)*

Management and oversight of Employer Survey contract. *(COG/TPB staff)*

Data documentation from monthly Employer Outreach Activity Reports from ten local sales territories. *(COG/TPB staff)*

Staff the TDM Evaluation Group *(COG/TPB staff)*

Schedule: July 1, 2018 - June 30, 2019

FY 2018 4th Quarterly Progress Report: July 2018

FY 2018 Annual Progress Report: September 2018

FY 2019 1st Quarter Progress Report: October 2018

FY 2018 2nd Half of the Fiscal Year Regional TDM Marketing Campaign Summary Document: December 2018

FY 2019 2nd Quarter Progress Report: January 2019

FY 2019 3rd Quarter Progress Report: April 2019

FY 2019 1st Half of the Fiscal Year Regional TDM Marketing Campaign Summary Document: June 2019

Employer Outreach Snapshot Analysis: May 2019

Employer Services Customer Satisfaction Survey Report: June 2019

Oversight:

Commuter Connections Subcommittee

- Provide input and feedback on data collection activities for GRH customer satisfaction survey, monthly, quarterly, and annual progress reports.

Regional TDM Marketing Group

- Provide input and feedback on campaign lead analysis reports.

Employer Outreach Committee

- Provide input and feedback on quarterly employer outreach verification statement reports and Employer commute survey process, reports and survey result archives.

V. EMPLOYER OUTREACH

The Employer Outreach program provides and supports outreach efforts in ten jurisdictions

located in the region’s MSA. This program contains regional and jurisdictional components. COG/TPB’s Commuter Connections staff provides overall administration and arranges for sales training and support for the jurisdictional components of the program and technical training on the regional sales contact management database. The local jurisdictions provide outreach to employers and work with employers to develop and implement new, or expand existing employer-based alternative commute programs.

The following local jurisdictions provide employer outreach services:

District of Columbia
Frederick County
Montgomery County
Tri-County Council for Southern Maryland
Prince George’s County
City of Alexandria
Arlington County
Fairfax County
Loudoun County
Prince William County

Most employers who promote commute alternatives do so for practical reasons associated with the operation of their businesses. But the community as a whole benefits from commute alternatives programs, help reduce traffic congestion, improve air quality and other societal benefits, and support economic development. For this reason, many local governments in the region continue to offer programs that encourage commute options at the employment site. These programs range from marketing efforts and incentive programs conducted through ridesharing programs to “adequate public facilities ordinances” that have trip reduction requirements for affected employers. Additionally, the Virginia Department of Transportation administers funds directly to the local jurisdictions in Northern Virginia to implement the Employer Outreach program and has also allocated funding to the Telework!VA program for employers to either start or expand a telework program. The District Department of Transportation is using the pass-thru dollars for the program to hire a contractor directly. Results from these activities are reported and analyzed under the regional Monitoring and Evaluation program.

The Commuter Connections program’s ongoing goal has been to weave existing local employer and government programs into a coherent, voluntary regional network, and to promote ways in which worksite commute alternatives programs may grow, without imposing burdensome mandates upon employers.

Regional Components of the Employer Outreach Program include:

- 1) Maintaining and updating a web-based regional employer/employee sales contact database to facilitate local efforts and avoid duplication.
- 2) Coordination with WMATA’s SmartBenefits program sales staff, and/or their assigned consultant(s).

- 3) Review of individual local sales contact databases on a continuing basis to ensure quality control.
- 4) Providing bicycling information to area employers to help and support bicycling to work by their employees.
- 5) Coordinating technical training for the regional sales database on an as needed basis.
- 6) Supporting the Employer Outreach Committee of the Commuter Connections Subcommittee which provides guidance to the program.
- 7) COG/TPB staff support for updating and printing customized sales materials and employer case studies both in hard copy and for inclusion on the Commuter Connections web site.
- 8) Providing coordinated marketing materials for the program including; but not limited to, customized sales portfolio's, employer case studies, Live Near Your Work, Alternative Work Schedule, Climate Change Carbon Footprint, LEED, and Emergency Commute Preparedness information.
- 9) Providing customized information on voluntary commuting actions that can be taken by employers and the general public to reduce mobile source emissions, particularly on Air Quality Action days, through the Clean Air Partners program.
- 10) Offering sales training for the sales and service representatives in each of the participating jurisdictions.

The regional components of the program are listed in the two project tasks below. The total annual cost for the regional components of the Employer Outreach program is \$88,936.

Jurisdictional Components of the Employer Outreach Program include:

- 1) Contacting individual employers in each locality, (carried out by the local sales and service representatives) through the regional contact sales database which Commuter Connections maintains and updates.
- 2) Accomplishing local program goals in Maryland jurisdictions via staff, contractors, TMA's, or other entities. A scope of work is submitted to COG to expedite an annual program contract for each locality, and funding is allocated to localities based upon guidance to COG from the state funding agencies.
- 3) COG/TPB support for overseeing pass-thru funding to local sales jurisdictions for the implementation of voluntary transportation demand management strategies at private sector employment sites.
- 4) Providing sales support for the sales and service representatives in DC and Maryland.

The jurisdictional components of the program are outlined in the two project tasks below. The total annual costs for the jurisdictional components of the Employer Outreach program are \$632,785.

Regional Component Project Tasks

A. REGIONAL EMPLOYER DATABASE MANAGEMENT AND TRAINING

During FY 2019, COG/TPB staff will continue to maintain and update the hardware and software for the computerized regional employer outreach database and monitor the regional web-based database upgrade installed during FY 2018. In addition, COG/TPB staff will coordinate training and provide technical assistance to local sales jurisdictions upon request.

Cost Estimate: \$73,936

Services: Management and monitoring of Employer Outreach regional database and provision of sales representative database training as needed. *(COG/TPB staff)*

Maintenance and update of regional contact management database. *(COG/TPB staff)*

Schedule: July 1, 2018 - June 30, 2019

Oversight: Employer Outreach Committee

- Provide input and feedback on technical issues regarding the regional Employer Outreach database.

B. EMPLOYER OUTREACH FOR BICYCLING

The Employer Outreach for Bicycling program provides information to area employers to help support and encourage bicycling to work by their employees. This information is included in the Employer Outreach materials provided to employers under the Employer Outreach Program.

Specific activities under the Employer Outreach for Bicycling Program include the update of a guide on biking to work (“Biking to Work in the Washington Area: A Guide for Employers and Employees).. WABA’s Web site provides users with 24-hour matching to WABA bike mentors, automating a service that previously consumed considerable staff time, and which was available only during office hours. In FY 2016, a presentation entitled “Walk Wise” was developed to incorporate safe practices for

employers to promote both bicycling and walking to the worksite.

COG/TPB staff also provides support and facilitation for other bike-to-work outreach activities including lunch time seminars, association meetings and strategic mailings as needed.

Cost Estimate:	\$15,000
	Printing as Part of Estimate \$6,884
Products:	Regional Bicycling to Work Guide updates. (COG/TPB staff)
Services:	Employer assistance and seminars. (COG/TPB staff)
Schedule:	July 1, 2018 - June 30, 2019
Oversight:	Employer Outreach Committee <ul style="list-style-type: none">• Provide input and feedback on bicycling issues or outreach activities at employment sites.

Jurisdictional Component Project Tasks

A. MARYLAND LOCAL AGENCY FUNDING AND SUPPORT

Local jurisdictions work with employers to develop and implement new, or expand existing employer-based commuter benefit programs such as transit and vanpool benefits, preferential parking for carpools and vanpools, carpool and vanpool formation, and telework and flexible work schedules. Results from these efforts are recorded in the regional employer database.

Maryland jurisdictions will also provide general telework information to the general public, local agencies, and employers. Employer Outreach representatives will also work with employers in Maryland to establish new or expand existing telework programs.

Cost Estimate:	Pass-thru to Local Jurisdictions:	\$428,659
Telework component of pass-thru:		\$81,063
	Total Project Budget:	\$509,722
Services:	New or expanded employer-based TDM programs in Maryland. (local jurisdictions).	
	New or expanded employer telework programs in Maryland. (local jurisdictions).	

Schedule: July 1, 2018 - June 30, 2019

B. DC, MARYLAND, AND VIRGINIA PROGRAM ADMINISTRATION

This project task includes the management and monitoring of pass-thru funding by COG/TPB staff to local sales jurisdictions in DC and Maryland for contract compliance. It also includes support to DC and Maryland jurisdictions, consultants, or TMA staff in implementing voluntary transportation demand management strategies at private and/or non-profit sector employment sites. This task involves the review and approval of an annual Scope of Work by COG/TPB staff for each of the Maryland sales jurisdictions and day to day contract management. This task also includes COG/TPB staff support for updating and printing employer specific regional employer-based marketing materials as well as providing training opportunities.

Cost Estimate: \$123,063

Products:

Electronic and printed updates of customized sales portfolio materials, employer specific regional marketing materials (General Commuter Connections brochure, Alternative Work Schedules brochure, Emergency Commute Preparedness brochure, Live Near Your Work brochure, LEED brochure, Climate Change brochure), and case studies for DC, Maryland and Virginia. *(COG/TPB staff)*

Services:

Sales training offered for sales and service representatives in the region for DC, Maryland and Virginia. *(COG/TPB staff/sales training professionals).*

Oversight to local sales jurisdictions in DC and Maryland to implement voluntary transportation demand management strategies at private sector employment sites. *(COG/TPB staff)*

Bi-annual sales support conference calls to DC and Maryland jurisdictions. Employer site visits by COG/TPB staff as requested or needed by DC and Maryland jurisdictions. *(COG/TPB staff)*

Staff the regional Employer Outreach Committee for DC, Maryland and Virginia. *(COG/TPB staff)*

Schedule: July 1, 2018 - June 30, 2019

Oversight: Employer Outreach Committee

- Provide input and feedback on administrative items such as training, employer-based collateral materials, and case studies.

VI. GUARANTEED RIDE HOME BALTIMORE

A regional Guaranteed Ride Home (GRH) program was implemented in the Baltimore metropolitan region and in St. Mary's County beginning in FY 2011. The GRH Baltimore program helps to eliminate a major barrier to using transit, carpooling, vanpooling, bicycling or walking to work. Studies have shown that a commuter's fear of being "stranded" at work if they or a family member become ill, or if they must work unexpected overtime, is one of the most compelling reasons commuters do not rideshare or use transit to travel to work. The GRH Baltimore program eliminates this barrier by providing a free ride home in the event of an unexpected personal emergency or unscheduled overtime.

The GRH Baltimore is similar to the Washington metropolitan region's GRH program in offering a free ride home to commuters that carpool, vanpool, use transit, bicycle, or walk to work at least two days per work week. As a result of the GRH program, some single occupant vehicle drivers will switch to a ridesharing or transit commuting alternatives, and current ridesharing and transit users will increase the usage of these alternative commute modes. The program will be able to demonstrate both transportation and emission impacts that could be used as part of the Baltimore region's air quality conformity process. The GRH program is an insurance program for those commuters who do not drive alone to their worksite.

The budget for the Guaranteed Ride Home program includes two projects outlined below, and with a budget of \$220,000.

A. GENERAL OPERATIONS AND MAINTENANCE

Commuter Connections staff at the Metropolitan Washington Council of Governments (COG) will process all GRH applications received by mail, fax, and the Commuter Connections web site. Using the GRH software system, COG registers qualifying applicants, produces GRH registration ID cards, and sends ID card and participation guidelines to new registrants. Commuters can obtain information about the GRH program and complete an application on the Commuter Connections web site, www.commuterconnections.org. Commuters may also call COG's Commuter Connections 800 telephone number, 1-800-745-RIDE, to ask questions about the GRH program and/or request information and an application. The 800 number is equipped with a menu so that callers can choose the menu item that best fits their needs. All GRH questions and requests for information and applications are taken by COG/TPB staff.

COG staff also mails GRH applications to GRH users who have used the GRH program without formally registering. GRH guidelines permit a commuter to use the GRH service

one time as a “one-time exception” before they register. Also, COG staff mails transit vouchers to GRH users who used transit as part of their GRH trip. All vouchers and invoices from transportation service providers are processed by COG staff.

In the event the commuter has not supplied their e-mail address, COG/TPB staff mails a re-registration notice to commuters who could not be contacted by telephone. The notice contains an application which the commuter can complete and send to COG to re-register. The commuter can also call Commuter Connections or visit the Commuter Connections Web site to re-register.

COG/TPB staff will assist the Commuter Connections Subcommittee in reviewing the GRH participation guidelines for any recommended changes. These recommendations will be presented to the Commuter Connections Subcommittee for their final review and approval. In the past, recommendations have been made to modify and add participation guidelines to better convey the GRH trip authorization, GRH re-registration, and one-time exception rules and restrictions.

COG/TPB staff will respond to the general public and to GRH applicants for registrations and re-registrations to the program. Registered commuters will be notified when their GRH registration is about to expire. Staff will continue to prepare and send new and re-registration GRH ID cards, registration letters, and participation guidelines on a weekly basis. Staff will also continue to monitor and maintain the GRH applicant database and server. COG/TPB staff will continue to update and maintain program participation guidelines, and provide annual customer service training to the daily operations contractor and COG/TPB staff assigned to the project.

During FY 2019, data collection activities will continue for a GRH Baltimore Customer satisfaction survey. The purpose of the survey will be to gauge the level of satisfaction from those who have used the program. A report will be developed and finalized from the FY 2018 data collected.

In addition, COG/TPB staff will also be updating the survey instrument design for the in-depth Guaranteed Ride Home (GRH) Baltimore Region and St. Mary’s County Applicant survey. This survey is conducted every three years to assess the mode shift changes of GRH program applicants. Data collected will be used to determine transportation and emission impacts of the program. A draft survey report will be prepared and released by June 2019.

During FY 2018, COG/TPB staff and its contractor will continue the implementation of a marketing and advertising media campaign to promote the GRH Baltimore program which will be targeted to commuters working in the Baltimore metropolitan region. The media advertising campaign materials developed for the Washington DC region will be adapted for the Baltimore metropolitan region and is funded through the Maryland Transit Administration.

Cost Estimate:

\$113,740

Consultant Costs as Part of Estimate:

(Advertising)	\$1,250
(FY20196 In-Depth GRH Baltimore Survey)	\$17,500

Direct Costs as part of Estimate:

(Media Buy)	\$50,000
(Telephone/Copies, etc.)	\$ 2,794

Products:

GRH new and re-registration ID cards and registration letters
(COG/TPB staff)

GRH Participation Guidelines (COG/TPB Staff)

Final 2018 GRH Customer Satisfaction Survey Report. (COG/TPB
staff).

Creative materials for regional TDM marketing campaigns.
(COG/TPB staff in conjunction with consultant)

2019 GRH Baltimore and St. Mary's County In-Depth Applicant
Survey and draft report. (COG/TPB staff in conjunction with
consultant).

Services:

Process application requests from the general public for registration
and re-registration to the program. (COG/TPB Staff)

Notify commuters when registration is about to expire. (COG/TPB
staff)

Monitor and update GRH applicant database. (COG/TPB staff)

Schedule:

July 1, 2018 – June 30, 2019

2018 GRH Customer Satisfaction Survey Report: November 2018

2019 In-Depth GRH Baltimore and St. Mary's County Applicant
Draft Survey Report: June 2019

Oversight:

Commuter Connections Subcommittee

- Provide input and feedback on GRH program participation guidelines and policies.

B. PROCESS TRIP REQUESTS AND PROVIDE TRIPS

GRH transportation service will be provided by several taxi companies, a rental car company, and a paratransit company, all under contract with COG. Commuters make their GRH trip request through a menu option provided on COG's Commuter Connections 800 telephone number. This menu option transfers calls for GRH trips directly to an operations contractor. This contractor reviews and assesses the trip request and approves or denies the request based on the GRH Participation Guidelines. The contractor then arranges the approved trips with the appropriate transportation contractor.

The operations contractor contacts, by telephone, GRH registrants without e-mail addresses whose registration is near expiration and re-registers the qualifying commuters. While the system of calling commuters has been successful, many messages left on commuters' voice mail are not returned. In such cases, re-registration is facilitated by COG staff as described in the previous section.

COG/TPB staff will continue management and monitoring of contract services for day-to-day operations services. Day to day operations include confirming ride request eligibility, dispatching rides through the ride service providers, tracking ride requests in the GRH database, processing invoices for payment for ride service providers, the daily operations contractor and for the general public for transit vouchers.

Customer service training will be provided to all Guaranteed Ride Home call center agents as needed.

Cost Estimate: \$106,260

Consultant/ Contractor Costs as Part of Estimate:

(Daily Operations):	\$42,500
(Cab and Car Rental Companies)	\$47,374

Services: Process GRH trip requests, approve/deny requests, and arrange rides. *(Daily Operations Contractor)*

Management and monitoring of contract services for day-to-day operations, and ride service providers. This includes processing invoices for payment for contractors and for the general public for transit vouchers. *(COG/TPB staff)*

Provide GRH Rides *(Cab and Car Rental Companies)*

Customer service training for GRH call center agents. *(COG/TPB staff and contractor)*

Schedule: July 1, 2018 – June 30, 2019

Oversight: Commuter Connections Subcommittee

- Provide input and feedback on GRH program participation guidelines and policies.

ITEM 10 – Information

March 21, 2018

Washington Metropolitan Area Transit Authority Legislative Funding Update

Staff Recommendation: Briefing on the latest developments for securing additional regional funding for WMATA by the District of Columbia, Maryland, and Virginia.

Issues: None

Background: The board will be briefed on the latest developments in securing additional regional funding for WMATA by the District of Columbia, Maryland, and Virginia.

WMATA DEDICATED FUNDING UPDATE

March 2018

(as of 3/15/2018)

Chuck Bean
Executive Director

Transportation Planning Board
March 21, 2018

Agenda Item 10



COG's Metro Initiative

- 2015** State of the Region Infrastructure Report
- 2016** COG and Board of Trade Metro Summit Series
 - Established the Chief Administrative Officers Metro Technical Panel
- 2017** Established the Metro Strategy Group
 - COG Board adopted Statement of Principles on Metro
 - COG Board adopted Resolution on Long-Term Dedicated Funding for Metro
- 2018** First time DC, Maryland and Virginia all file legislation to establish dedicated funding for Metro

Metro Legislation – Virginia

Virginia regular session ended on March 10, 2018

Metro Legislation Passed by General Assembly

- 1) Motor vehicle fuels; sales tax in certain regions of the Commonwealth (SB896/HB768) - approved March 8, 2018
- 2) Commonwealth Transit Capital Bond Act of 2018 (SB856/HB1539) - approved March 10, 2018

Metro Legislation – Virginia

Motor vehicle fuels; sales tax in certain regions of the Commonwealth (SB896/HB768)

- Estimated to generate \$22.3 million a year
- Establishes a floor on the 2.1 percent sales tax imposed on motor vehicle fuels sold in Northern Virginia and Hampton Roads by requiring that the average distributor price upon which the tax is based be no less than the statewide average wholesale price on February 20, 2013.

Metro Legislation – Virginia

Commonwealth Transit Capital Bond Act of 2018 (SB856/HB1539)

- Estimated to generate the balance of the \$154M
 - Northern Virginia Transportation District Fund
 - Revenue from the existing Motor Vehicle Rental Tax
 - Existing NVTA revenues or local dollars (WMATA jurisdictions in Northern Virginia)
 - Existing 2% regional Transient Occupancy Tax (TOT)
 - Existing \$0.15/\$100 Grantor's Tax
- Limits WMATA board to 8 participating members
- Virginia board appointees should have transportation expertise
- Requires adoption of a 6-year capital improvement program and a strategic plan
- Requires a 3 percent annual growth cap on operating budget
- Contingent on DC and MD enacting legislation

Metro Legislation – Virginia

Next Steps

- April 9 – Governor must sign, veto, or propose amendments to bills
- April 18 – Reconvened Session for General Assembly to discuss any proposed amendments or vetoes

Metro Legislation – Maryland

Maryland regular session ends on April 9, 2018.

Metro Legislation in General Assembly

- Maryland Metro/Transit Funding Act (SB0277/HB0372)
- Maryland Metro Board Member Act (SB0279/HB0370)
- Maryland Oversight Enhancement Act (SB0894/HB1089)

Metro Legislation – Maryland (as of 3/15/2018)

Maryland Metro/Transit Funding Act (SB0277/HB0372)

- Establishes \$150 million a year of dedicated funding
 - Appropriated from the Maryland Transportation Trust Fund
- WMATA must submit annual financial and performance reports
- Contingent on Virginia and Maryland each enacting legislation to provide annual dedicated funding of at least \$150 million
- Approved by the House on March 8
- Hearing scheduled in the Senate Budget and Taxation Committee on March 29.

Metro Legislation – Maryland (as of 3/15/2018)

Maryland Metro Board Member Act (SB0279/HB0370)

- Changes MD’s board appointees to be the Secretary of Transportation (or designee) and alternating appointment by Governor from Montgomery and PGC
- Encourages Compact signatories to support for following reforms:
 - Reduce size of WMATA Board of Directors
 - Improve the independent investigation and oversight of the Authority
 - Prohibit elected officials from serving on the Board
 - Remove the veto authority
 - Require that board members have transportation expertise
 - Provide equitable compensation for board members
 - Enhance transparency
 - Improve stakeholder input
- Approved by the Senate on March 15; currently in the House Environment and Transportation Committee.

Metro Legislation – Maryland (as of 3/15/2018)

Maryland Oversight Enhancement Act (SB0894/HB1089)

- Establishes requirements to strengthen the office of the inspector general including funding of at least 0.05% of the WMATA annual operating budget
- In committees of the House and Senate

Metro Legislation – Maryland

Next Steps

- April 9 - MD regular session ends
- May 28 - MD Governor must sign or veto bills

Metro Legislation – District of Columbia

(as of 3/15/2018)

Washington Metropolitan Area Transit Authority Dedicated Funding Act of 2017 (B22-0568)

- Establishes a dedicated funding source for Metro by raising the sales tax
- March 21 - Mayor Bowser will present the FY2019 Proposed Budget and Financial Plan to the Council
- March to May - Following the budget proposal the Council will convene hearings and work sessions on the budget
- May 29 – Final Committee of the Whole and Council consideration of the FY19 budget.

Dates of Importance

- March 21** – DC Mayor Bowser presents FY19 budget proposal to Council
- April 9** – MD regular session ends
- April 9** – VA Governor must sign, veto, or propose amendments to bills
- April 11** – [VA Special Session on budget begins]
- April 18** – VA Reconvened Session
- May 28** – MD Governor must sign or veto bills
- May 29** - Budget out of the Council of the District of Columbia

Chuck Bean

Executive Director
(202) 962-3260
cbean@mwkog.org

mwkog.org

777 North Capitol Street NE, Suite 300
Washington, DC 20002

ITEM 11 – Information

March 21, 2018

Briefing on a new Metropolitan Transportation Planning Process “3C” Agreement between the State Departments Of Transportation (DOT) and TPB, and on Performance Based Planning and Programming Letters of Agreement

Staff Recommendation: Briefing on the new draft 3C Agreement and Performance Based Planning and Programming Letters of Agreement.

Issues: None

Background: The board will be asked to approve TPB’s new agreement at its April 18 meeting. The FAST Act requires that the metropolitan transportation planning process “3C” agreement be updated by May 2018. Last executed in 2008, the state DOTs, our federal partners and TPB staff have collaborated to develop a new draft agreement which provides written documentation of the regional metropolitan transportation planning process. The signatories include the TPB and the agencies who provide the metropolitan planning funding (DDOT, MDOT, VDOT, VDRPT).

The board will also be briefed on the associated individual performance-based planning and programming (PBPP) letters of agreement (LOA).



MEMORANDUM

TO: Transportation Planning Board
FROM: Sergio Ritacco, Transportation Planner
SUBJECT: Briefing on the new 3C Metropolitan Transportation Planning Agreement
DATE: March 15, 2018

This memorandum provides information on the revised metropolitan transportation planning agreement (“3C” Agreement) that outlines the mutual responsibilities necessary to carry out the metropolitan transportation planning process between the TPB and its funding and oversight agencies. The Transportation Planning Board will be asked to approve the Chair’s signature at its April meeting.

Under federal regulations, the Transportation Planning Board (TPB) must execute an updated “3C” Agreement with its funding and oversight agencies, including State DOTs and State Transit Agencies, by May 26, 2018. Last updated in January 2008, the “3C” Agreement responds to updated MAP-21 and FAST Act rules and regulations governing MPOs, outlines the mutual responsibilities necessary to carry out the metropolitan transportation planning process, and responds to the provisions for a performance-based planning and programming process. A draft of the “3C” Agreement, reviewed by FHWA and FTA partners, MWCOG, VDOT, MDOT, and DDOT counsels, planners, and other technical staff can be found on pages 3 of this item.

In addition to the 3C Agreement, if applicable, participants in the metropolitan planning process also need to document their participation in the performance based planning and programming process. TPB staff has developed a Performance Based Planning and Programming Letter of Agreement (PBPP LOA) to provide the administrative framework for documenting roles and responsibilities in meeting performance-based planning and programming (PBPP) requirements, which may be found in the accompanying memorandum.”

BACKGROUND

First legislated in 2012 in the Moving Ahead for Progress in the 21st Century federal surface transportation act (MAP-21), and subsequently expanded in the Fixing America’s Surface Transportation (FAST) Act of December 2015, the PBPP process calls for the State departments of transportation (“States”), Metropolitan Planning Organizations (“MPOs”); and Providers of Public Transportation to transition to a performance-driven, outcome-based program that provides for a greater level of transparency and accountability, improved project decision-making, and more efficient investment of federal transportation funds, as part of the cooperative, comprehensive and continuing (“3C”) performance-based multimodal transportation planning and programming process for the metropolitan planning area.

On May 27, 2016, FHWA and FTA jointly published the final Statewide and Nonmetropolitan Transportation Planning; Metropolitan Transportation Planning regulations (23 CFR Parts 450, 771 and 49 CFR Part 613; “Planning Rule”). This final rule updated the regulations governing the development of metropolitan transportation plans and programs for urbanized areas, long-range statewide transportation plans and programs, and the congestion management process, as well as revisions related to the use of and reliance on planning products developed during the planning process for project development and

the environmental review process. The update makes the regulations consistent with current statutory planning requirements, including the new mandate for a PBPP process.

Under 23 CFR 450.314, the Planning Rule requires the TPB, States, and Providers of Public Transportation to cooperatively determine and clearly identify in written agreements the mutual responsibilities necessary to carry out the metropolitan transportation planning process. It directs the parties to periodically review and update these agreements and to implement the provisions of 23 USC 134, 23 USC 150, and 49 USC 5303, as amended (23 CFR 450.314).

For the past six months, staff have been working to update these elements, including consultation with BRTB (Baltimore MPO), our State Technical Working Group (DDOT, MDOT, VDOT, VDRPT, and WMATA), as well as our FTA and FHWA partners. The agreements provided to you today include edits that respond to comments received by FHWA and FTA partners, MWCOC, VDOT, MDOT, and DDOT counsels, planners, and other technical staff.

“3C” METROPOLITAN PLANNING AGREEMENT

To meet the revised requirements, TPB staff developed a new metropolitan planning agreement to replace its current agreement, executed on January 16, 2008, for consideration and execution. Titled “Planning Agreement On Performance Based Metropolitan Transportation Planning Responsibilities for the National Capital Region,” the agreement is consistent with current statutory planning requirements including the new mandate for a Performance-Based Planning and Programming process. These regulations can be found here: [23 CFR Subpart C—Metropolitan Transportation Planning and Programming](#).

Signatories to this agreement are the parties with direct funding and oversight of the TPB, including the metropolitan transportation planning processes and provide Federal Highway Administration PL funds and Federal Transit Administration Section 5303 funds. These parties include the District Department of Transportation, the Maryland Department of Transportation, the Transportation Planning Board, the Virginia Department of Transportation, and the Virginia Department of Rail and Public Transportation.

NEXT STEPS

At its April 2018 meeting, the TPB will be asked to approve execution of the “3C” Agreement by the Chair of the TPB. Final execution of the enclosed “3C” agreements by all parties is required by May 26, 2018, two years from the finalization of the Planning Rule (May 26, 2016).

For questions regarding the metropolitan planning transportation agreement, please contact Lyn Erickson, Plan Development and Coordination Program Director (202-962-3319, lerickson@mwkog.org) or Sergio Ritacco, Transportation Planner (202-962-3232, sritacco@mwkog.org).



**PLANNING AGREEMENT
ON PERFORMANCE BASED METROPOLITAN TRANSPORTATION PLANNING
RESPONSIBILITIES FOR THE NATIONAL CAPITAL REGION**

This Planning Agreement on Performance Based Metropolitan Transportation Planning Responsibilities for the National Capital Region (“3C” Agreement/Planning Agreement/Agreement) is made and entered into as of TKDATETK, by and among the National Capital Region Transportation Planning Board, the region’s Metropolitan Planning Organization (TPB); and the District of Columbia Department of Transportation (DDOT), the State of Maryland Department of Transportation (MDOT), the Commonwealth of Virginia Department of Transportation (VDOT), and the Commonwealth of Virginia Department of Rail and Public Transportation (DRPT), hereinafter referred to as the **States and Providers of Public Transportation**, collectively “the Parties.

WHEREAS, the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) on June 30, 1983 jointly issued, and on May 27, 2016 updated, rules and regulations which require that each urbanized area, as a condition to the receipt of Federal capital or operating assistance, have a continuing, cooperative and comprehensive transportation (3-C) planning process carried out by a metropolitan planning organization (MPO) in cooperation with the States and their local jurisdictions that results in plans and programs consistent with the planned development of the “urbanized area” pursuant to 23 U.S.C. 134, 23 U.S.C. 150, and 49 U.S.C. 5303, as amended; and

WHEREAS, the Fixing America’s Surface Transportation Act (P.L. 114-94)(FAST Act), and the Moving Ahead for Progress in the 21st Century Act (P.L. 112-41) (MAP-21 Act), Sec. 20005, reiterate the need for the 3-C planning process; and

WHEREAS, 23 CFR 450.314 – Metropolitan Planning Agreements – requires MPOs, States and Providers of Public Transportation to cooperatively determine the mutual responsibilities necessary to carry out the metropolitan transportation planning process, and directs MPOs, States and Providers of Public Transportation to periodically review and update these agreements; and

WHEREAS, 23 CFR 450.306 - Scope of the metropolitan transportation planning process – establishes a performance-driven approach to transportation decision-making to be carried out in the metropolitan transportation planning and programming process; and

WHEREAS, the 1990 Clean Air Act Amendments identify specific responsibilities of MPOs relating to air quality planning and the determination of conformity of transportation plans and programs; and

WHEREAS, on July 14, 1966, the TPB was designated as the MPO for the Washington Urbanized Area by an agreement entered into by the Governor of the Commonwealth of Virginia, Governor of the State of Maryland, and the Mayor of the District of Columbia; and

WHEREAS, the TPB serves as the MPO for the National Capital Region, including the Washington DC-VA-MD Urbanized Area, Frederick, MD Urbanized Area, and the Waldorf, MD

DRAFT – National Capital Region Transportation Planning Board
Metropolitan Transportation Planning Agreement – DRAFT

Urbanized Area; and

WHEREAS, the States and Providers of Public Transportation, through agreement with the Metropolitan Washington Council of Governments (COG), as the administrative agent of the TPB, provide for the financial assistance and mutually agree upon terms and conditions for which such assistance will be provided; and

WHEREAS, 23 U.S.C 134[d] [2] and 49 U.S.C 5303[d] [2], as amended by sections 1201 and 20005 of MAP-21, require that, by October 1, 2014, each MPO that serves an area designated as a Transportation Management Areas (TMA), of which the TPB is one, consist of:

1. Local elected officials,
2. Officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by operators of public transportation, and
3. Appropriate State officials; and

WHEREAS, the TPB has long included representation by public transportation operators through a Board structure whose voting membership includes Board representatives from the Washington Metropolitan Area Transit Authority (WMATA), an agency that meets the above MAP-21 criteria and provides the vast majority of public transportation trips in the metropolitan area, and Board representatives from other local public transportation operators who directly fund public transportation, including commuter bus and rail services, thus complying with the MAP-21 requirements in this regard; and

WHEREAS, the TPB's continuous, cooperative, and comprehensive metropolitan planning process, and the States' and Providers of Public Transportation's planning and programming activities provide local jurisdictions, public agencies, individuals, and representatives of public transportation with opportunities to cooperate in the metropolitan transportation planning process; and

WHEREAS, the TPB and States must certify that the federal metropolitan transportation planning process addresses the major issues in the metropolitan planning area and is being conducted in accordance with all the applicable requirements in 23 CFR 450.336; and

WHEREAS, nothing in this Agreement shall be construed as limiting or affecting the legal authorities of the Parties, or as requiring the Parties to perform beyond their respective authority; and

NOW, THEREFORE, the TPB, the States and the Providers of Public Transportation agree that they will conduct a cooperative, comprehensive and continuing transportation planning and programming process for the National Capital Region (Region) and their mutual responsibilities for carrying out this process are described as follows:

Article 1

Scope of the Performance-Based Metropolitan Transportation Planning Process

The TPB, in cooperation with the States and the Providers of Public Transportation, will conduct a performance-driven, outcome-based metropolitan transportation planning process that is continuous, cooperative, and comprehensive and they will develop long-range metropolitan transportation plans and Transportation Improvement Programs (TIPs) that provide for the consideration of projects, strategies, and services to address the federal planning factors specified in 23 CFR 450.306.

The TPB will use a performance-based approach to support the national goals described in 23 USC 150(b) and the general purposes described in 49 USC 5301(b). The approach will establish performance targets that address the performance measures or standards established under 23 CFR part 490 (when applicable), 49 USC 5326(c), and 49 USC 5329(d) to use in tracking progress toward attainment of critical outcomes for the Region. Selection and establishment of performance targets will be in accordance with the appropriate target setting framework established at 23 CFR part 490 and will be coordinated, to the maximum extent practicable, with the relevant States. Selection and establishment of performance targets will also address performance measures described in 49 USC 5326(c) and 49 USC 5329(d) and be coordinated, to the maximum extent practicable, with the relevant public transportation providers.

Either directly or by reference, the TPB will integrate into the metropolitan transportation planning process the goals, objectives, performance measures, and targets described in other State transportation processes, plans, and reports to include factors specified in 23 CFR 450.306(d)(4).

The TPB will carry out the metropolitan planning process in coordination with the States' transportation planning processes that are required in regulations at 23 CFR 450 Subpart B-Statewide and Nonmetropolitan Transportation Planning and Programming.

The TPB will coordinate and prepare the coordinated public transit-human services transportation plan consistent with the metropolitan transportation planning process required by 49 USC 5303.

The TPB carries out the performance-driven, outcome-based metropolitan transportation process by performing a range of activities that promote an integrated approach to transportation development. The TPB activities comply with federal laws and requirements, provide a regional transportation policy framework and forum for coordination, and provide technical resources for decision-making. The TPB's 28 committee and sub-committees, as of date of execution, conduct an average of 10 meetings per month to ensure that TPB members, including the States and Providers of Public Transportation, local jurisdictions, and additional interested parties, engage with and meet the scope of the performance-based metropolitan transportation planning process.

Article 2
Funding for Transportation Planning and the Unified Planning Work Program

The TPB will, in cooperation with the States and Providers of Public Transportation, develop a Unified Planning Work Program (UPWP) that documents the performance-driven, outcome-based approach to metropolitan transportation planning activities in accordance with 23 CFR 450.308 and 23 CFR part 420 and performed with funds provided under 23 USC 104(d), 49 USC 5305(d), and 23 USC 133(d)(4).

The UPWP will document activities, tasks, and the planning priorities facing the metropolitan planning area. The UPWP will identify work proposed for the next 1- or 2-year fiscal period, beginning July 1 and ending June 30, by major activity and task and provide sufficient detail as to who will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity and task, and a summary of the total amounts and sources of Federal and matching funds.

To fund the activities agreed upon by the TPB and States as described in the UPWP, on October 3, 2003, and amended on September 13, 2008, COG, as the administrative agent for the TPB, and the States executed an Agreement upon which the terms and conditions of administrative support and assistance will be provided.

Between January and March of each year, the TPB, the States and the Providers of Public Transportation, in cooperation with the local jurisdictions and other TPB members, will prepare the UPWP, including documenting the metropolitan transportation planning activities anticipated within the Region. In March, the TPB will approve the UPWP and submit it to FHWA, FTA and the States for approval and funding. When necessary, the TPB can approve amendments, modifications, and technical corrections to the UPWP and submit it to FHWA and FTA for information and review.

- go to next page -

Article 3
Metropolitan Planning Organization Designation and Redesignation

The TPB has been designated the MPO for the National Capital Region by the Governors of Maryland and Virginia, and the Mayor of the District of Columbia to carry out the metropolitan transportation planning process under 23 CFR 450, Subpart C and required by 23 USC 134 and 49 USC 5303, as amended. The TPB includes the contiguous Washington DC-VA-MD Urbanized Area, Frederick, MD Urbanized Area, and Waldorf, MD Urbanized Area.

The Bylaws of the TPB, as amended on February 15, 2017, establish its membership, time and place of meeting, officers, voting procedures, committees, staffing, and relationship to COG, public participation, and procedures for amendments. The States and COG executed an “Agreement for the Support of the Metropolitan Planning Organization Transportation Planning Process in the Washington Metropolitan Area” on October 30, 2003, amended on September 17, 2008, specifying the COG responsibilities for supporting the MPO transportation planning process as described in the annually federally approved UPWP.

In the event there is a need for redesignation, the TPB will carry out the requirements in accordance with the provisions under 23 CFR 450.310.

- go to next page -

DRAFT – National Capital Region Transportation Planning Board
Metropolitan Transportation Planning Agreement – DRAFT

Article 4
Metropolitan Planning Area Boundaries

The TPB will, under agreement between the MPO and Governors and Mayor, determine the boundaries of the metropolitan planning area, as established under 23 CFR 450.312, to accomplish the performance-driven, outcome-based long-range metropolitan planning approach.

After each census, the TPB will review this planning boundary in cooperation with the States and Providers of Public Transportation to determine if the existing boundaries meet the minimum statutory requirements for new and updated urbanized areas. The TPB will adjust the boundary, as necessary, to reflect the most comprehensive boundary to foster an effective planning process that ensures connectivity between modes, improves access to modal systems, and promotes efficient overall transportation investment strategies. The TPB planning boundary for the Region includes the Washington DC-VA-MD Urbanized Area, Frederick, MD Urbanized Area, and the Waldorf, MD Urbanized Area. Figures 1 and 2 on page 18 and 19 show the TPB planning area boundary for the Region, the location of each of the participating local jurisdictions, and the urbanized areas.

Where part of the urbanized areas served by the TPB extends into an adjacent metropolitan planning area, or vice versa, the TPB will establish agreement(s) allowing for minor adjustments to each region's boundaries and outlining responsibilities for each metropolitan planning area overlap. The agreement(s) will also detail coordination processes, the division of transportation planning responsibilities among and between the regions and data sharing for the establishment and measurement of performance targets and standards established under 23 CFR part 490 (as applicable), 49 USC 5326(c), and 49 USC 5329(d). The TPB and the Baltimore Regional Transportation Board established an agreement, on May 12, 2015, for the urbanized areas overlapping the planning areas of those two MPOs. The TPB and the Fredericksburg Area Metropolitan Planning Organization established an agreement, on November 17, 2004, for the urbanized areas overlapping the planning areas of those two MPOs.

- go to next page -

DRAFT – National Capital Region Transportation Planning Board
Metropolitan Transportation Planning Agreement – DRAFT

Article 5
Metropolitan Planning and Supporting Agreements

The TPB will, in cooperation with the States and Providers of Public Transportation, periodically evaluate this Agreement and supporting agreements and cooperatively determine the mutual responsibilities for carrying out the metropolitan transportation planning process under 23 CFR 450.314.

The TPB will, in cooperation with the States and Providers of Public Transportation, periodically evaluate this Agreement and supporting agreements to include specific provisions for the development of financial plans that support the performance-driven, outcome-based long-range metropolitan transportation plan and the Transportation Improvement Program (TIP), and development of the annual listing of obligated projects, as described in Article 9 – Development and Content of the Metropolitan Transportation Plan, Article 10 - Development and Content of the Transportation Improvement Program, and Article 11 – Annual Listing of Projects with Federal Funding Obligations of this Agreement, respectively.

As permitted under 23 CFR 450.314(h)(2)ii) the TPB, with the States and Providers of Public Transportation, and, when applicable, operators of public transportation and local jurisdictions, will jointly document, in the form of Letter(s) of Agreement (LOA), roles and responsibilities for the cooperative development and sharing of information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the Region, and the collection of data for the States' asset management plans for the National Highway System. Outside of this Agreement, the LOA's, executed **TKDATESTK**, among the TPB, States and Providers of Public Transportation, and, where applicable, operators of public transportation and local jurisdictions, will address participation in the metropolitan planning process in general and include performance management provisions for required areas of Highway Safety, Highway Pavement and Bridge Condition, System Performance, Transit Safety, and Transit Asset Management.

The TPB's non-attainment area includes Calvert County, Maryland, which is outside its Metropolitan Planning Area (MPA) but within the Calvert-St. Mary MPO's MPA. In such instances, 23 CFR 450.314(c) requires MPOs to establish a written agreement among the relevant States' departments of transportation, States' air quality agencies, and affected local agencies describing the process for cooperative planning and analysis of all projects outside the MPA and within the nonattainment or maintenance area. The TPB and the Calvert-St. Mary's MPO established an agreement, on January 22, 2016, describing how transportation-related emissions will be treated for purposes of determining conformity in accordance with the EPA's transportation conformity regulations, as required in 40 CFR part 93, subpart A, and address policy mechanisms for resolving conflicts concerning transportation-related emissions that may arise.

As of **DATE** and subject to future adjustments, the TPB's urbanized area includes locations that are within the MPA of two adjacent MPOs and vice-versa. To the south the urbanized area of northern Stafford County, Virginia, while part of the TPB's urbanized area is within

DRAFT – National Capital Region Transportation Planning Board
Metropolitan Transportation Planning Agreement – DRAFT

the MPA of the Fredericksburg MPO (FAMPO). Similarly, parts of Anne Arundel County and Howard County, Maryland, while part of the TPB's urbanized area are within the MPA Baltimore Regional Transportation Board (BRTB). Further the City of Laurel and parts of Prince George's County, Maryland while part of the TPB's MPA are within the BRTB urbanized area. As required under 23 CFR 450.314 (g), when an urbanized area is designated to more than one MPO, the MPOs will establish a written agreement describing the roles and responsibilities of each MPO in coordinating the metropolitan transportation planning process to assure development of consistent metropolitan transportation plans and Transportation Improvement Programs across the Metropolitan Planning Area boundaries, especially when a proposed transportation project extends across the boundaries of the MPA, in accordance with 23 FR 450.314 (e). The TPB and the Fredericksburg Area MPO established an agreement, on November 17, 2004. The TPB and BRTB established an agreement, on May 12, 2015.

- go to next page -

Article 6
Interested Parties, Participation, and Consultation

The TPB will develop, use, and maintain a documented Public Participation Plan (PPP) to provide citizens, affected public agencies, and all interested parties with reasonable opportunities to be involved in the performance-driven metropolitan transportation planning process and to review and comment at key decision points as specified in 23 CFR 450.316. The PPP will be coordinated with the States' public involvement and consultation on transportation planning processes.

- go to next page -

DRAFT

Article 7

**Transportation Planning Studies, Development of Programmatic Mitigation Plans, and
Project Development Process Under the National Environmental Policy Act (NEPA)**

The TPB, the States and the Providers of Public Transportation may undertake a multimodal, systems-level corridor or subarea planning study as part of the metropolitan transportation planning process as specified in 23 CFR 450.318.

The development of these studies will involve consultation with, or joint efforts among, the TPB, States and Providers of Public Transportation. The results or decision of these planning studies may be used as part of the overall project development process consistent with the National Environmental Policy Act (NEPA).

The TPB, the States and the Providers of Public Transportation may also undertake development of programmatic mitigation plans as part of the metropolitan transportation planning process to address the potential environmental impacts of future transportation projects as specified in 23 CFR 450.320.

The development of these plans will involve consultation with, or joint efforts among, the TPB, States and Providers of Public Transportation, FHWA and/or the FTA, and other federal, state, and local agency or agencies with jurisdiction and special expertise over the resources being addressed in the plan(s). These entities will also determine the scope and content of such plan(s) and may integrate these programmatic mitigation plan(s) with other plans, including watershed plans, ecosystem plans, species recovery plans, growth management plans, State Wildlife Action Plans, and land use plans for the region.

- go to next page -

Article 8
Congestion Management Process in Transportation Management Areas

The TPB will, in cooperation with the States and the Providers of Public Transportation, operators of public transportation, and local officials, address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, as required by 23 CFR 450.322. This process will be based on the cooperative development and implementation of a metropolitan-wide strategy, including new and existing transportation facilities eligible for funding under title 23 USC and title 49 USC Chapter 53, job access projects, and operational management strategies.

Development of a congestion management process, through the performance-driven transportation planning process, may result in multimodal system performance measures and strategies that can be reflected in the performance-based metropolitan transportation plan, TIP, and performance-driven planning and programming requirements. It may assess the extent of congestion and support the evaluation of the effectiveness of congestion reduction and mobility enhancement strategies for the movement of goods and people.

In lieu of a congestion management process, the TPB may develop a congestion management plan that includes projects and strategies that will be considered in the TIP as specified in 23 CFR 450.322(h).

The TPB conducts the congestion management process through four components: (1) It monitors and evaluates transportation system performance, (2) defines and analyzes strategies, (3) implements strategies and assess, and (4) compiles project-specific congestion management information. It is updated as information becomes available, engagement conducted through the metropolitan planning process, and results incorporated into the performance-driven metropolitan transportation planning and programming requirements as specified in Article 1 - Scope of the Performance-Driven Metropolitan Transportation Planning Process.

- go to next page -

DRAFT – National Capital Region Transportation Planning Board
Metropolitan Transportation Planning Agreement – DRAFT

Article 9
Development and Content of the Metropolitan Transportation Plan

At least every 4 years, the TPB shall develop or amend an integrated multimodal performance-based long-range metropolitan transportation plan that includes both long-range and short-range strategies and actions to facilitate the safe and efficient movement of people and goods in addressing current and future transportation trends and demands as specified in 23 CFR 450.324. The TPB shall approve this plan and submit it for information purposes to the States and make copies of updated and/or revised transportation plans available to the FHWA and FTA.

When updating the performance-based long-range metropolitan transportation plan, the TPB shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, economic activity, and environmental concerns. The TPB shall approve the performance-based long-range metropolitan transportation plan (Plan) contents and supporting analyses produced for any update to the long-range Plan.

The TPB will make a conformity determination on the Plan and any regionally significant updates or amendments in accordance with the Clean Air Act, the United States Environmental Protection Agency's (EPA's) transportation conformity regulations 40 CFR part 93, subpart A, and the TPB's May 1998 air quality conformity process and agreement titled "Consultation Procedures with Respect to Transportation Conformity Regulations Governing TPB Plans and Programs."

The Plan shall include, at minimum, the elements listed under 23 CFR 450.324 (f)(1-11). The Plan shall be designed such that, once implemented, it makes progress toward achieving the performance targets established under 23 CFR 450.306 (c) and (d). The performance measures and targets and a description of progress made toward target achievement since the Plan's last update shall be included.

As part of the quadrennial update to the Plan, the TPB, States and Providers of Public Transportation will cooperatively develop, share, review, and adopt estimates of revenues and costs required for the financial plan that demonstrate fiscal constraint for the Plan as specified in 23 CFR 450.324(f)(11)).

The TPB uses the committee structures and meeting schedules for the metropolitan transportation process, as needed and as described in Article 1 – Scope of the Performance-Based Metropolitan Transportation Planning Process, to meet the requirements of the Plan as specified in 23 CFR 450.324. The TPB's coordinates with numerous planning processes at the local and state levels to help determine the content of the Plan. The TPB is guided by its own vision and priorities which in turn reflect federal policy guidance.

- go to next page -

Article 10

Development and Content of the Transportation Improvement Program (TIP)

The TPB will develop a TIP for the Region that reflects the investment priorities established in the current long-range metropolitan transportation plan developed pursuant to Article 9 of this Agreement and shall cover a period of no less than four (4) years as specified in 23 CFR 450.326.

The TIP will be updated at least every four (4) years and be approved by the TPB and States for their approval and inclusion in their State Transportation Improvement Programs (STIP). Copies of any updates or revisions will be provided to FHWA and FTA.

The TPB will make a conformity determination on the TIP and any major updates or amendments in accordance with the Clean Air Act and the United States EPA's transportation conformity regulations 40 CFR part 93, subpart A and the air quality conformity process and agreement.

The TPB will provide all interested parties with a reasonable opportunity to comment on the proposed TIP pursuant to the Plan.

The TIP will be designed such that, once implemented, it makes progress toward achieving the performance-driven, outcome-based targets established under 23 CFR §450.306 (c) and (d). A description of how the investments make progress toward achievement of the targets in the Plan shall be included. The TIP will include, at minimum, the elements listed under 23 CFR 450.326 (e) through (h).

The TPB, States and Providers of Public Transportation, will cooperatively develop, share, review, and adopt estimates of costs and estimates of funds that are available or committed or reasonably expected to be available that are required for the financial plan that demonstrate fiscal constraint for the TIP as specified in 23 CFR 450.326 (j) & (k).

The selection of projects from the TIP by the TPB, States and Providers of Public Transportation will be made as specified in 23 CFR 450.332.

TIP amendments and administrative modifications will be consistent with the established Transportation Improvement Program development procedures, the Public Participation Plan, and federal requirements as specified in 23 CFR 450.328. The TIP is amended or modified on a monthly and sometimes even weekly basis, through staff approvals, TPB Steering Committee actions, or large-scale amendments brought to the TPB for adoption.

The TPB uses the committee structures and meeting schedules for the metropolitan transportation process, as needed and as described in Article 1 – Scope of the Performance-Based Metropolitan Transportation Planning Process, to meet the requirements of the TIP for the Region as specified in 23 CFR 450.326. The TPB coordinates with numerous planning processes at the local and state levels to help determine the content of the program. The TPB is guided by its own vision and priorities which in turn reflect federal policy guidance.

- go to next page -

Article 11
Annual Listing of Projects with Federal Funding Obligations

Annually, and no later than 90 days after the close of the program year, which concurs with the Transportation Improvement Program fiscal year, the TPB, States and Providers of Public Transportation will cooperatively develop a listing of projects from the TIP for which federal transportation funds were obligated in the preceding fiscal year. This report will contain the projects and financial information required by 23 CFR 450.334. This report will be made publicly available.

- go to next page -

DRAFT

Article 12
Self-Certification and Federal Certifications

The TPB and the States will certify that the metropolitan planning process for the National Capital Region is being carried out in accordance with all applicable Federal requirements as specified in 23 CFR 450.336 and 23 CFR 450.330.

The TPB develops its self-certification statement describing how its metropolitan transportation planning process meets the federal requirements as specified in 23 CFR 450.336. This statement shall be approved concurrent with approval of the TIP.

- go to next page -

DRAFT

DRAFT – National Capital Region Transportation Planning Board
Metropolitan Transportation Planning Agreement – DRAFT

This Agreement is approved by the respective parties hereto as of the date shown above.

Chair
National Capital Region Transportation Planning Board

Director
District of Columbia Department of Transportation

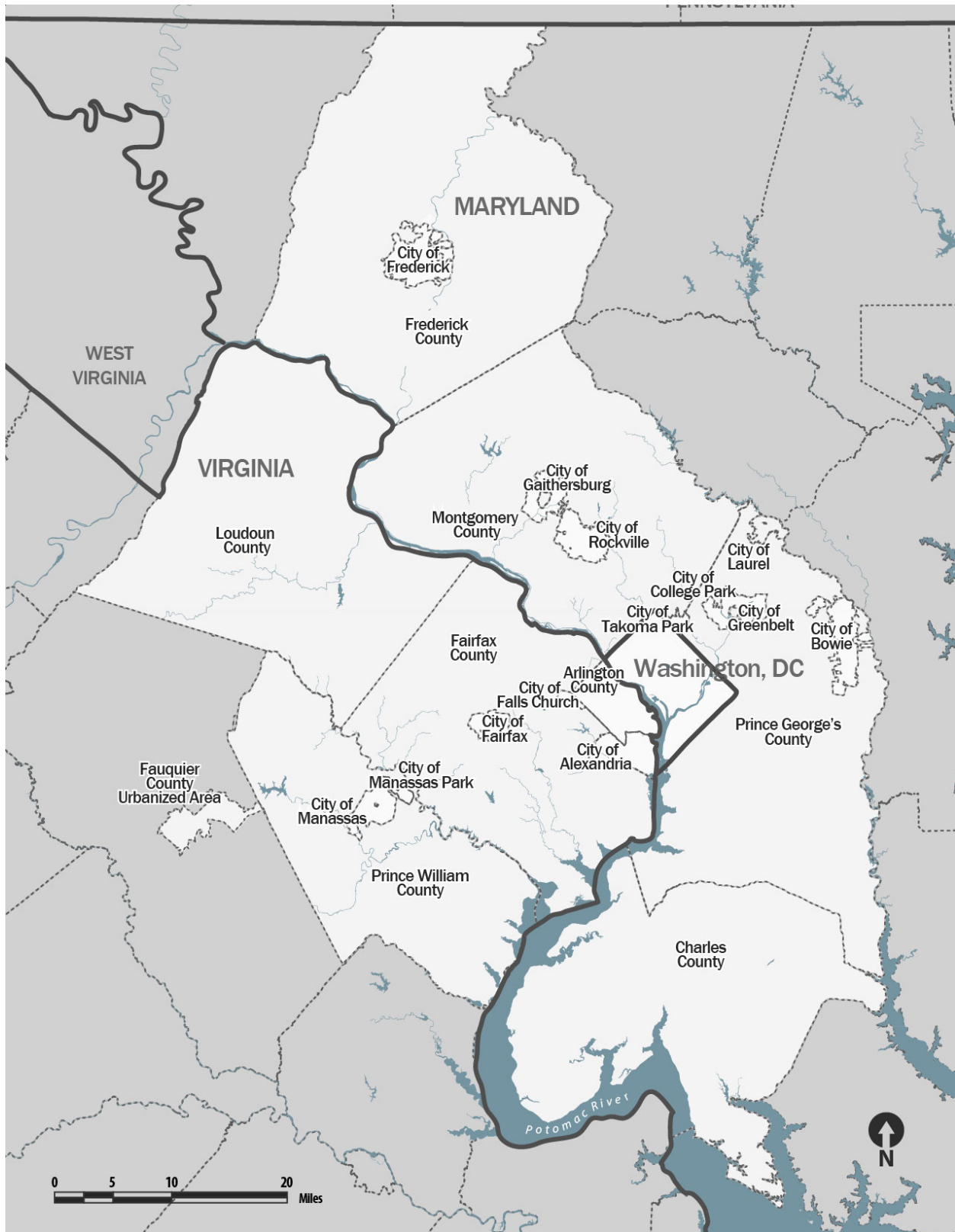
Secretary
Maryland Department of Transportation

Secretary
Virginia Department of Transportation

Director
Virginia Department of Rail and Public Transportation

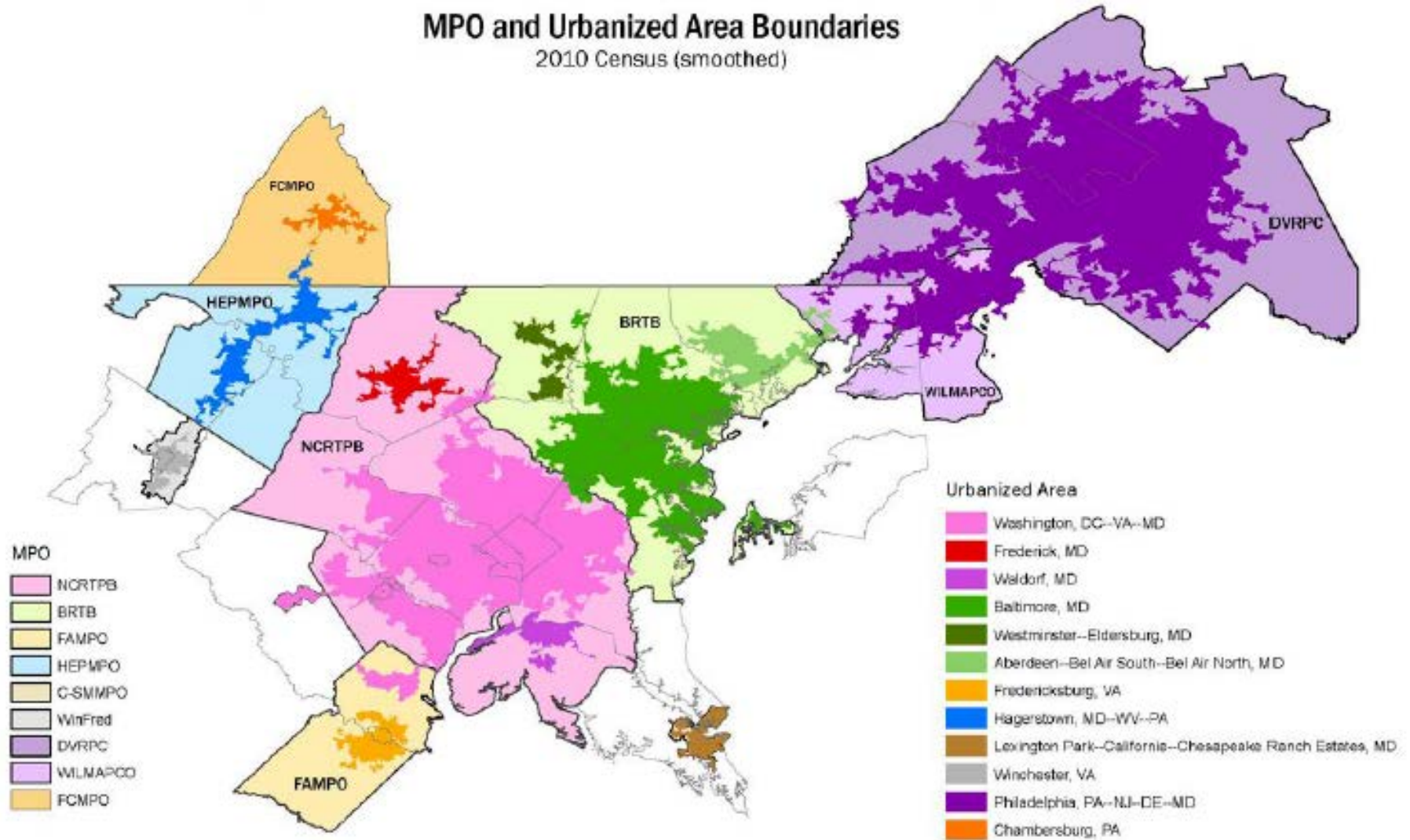
DRAFT – National Capital Region Transportation Planning Board
Metropolitan Transportation Planning Agreement – DRAFT

Figure 1 – TPB Metropolitan Planning Area for the National Capital Region



DRAFT – National Capital Region Transportation Planning Board
 Metropolitan Transportation Planning Agreement – DRAFT

Figure 2 – Urbanized Areas in the TPB National Capital Region





MEMORANDUM

TO: TPB Technical Committee
FROM: Sergio Ritacco, Transportation Planner
SUBJECT: Documentation of responsibilities for federal transportation Performance-Based Planning and Programming (PBPP LOA)
DATE: March 15, 2018

This memorandum provides information on a key provision (23 CFR 450.314(h)) of the federal performance-based planning and programming (PBPP) requirements, to agree on, and document the respective roles and responsibilities of, individual stakeholders in the PBPP process. To meet these specific provisions, the TPB has developed a PBPP Letter of Agreement (PBPP LOA) that would define PBPP responsibilities between the TPB and each individual stakeholder. The TPB will not be asked to approve its execution of these LOAs, however, staff will share the package of the LOAs after all are executed by its September 2018 deadline. An example of a PBPP LOA can be found on page 23 of this item. TPB staff have presented this information to the Technical Committee in January and in March and have already begun the review process with the individual agencies who must execute these LOAs.

PBPP LETTER OF AGREEMENT

The final Statewide and Metropolitan Planning Rule, published May 27, 2016, provides direction and guidance on requirements for implementation of PBPP, including specified measures and data sources, forecasting performance, target-setting, documentation in the statewide and metropolitan long-range transportation plans (Plans) and Transportation Improvement Programs (TIPs), and reporting requirements. The initial part of the PBPP process requires coordination and agreement to formally document specific responsibilities for each agency in accordance with the planning rule.

Two parties must sign each individual agreement: the TPB Executive Director (Kanti Srikanth) and the individual responsible agency. Table 1 identifies the responsible agencies and the areas which apply to them.

Various responsibilities are required for each PBPP performance area: Highway Safety, Highway and Bridge Condition, System Performance (Congestion, Freight, and CMAQ). TPB staff have drafted a PBPP LOA that would be signed with each stakeholder to meet the documentation requirement for applicable PBPP performance areas, as well as to provide for the planning and programming of projects in the TIP and long-range plan that would enable meeting performance targets. An example of a PBPP LOA can be found on page 23 of this item. All parties identified in Table 1 would sign the Letter of Agreement and agree to Article A, the General Agreement on Performance Based planning and Programming and Metropolitan Transportation Planning. Each party would also agree to the separate Articles for relevant PBPP performance area responsibilities for performance target selection and project programming, as listed in Table 1.

NEXT STEPS

TPB staff have begun working and coordinating execution of these administrative agreements and are targeting September 2018 for completion with all individual parties. The TPB will not be asked to approve its execution of these LOAs, however, staff will share the package of the LOAs after all are executed.

For questions regarding the Letter of Agreements documenting responsibilities to meet Federal transportation performance-based planning and programming, please contact Eric Randall, Principal Transportation Engineer (202-962-3254, erandall@mwkog.org).

Table 1 – PBPP Signatories and relevant Performance Area Articles

	B. Highway Safety	C. Highway Pavement and Bridge Condition	D. System Performance (NHS Congestion, Freight, and CMAQ Program)	E. Transit Safety	F. Transit Asset Management
District DOT	√	√	√	√	√
Maryland DOT	√	√	√		
Maryland Transit Administration				√	√
Virginia DOT	√	√	√		
Virginia Department of Rail and Public Transportation				√	√
National Park Service		√			
Maryland Transportation Authority		√			
Metropolitan Washington Airport Authority		√			
Arlington County		√		√	√
City of Alexandria		√		√	√
City of Fairfax		√		√	√
Fairfax County		√		√	√
Fauquier County		√			
City of Frederick		√			
Montgomery County		√		√	√
Prince George's County		√		√	√
Prince William County		√			
Potomac and Rappahannock Transportation Commission				√	√
Virginia Railway Express				√	√
Washington Metropolitan Area Transit Authority				√	√

Note: Fairfax, Fauquier, and Prince William counties do not own NHS assets, but as members of the TPB they represent municipalities that do.



DRAFT 2/23/18

March XX, 2018

Jurisdiction or Agency Head
Organizational Address

Subject: Documentation of Responsibilities for Federal Transportation Performance-Based Planning and Programming

Dear Jurisdiction or Agency Head:

This Letter of Agreement ("LOA") between the National Capital Region Transportation Planning Board ("TPB") and Jurisdiction or Agency ("AGENCY") sets forth the agreement between the parties to implement the metropolitan transportation planning provisions of the federal Performance-Based Planning and Programming ("PBPP") process.

First legislated in 2012 in the Moving Ahead for Progress in the 21st Century Act (MAP-21) and, subsequently expanded in the Fixing America's Surface Transportation (FAST) Act of December 2015, the PBPP process calls for the State departments of transportation ("States"), Metropolitan Planning Organizations ("MPOs"); and Providers of Public Transportation to transition to a performance-driven, outcome-based program that provides for a greater level of transparency and accountability, improved project decision-making, and more efficient investment of federal transportation funds, as part of the cooperative, comprehensive and continuing ("3C") performance-based multimodal transportation planning and programming process for the metropolitan planning area.

MPOs and States and Providers of Public Transportation must link investment priorities to the achievement of performance targets in:

1. Highway Safety
2. Highway Assets: Pavement and Bridge Condition
3. System Performance (National Highway System Congestion, Freight, CMAQ Program)
4. Transit Asset Management
5. Transit Safety

On May 27, 2016, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) jointly published the final Statewide and Nonmetropolitan Transportation Planning; Metropolitan Transportation Planning regulations (23 CFR Parts 450, 771 and 49 CFR Part 613; "Planning Rule"). This final rule updated the regulations governing the development of metropolitan transportation plans and programs for urbanized areas, long-range statewide transportation plans and programs, and the congestion management process, as well as revisions related to the use of and reliance on planning products developed during the planning process for project development and the environmental review process. The update makes the regulations consistent with current statutory planning requirements, including the new mandate for a Performance-Based Planning and Programming process.

Regulation 23.CFR §450.314(a) requires that the TPB, the State(s) and Providers of Public Transportation

“shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements among the MPO, the State(s), and the providers of public transportation”.

With regard to the FAST Act provisions of PBPP, the updated regulation for Metropolitan Planning Agreements (23 CFR §450.314(h)), notes that the TPB, State(s) and Providers of Public Transportation

“shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region”.

Consistent with the above regulation and in consideration of the mutual promises contained herein, TPB and the AGENCY agree to the following:

The AGENCY and TPB shall perform tasks related to PBPP as outlined in **Article A – General Agreement on Performance Based Planning and Programming and Metropolitan Transportation Planning, and Articles B through F** (as applicable) – PBPP Areas.

The communication outlined in these provisions between the AGENCY and TPB will generally be through the State Technical Working Group, the TPB Technical Committee, and the TPB board.

IN WITNESS WHEREOF, the parties hereto have caused this LOA to be executed by their proper and duly authorized officers, on the day and year first written above.

National Capital Region
Transportation Planning Board

BY: _____
Kanti Srikanth
Director, Department of Transportation Planning
Metropolitan Washington Council of Governments
Administrative Agent for the TPB

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:**

XXX

Jurisdiction or Agency

BY: _____
Jurisdiction or Agency Head
Title

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:**

XXX

DRAFT

Article A

General Agreement on Performance Based Planning And Programming (PBPP) and Metropolitan Transportation Planning

Under the LOA and this article, the TPB, the States and the Providers of Public Transportation recognize and agree that they will conduct a cooperative, comprehensive and continuing transportation planning and programming process for the National Capital Region (Region) in accordance with the **Planning Rule** and as described in the **Planning Agreement on Performance Based Metropolitan Transportation Planning Responsibilities** (“3C” Agreement/Agreement) signed by the States and the TPB.

The following articles for performance based planning and programming establish the general mutual responsibilities for carrying out this planning process in the Region. The remaining articles (B through F) document specific provisions for each performance area for cooperatively developing and sharing information related to the requirements for transportation performance data, the selection of performance targets, the reporting of performance targets, and the reporting of performance, as well as programming and projects.

Article 1

Cooperative, Comprehensive, and Continuing Process for Metropolitan Transportation Planning

The TPB uses the committee structures and meeting schedules for the metropolitan transportation process, as needed and as described in Article 1 of the “3C” Agreement. The TPB coordinates with numerous planning processes at the local and state levels to help determine the content of the long-range metropolitan transportation plan (Plan). The TPB is guided by its own vision and priorities which in turn reflect federal policy guidance.

Signatories to the LOA participate as stakeholders in the metropolitan planning process, which provides a forum for cooperative transportation planning and decision-making. There is also a Public Participation Plan (PPP) to provide citizens, affected public agencies, and all interested parties with reasonable opportunities to be involved in the performance-driven metropolitan transportation planning process and to review and comment at key decision points, as described in Article 6 of the “3C” Agreement.

Article 2

Performance Based Planning and Programming

The performance based planning and programming process will be conducted for the National Capital Region, the metropolitan planning area for the TPB, as described in the “3C” Agreement, Articles 1, 5, 9, and 10. The remaining articles of this LOA specify the roles and responsibilities for each signatory for specific PBPP performance areas, as applicable. In general, these include collecting data, cooperatively establishing all federally required performance targets for the metropolitan planning area (or urbanized area), sharing performance data, and supporting preparation of the system performance report.

The TPB will prepare and submit the system performance report, CMAQ performance plan, TIP assessment, and other reports as required by the federal performance rules.

Article A: General Agreement on PBPP and Metropolitan Planning, continued**Article 3
Performance Inputs to the Metropolitan Transportation Plan**

As described in Article 9 of the “3C” Agreement, as amended or at least every four (4) years, the TPB shall develop an integrated multimodal performance-based long-range metropolitan transportation plan (Plan) that includes both long-range and short-range strategies and actions to facilitate the safe and efficient movement of people and goods in addressing current and future transportation trends and demands as specified in 23 CFR 450.324. This Plan shall be approved by the TPB and submitted for information purposes to the States and Providers of Public Transportation, and copies of updated and/or revised Plans shall be made available to the FHWA and FTA.

When updating the Plan, the TPB will coordinate with State DOTs, Providers of Public Transportation, and other stakeholders to conduct a cooperative, comprehensive, and continuing process to develop inputs on performance of the region’s highway and transit systems for inclusion in the Plan.

**Article 4
Performance Inputs to the Transportation Improvement Program**

As described in Article 10 of the “3C” Agreement, the TPB will develop a Transportation Improvement Program (“TIP”) for the Region that reflects the investment priorities established in the current Plan and shall cover a period of no less than four (4) years. The TIP will be approved by the TPB and transmitted to the States for their approval and inclusion in their State Transportation Improvement Programs (STIP).

The TIP will provide a notice to the public that the public participation process used for its development meets the public participation requirements for the program of projects prepared by Providers of Public Transportation under 49 U.S.C. 5307.

The TIP will be designed such that, once implemented, it makes progress toward achieving the performance-driven, outcome-based targets established under 23 CFR §450.306 (c) and (d). The TIP will include, at minimum, the elements listed under 23 CFR 450.326 (e) through (h).

State DOTs and Providers of Public Transportation, and other stakeholders will conduct a cooperative, comprehensive and continuing process to develop project inputs in order to improve the performance of the Region’s highway and transit systems.

Article B
Performance Based Planning And Programming Responsibilities for
Highway Safety

The final Highway Safety rule was published in the Federal Register on March 15, 2016, and became effective April 14, 2016.¹ Federal regulations require state departments of transportations (DOTs) to establish and report annual targets related to each of the five highway safety performance measures by August 31 of each year. The TPB is required to either adopt and support the DOTs' statewide targets or set its own targets specific to the metropolitan planning area. Annual targets are expressed as five-year rolling averages and are compared with a five-year rolling average base period comprising of the five (5) calendar years ending two (2) years before targets are due for fatalities (from NHTSA FARS data) and the year prior for serious injury data from the States.

1) Transportation performance data

- a. By August 31 of each year, each State DOT will provide the TPB with the statewide performance data and methodology used in developing the annual statewide targets, and will also provide the TPB any additional available data for the TPB's planning area.
- b. By February 27 of the following year, the TPB will provide each State DOT with any data developed or supplemental data utilized in the performance process by the TPB, and will provide subsets of metropolitan planning area performance data by state.

2) Selection of performance targets

- a. The TPB will develop draft metropolitan planning area performance targets in coordination with the State DOTs. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. State DOTs shall be given an opportunity to provide comments on the TPB targets before final targets are adopted.
- b. The TPB will be presented with the set of draft annual targets for consideration, and adopt the final targets at a subsequent meeting.

3) Reporting of performance targets

- a. When final statewide targets are adopted, State DOTs will transmit a copy to the TPB.
- b. The targets approved by the TPB will be reported to each State DOT. For each target, the TPB will provide the following information to each State DOT no later than 180 days after the date the State DOT establishes performance targets, or the date specified by federal code.
 1. A determination of whether the TPB is 1) agreeing to plan and program projects that contribute toward the accomplishment of the State DOT or relevant provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the TPB's planning area.
 2. When any quantifiable target is set for the TPB planning area, the TPB will provide any supplemental data used in determining any such target to the State DOTs.
 3. Documentation of the TPB's target or support of the statewide target will be provided in the form of a resolution or meeting minutes of the TPB.

4) Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the TPB region

- a. Each State DOT will provide the TPB with the statewide performance data used in developing statewide targets, and will also provide the TPB with subsets of the statewide data, based on the TPB planning area boundaries. Updates of this data will include prior performance data.

¹ <https://www.gpo.gov/fdsys/pkg/FR-2016-03-15/pdf/2016-05202.pdf>

Article B: Highway Safety, continued

- b. Each State DOT will provide their annual performance report to the TPB.
- c. As part of the long-range Plan, the TPB will prepare a System Performance Report on the Region's transportation performance. State DOTs will be given an opportunity to provide comments on the report before the report is finalized. The final report will be transmitted to the State DOTs, FHWA and FTA.

5) Programming and projects

- a. State DOTs will provide to the TPB:
 - 1. A list of projects that use Highway Safety Improvement Program (HSIP) funds planned for the TPB metropolitan planning area as part of their input to the metropolitan Transportation Improvement Program (TIP).
 - 2. The annual obligation listing of HSIP funds expended in the past year that includes funds expended in the TPB metropolitan planning area, by December 30 of each year.
 - 3. Any highway safety information outlined in any statewide transportation plan or any statewide transportation improvement program
 - 4. Any narrative report or analysis that reviews highway safety performance relevant to safety performance in the TPB metropolitan planning area.
- b. The TPB will provide to State DOTs:
 - 1. Technical support for the TIP database to facilitate the integration of highway safety performance into the project programming process.

Article C

Performance Based Planning and Programming Responsibilities for Highway Asset Condition – Pavement and Bridge

The final Pavement and Bridge Condition Performance Measures rule was published in the Federal Register on January 18, 2017, and became effective May 20, 2017.² This and other federal regulations require State DOTs to establish and report on two-year and four-year targets related to highway asset condition on a biennial cycle. The initial set of highway asset targets for pavement and bridge condition are due by May 20, 2018, for the period 2018 to 2021. Thereafter, the State DOTs will report on their targets and performance by October 1 of even-numbered years (i.e., 2020, 2022, 2024, etc.). The TPB is required to either adopt and support the State DOTs' statewide targets or set its own four-year targets specific to the metropolitan planning area. Other owners of National Highway System (NHS) assets shall provide supporting information to their State DOT and to the TPB.

1) Transportation performance data

- a. Each State DOT is responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS, and report this data to the Highway Performance Monitoring System (HPMS) and National Bridge Inventory (NBI). By October 1 of reporting years, each State DOT will provide the TPB the statewide performance data and the methodology used in developing the annual statewide targets, and will also provide the TPB any additional available data for the TPB's metropolitan planning area.
- b. The TPB will provide each State DOT with any additional data developed or supplemental data utilized in the performance process by the TPB, and will provide subsets of metropolitan planning area performance data by state.
- c. Other NHS Asset Owners will provide both the respective State DOT and the TPB with any additional published or publicly available data on bridge and pavement condition for their assets.

2) Selection of performance targets

- a. The TPB will develop draft metropolitan planning area performance targets in coordination with the State DOTs and NHS Asset Owners. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. State DOTs and NHS Asset Owners shall be given an opportunity to provide comments on the TPB targets before final targets are adopted.
- b. The TPB board will be presented with the set of draft targets for consideration, and adopt the final targets at a subsequent meeting.

3) Reporting of performance targets

- a. When final statewide targets are adopted, State DOTs will transmit a copy to the TPB.
- b. The targets approved by the TPB will be reported to each State DOT. For each target, the TPB will provide the following information to each State DOT no later than 180 days after the date the State DOT establishes performance targets, or the date specified by federal regulation.
 1. A determination of whether the TPB is 1) agreeing to plan and program projects that contribute toward the accomplishment of the State DOT or relevant provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the TPB's planning area.

² <https://www.gpo.gov/fdsys/pkg/FR-2017-01-18/pdf/2017-00550.pdf>

Article C: Highway Asset Condition, continued

2. When any quantifiable target is set for the TPB planning area, the TPB will provide any supplemental data used in determining any such target to the State DOTs and NHS Asset Owners.
3. Documentation of the TPB's target or support of the statewide target will be provided in the form of a resolution or meeting minutes.

4) Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the TPB region

- a. Each State DOT will provide the TPB with information about the statewide performance data used in developing statewide targets, and will also provide the TPB with any available subsets of the statewide data for the TPB planning area. Updates of this data will include prior performance data.
- b. Each State DOT will provide its biennial performance reports to the TPB.
- c. As part of the long-range plan, the TPB will prepare a System Performance Report on the Region's transportation performance. State DOTs will be given an opportunity to provide comments on the report before the report is finalized. The final report will be transmitted to the State DOTs, federal agencies, and NHS Asset Owners.
- d. Other NHS Asset Owners will provide any additional published or publicly available documents or materials relevant to the performance of the pavement and bridge condition of their NHS assets to the TPB.

5) Programming and projects

- a. State DOTs will provide to the TPB:
 1. A list of projects that use National Highway Performance Program (NHPP), Surface Transportation Program (STP), or other funds to address pavement and bridge conditions planned for the TPB metropolitan planning area as part of their input to the metropolitan Transportation Improvement Program (TIP).
 2. The annual obligation listing of NHPP and STP funds expended in the past year that includes funds expended for the TPB metropolitan planning area by December 30 of each year.
 3. Any highway asset condition information outlined in any statewide transportation plan or any statewide transportation improvement program
 4. Any published or publicly available reports or analysis that reviews highway asset condition performance relevant to highway condition performance in the TPB metropolitan planning area.
- b. The TPB will provide to the State DOTs and Other NHS Asset Owners:
 1. Technical support for the TIP database to facilitate the integration of projects that affect highway asset condition performance into the project programming process.

Article D

Performance Based Planning and Programming Responsibilities for System Performance (National Highway System Congestion, Freight, CMAQ Program)

The final System Performance (National Highway System Congestion, Freight, Congestion Management and Air Quality (CMAQ) Program) rule was published in the Federal Register on January 18, 2017, and became effective May 20, 2017³, with the exception of the greenhouse gas performance measure, which became effective on September 28, 2017. Federal regulations require State DOTs to establish and report on two-year and four-year targets related to highway system performance on a biennial cycle. The initial set of highway system performance targets for National Highway System (NHS) congestion, Freight, and the CMAQ Program for the period 2018 to 2021 must be set by May 20, 2018, with the exception of the greenhouse gas performance measure target which must be set by September 28, 2018. Thereafter, the State DOTs will report on their targets and performance by October 1 of even-numbered years (i.e., 2020, 2022, 2024, etc.). The TPB is required to either adopt and support the DOTs' statewide targets or set its own targets specific to the metropolitan planning area or for the Washington, DC-MD-VA urbanized area.

1) Transportation performance data

- a. Each State DOT will be responsible for collecting congestion, freight, and CMAQ Program data. By October 1 of reporting years, each State DOT will provide the TPB with the statewide performance data and methodology used in developing the annual statewide targets, and will also provide the TPB any additional available data for the TPB's planning area.
- b. The TPB will provide each State DOT with any data developed or supplemental data utilized in the performance process by the TPB, and will provide subsets of metropolitan planning area or urbanized area performance data by state.

2) Selection of performance targets

- a. The TPB will develop draft metropolitan planning area or urbanized area performance targets in coordination with the State DOTs. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. State DOTs shall be given an opportunity to provide comments on the TPB targets before final targets are adopted.
- b. The TPB board will be presented with the set of draft targets for consideration, and adopt the final targets at a subsequent meeting.

3) Reporting of performance targets

- a. When final statewide targets are adopted, State DOTs will transmit a copy to the TPB.
- b. The targets approved by the TPB will be reported to each State DOT. For each target, the TPB will provide the following information to each State DOT no later than 180 days after the date the DOT establishes performance targets, or the date specified by federal code.
 1. A determination of whether the TPB is 1) agreeing to plan and program projects that contribute toward the accomplishment of the State DOT or relevant provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the TPB's planning area.
 2. When any quantifiable target is set for the TPB planning area or one of the urbanized areas, the TPB will provide any supplemental data used in determining any such target to the State DOTs.

³ <https://www.gpo.gov/fdsys/pkg/FR-2017-01-18/pdf/2017-00681.pdf>

Article D: System Performance, continued

3. Documentation of the TPB's target or support of the statewide target will be provided in the form of a resolution or meeting minutes.

4) Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the TPB region

- a. Each State DOT will provide the TPB with the statewide performance data used in developing statewide targets, and will also provide the TPB with subsets of the statewide data, based on the TPB planning area or urbanized area boundaries. Updates of this data will include prior performance data.
- b. Each State DOT will provide its biennial performance report to the TPB.
- c. As part of the long-range plan, the TPB will prepare a System Performance Report on the Region's transportation performance. State DOTs will be given an opportunity to provide comments on the report before the report is finalized. The final report will be transmitted to the State DOTs and federal agencies.
- d. The TPB will prepare a MPO CMAQ Performance Plan on a biennial basis, as required by the regulations. The plan will be prepared every other year, starting in 2018. State DOTs will be given an opportunity to provide comments on the Plan before the Plan is finalized. The final Plan will be transmitted to the State DOTs, for further transmittal to federal agencies.

5) Programming and projects

- a. State DOTs will provide to the TPB:
 1. A comprehensive list of projects affecting highway system performance planned for the TPB metropolitan planning area as part of their input to the metropolitan TIP.
 2. The annual obligation listing of funds expended on projects affecting highway system performance in the past year that includes funds expended in the TPB metropolitan planning area by December 30 of each year.
 3. Any published or publicly available narrative report or analysis that reviews system performance relevant to system performance in the TPB metropolitan planning area.
- b. The TPB will provide to the State DOTs:
 1. Technical support for the TIP database to facilitate the integration of highway system performance into the project programming process.

Article E

Performance Based Planning and Programming Responsibilities for Transit Asset Management

The final Transit Asset Management rule was published in the Federal Register on July 26, 2016, and became effective October 1, 2016.⁴ Transit asset management (TAM) is “a strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively through the life cycle of such assets.” Under the final TAM rule, Providers of Public Transportation must collect and report data for four (4) performance measures, covering rolling stock, equipment, infrastructure, and facility condition. For these measures, providers of public transportation have to annually set targets for the fiscal year, develop a four-year TAM plan for managing capital assets, and use a decision support tool and analytical process to develop a prioritized list of investments. Small providers can be reported for by a Group Sponsor. Subsequently, the TPB must adopt transit asset targets for the metropolitan planning area to comply with requirements, when the TPB updates its long-range plan or TIP.

1) Transportation performance data

- a. Each Provider of Public Transportation is responsible for collecting its own transit asset data and reporting it in the National Transit Database (NTD), or of providing it to a Group Sponsor that reports the data on its behalf. When required to submit transit asset targets and data to the NTD (annually by October 31 for providers with fiscal year of July 1 to June 30), each Provider of Public Transportation or Group Sponsor will provide the TPB with the performance data and methodology used in developing the annual targets, and will also provide the TPB with any additional available data for the TPB’s planning area.
- b. The TPB will provide each Provider of Public Transportation with any data developed or supplemental data utilized in the performance process by the TPB.

2) Selection of performance targets

- a. The TPB will develop draft metropolitan planning area performance targets in coordination with the Providers of Public Transportation or Group Sponsors. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. Providers of Public Transportation or Group Sponsors shall be given an opportunity to provide comments on the TPB targets before final targets are adopted.
- b. The TPB board will be presented with the set of draft targets for consideration, and adopt the final targets at a subsequent meeting.

3) Reporting of performance targets

- a. When final transit asset management targets are adopted, each Provider of Public Transportation or Group Sponsor will transmit a copy to the TPB.
- b. The targets approved by the TPB will be reported to each Provider of Public Transportation or Group Sponsor. For each target, when the TPB approves a long range plan or TIP, the TPB will provide the following information to each Provider of Public Transportation or Group Sponsor.
 1. A determination of whether the TPB is 1) agreeing to plan and program projects that contribute toward the accomplishment of the provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the TPB’s planning area.

⁴ <https://www.gpo.gov/fdsys/pkg/FR-2016-07-26/pdf/2016-16883.pdf>

Article E: Transit Asset, continued

2. When any quantifiable target is set for the TPB planning area, the TPB will provide any supplemental data used in determining any such target to each Provider of Public Transportation or Group Sponsor.
3. Documentation of the TPB's target or support of the public transportation provider target will be provided in the form of a resolution or meeting minutes.

4) Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the TPB region

- a. Each Provider of Public Transportation or Group Sponsor will provide the TPB with the performance data used in developing targets, and will also provide the TPB with subsets of any data based on the TPB planning area boundaries. Updates of this data will include prior performance data.
- b. Each Provider of Public Transportation or Group Sponsor will provide its adopted performance reports and Transit Asset Management Plans to the TPB.
- c. As part of the long-range plan, the TPB will prepare a System Performance Report on the Region's transportation performance. Providers of Public Transportation or Group Sponsors will be given an opportunity to provide comments on the report before the report is finalized. The final report will be transmitted to the Providers of Public Transportation and Group Sponsors.

5) Programming and projects

- a. Each Provider of Public Transportation or Group Sponsor will provide to the TPB:
 1. A list of projects that affect transit asset performance and use federal transit or other funds planned for the TPB metropolitan planning area as part of their input to the metropolitan TIP.
 2. The annual obligation listing of federal transit funds expended on transit asset projects and programs in the past year that includes funds expended for the TPB metropolitan planning area by December 30 of each year.
 3. Any published or publicly available report or analysis that reviews transit asset performance relevant to transit asset performance in the TPB metropolitan planning area.
- b. The TPB will provide to each Provider of Public Transportation or Group Sponsor:
 1. Technical support for the TIP database to facilitate the integration of transit asset performance into the project programming process.

Article F

Performance Based Planning and Programming Responsibilities for Transit Safety

The final National Public Transportation Safety Plan rule was published on January 18, 2017, finalizing the transit safety performance measures.⁵ However, the Public Transportation Agency Safety Plan which would specify the target-setting process and timeline is still pending, anticipated in April 2018. Once the transit safety rules are complete, Providers of Public Transportation must collect and report data for four (4) performance measures, covering fatalities injuries, safety events (derailments, collisions, fires, and evacuations) and system reliability (mean distance between major and other mechanical system failures). For these measures, providers of public transportation will have to annually set targets for the fiscal year. A Group Sponsor can report for small providers. Subsequently, the TPB must adopt transit safety targets for the metropolitan planning area to comply with requirements, when the TPB updates its long-range plan or TIP.

1) Transportation performance data

- a. Each Provider of Public Transportation is responsible for collecting its own transit safety data and reporting it in the National Transit Database (NTD), or of providing it to a Group Sponsor that reports the data on its behalf. When required to submit transit safety targets and data to the NTD, each Provider of Public Transportation or Group Sponsor will provide the TPB with the performance data and methodology used in developing the annual targets, and will also provide the TPB with subsets of the data based on the TPB's planning area boundaries.
- b. The TPB will provide each Provider of Public Transportation with any data developed or supplemental data utilized in the performance process by the TPB.

2) Selection of performance targets

- a. The TPB will develop draft metropolitan planning area performance targets in coordination with the Providers of Public Transportation or Group Sponsors. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. Providers of Public Transportation or Group Sponsors shall be given an opportunity to provide comments on the TPB targets before final targets are adopted.
- b. The TPB board will be presented with the set of draft targets for consideration, and adopt the final targets at a subsequent meeting.

3) Reporting of performance targets

- a. When final transit safety targets are adopted, each Provider of Public Transportation or Group Sponsor will transmit a copy to the TPB.
- b. The targets approved by the TPB will be reported to each Provider of Public Transportation or Group Sponsor. For each target, when the TPB approves a long range plan or TIP, the TPB will provide the following information to each Provider of Public Transportation or Group Sponsor.
 1. A determination of whether the TPB is 1) agreeing to plan and program projects that contribute toward the accomplishment of the provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the TPB's planning area.

⁵ <https://www.gpo.gov/fdsys/pkg/FR-2017-01-18/pdf/2017-00678.pdf>

Article F: Transit Safety, continued

2. When any quantifiable target is set for the TPB planning area, the TPB will provide any supplemental data used in determining any such target to each Provider of Public Transportation or Group Sponsor.
3. Documentation of the TPB's target or support of the public transportation provider target will be provided in the form of a resolution or meeting minutes.

4) Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the TPB region

- a. Each Provider of Public Transportation or Group Sponsor will provide the TPB with the performance data used in developing targets, and will also provide the TPB with subsets of any data based on the TPB planning area boundaries. Updates of this data will include prior performance data.
- b. Each Provider of Public Transportation or Group Sponsor will provide any performance report to the TPB.
- c. As part of the long-range plan, the TPB will prepare a System Performance Report on the Region's transportation performance. Providers of Public Transportation or Group Sponsors will be given an opportunity to provide comments on the report before the report is finalized. The final report will be transmitted to the Providers of Public Transportation and Group Sponsors.

5) Programming and projects

- c. Each Provider of Public Transportation or Group Sponsor will provide to the TPB:
 1. A list of projects that affect transit safety performance and use federal transit or other funds planned for the TPB metropolitan planning area as part of their input to the metropolitan TIP.
 2. The annual obligation listing of federal transit funds expended on transit safety projects and programs in the past year that includes funds expended for the TPB metropolitan planning area by December 30 of each year.
 3. Any published or publicly available report or analysis that reviews transit safety performance relevant to transit safety performance in the TPB metropolitan planning area.
- d. The TPB will provide to each Provider of Public Transportation or Group Sponsor:
 1. Technical support for the TIP database to facilitate the integration of transit safety performance into the project programming process.

METROPOLITAN TRANSPORTATION PLANNING AGREEMENT AND PBPP LOA

Responding to updated rules and regulations governing MPOs

Sergio Ritacco, TPB Transportation Planner

Transportation Planning Board
March 21, 2018

Agenda Item 11



Board Action

- New metropolitan transportation planning process
“3C” agreement
 - Board action April 18
- Performance Based Planning and Programming
Letters of Agreement (PBPP LOAs)
 - Individual agency action required
 - All must be executed by September 2018

“3C” Agreement

- **FAST Act requirement:** Agreement between MPO, state DOTs and transit agencies that provide funding and direct oversight
- Determine and identify the mutual responsibilities necessary to carry out (*Planning Rule § 450.314*):
 - Cooperative, continuing and comprehensive (3C) metropolitan transportation planning process
 - Respond to new performance-based planning and programming (PBPP) mandates
- Current agreement signed in June 2008
- New agreement must be executed by **May 26, 2018**

“3C” Agreement Contents

Contents of draft agreement:

- **Resolution:** To be acted upon by the TPB on April 18
- **Articles 1 through 12:** Follows the rules and regulations in *23 CFR 450 Subpart C – Metropolitan Transportation Planning and Programming*
- **Signatories:** TPB and agencies with direct funding and oversight for the planning process (DDOT, MDOT, VDOT, and VDRPT)

“3C” Agreement Process

- ✓ Reviewed by FTA, FHWA, state DOTs and transit agencies
- ✓ Completed final review by MWCOG counsel for sufficiency of compliance with federal regulation
- ❑ Ask TPB to approve Chair’s execution of the “3C” Agreement at the April 18 meeting
- ❑ Complete execution of all signatories by the federal deadline of **May 26, 2018**

PBPP LOA

- Meets the provisions specific to the new mandate for a PBPP process (23 CFR 450.314(h))
- New requirement between the TPB and individual members on establishing roles and responsibilities in meeting PBPP mandates:
 1. Collecting performance data
 2. Selection of targets
 3. Reporting of targets
 4. Reporting of performance

PBPP LOA Applicability

- Each individual LOA will vary depending on the PBPP performance area
- Customized to the needs of each specific agreement

	B. Highway Safety	C. Highway Pavement and Bridge Condition	D. System Performance (RHS Congestion, Freight, and CMAQ Program)	E. Transit Safety	F. Transit Asset Management
District DOT	✓	✓	✓	✓	✓
Maryland DOT	✓	✓	✓		
Maryland Transit Administration				✓	✓
Virginia DOT	✓	✓	✓		
Virginia Department of Rail and Public Transportation				✓	✓
National Park Service		✓			
Maryland Transportation Authority		✓			
Metropolitan Washington Airport Authority		✓			
Arlington County		✓		✓	✓
City of Alexandria		✓		✓	✓
City of Fairfax		✓		✓	✓
Fairfax County		✓		✓	✓
Fauquier County		✓			
City of Frederick		✓			
Montgomery County		✓		✓	✓
Prince George's County		✓		✓	✓
Prince William County		✓			
Potomac and Rappahannock Transportation Commission				✓	✓
Virginia Railway Express				✓	✓
Washington Metropolitan Area Transit Authority				✓	✓

PBPP LOA Process

- ✓ Continue working with parties with PBPP responsibilities to execute agreements
- TPB action on each LOA not required but must ensure that all LOAs are executed
- TPB to receive regular status reports and expect completion of all LOAs by **September 2018**

Sergio Ritacco

TPB Transportation Planner
(202) 962-3232
sritacco@mwkog.org

mwkog.org/tpb

Metropolitan Washington Council of Governments
777 North Capitol Street NE, Suite 300
Washington, DC 20002



National Capital Region
Transportation Planning Board

ITEM 12 – Information

March 21, 2018

Visualize 2045: General Update and Schedule

Staff Recommendation: Briefing on the updates of the Visualize 2045 plan.

Issues: None

Background: An update on the development of the Visualize 2045 plan in its entirety will be provided, emphasizing what is new about this long-range transportation plan.



MEMORANDUM

TO: Transportation Planning Board
FROM: Lori Zeller, TPB Transportation Planner
SUBJECT: Visualize 2045 Update
DATE: March 15, 2018

Visualize 2045 is the federally required long-range transportation plan for the National Capital Region. It will identify all regionally significant transportation investments planned through 2045 and provide detailed analysis to help decision makers and the public “visualize” the region’s future under current plans. The plan will document the TPB’s vision, priorities, and aspirations for the transportation future of the region along with the planned investments to maintain and expand the region’s multi-modal transportation system.

This memo provides an annotated outline of the Visualize 2045 plan document. Visualize 2045 will be presented and structured differently than previous long-range transportation plans of the TPB. Most notably, a financially unconstrained chapter will be added for the first time. The printed plan document will serve as the full documentation of the plan, supplemented by appendices and separate reports. Previous plans and their elements were located only on our website. This new format will better highlight the interconnection between TPB guiding policies and all the planning activities and programs engaged in by the TPB.

This memo also introduces a project schedule, highlighting points of note for the TPB and the public.

The members of the TPB will be asked at the March 21 meeting to provide feedback on the planned outline and schedule. Board members are asked to think about the questions listed below. Please note that a separate agenda item at this meeting (Item #13) will provide information and time for discussion on the upcoming public outreach effort.

- What do you want to see in this new iteration of the TPB’s long-range transportation plan?
- Is what we are presenting on track with what you have been envisioning that this plan would include?
- Is there anything else that you want the plan to highlight?

ANNOTATED OUTLINE OF VISUALIZE 2045 PLAN DOCUMENT

I. Introduction

The introduction will explain what Visualize 2045 is and why we’re doing it. It will also provide a snapshot of the region and an overview of the TPB’s role, membership and history.

II. Regional Context

This section will describe the existing transportation system and information about current travel conditions, setting the context for future growth and demand. It also will include land-use forecasts and will identify demands resulting from the pressures of growth.

III. Regional Policy

The previous chapter explained future demand and this chapter will explain how the region is preparing to respond to that demand. Overarching policies that guide the planning process will be described, including the Vision, the Regional Transportation Priorities Plan, and the newly endorsed aspirational initiatives. A summary of federal requirements will also be presented.

IV. Seven Endorsed Initiatives

This chapter will discuss the unfunded regional needs and highlight the aspirational initiatives the TPB has endorsed: five from the Long-Range Plan Task Force and two non-motorized initiatives. The chapter will emphasize how these initiatives could help the region reach its goals within the context of the future demand that growth will place on the existing and planned transportation system. The unconstrained element will help readers “visualize” what that future could be if the region works together following these aspirations.

V. Financially Constrained Element

This financially constrained portion of the plan explains through maps and lists the projects which the region has reasonably expected funding for between now and 2045. This section covers many of the same topics as the previously-named Constrained Long-Range Plan (CLRP). In addition to the maps and lists of major projects within the constrained element, this chapter will also summarize the financial plan, performance analysis, and Air Quality Conformity analysis. The performance analysis will help readers “visualize” the differences between conditions today, a 2045 “No-Build” scenario (assumes future growth but current transportation system) and a 2045 “Planned-Build” scenario (assumes future growth along with the transportation improvements specified in the constrained element list of projects).

VI. Performance Planning

This chapter will explain the purpose of performance planning, highlighting the Performance-Based Planning and Programming (PBPP) federal requirements and significance. PBPP targets will be compared to existing data, where available. The Congestion Management Process and safety planning will also be summarized.

VII. Additional Elements

Other TPB planning activities will be summarized in this chapter, such as regional bicycle and pedestrian planning, regional freight planning, regional airport systems planning, the Equity Emphasis Areas, plus more. The significance and requirements fulfilled by each element will be explained, as well as how they relate to other TPB and local planning efforts.

VIII. Plan Development and Public Participation

This chapter will describe the overall planning process and the individual planning activities that occurred during this planning cycle, including public outreach. It will also describe key issues and concerns that were identified through our planning activities.

IX. Conclusion

The plan will conclude with a discussion of what we can be proud of as a region, continuing challenges, and emerging issues.

SCHEDULE

Winter/Spring 2018	Preparing Content for Visualize 2045 Plan Document
Spring 2018	Public Forums
Summer 2018	Technical Analysis
September 2018	Draft Plan Released for Public Comment and Public Open Houses
October 2018	Final TPB Approval

visualize2045

A LONG-RANGE TRANSPORTATION PLAN FOR THE NATIONAL CAPITAL REGION

Document Outline and Timeline

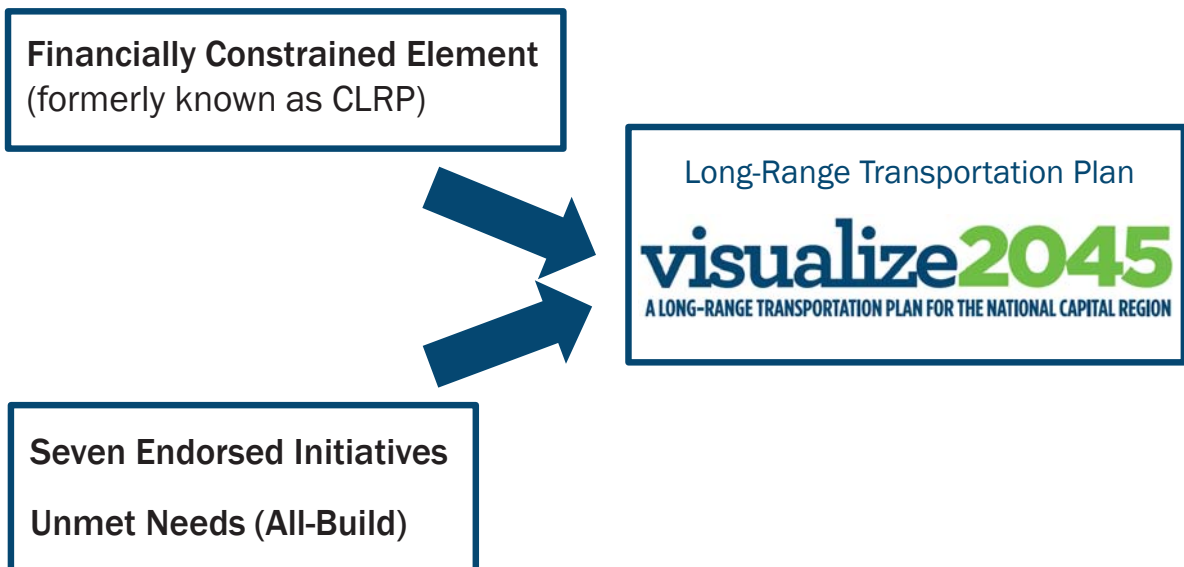
Lori Zeller
Transportation Planner

Transportation Planning Board
March 21, 2018

Agenda Item #12



Big changes from past practice

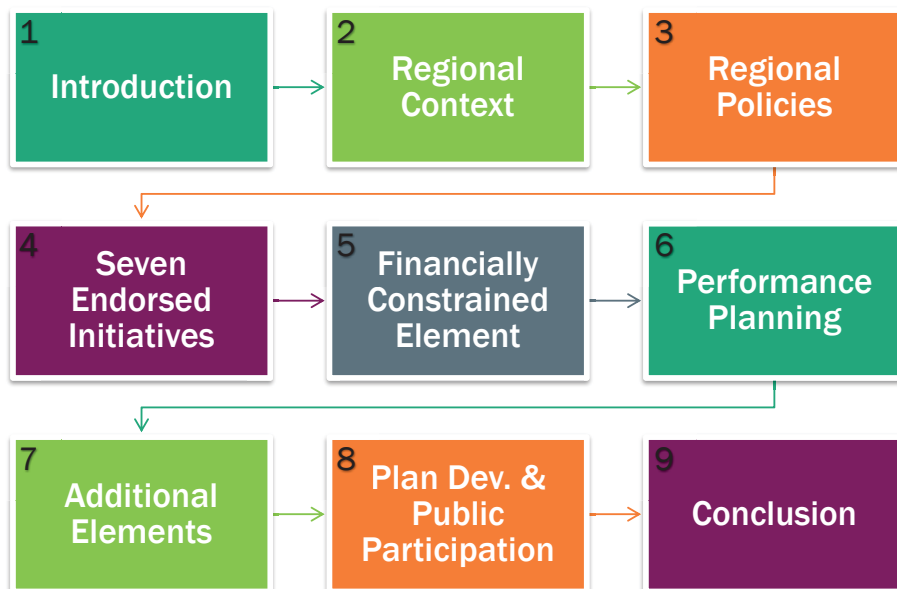


During the presentation think about...

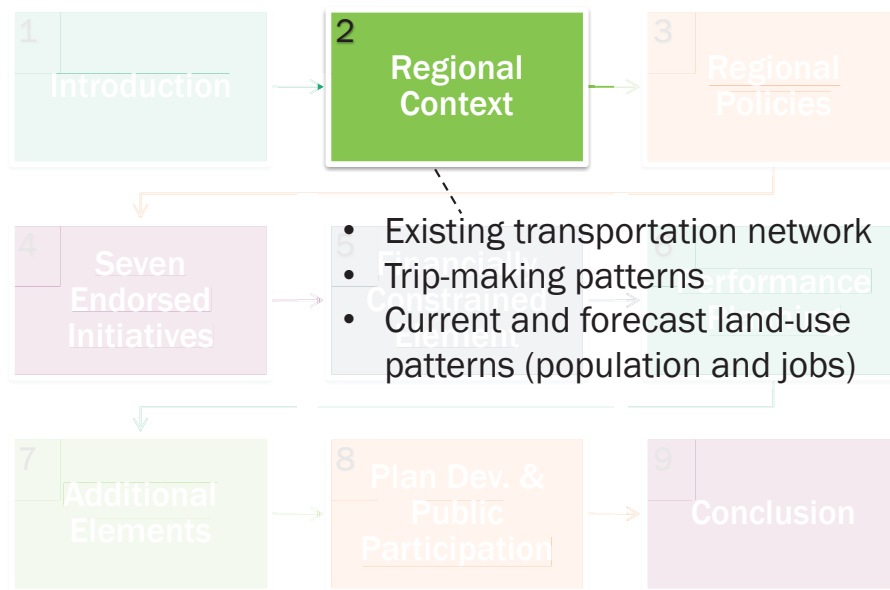
- What do you want to see in this new iteration of the TPB's long-range transportation plan?
- Is there anything else that you want the plan to highlight?

We'll open it up for discussion and questions after the presentation portion of this item.

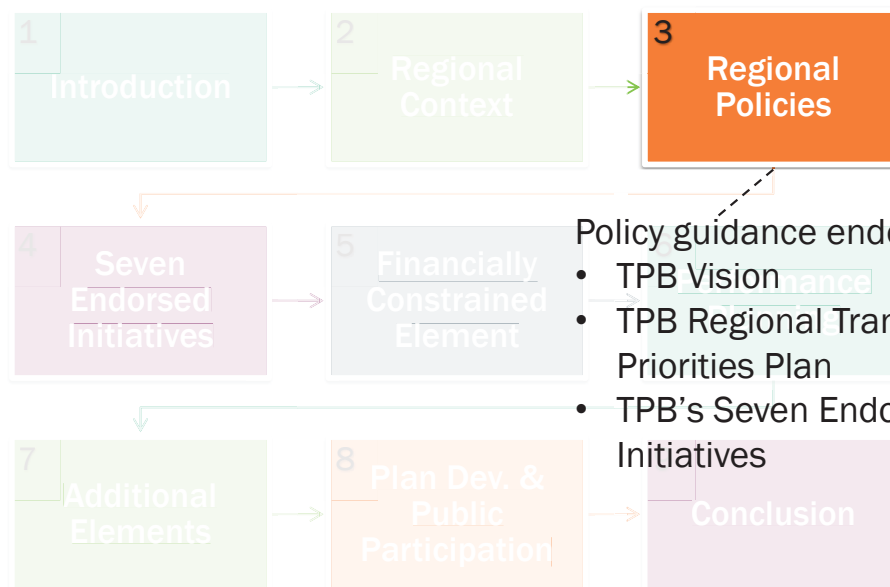
Plan Outline



Plan Outline



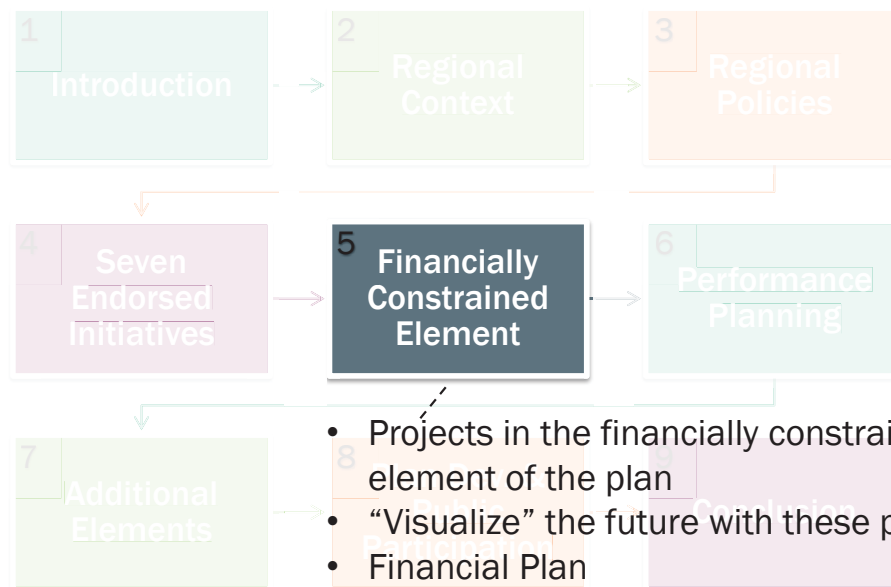
Plan Outline



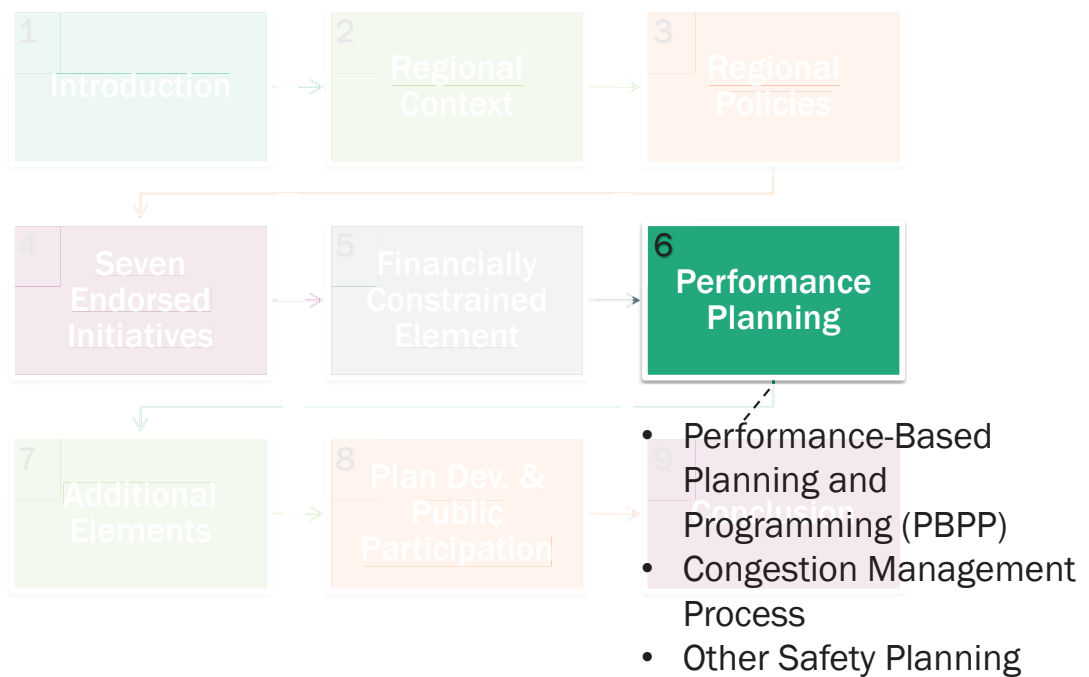
Plan Outline



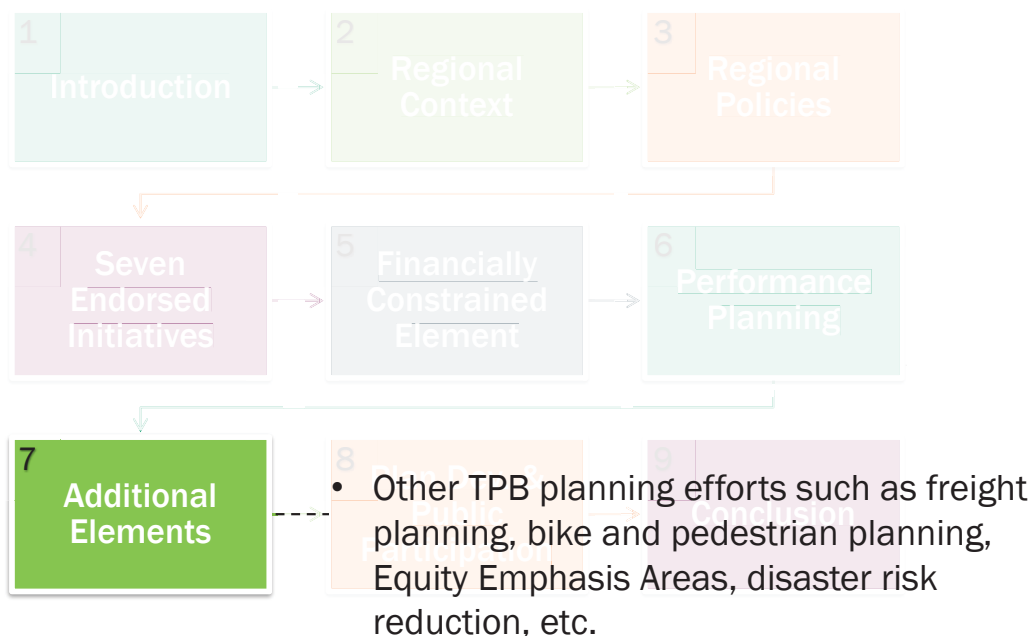
Plan Outline



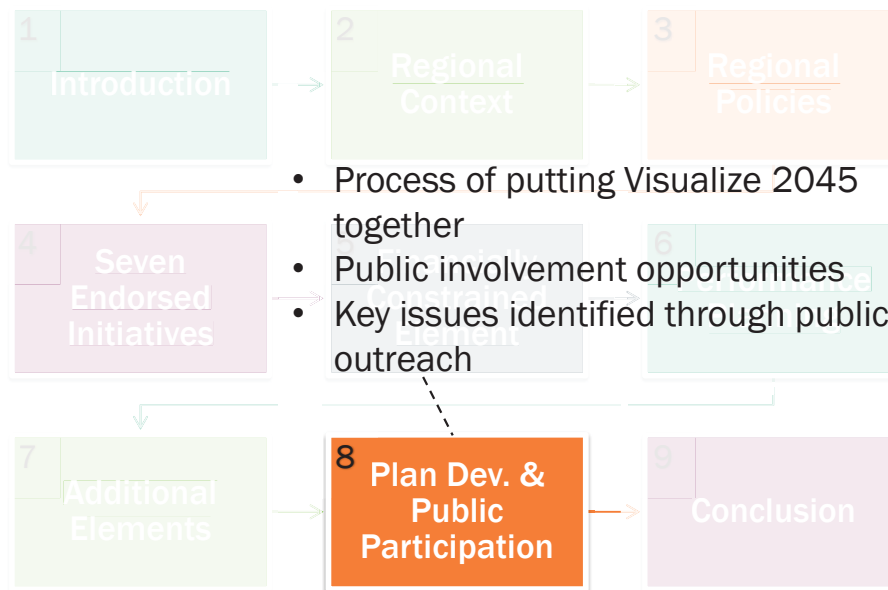
Plan Outline



Plan Outline



Plan Outline



Visualize 2045 Timeline

Winter/Spring 2018	Preparing Content for Visualize 2045 Plan Document
Spring 2018	Public Forums
Summer 2018	Technical Analysis
September 2018	Draft Plan Released for Public Comment and Public Open Houses
October 2018	Final TPB Approval

Discussion and Q&A

- Is what we are presenting today on track with what you have been envisioning that this plan would include?
- Is there anything else that you want the plan to highlight?

If you have any feedback after today please feel free to call or email Lori (contact info on next slide)

Lori Zeller, AICP

Transportation Planner
(202) 962-3290
Lzeller@mwkog.org

mwkog.org/tpb

Metropolitan Washington Council of Governments
777 North Capitol Street NE, Suite 300
Washington, DC 20002

ITEM 13 – Information

March 21, 2018

Visualize 2045: Phase 2 Public Outreach

Staff Recommendation: The board will be asked to provide suggestions for how Visualize 2045 outreach can best solicit useful input and how participation can be maximized.

Issues: None

Background: The board will be briefed on public outreach activities that are planned in 2018 for Visualize 2045, including public forums in the spring and open houses in the fall. The board will be asked to provide suggestions for how this outreach can best solicit useful input and how turnout can be maximized.



MEMORANDUM

TO: Transportation Planning Board
FROM: John Swanson, Transportation Planner
SUBJECT: Phase II Outreach for Visualize 2045
DATE: March 15, 2018

This memorandum describes public outreach activities that are planned in 2018 for Visualize 2045. Public forums in the spring will provide the public with an early opportunity to learn about content that will be included in Visualize 2045 and to qualitatively obtain information about how the public believes we might implement our unfunded priorities. Open houses in the fall will allow the TPB to inform the public in some detail about the final content of the plan.

Staff is seeking feedback from TPB members on the following questions as we plan for the spring forums:

- How can we best obtain useful information from the public? What would “useful feedback” look like?
- What are the best ways to get good turnout? How can staff encourage participation from a broad cross-section of your constituents?

BACKGROUND

Visualize 2045 is the federally required long-range transportation plan for the National Capital Region. Scheduled for final approval in October 2018, the plan will identify all regionally significant transportation investments planned through 2045 and will provide detailed analysis to help decision makers and the public “visualize” the region’s future under current plans. The plan will focus on regionally significant road and transit projects, but will also highlight bicycle and pedestrian projects and key land-use issues facing the region. The plan will take a multimodal approach, relying not on any one travel mode to accommodate future population growth and address the region’s diverse transportation challenges.

Visualize 2045 is a new kind of long-range transportation plan for our region because for the first time it will include unfunded priorities. In the past, the TPB’s long-range plan only included those projects that the region anticipates can be funded. In contrast, Visualize 2045 will have a wider scope including information about unfunded projects and initiatives that the TPB has endorsed for future concerted action.

Public outreach is being integrated into the development of Visualize 2045 over a two-year period during calendar years 2017 and 2018.

PHASE I OUTREACH IN 2017

In 2017, the following activities were accomplished or initiated:

- Branding and Identity (Spring 2017) – The name Visualize 2045 and a graphic identity were selected.
- Website and Newsletter (Spring 2017 through Fall 2018) – An electronic newsletter and a new website were developed. These core communications vehicles are currently being used to regularly share information throughout the development of the plan.
- Public Input Survey (Summer-Fall 2017) – Staff conducted a survey to obtain information about public attitudes toward transportation in the region. The survey was intended to “take the pulse of the region” by getting a general sense about transportation priorities, concerns and ideas. The survey also helped to acquaint the public with the TPB and Visualize 2045. Two methods were used to gather feedback: One method reached a geographically representative sample through a randomized mailing, and the other method reached out to all residents of the region through public events, social media, and other outreach. Analysis of the survey responses will be released in the spring of 2018.

PHASE II ACTIVITIES PLANNED FOR 2018

Building on the outreach efforts conducted in Phase I, the TPB will pursue outreach activities between March and October of 2018.

- **Public Forums, Spring 2018**

The TPB will conduct a series of nine public forums throughout the region. In these sessions, we will ask residents to “visualize” our transportation future, based on key inputs that we expect will be included in the plan with a focus on the unfunded “aspirational” components. The primary purpose of these sessions will be to provide information to the public about the draft content of Visualize 2045, and to qualitatively obtain information about how the public believes we might implement our unfunded priorities.

What the forums will explore

The public forums in the spring of 2018 will be used to conduct qualitative research exploring public attitudes related to the seven initiatives that the TPB endorsed in December 2017 and January 2018.

The initiatives comprise the following topics:

- Regional land-use balance optimization
- Regionwide bus rapid transit and transitways
- Metrorail capacity improvements
- Employer-based travel demand management policies
- Regional express travel network
- Completion of the National Capital Trail
- Pedestrian and bicycle access to high-capacity transit.

These initiatives, while aspirational, are consistent with existing plans and policies. The region is expected to invest more than \$300 billion over the next 25 years in projects that will help implement many aspects of these initiatives. However, a more substantial realization of these ideas will require the region's jurisdictions to greatly accelerate funding for capital improvements and implement major policy changes related to land use and transportation demand management.

In asking participants to visualize each initiative and how it might be implemented, we will discuss the public's preferences, interests, and concerns. We will also explore how and whether attitudes might change, as citizens learn how the initiatives are currently being implemented through planned capital improvements or policy changes.

The sessions will be designed to elicit qualitative feedback that can be summarized in a discrete report, and also reflected in the public involvement chapter/appendix of the long-range plan. More broadly, the forums will serve to raise public awareness of the TPB and the regional planning process.

Parameters and logistics

The forums will be conducted as open sessions lasting between one and two hours. The sessions will be open to all interested people and will not require advanced registration. Understanding that participants will be self-selected, we will characterize the input received as being reflective of active citizens whose participation will be essential for the implementation of the unfunded initiatives. (Note: The survey conducted in 2017 did include a random sample designed to be statistically reflective of the region's overall population.)

In order to ensure geographic coverage of the region, we anticipate the sessions will be conducted in the following jurisdictions: District of Columbia, Charles County, Frederick County, Montgomery County, Prince George's County, Alexandria/Arlington (combined session), Fairfax County, Loudoun County, and Prince William County. The team organizing the sessions will endeavor to ensure that forum participants reflect a wide cross-section of experiences and opinions from throughout the region.

The sessions will begin with a short opening presentation that will provide information about draft content of Visualize 2045, including "funded" projects, growth forecasts, financial forecasts, and endorsed initiatives, which are described above. The majority of the time at the forums will be devoted to group discussions. Care will be taken to ensure that multiple viewpoints are expressed and no single perspective dominates the discussions. The material developed for the events, will also be available to COG/TPB staff and our partners for use in additional presentations and/or discussions.

The sessions will be publicized through a variety of media. If possible, they will be planned in cooperation with community groups and may even be conducted as components of regularly scheduled events/meetings. Outreach will be conducted in a manner that seeks to include a broad and diverse group of participants at the forums.

The schedule for developing and implementing the sessions will be concluded before the end of fiscal year 2018, which ends on June 30. In March, content for the workshops (agenda, presentation, discussion guide document) will be developed. Also in March, the sessions will

be scheduled and publicized. It is anticipated that the sessions will be conducted during April, and May. A summary report on the forums will be developed in June.

Consultant assistance is currently being procured for help in planning, scheduling and implementing the nine events.

- **Open Houses, Fall 2018**

In September, as part of the final public comment period for Visualize 2045, the TPB will conduct three open houses (in D.C., Maryland and Virginia) in which we will feature displays about elements of the plan.

The purpose of these events will be to provide the public with the chance to learn about the plan contents as part of the final public comment period of the plan and to share information on opportunities to pursue the aspirational elements of the plan. We anticipate that the three sessions will be hosted by a TPB member, preferably an officer of the board.

The open house events will ideally be scheduled for a time period straddling the end of the work day—potentially 4:00-7:00 P.M. They will feature displays, at “stations” in an open setting, about elements of the plan. The content in these displays will be largely derived from the draft plan. Subject-matter experts from TPB staff who will be on-hand to talk with citizens in an informal, one-on-one basis. Around 6:00 or 7:00 P.M., participants will be greeted by a member of the TPB who will provide an overview of the event, followed by a very short presentation (15-20 minutes) by TPB staff about the funded elements of the plan including the anticipated system performance. The TPB member will then provide an update on the aspirational elements of the plan. The presentation will be followed by questions and answers.

Planning for these open houses will begin in June 2018.

SOLICITING TPB FEEDBACK

We anticipate the forums will begin during the second week of April, so we are open to receiving comments and suggestions from TPB members in the coming weeks -- before, during, and after the TPB meeting on March 21.

PHASE II PUBLIC OUTREACH

visualize2045

A LONG-RANGE TRANSPORTATION PLAN FOR THE NATIONAL CAPITAL REGION

John Swanson
TPB Transportation Planner

Transportation Planning Board
March 21, 2018

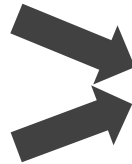


National Capital Region
Transportation Planning Board

Agenda Item #13

A new kind of long-range plan

Financially Constrained Element
(formerly known as CLRP)



Seven Endorsed Initiatives
Unmet Needs (All-Build)

Long-Range Transportation Plan
visualize2045
A LONG-RANGE TRANSPORTATION PLAN FOR THE NATIONAL CAPITAL REGION

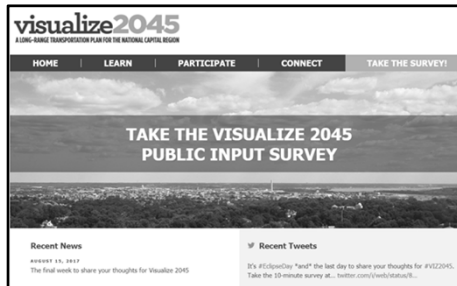


National Capital Region
Transportation Planning Board

Agenda Item #13: Visualize 2045 Phase II Outreach | 2
March 21, 2018

Phase I outreach activities

- Branding and identity
- Website and newsletter
- Public input survey



Taking the pulse of the region



Public input survey
Summer 2017



Phase II outreach

Activities

- Public forums, Spring 2018
- Open houses, Fall 2018

Basic details about the forums

- Nine forums
- 90 minutes each
- Between early April and mid-May
- Consultant-supported
- Extensively publicized
- Open-invitation
- Solicit a diversity of opinions
- Obtain useful information for decision-makers

Key features of the forums

- Seek qualitative input
- Explore findings from Phase I survey
- Focus on the 7 endorsed initiatives



The 7 Endorsed Initiatives

- **Land-Use:** Optimized regional land-use balance
- **New Transitways:** Bus rapid transit and transitways
- **Metrorail Capacity:** Improvements on the existing Metro system
- **Teleworking & Trip Reduction:** Employer-based travel demand management policies
- **Toll Lanes:** Express travel network with toll lanes & express buses
- **Trails:** Completion of the National Capital Trail
- **Walking/Biking to Transit:** Pedestrian and bicycle access to high-capacity transit

Visualizing our transportation future

“Let’s talk about how these ideas affect your life.”

- Your experience
How have you experienced the initiatives? For example, have you used BRT? Express lanes? Have you lived or worked in areas that were walkable to transit?
- Your hopes
What would you like to see in the future? How far should we go in implementing these ideas?
- Your concerns
What potential downsides do you see in the initiatives?



Open Houses

- Sharing information about the draft plan
- 3 sessions (DC, MD, VA)
- Mid-September, late afternoon/early evening
- Visual displays in an open setting, with subject-matter experts on-hand
- Very short presentations
- Extensively publicized



We need your help!

- How can we solicit useful feedback?
- How can we get good turnout?

John Swanson

TPB Transportation Planner
(202) 962-3295
jswanson@mwkog.org

visualize2045.org

Metropolitan Washington Council of Governments
777 North Capitol Street NE, Suite 300
Washington, DC 20002

visualize2045
A LONG-RANGE TRANSPORTATION PLAN FOR THE NATIONAL CAPITAL REGION