



NATIONAL CAPITAL REGION

TRANSPORTATION PLANNING BOARD

Date: July 16, 2014
Time: 12 noon
Place: COG Board Room

Commuter Connections 40th Anniversary Reception: From 10:00 to 11:30 am, join the TPB in celebrating the 40th year anniversary of Commuter Connections. Special guest speakers will include WTOP's traffic reporter, Bob Marbourg who has been observing and reporting on traffic in the region since November 1979. Other speakers who were involved with the program in its early stages will give their perspectives on the start-up of the Commuter Club which has transformed into Commuter Connections.

AGENDA (BEGINS PROMPTLY AT NOON)

- 12 noon 1. **Public Comment on TPB Procedures and Activities**
..... Chairman Wojahn
- 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 asked to bring written copies of their remarks (65 copies) for distribution at the meeting.
- 12:20 pm 2. **Approval of Minutes of June 18 Meeting**
..... Chairman Wojahn
- 12:25 pm 3. **Report of Technical Committee**
..... Mr. Srikanth
Chair, Technical Committee
- 12:30 pm 4. **Report of the Citizens Advisory Committee**
..... Ms. Loh
Chair, Citizens Advisory Committee
- 12:40 pm 5. **Report of Steering Committee**
..... Mr. Miller
Acting Co-Director, Department of
Transportation Planning (DTP)
- 12:45 pm 6. **Chair's Remarks**
..... Chairman Wojahn

ACTION ITEMS

- 12:50 pm 7. **Approval of Regional Car Free Day 2014 Proclamation**
..... Mr. Ramfos, DTP
In an effort to create awareness of and encourage residents to go car free by using public transportation, bicycling or walking, or go car lite and carpool, Regional Car Free Day events are being organized in the region for Monday, September 22. These events will encourage the community and regional decision-makers to support car free policies and initiatives.
- Action:** Approve the enclosed Car Free Day 2014 Proclamation.
- 12:55 pm 8. **Approval of Technical Assistance Recipients Under the FY 2015 Transportation/Land Use Connections (TLC) Program**
..... Ms. Koster
..... Mr. Swanson, DTP
On March 3, 2014 the Call for Project Applications for the FY 2015 TLC program was released. During March, the TLC brochure and application form were distributed to TPB member jurisdictions inviting applications for short-term technical assistance to advance their transportation and land use coordination activities. On March 23 a pre-application workshop was held. The Board will be briefed on the applications received by the due date of May 21, and on the TLC technical assistance recipients that have been recommended for funding by a technical review committee. The review committee is chaired by Ms. Julia Koster, TPB member representing the National Capital Planning Commission.
- Action:** Approve the recommended TLC technical assistance recipients under the FY 2015 TLC program.
- 1:10 pm 9. **Approval of an Update of the Coordinated Human Service Transportation Plan for the Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program**
..... Mr. Lovain, 2nd Vice Chair,
..... Chair, Human Service Transportation Coordination Task Force
The Coordinated Human Service Transportation Plan, which was approved by the TPB in 2009, must be updated to guide funding decisions for the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program. At its June 18 meeting, the Board was briefed on key elements of the update of the Coordinated Plan which include the competitive selection framework for the Enhanced Mobility Program. On June 12, the key elements of the update of the plan were released for a 30-day public comment period that ended July 12. The Board will be asked to approve the key elements of the update to the Coordinated Plan in preparation for a grant solicitation for the Enhanced Mobility funds from August to October. The Board will be asked to approve the entire update to the Coordinated Plan in September.
- Action:** Adopt Resolution R1-2015 to approve the key elements of the update to the Coordinated Plan.

- 1:20 pm 10. **Approval of Fauquier County, Virginia to Become a Member of the TPB**
 Mr. Griffiths, DTP
 Acting Co-Director
- The 2010 Census extended the Washington DC-VA-MD Urbanized Area into a portion of Fauquier County, including the Town of Warrenton. Federal planning regulations require that this portion with a population of about 21,000 be included in the metropolitan planning area and that representatives of the area be included in the TPB's transportation planning and programming process. Fauquier County has accepted the TPB's April invitation to become a member and represent the interests of its citizens in the regional transportation planning process. The Board will be asked to approve Fauquier County membership in the TPB.
- Action:** Adopt Resolution R2-2015 to approve Fauquier County membership in the TPB.

INFORMATION ITEMS

- 1:25 pm 11. **Briefing on an Update of the TPB Participation Plan**
 Mr. Swanson, DTP
- The Participation Plan, which was adopted by the TPB in December 2007, provides the framework for public and agency involvement in the regional transportation planning process, including the development of the CLRP and TIP. The Board will be briefed on the main elements of the update. The updated plan was released for a 45-day public comment period at the Citizens Advisory Committee meeting on July 10. The Board will be asked to adopt the updated plan at its September 17 meeting.
- 1:40 pm 12. **Update on Implications for the TPB of the MAP-21 Guidance on the Representation by Transit Agencies on the MPO Board and the Proposed Rule on Statewide and MPO Planning**
 Mr. Griffiths, DTP
 Acting Co-Director
- At the June 18 meeting, the Board was briefed on the June 2nd US DOT guidance and proposed planning regulations under MAP-21. The Board will be updated on the implications for the TPB of the guidance on representation by transit agencies on the MPO board and on the proposed statewide and MPO planning rule, including related developments on performance measures.
- 1:55 pm 13. **Other Business**
- 2:00 pm 14. **Adjourn**

2 hours
 Lunch will be available for Board members and alternates at 11:30 am

*Alternative formats of this agenda and all other meeting materials are available upon request.
 Email: accommodations@mwcoq.org. Phone: 202-962-3300 or 202-962-3213 (TDD).
 Please allow seven working days for preparation of the material.
 Electronic versions are available at www.mwcoq.org.*

JOIN US

CELEBRATE

OUR **40**TH JULY 16, 2014
10-11:30A
COG BOARD ROOM

777 NORTH CAPITOL STREET, NE, STE 300

WASHINGTON, DC 20002

HORS D'OEUVRES & REFRESHMENTS

RSVP BY JULY 9 TO:

commuterconnections.org/rsvp

SPECIAL GUEST WTOP's BOB MARBOURG & MORE!



DEDICATION CEREMONY for **The Ronald F. Kirby Training Center**



Wednesday, July 23
2:00 p.m.

**Please join us for a ceremony dedicating
the Training Center on the first floor of the
Metropolitan Washington Council of Governments
in memory of the life and work of Ron Kirby.**

777 North Capitol Street, NE Washington, DC 20002

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD

777 North Capitol Street, NE
Washington, D.C. 20002-4226
(202) 962-3200

**MINUTES OF THE
TRANSPORTATION PLANNING BOARD
June 18, 2014**

Members and Alternates Present

Ron Burns, Frederick County
Rick Canizales, Prince William County
Marc Elrich, Montgomery County
Dan Emerine, DC Office of Planning
Dennis Enslinger, City of Gaithersburg
Gary Erenrich, Montgomery County Executive
Lyn Erickson, MDOT
Jay Fisette, Arlington County
Tawanna Gaines, Maryland House of Delegates
Renée Hamilton, VDOT
Konrad Herling, City of Greenbelt
Cathy Hudgins, Fairfax County
Shyam Kannan, WMATA
Tim Lovain, City of Alexandria
Phil Mendelson, DC Council
Mark Rawlings, DDOT
Kelly Russell, City of Frederick
Paul Smith, Frederick County
Linda Smyth, Fairfax County
David Snyder, City of Falls Church
Tammy Stidham, NPS
Kanathur Srikanth, VDOT
Jonathan Way, City of Manassas
Victor Weissberg, Prince George's County-DPW&T
Patrick Wojahn, City of College Park
Scott K. York, Loudoun County

MWCOG Staff and Others Present

Gerald Miller
Nicholas Ramfos
Robert Griffiths
Elena Constantine
Eric Randall
John Swanson
Rich Roisman
Andrew Meese
Andrew Austin
Wendy Klancher
William Bacon
Ben Hampton
Bryan Hayes
Erin Morrow
Lamont B. Cobb
Debbie Leigh
Deborah Etheridge
Chuck Bean COG/EO
Matt Kronenberger COG/OPA
Judi Gold CM Bowser
John B. Townsend AAA Mid-Atlantic
Nick Alexandrow PRTC
Patrick Durany Prince William County/Supervisor Jenkins' Office
Pierre Holloman City of Alexandria
Jeanette Tejada de Gomez AAA Mid-Atlantic
Malcolm Watson FC DOT
Mike Lake Fairfax County DOT
Nicolas Ruiz Coalition for Smarter Growth
Stewart Schwartz Coalition for Smarter Growth
Maria Sinner VDOT
Jameshia Peterson DDOT
Danielle Wesolek WMATA
Bill Orleans Resident

1. Public Comment on TPB Procedures and Activities

No public comments were submitted at this meeting

2. Approval of Minutes of May 21 Meeting

A motion was made to approve the minutes. The motion was seconded and was passed unanimously.

3. Report of the Technical Committee

Based on the handout summaries, Mr. Srikanth reported that the Technical Committee met on June 8 and reviewed four items including: 1) a briefing on the 2014 Bike to Work Day event; 2) a briefing on the implementation of the TPB Regional Priority Bus Project; 3) a discussion of changes required by new federal guidance regarding the representation of transit agencies on the TPB; and 4) a briefing on the Coordinated Human Service Transportation Plan required under the Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program.

Mr. Srikanth also commented that staff is updating the TPB's Participation Plan, which would be an item on TPB's July agenda.

4. Report of the Citizen Advisory Committee

Ms. Loh informed the TPB that the Citizens Advisory Committee (CAC) received a presentation from the Association of Metropolitan Planning Organizations regarding policy and finance issues related to the reauthorization of the federal transportation legislation Moving Ahead for Progress in the 21st Century Act (MAP-21). The CAC plans to submit a resolution to the TPB requesting that the body formally adopt its own platform to address reauthorization.

5. Report of Steering Committee

Based on the handout attachments, Mr. Miller reported that the TPB met on June 6 and took four actions:

- Amended the FY 2014 work program for Commuter Connections, as requested by the Virginia Department of Transportation (VDOT) to move \$50,000 from FY 2014 to FY 2015.
- Amended the FY2013-2018 TIP, as requested by the Maryland Department of Transportation (MDOT) to allow additional funding for I-95/Contee Road and I-97/Randolph Road intersection projects
- Amended the FY2013-2018 TIP, as requested by VDOT and Virginia Department of Rail Public Transportation to include funding for the Innovation Station Metro Access project in Loudoun County.
- Amended the FY2013-2018 TIP, as requested by VDOT to include funding for the I-95 Northern Section Shoulder Use project.

Mr. Miller referred to Item 5, which describes letters sent/received on behalf of the TPB. He said

the TPB sent letters to the regional Congressional delegation addressing future funding issues related to the National Highway Trust Fund. Mr. Miller said the letter was a copy of one of the letters as approved by the TPB in May.

Mr. Miller referenced a letter addressed to the TPB chairman from the Council of Governments' Climate, Energy and Environmental Policy Committee (CEEPC). The letter requested greater focus on CO₂ and climate change. He stated that TPB staff will brief CEEPC and the Metropolitan Washington Air Quality Committee (MWAQC) soon on how projects and policies in the Constrained Long Range Plan (CLRP), the TIP, and the Regional Transportation Priorities Plan (RTPP) affect CO₂. He said that the draft performance assessment of the 2014 CLRP will include CO₂ forecast information. He also said that staff will include air quality and climate change as emphasis areas in the draft Call for Projects for the 2015 CLRP. He said that the 2010 report on the the What Would It Take scenario, which analyzed how various transportation policies would affect CO₂, would be updated using the new 2014 EPA Moves model.

Mr. Erenrich said that based on the letter, it is not clear that CEEPC understands the role of the TPB, and that a staff briefing would provide them with clarification.

Mr. Miller agreed.

Mr. Wojahn asked when the joint meeting between CEEPC and MWAQ would occur.

Mr. Miller responded that the meeting is tentatively scheduled for July, but may not occur until September.

Mr. Fisette stated that he agreed with Mr. Erenrich regarding the need to clarify the TPB process to CEEPC.

Mr. Wojahn agreed with Mr. Fisette. He said that the transportation planning process is very complicated and that the TPB needs to act quickly to ensure that members of COG and its committees understand the process.

Mr. Miller referred to two additional topics to present to the Board. First, TPB staff received a letter from the Federal Transit Administration and Federal Highway Administration approving the work program beginning in July.

Mr. Miller also referred to a letter from the Fauquier County Board of Supervisors. He said that two weeks earlier he, along with Bob Griffiths and Kanti Srikanth of VDOT, had briefed the Fauquier County Board about possibly joining the TPB. He said that because a portion of the County, including the town of Warrenton, is now classified as urbanized, the county must participate in an MPO planning process. Fauquier County received a formal letter to join the TPB in March. Mr. Miller said he expects that at the TPB's July meeting, the Board will be scheduled to approve a resolution for Fauquier to join the TPB.

6. Chair's Remarks

Mr. Wojahn updated the TPB on the status of finding a new director for the Department of Transportation Planning. He said that candidates are still being interviewed and more information would be forthcoming within the next one to two weeks.

ACTION ITEMS

7. Approval of an Amendment to the FY 2013-2018 TIP that is Exempt from the Air Quality Conformity Requirement to Update Projects and Funding in the District of Columbia Section of the FY 2013-2018 TIP

Mr. Rawlings spoke about DDOT's proposed TIP amendment. He reminded Board members that it was presented at the TPB meeting in May and said that there were no comments during the 30-day public comment period.

Mr. Way asked TPB staff to describe the difference between exempt and non-exempt projects.

Mr. Griffiths responded that non-exempt projects are regionally significant and add capacity that would have an affect on the region's air quality. He said that projects that are not regionally significant or do not impact air quality are exempt from the conformity analysis.

Mr. Rawlings moved Resolution R18-2014 for Board approval.

The motion was seconded and was approved unanimously.

INFORMATION ITEMS

8. Briefing on the 2014 Regional Bike to Work Day

Mr. Ramfos said that the Washington region Bike to Work Day occurred on Friday, May 16. He said that Commuter Connections worked closely with the Washington Area Bicyclist Association (WABA) and the Bike to Work Day Steering Committee to raise awareness about the event. Marketing efforts were conducted via bicycle shops, websites, and on the radio. The number of registered cyclists for 2014 was approximately 17,000, a 15 percent increase over 2013. He added that this year there were 79 pit stops, seven more than in 2013. There was also \$54,000 in cash and in-kind sponsorships.

Mr. Ramfos said that there was heavy rain for most of the Bike to Work Day event. He commended Chair Wojahn for participating in the event. He noted that there were more than 120 stories in a variety of media that covered Bike to Work Day, and that the number of social media mentions on Facebook, Twitter, Tumblr, Flickr, and YouTube increased by 110 percent over the previous year.

Mr. Ramfos said that in preparation for the 2015 Bike to Work Day, the steering committee will consider scheduling a rain date. He said that this year all registrants received an email the day before the event to encourage people to be safe and not take risks when participating in the event.

Chair Wojahn said that he appreciates the emphasis on safety, noting that biking in the rain is different than biking when it is dry. He also mentioned that Ms. Loh also participated in the Bike to Work Day. The Board applauded.

Ms. Loh said that the emphasis on safety is important, even in the rain.

Ms. Smyth noted concern about the safety of hosting Bike to Work Day in the rain when there is flooding on the region's bike paths, as was the case this year. She said that concerns about safety and flooding need to be taken into consideration when deciding whether or not to cancel the event. She also mentioned that it is important to get the word out when paths and roads are flooded.

Mr. Ramfos agreed.

Mr. Emerine asked if participants in Bike to Work Day are questioned about whether or not the event influences behavior.

Mr. Ramfos responded that Commuter Connections conducts a survey every three years as part of the mass marketing TERM. In a recent survey, 17 percent of participants reported, "new to cycling" and "the event was the first time they biked to work." The recent survey also found that about 30 percent of participants increased the number of days that they biked to work.

Ms. Hudgins commented that one of the new pit stops was at Whiele Station, in Reston. She said more than 200 people turned out to learn about the new Silver Line.

Mr. Ramfos said that he estimates one-third of the registered cyclists participated in the event.

Mr. Kannan described WMATA's efforts to encourage people to "Bike to Metro" as part of their commute.

Chair Wojahn observed that College Park had an afternoon pit stop at a Metro station. He asked about whether that was successful.

Mr. Ramfos responded that if biking to work is not an option, then biking to transit is the next best thing. He added that the number of afternoon pit stops continues to grow.

Mr. Ramfos added that on Wednesday, July 16, before the board meeting, Commuter connections is going to host a reception to celebrate Commuter Connections 40th anniversary.

9. Briefing on the Implementation of the TPB Regional Priority Bus Project under the Transportation Investments Generating Economic Recovery (TIGER) Program

Mr. Randall briefed the Board, referring to a memorandum and an on-screen presentation. He explained that the TIGER grant was awarded to the TPB in 2010 and includes funding for 16 bus priority projects throughout the region designed to improve bus operations, customer service, and customer experience. He said that quite a lot of work was completed in the previous year, which he detailed for each of the 16 projects. He noted, however, that only 30 percent of the total grant funds have been expended to date, even though 60 percent of the grant period has passed. He explained that the five agencies responsible for implementing the projects have until 2016 to complete them and still receive federal reimbursement.

Chair Wojahn opened the floor to questions.

Mr. Way asked whether the transit signal priority (TSP) technology being deployed as part of several of the projects under the grant would interfere with ongoing traffic signal synchronization and optimization efforts, especially in the District.

Mr. Canizales echoed Mr. Way's concerns.

Mr. Randall said that the systems are designed to be able to make slight adjustments for buses and then quickly revert to the basic optimized programming.

Mr. Erenrich clarified that it does usually take a few full signal cycles for the timing to return to the basic optimized programming. He said that there are many complexities in programming the right timing algorithms and determining which buses to prioritize and when. He cautioned that the benefits of TSP can be quite small at any given intersection, but that benefits could add up across a large system over time.

Mr. Herling asked whether the region was the first in the country to be using the TSP technology described in the presentation.

Mr. Randall said that many other metropolitan areas have used this kind of technology, including Boston, Los Angeles, and Portland, Oregon. He said that this region has had several test projects before, including on Route 1 in Virginia, and on Georgia Avenue and Sixteenth Street NW in the District. He explained that the technology is rapidly evolving thanks to ongoing advances in computing and wireless communication technologies.

Mr. Kannan emphasized the importance of completing the projects in the grant focused on creating dedicated right-of-way for buses so that they can avoid traffic and provide faster service. He said that without these improvements, which will require a lot of hard work to complete by 2016, the technology improvements would not do much to improve bus performance in the region.

Chair Wojahn asked whether the TSP technology will, as part of the TIGER grant, be deployed to buses operated by local jurisdictions on the priority corridors identified in the grant.

Mr. Randall explained that the technology would only, for now, be deployed to Metrobuses operating on those corridors. He said that local jurisdictions could choose to install the same technology on their buses in order to take advantage of the TSP-equipped signals.

Mr. Wojahn also sought clarification as to why Route 1 in College Park was not included on the list of routes to receive real-time passenger information signage at bus stops.

Mr. Hamre, from WMATA's bus planning team, explained that the priority corridor plan for Route 1 had not been completed when the TIGER grant application was originally submitted in 2009. He said that a study for the corridor was completed last year and that those improvements would be able to be made in coming years with funding from the Metro budget.

Mr. Snyder asked for a separate report from staff about the progress of completing the bus priority project on Route 7 through Falls Church.

Mr. Randall agreed to provide such a report.

Ms. Smyth asked about what happens if the work under the TIGER grant is not completed by the 2016 deadline.

Mr. Randall said that the five agencies responsible for implementing the projects committed, as part of the original application process, to finish the projects by the due date. He said the agencies are working hard to spend all of the money by the deadline.

Mr. Erenrich expressed gratitude to all those working on the projects under the TIGER grant because of the great amount of coordination it requires to deploy such technologies and make such improvements. In particular, he noted the inter-jurisdictional differences in signal technology and the difficulty of creating an integrated regional system.

Mr. Herling asked what kind of performance measurement would be undertaken to assess the effectiveness of the projects being implemented under the grant.

Mr. Randall explained that the grant requires a set of "before" reports and two sets of "after" reports – one a year after full implementation, and the other two years after – looking at measures like ridership, bus on-time performance, and other improvements that bus priority might yield.

Mr. Erenrich suggested that the carbon dioxide emissions reductions realized as part of such projects also be considered.

Mr. Elrich echoed Mr. Erenrich's suggestion, noting that the whole point of moving buses

through more quickly is to attract more riders and change overall travel patterns, hopefully to bend the curve of carbon dioxide emissions.

10. Briefing on the Update of the Coordinated Human Service Transportation Plan for the Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program

Vice Chair Lovain introduced the item to the Board. He explained that the update to the Coordinated Plan being presented at the meeting was required by new federal rules under MAP-21. He explained the TPB's new role in awarding grants under the new federal Enhanced Mobility program, and noted the TPB's role in awarding grants under two previous federal programs: Job Access Reverse Commute (JARC) and New Freedom. He said that the next step will be for the Board to approve the update to the Coordinated Plan in July so that staff can begin the solicitation for projects this fall. He noted the involvement of the TPB's Human Service Transportation Coordination Task Force and its Access for All Advisory Committee (AFA) in developing the plan update.

Ms. Klancher provided more in-depth information on the plan update and the new program under MAP-21. She referred Board members to a briefing memorandum and to an on-screen presentation.

Following Ms. Klancher's presentation, Chair Wojahn stressed the importance of having a vibrant application process for the upcoming Enhanced Mobility project solicitation so that the region can demonstrate to Congress how beneficial these programs are to area residents. He also sought to clarify what types of agencies and organizations are eligible for the funding available under Enhanced Mobility.

Ms. Klancher explained that 55 percent of the funds, which are to be spent on capital improvements, are available to nonprofit organizations and local governments that meet certain conditions. The remaining 45 percent of funds are much more broadly available to nonprofit organizations, for-profit companies, transit agencies, and other local government agencies that might not meet the conditions for capital projects.

Mr. Kannan stressed the importance of efforts to improve mobility for seniors and persons with disabilities. He said such efforts can really benefit the region by making it possible for more people to use existing fixed-route transit services instead of relying on paratransit services like MetroAccess, which are much more expensive to operate.

Vice-Chair Lovain reminded Board members that WMATA asked the TPB to address the issue of increasing paratransit costs. He said that the Human Service Transportation Coordination Task Force will be holding some community forums and working with localities to address that issue.

Mr. Emerine asked whether Enhanced Mobility funds intended for capital projects could be used

to improve access to transit stops.

Ms. Klancher said that they could, but she cautioned that using federal funds for such projects could significantly increase the cost and time it takes to make the improvements.

11. Briefing on MAP-21 Guidance on the Representation by Transit Agencies on the MPO Board and the Proposed Rule on Statewide and MPO Planning

Referring to his presentation, Mr. Griffiths described the guidance and the proposed MPO planning rulemaking recently released by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to implement Moving Ahead for Progress in the 21st Century (MAP-21). He said that MAP-21 mandated a performance-based approach to state and metropolitan transportation planning processes. He said that FHWA and FTA also will issue interrelated MAP-21 rules in four other areas including highways safety, highway conditions, congestion and system performances, and transit performance and state of good repair. Comment on the proposed planning rule is due by September 2.

Mr. Griffiths said that the guidance requires the membership of MPO policy boards to include public transit providers. In response to the proposed guidance, he said the TPB will have to develop formal procedures that consider the needs of all eligible transit providers, including public transportation representatives, as well as a description of their roles and responsibilities. He said the TPB has always had strong transit representation on the Board, most notably through WMATA. He added that local jurisdictions also represent transit systems that they operate.

Mr. Griffiths said that the next step is to convene a meeting of all eligible transit providers and stakeholders to discuss how to respond to the guidance in September. In the longer term, he said the TPB will have to look at potential changes to bylaws and an amendment to the Memorandum of Understanding on Transportation Planning Responsibilities for the Washington region.

Mr. Griffiths said that planning rule describes the transition to a performance-based approach to transportation planning. He said that on a basic level, this means that the TPB will be required to set and coordinate performance targets, and that the CLRP will need to describe those targets, evaluate the conditions of the regional transportation system in relation to those targets, and report progress towards achieving those targets. The TIP will also have to describe the anticipated effects of investment in priorities to achieve the targets.

Mr. Emerine asked about the use of scenarios under the new rules.

Mr. Griffiths responded that the TPB can continue to conduct scenario planning. He clarified that the proposed rules create an option for developing a long-range plan through the use of scenarios to identify alternative investment strategies and impacts.

Mr. Elrich encouraged the Board to view the proposed rules holistically, and consider the impact on the cost of schools, additional police stations, fire stations, and recreation facilities. He said

that it is one thing to determine how to subsidize a project, and it is a totally different exercise to determine how to subsidize all the supporting services.

Mr. Griffiths respond that these rules will specifically address transportation performance elements in terms of safety, system performance, and related measures. In terms of the large issues, he said that Region Forward and the work that the COG Board is pursuing crosses sectors, such as schools and police.

Mr. Way asked how the proposed rule might change the CLRP process or CLRP output.

Mr. Griffiths responded that the TPB will now have to set targets in coordination with the states, and show how the CLRP is either maintaining or improving baseline conditions.

Mr. Way asked if the targets will be applied to individual projects.

Mr. Griffiths replied no, the targets do not apply to individual projects. He said that they will apply to the CLRP and TIP in their entirety.

12. Other Business

There was no other business brought before the board.

13. Adjourn

The meeting was adjourned at 1:54 pm.

TPB Technical Committee Meeting Highlights

June 27, 2014

The Technical Committee met on June 27 at COG. Four items were reviewed for inclusion on the TPB agenda for July 16.

- TPB agenda Item 7

The Committee was briefed on the regional Car Free Day event scheduled for Monday, September 22 in tandem with the World Car Free Day event on September 22. The TPB will be asked to approve a proclamation making September 22 Regional Car Free Day 2014.

- TPB agenda Item 8

The Committee was briefed on the applications received from local jurisdictions for technical assistance to advance their transportation and land use coordination activities, and on the recipients recommended for funding by the selection panel. The TPB will be asked to approve the recommended recipients for assistance for FY 2015.

- TPB agenda Item 10

The 2010 Census extended the Washington DC-VA-MD Urbanized Area into a portion of Fauquier County, including the Town of Warrenton. Federal planning regulations require that this portion with a population of about 21,000 be included in the metropolitan planning area and that representatives of the area be included in the TPB's transportation planning and programming process. Fauquier County has accepted the TPB's April invitation to become a member. The Committee was updated on the steps for Fauquier County to join the TPB.

- TPB agenda Item 12

The Committee discussed the implications for the TPB of the FHWA/FTA policy guidance on representation by transit agencies on MPOs and the proposed rule on statewide and MPO metropolitan transportation planning.

Four items were presented for information and discussion:

- As required under federal planning regulations, both the TIP and the CLRP must have a financial plan that demonstrates how they can be implemented and show the sources of funding reasonably expected to be made available to carry them out. The Committee was briefed on an initial overview of the draft financial analysis for the 2014 CLRP which includes federal, state and local revenue projections, cost estimates for new system expansion projects, and cost estimates for system operations and state of good repair. The draft report on the

analysis of resources for the 2014 CLRP will be presented to the Committee on September 5.

- Staff updated the Committee on the draft FY 2015-2020 TIP. A forum on the draft TIP was held during the Citizens Advisory Committee (CAC) meeting on July 10. The draft 2014 CLRP and FY 2015-2020 TIP and the Draft Conformity Assessment will be released for public comment on September 11 and the TPB will be asked to approve them at its meeting on October 15.
- At the June 6 meeting, the Committee was briefed on the draft CMP report, which serves as the detailed technical supporting document to the official CMP component of the CLRP. Comments on the draft report were requested by June 18 and the final report was revised to include the suggested updates and minor editorial changes. The Committee was updated on the revisions and the report was finalized.
- The Bicycle and Pedestrian Plan, which was first adopted by the TPB in October 2010, identifies the major bicycle and pedestrian projects the region wishes to carry out by 2040. The Committee was briefed on the update of the plan.

**TPB TECHNICAL COMMITTEE MEMBERS AND ALTERNATES
ATTENDANCE – June 27, 2014**

DISTRICT OF COLUMBIA

DDOT Mark Rawlings
 Jameshia Peterson
DCOP Dan Emerine

MARYLAND

Charles County -----
Frederick County Ron Burns
City of Frederick Tim Davis
Gaithersburg -----
Montgomery County John Thomas
Prince George’s County Vic Weissberg
Rockville -----
M-NCPPC
 Montgomery County -----
 Prince George’s County -----
MDOT Lyn Erickson
 Matt Baker
Takoma Park -----

VIRGINIA

Alexandria Pierre Holloman
Arlington County Dan Malouff
City of Fairfax Wendy Block-Sanford
Fairfax County Mike Lake
 Malcolm Watson
Falls Church -----
Loudoun County Robert Brown
Manassas -----
Prince William County Ricardo Canizales
NVTA Keith Jasper
NVTC Claire Gron
PRTC Nick Alexandrow
VRE -----
VDOT Kanathur Srikanth
 Norman Whitaker
VDRPT Tim Roseboom
NVPDC -----
VDOA

WMATA

Danielle Wesolek

FEDERAL/REGIONAL

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

COG STAFF

Chuck Bean, Executive Director
Elena Constantine, DTP
Robert Griffiths, DTP
Andrew Meese, DTP
Ron Milone, DTP
Nicholas Ramfos, DTP
Andrew Austin, DTP
Anant Choudhary, DTP
Lamont Cobb, DTP
Michael Farrell, DTP
Ben Hampton, DTP
Charlene Howard, DTP
Nicole McCall, DTP
Jessica Mirr, DTP
Erin Morrow, DTP
Dzung Ngo, DTP
Wenjing Pu, DTP
Eric Randall, DTP
Clara Reschovsky, DTP
Rich Roisman, DTP
Daivamani Sivasailam, DTP
John Swanson, DTP
Marco Trigueros, DTP
Dusan Vuksan, DTP
Matt Kronenberg, OPA

OTHER

Eduardo Maeyama, Parsons Brinckerhoff
Brian McMahon, Parsons Brinckerhoff
Rick Rybeck, Just Economics LLC
Bill Orleans



NATIONAL CAPITAL REGION

TRANSPORTATION PLANNING BOARD

Item #5

MEMORANDUM

July 10, 2014

To: Transportation Planning Board

From: Gerald Miller *GM*
Acting Co-Director,
Department of Transportation Planning

Re: Steering Committee Actions

At its meeting on June 27, 2014, the TPB Steering Committee approved the following resolutions:

- SR18-2014: Resolution on an amendment to the FY 2013- 2018 Transportation Improvement Program (TIP) that is exempt from the air quality conformity requirement to include additional funding for four roadway projects, as requested by the Maryland Department of Transportation (MDOT)
- SR19-2014: Resolution on an amendment to the FY 2013- 2018 TIP that is exempt from the air quality conformity requirement to include funding for the Enhanced Mobility of Seniors and Individuals with Disabilities program
- SR20-2014: Resolution on an amendment to the FY 2013- 2018 TIP that is exempt from the air quality conformity requirement to update project information for FY 2014 in order to match the updated Washington Metropolitan Area Transit Authority's FY 2014 Capital Budget
- SR21-2014: Resolution on an amendment to the FY 2013- 2018 TIP that is exempt from the air quality conformity requirement to include additional funding for the Emergency Communication System in the Mall Tunnel project, as requested by the District Department of Transportation (DDOT)

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.”

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

**RESOLUTION ON AN AMENDMENT TO THE FY 2013-2018 TRANSPORTATION
IMPROVEMENT PROGRAM (TIP) THAT IS EXEMPT FROM THE AIR QUALITY
CONFORMITY REQUIREMENT TO INCLUDE ADDITIONAL FUNDING FOR
FOUR ROADWAY 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 Moving Ahead for Progress in the 21st Century (MAP-21) 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 July 18, 2012 the TPB adopted the FY 2013-2018 TIP; and

WHEREAS, in the attached letter of June 18, 2014 MDOT has requested an amendment to the FY 2013-2018 TIP to add \$2.2 million in state funding between FY 2014 and 2016 for the MD 5/MD 373 Brandywine Road Interchange project; \$6.5 million in National Highway Performance Program (NHPP) funding to FY 2014 for the US 15 at Monocacy Boulevard Interchange project; \$7.5 million in NHPP funding to FY 2015 for the BRAC Intersection near Joint Base Andrews project; and \$5.8 million in state funding between FY 2014 and 2016 for the MD 85 Buckeystown Pike project, as described in the attached materials; and

WHEREAS, these projects are included in the air quality conformity analysis of the 2013 CLRP and FY 2013-2018 TIP;

NOW, THEREFORE, BE IT RESOLVED THAT the Steering Committee of the National Capital Region Transportation Planning Board amends the FY 2013-2018 TIP to add \$2.2 million in state funding between FY 2014 and 2016 for the MD 5/MD 373 Brandywine Road Interchange project; \$6.5 million in NHPP funding to FY 2014 for the US 15 at Monocacy Boulevard Interchange project; \$7.5 million in NHPP funding to FY 2015 for the BRAC Intersection near Joint Base Andrews project; and \$5.8 million in state funding between FY 2014 and 2016 for the MD 85 Buckeystown Pike project, as described in the attached materials.



Maryland Department of Transportation
The Secretary's Office

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

James T. Smith, Jr.
Secretary

June 18, 2014

The Honorable Patrick Wojahn, 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 Wojahn:

The Maryland Department of Transportation (MDOT) requests four amendments to the State Highway Administration (SHA) portion of the FY 2013-2018 Transportation Improvement Program (TIP) as described in the attached memo. The additional funds for the projects have been made available due to an increase in federal-aid obligational authority. The amendment details are summarized below. The funding additions are for existing projects and are already included in the currently approved air quality conformity analysis.

TIP ID #	Project	Phase	Amount of New Funding	Comment
4882	MD 5 at MD 373/Brandywine Road Interchange	RW	\$2,200,000	Add \$2.2 million in state funds to the RW Phase for utility relocation. These funds include \$0.08 million for FY 14, \$1.10 million for FY 15 and \$1.02 million for FY 16.
4892	US 15 at Monocacy Boulevard Interchange	RW	\$6,500,000	Add \$6.5 million NHPP funds for RW in FY 14.
5759	BRAC Andrews – MD 337/MD 218 Intersection Improvements	CO	\$4,200,000	Add \$4.2 million in NHPP for construction in FY 15.
5759	BRAC Andrews – Geometric Improvements on MD 337 at the I-95/I-495 Northbound Off-Ramp	CO	\$3,300,000	Add \$3.3 million in NHPP for construction in FY 15. (This information is also part of the line above, highlighted separately for clarification.)
3101	MD 85, Buckeystown Pike Interchange Reconstruction	RW	\$5,826,000	Add \$5.8 million in state funds for RW: \$2.0 million in FY 14, \$1.9 million in FY 15, and \$1.9 million in FY 16.

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 Patrick Wojahn
Page Two

MDOT requests that this amendment be approved by the Transportation Planning Board (TPB) Steering Committee at its June 27, 2014 meeting.

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.

We appreciate your cooperation in this matter. If you have any questions or comments, please do not hesitate to contact Ms. Lyn Erickson, at 410-865-1279, toll-free at 888-713-1414 or via email at lerickson@mdot.state.md.us. Of course, please feel free to contact me directly. Thank you for your assistance.

Sincerely,



Michael W. Nixon, Manager
Office of Planning and Capital Programming

Attachment

cc: Ms. Mary Deitz, Chief, Regional and Intermodal Planning Division, SHA
Ms. Lyn Erickson, Manager, Office of Planning and Capital Programming,
Maryland Department of Transportation
Ms. Heather Murphy, Deputy Director, Office of Planning and Capital Programming
Maryland Department of Transportation

Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor



James T. Smith, Jr., Secretary
Melinda B. Peters, Administrator

MARYLAND DEPARTMENT OF TRANSPORTATION

MEMORANDUM

TO: Mr. Don Halligan
Director of Planning and Capital Programming
Maryland Department of Transportation

ATTN: Mr. Mike Nixon
Ms. Lyn Erickson

FROM: Mary Deitz, Chief *MD*
Regional and Intermodal Planning Division

DATE: June 16, 2014

SUBJECT: Amendment Request to the Fiscal Year (FY) 2013 Transportation Improvement Program (TIP) for the National Capital Region

The State Highway Administration (SHA) hereby requests an amendment to the FY 2013 National Capital Region Transportation Improvement Program (TIP). The additional funding has been programmed for five projects in the National Capital Region as summarized below and detailed in the attached TIP sheets. The additional funds are available due to an increase in federal aid obligational authority.

TIP ID#	Project	Phase	Amount of New Funding	Comment
4882	MD 5 at MD 373/ Brandywine Road Interchange	RW	\$2,200,000	Add \$2.2 million in State funds to the right-of-way phase for the relocation of utilities for the MD 5 at MD 373/Brandywine Road Interchange project. These funds include \$0.08 million for FY 14, \$1.10 million for FY 15 and \$1.02 million for FY 16.

TIP ID#	Project	Phase	Amount of New Funding	Comment
4892	US 15 at Monocacy Boulevard Interchange	RW	\$6,500,000	Add \$6.5 million in NHPP funds to the right-of-way phase for the Monocacy Boulevard Interchange project. These funds will be added to FY 14.
5759	BRAC Andrews – MD 337/MD 218 Intersection Improvements	CO	\$4,200,000	Add \$4.2 million in NHPP funds to the construction phase for the intersection improvements at MD 337 and MD 218. These funds will be added to FY 15.
5759	BRAC Andrews – Geometric Improvements on MD 337 at the I-95/495 Northbound Off-Ramp	CO	\$3,300,000	Add \$3.3 million in NHPP funds to the construction phase for geometric improvements on MD 337 at the I-95/495 Northbound Off-Ramp. These funds will be added to FY 15.
3101	MD 85, Buckeystown Pike Interchange Reconstruction	RW	\$5,826,000	Add \$5.8 million in State funds to the for right-of-way phase for the MD 85, Buckeystown Pike Interchange Reconstruction project. These funds include \$2.0 million for FY 14, \$1.9 million for FY 15 and \$1.9 million for FY 16.

The proposed action 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.

After your review, please forward this request to the Washington Metropolitan Council of Governments. Upon approval of the requested TIP administrative modification, please process an administrative modification to the FY 2013 STIP using the funding information provided in the attachment. If you have any questions, please do not hesitate to contact SHA's Senior Regional Planner, Ms. Damilola Kehinde, at 410-545-5560 or via email at dkehinde@sha.state.md.us. You may also contact SHA's Assistant Regional Planner, Mr. David Rodgers, at 410-545-5670 or via email at drodger1@sha.state.md.us.

Mr. Don Halligan

Page Three

Attachments

cc: Ms. Felicia Alexander, Deputy Director of Planning and Preliminary Engineering, SHA
Mr. Matt Baker, Assistant Regional Planner, SHA
Mr. David DeMaine, Real Property Specialist, Office of Real Estate, SHA
Mr. Thomas Hinchliffe, Real Property Manager, Office of Real Estate, SHA
Mr. John Jenkins, Project Manager, Office of Highway Development, SHA
Ms. Damilola Kehinde, Senior Regional Planner, SHA
Mr. David Rodgers, Assistant Regional Planner, SHA
Mr. Kelvin Saldanha, Project Manager, Office of Highway Development, SHA
Mr. Brian Young, District Engineer, SHA

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

Source	Fed/St/Loc	Previous Funding	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Source Total
Primary									
MD 5, Branch Avenue									
TIP ID: 4882 Agency ID: PG1751		Title: MD 5/MD 373/Brandywine Road Relocated Interchange						Complete: 2016	
Facility: MD at	HPP	80/20/0	4,965 a						
From: MD /Brandywine Road Relocated	NHPP	80/20/0		2,740 b	4,500 b	5,093 b			12,333
To:	NHS	80/20/0	1,400 a	1,000 a	600 a				3,000
	State	0/100/0		80 b	1,100 b	1,020 b			2,200
	TCSP	80/20/0		1,000 b					1,000
Program Total:									18,533

Description: Construct a new interchange at MD 5, MD 373 and Brandywine Road Relocated. Bicycle and pedestrian access will be included as part of this project where appropriate. This interchange will be constructed in multiple phases. Phase 1 of this project includes widening existing MD 5 from 4 to 6 lanes from US 301 to north of MD 373 (1.07 miles). The widening will be done in the median, and will be part of the overall interchange.

Amendment: Change Funding **Approved on: 9/7/2012**
 Adding \$1,000,000 of TCSP funding in FY 2013 for right-of-way needed to widen about 4,000 feet of road, replace existing signalized intersections at Brandywine road and MD 373 with a new interchange, and provide a park-and-ride lot for commuters.

Amendment: Additional Funding for Right-of-Way **Approved on: 10/4/2013**
 Add \$12.3M to Right of Way (RW); Maryland Transportation Infrastructure Improvement Act of 2013. These funds included \$2.5M in State funds (FY14-FY16) and \$9.8M in NHPP funds (FY14-FY16) for the right-of-way phase. Moved previously programmed TCSP funding for RW (\$1M) to FY14. This is not included in the \$12.3M in funds.

Amendment: Add Funding **Approved on: 6/27/2014**
 Add \$2.2 million in State funds for right-of-way to the FY 2013 TIP for the relocation of utilities for the MD 5 at MD 373/Brandywine Road Interchange project. These funds include \$0.08 million for FY 14, \$1.10 million for FY 15 and \$1.02 million for FY 16.

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

Source		Fed/St/Loc	Previous Funding	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Source Total
US 15, Catoctin Mountain Highway										
TIP ID: 4892 Agency ID: FR5711		Title: US 15 at Monocacy Boulevard							Complete: 2016	
Facility: US Catoctin Mountain Highway		Local	0/0/100	2,000 a	1,350 a	1,350 a				2,700
From: Monocacy Blvd.		NHPP	80/20/0		6,500 b					6,500
To:		NHS	80/20/0		1,350 a					1,350
		SP	80/20/0	754 a						
		State	0/100/0		7,400 b	2,300 b	1,300 b	24,462 c	8,474 c	80,488
						14,084 c	22,468 c			
		STP	80/20/0	900 a						

Program Total: 91,038

Description: Design of grade-separated interchange: includes bicycle and pedestrian accomodations

<p>Amendment: Add Right-of-Way and Construction Funding</p> <p>Add an additional \$80.5 million in State funds for the right-of-way and construction phases. These funds include \$11 million for the right-of-way phase(\$7.4 million in FY14,\$ 2.3 million in FY15, and \$1.3 million in FY16) and \$69.5 million for construction (\$14.0 million in FY15, \$22.5 million in FY16, \$24.5 million in FY17, \$8.5 in FY18).</p>	<p>Approved on: 7/17/2013</p>
<p>Amendment: Add Funding</p> <p>Add \$6.5 million in NHPP funds for FY14 to the FY 2013 TIP for right-of-way for the Monocacy Boulevard Interchange project.</p>	<p>Approved on: 6/27/2014</p>

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

Source	Fed/St/Loc	Previous Funding	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Source Total
Secondary									
BRAC Intersections near Joint Base Andrews									
TIP ID: 5759		Agency ID:		Title: BRAC Intersection near Joint Base Andrews				Complete: 2040	
Facility: Intersections near Joint Base Andrews	NHPP	80/20/0				7,500 c			7,500
From:	PL	100/0/0	2,500 a						
To:	STP	80/20/0	100 a	1,900 a 10 b	3,501 a 560 b	330 b			6,301
Program Total:									13,801

Description: Intersection improvements at key locations along access routes to Joint Base Andrews in Prince George's County. Bicycle and pedestrian improvements will be provided where appropriate

Amendment: Additional Right-of-Way Funding for MD 337 at MD 218

Approved on: 2/1/2013

Amendment to add \$900,000 in STP funds for right-of-way for the BRAC MD 337/MD 218 Intersection Improvement project (\$10,000 in FY13; \$560,000 in FY14; and \$330,000 in FY15).

Amendment: Add Funding

Approved on: 6/27/2014

Add \$4.2 million in NHPP funds for FY15 to the FY 2013 TIP for the construction of intersection improvements at MD 337 and MD 218; and to add \$3.3 million in NHPP funds for FY15 to the FY 2013 TIP for the construction of geometric improvements on MD 337 at the I-95/495 Northbound Off-Ramp.

MD 85, Buckeystown Pike

TIP ID: 3101		Agency ID: FR3881		Title: MD 85, Buckeystown Pike				Complete: 2020	
Facility: MD Buckeystown Pike	HPP	80/20/0	3,672 a	780 a	3,312 a				4,092
From: English Muffin Way	State	0/100/0			1,942 b	1,942 b	1,942 b		5,826
To: north of Grove Road									
Program Total:									9,918

Description: Upgrade MD 85 to a four to six-lane divided highway from English Muffin Way to north of Grove Road. Widen MD 85 to a four-lane divided highway from south of English Muffin Way to the State Highway Administration/Westview development complex, then 6 lanes through the I-270 interchange, then 4 lanes from north of Spectrum Drive to Grove Road. The interchange at I-270/MD 85 will be partially reconstructed as part of this line item. There are no capacity improvements anticipated north of Grove Road where MD 85 will remain 4 lanes. Auxilliary lanes where necessary.

Amendment: Add Funding

Approved on: 6/27/2014

Add \$5.8 million in State funds to the FY 2013 TIP for right-of-way for the MD 85, Buckeystown Pike Interchange Reconstruction project. These funds include \$2.0 million for FY 14, \$1.9 million for FY 15 and \$1.9 million for FY 16.

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

**RESOLUTION ON AN AMENDMENT TO THE FY 2013-2018 TRANSPORTATION
IMPROVEMENT PROGRAM (TIP) THAT IS EXEMPT FROM THE AIR QUALITY
CONFORMITY REQUIREMENT TO INCLUDE FUNDING FOR THE ENHANCED
MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM**

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 Moving Ahead for Progress in the 21st Century (MAP-21) 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 July 18, 2012 the TPB adopted the FY 2013-2018 TIP; and

WHEREAS, the Metropolitan Washington Council of Governments, as the administrative agent for the TPB, serves as the Designated Recipient for FTA's Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) funds; and

WHEREAS, the proposed amendment to the FY 2013-2018 TIP includes \$5.638 million in Enhanced Mobility funding between fiscal years 2013 and 2014, as described in the attached materials; and

WHEREAS, this program is exempt from the air quality conformity requirement, as defined in Environmental Protection Agency (EPA) regulations "40 CFR Parts 51 and 93 Transportation Conformity Rule Amendments: Flexibility and Streamlining; Final Rule," issued in the May 6, 2005, Federal Register;

NOW, THEREFORE, BE IT RESOLVED THAT the Steering Committee of the National Capital Region Transportation Planning Board amends the FY 2013-2018 TIP to include \$5.638 million in Enhanced Mobility funding between fiscal years 2013 and 2014, as described in the attached materials.

**Adopted by the Transportation Planning Board Steering Committee at its regular meeting on
June 27, 2014.**

**NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

Source	Fed/St/Loc	Previous Funding	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Source Total
Human Service Transportation Coordination									
Enhanced Mobility of Seniors and Individuals with Disabilities									
TIP ID: 6366	Agency ID:	Title: Enhanced Mobility of Seniors and Individuals with Disabilities						Complete:	

Facility:	Sect. 5310	100/0/0	2,806 e	2,832 e					5,638
From:									
To:								Program Total:	5,638

Description: This program is intended to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.

These funds are for the urbanized area within the District of Columbia, Maryland and Virginia metropolitan region.

Amendment: Add New Project	Approved on: 6/27/2014
Amend into the FY 2013-2018 TIP with \$2.806 million in FY 13 and \$2.832 million in FY 14.	

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

**RESOLUTION ON AN AMENDMENT TO
THE FY 2013-2018 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
THAT IS EXEMPT FROM THE AIR QUALITY CONFORMITY REQUIREMENT
TO UPDATE PROJECT INFORMATION FOR FY 2014 IN ORDER TO MATCH
THE UPDATED WASHINGTON METROPOLITAN AREA
TRANSIT AUTHORITY FY 2014 CAPITAL BUDGET**

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 Moving Ahead for Progress in the 21st Century (MAP-21) 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 July 18, 2012 the TPB adopted the FY 2013-2018 TIP; and

WHEREAS, in the attached letter of June 19, 2014 WMATA has requested an amendment to the FY 2013-2018 TIP to update funding information and amounts in FY 2014 to match WMATA's updated FY 2014 Capital Budget, as described in the attached materials; and

WHEREAS, the proposed changes are exempt from the air quality conformity requirement, as defined in Environmental Protection Agency (EPA) regulations "40 CFR Parts 51 and 93 Transportation Conformity Rule Amendments: Flexibility and Streamlining; Final Rule," issued in the May 6, 2005, *Federal Register*;

NOW, THEREFORE, BE IT RESOLVED THAT the National Capital Region Transportation Planning Board amends the FY 2013-2018 TIP update funding information and amounts in FY 2014 to match WMATA's updated FY 2014 Capital Budget, as described in the attached materials.

Adopted by the Transportation Planning Board Steering Committee at its regular meeting on June 27, 2014.



June 19, 2014

The Honorable Patrick Wojahn
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: Approval of an Amendment to the FY 2013-2018 TIP to Update Project Information for FY 2014 in order to match the updated FY 2014 Capital Budget of the Washington Metropolitan Area Transit Authority (WMATA).

Dear Chairman Wojahn:

The region's six-year Transportation Improvement Program (TIP) outlines the schedule for obligating federal funds to state and local projects. The purpose of this amendment is to modify project budgets and sources of funds in the TIP for FY 2014 in order to match those in WMATA's FY 2014 grant applications submitted to the Federal Transit Administration (FTA).

Attachment A is a summary of the proposed FY 2014 project budgets and funding-source information for this TIP amendment. These funding sources include only new funding, excluding funding that will be carried forward from prior years. Attachment B shows the FY 2014 project budgets that were amended most recently in 2013 as part of the currently adopted TIP as well as the proposed changes to each budget. The TIP's overall FY 2014 capital program for WMATA would be increased from \$728.5 million to \$784.6 million, reflecting the availability of federal, state and local funds, including the federal funds authorized under the Passenger Rail Investment and Improvement Act of 2008 (PRIIA), and the funding to match the federal funds. These TIP projects do not affect the currently approved air-quality-conformity analysis because these projects are either exempt or not regionally significant in terms of air quality.

**Washington
Metropolitan Area
Transit Authority**

600 Fifth Street, NW
Washington, D.C. 20001
202/962-1234

*By Metrorail:
Judiciary Square-Red Line
Gallery Place-Chinatown
Red, Green and
Yellow Lines*

*A District of Columbia
Maryland and Virginia
Transit Partnership*

WMATA's submission for this FY 2013-2018 TIP amendment is structured into ten major categories, with 13 individual capital programs, as shown in Attachment A. The FY 2013-2018 capital projects and funding levels shown are consistent with WMATA's current FY 2014-2019 CIP. Prior to approval of the CIP, WMATA held public hearings on its proposed operating and capital budgets, including the proposed sources and uses of its capital funds.

In addition to the requirement of consistency with an approved TIP, the FTA requires that agency grant applications match the corresponding State Transportation Improvement Program (STIP) for that agency. WMATA's TIP is considered part of DC's STIP. If approved by the TPB, WMATA will request that this amendment be reflected in DC's STIP as soon as possible to enable the FTA review.

WMATA respectfully requests that the TPB Steering Committee approve this amendment at its June 27, 2014 meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shyam Kannan', written over a horizontal line.

Shyam Kannan
Managing Director
Office of Planning

Attachments

Attachment A
(in millions)

Category	TIP Sub-Category	FY2014 Total	Federal 5307 Grants	Federal 5339 Grants	Federal 5337	Federal PRIIA Grants	CMAQ, Bus Facility, Bus Safety, Safety/Security	Local Funding
Vehicles/ Vehicle Parts	Access & Service Vehicles	\$ 15.6	\$ 12.4	\$ -	\$ -	\$ -	\$ -	\$ 3.1
	Buses - Replacement, Rehabilitation & Enhancements	\$ 132.3	\$ 96.1	\$ 9.7	\$ -	\$ -	\$ -	\$ 26.5
	Rail Cars - Replacement, Rehabilitation & Enhancements	\$ 38.9	\$ -	\$ -	\$ 16.2	\$ 9.2	\$ -	\$ 13.6
Rail System Infrastructure Rehabilitation	\$ 117.2	\$ -	\$ -	\$ 35.8	\$ 36.2	\$ -	\$ -	\$ 45.2
Maintenance Facilities	Bus and Rail Facilities Maintenance Support - Systemwide Support Equipment, Environmental Compliance Projects, and Administrative Support	\$ 49.8	\$ -	\$ -	\$ -	\$ 15.4	\$ -	\$ 34.4
	Bus Garages - Systemwide Maintenance, Expansion, Rehabilitation, and Replacement	\$ 37.8	\$ 10.1	\$ -	\$ -	\$ -	\$ -	\$ 27.7
	Rail Yards - Systemwide Maintenance, Expansion, Rehabilitation, and Replacement	\$ 42.5	\$ -	\$ -	\$ -	\$ 21.3	\$ -	\$ 21.3
Systems and Technology	Systems and Technology	\$ 80.5	\$ 6.2	\$ -	\$ 11.9	\$ -	\$ -	\$ 62.5
	Track and Structures	\$ 73.6	\$ -	\$ -	\$ 25.2	\$ 21.0	\$ -	\$ 27.3
Passenger Facilities	Passenger Facilities	\$ 97.8	\$ 5.0	\$ -	\$ 38.3	\$ 12.3	\$ -	\$ 42.2
	Maintenance Equipment	\$ 72.8	\$ 2.0	\$ -	\$ 10.5	\$ 26.8	\$ -	\$ 33.6
Other Facilities	Other Facilities	\$ 24.6	\$ 13.0	\$ -	\$ -	\$ -	\$ -	\$ 11.6
	Credit Facility	\$ 1.3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.3
Project Management and Support	Project Management and Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Improvement Program:		\$ 784.6	\$ 144.6	\$ 9.7	\$ 137.9	\$ 142.2	\$ -	\$ 350.2

* Note: Figures do not include funding from previous years

Attachment B
(in millions)

Category	Project	Approved FY 2014 TIP Budget	Proposed FY 2014 TIP Budget	Change
Vehicles/ Vehicle Parts	Access & Service Vehicles	\$ 12.5	\$ 15.6	\$ 3.1
	Buses - Replacement, Rehabilitation & Enhancements	\$ 117.6	\$ 132.3	\$ 14.6
	Rail Cars - Replacement, Rehabilitation & Enhancements	\$ 57.5	\$ 38.9	\$ (18.5)
Rail System Infrastructure Rehabilitation	Rail Line Segment Rehabilitation	\$ 99.5	\$ 117.2	\$ 17.7
Maintenance Facilities	Bus and Rail Facilities Maintenance Support - Systemwide Support Equipment, Environmental Compliance Projects, and Administrative Support	\$ 15.8	\$ 49.8	\$ 34.0
	Bus Garages - Systemwide Maintenance, Expansion, Rehabilitation, and Replacement	\$ 64.3	\$ 37.8	\$ (26.6)
	Rail Yards - Systemwide Maintenance, Expansion, Rehabilitation, and Replacement	\$ 77.4	\$ 42.5	\$ (34.9)
Systems and Technology	Systems and Technology	\$ 90.9	\$ 80.5	\$ (10.4)
	Track and Structures	\$ 44.8	\$ 73.6	\$ 28.8
Passenger Facilities	Passenger Facilities	\$ 77.0	\$ 97.8	\$ 20.8
	Maintenance Equipment	\$ 65.8	\$ 72.8	\$ 7.1
Other Facilities	Other Facilities	\$ 2.4	\$ 24.6	\$ 22.2
	Credit Facility	\$ 3.0	\$ 1.3	\$ (1.8)
Project Management and Support		\$ 728.5	\$ 784.6	\$ 56.1
Total Capital Improvement Program:		\$ 728.5	\$ 784.6	\$ 56.1

* Note: Figures do not include funding from previous years

**WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

Source	Fed/St/Loc	Previous Funding	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Source Total	
Transit										
Maintenance Equipment										
TIP ID: 5861	Agency ID:	Title: Maintenance Equipment						Complete:		
Facility:	Local	0/0/100	4,906 e	8,419 e	3,714 e	712 e	300 e	171 e	158 e	13,474
From:	PRIIA	50/0/50	164,935 e	43,123 e	53,566 e	51,226 e	34,808 e	11,545 e	15,043 e	209,311
To:	Sect. 5307	80/0/20	2,732 e	2,016 e	2,446 e	3,345 e	3,841 e	3,549 e	3,665 e	18,862
	Sect. 5309	80/0/20	3,374 e	490 e			14,223 e	13,000 e	10,220 e	37,933
	Sect. 5337 - SGR	80/0/20			13,109 e					13,109
									Program Total: 292,689	

Description: Provides funds for

- a. Rail Maintenance Equipment: purchase and/or replacement of equipment to maintain the rail system.
- b. Bus Repair Equipment: purchase and/or replacement of repair equipment.
- c. Business Facilities Equipment: purchase and/or replacement of equipment that supports the business process of the agency.

<p>Modification: Change Funding Source In FY 2014, change source of \$8 million from PRIIA to Section 5309.</p>	<p>Approved on: 3/14/2014</p>
<p>Amendment: Update FY14 Project Information The purpose of this amendment is to modify project budgets and sources of funds in the TIP for FY 2014 in order to match those in WMATA's FY14 grant applications. TIP's FY14 program would increase from \$728.5M to \$784.6M.</p>	<p>Approved on: 6/27/2014</p>

**WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

Source		Fed/St/Loc	Previous Funding	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Source Total
Maintenance Facilities										
TIP ID: 5867	Agency ID:	Title: Facilities Maintenance Support – Systemwide Support Equipment, Environmental Compl							Complete:	
Facility:	FSG	100/0/0		5,200 e						5,200
From:	Local	0/0/100	10,086 e	5,972 e	18,993 e	7,235 e	7,629 e	9,459 e	10,456 e	59,744
To:	PRIIA	50/0/50			30,762 e					30,762
	Sect. 5307	80/0/20		1,395 e						1,395
	Sect. 5309	80/0/20	1,999 e			2,014 e				2,014
Program Total:										99,116

Description: Provides funds for:

- a. Environmental Compliance Projects: facility or equipment upgrades and/or replacements required to comply with environmental regulatory requirements or directives.
- b. Maintenance Bus & Rail Facilities: upgrades, rehabilitation, and/or replacements of systemwide support equipment, financial planning and project administration, to include a new test track, railcar commissioning facility and New Carrollton Yard capacity improvements.

Amendment: Update FY14 Project Information **Approved on: 6/27/2014**
 The purpose of this amendment is to modify project budgets and sources of funds in the TIP for FY 2014 in order to match those in WMATA's FY14 grant applications. TIP's FY14 program would increase from \$728.5M to \$784.6M.

TIP ID: 5866	Agency ID:	Title: Rail Yards - Systemwide Maintenance, Expansion, Rehabilitation and Replacement							Complete:	
Facility:	Local	0/0/100		3,000 e						3,000
From:	PRIIA	50/0/50	20,653 e	58,426 e	42,507 e	52,401 e	26,979 e	7,634 e		187,947
To:										
Program Total:										190,947

Description: Provides funds for

- a. Maintenance of Rail Yards: maintenance and/or rehabilitation of rail maintenance yards.
- b. Rail Maintenance Facilities: construction and/or replacement of rail maintenance facilities.

Modification: Change Funding Source **Approved on: 3/14/2014**
 In FY 2014, change source of \$7.672 million from PRIIA to Local.

Amendment: Update FY14 Project Information **Approved on: 6/27/2014**
 The purpose of this amendment is to modify project budgets and sources of funds in the TIP for FY 2014 in order to match those in WMATA's FY14 grant applications. TIP's FY14 program would increase from \$728.5M to \$784.6M.

**WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

Source		Fed/St/Loc	Previous Funding	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Source Total
TIP ID: 5857 Agency ID:		Title: Bus Garages - Systemwide Maintenance, Expansion, Rehabilitation, and Replacement							Complete:	
Facility:	Local	0/0/100	52,854 e	28,681 e	25,212 e	3,086 e	5,820 e			62,799
From:	PRIIA	50/0/50	18,879 e							
To:	Sect. 5307	80/0/20	91,511 e	9,112 e	12,565 e	20,923 e	3,526 e			46,126
										Program Total: 108,925

Description: Provides funds for:

- a. Rehabilitation and Replacement of Bus Garages: upgrades, rehabilitation, and/or replacement of bus garages and maintenance facilities, including the rehabilitation of the Bladensburg bus facility and the replacement of the Southern Avenue, Royal Street (Cinder Bed Road), Shepard Parkway bus garages.
- b. Maintenance of Bus Garages: maintenance of bus garages/maintenance facilities.
- c. Expansion of Bus Garages: expansion of bus garages to meet storage and maintenance needs of growing fleet.

Amendment: Update FY14 Project Information **Approved on: 6/27/2014**
 The purpose of this amendment is to modify project budgets and sources of funds in the TIP for FY 2014 in order to match those in WMATA's FY14 grant applications. TIP's FY14 program would be increased from \$728.5M to \$784.6M.

Other Facilities										
TIP ID: 5862 Agency ID:		Title: Other Support Facilities							Complete:	
Facility:	Local	0/0/100	5,445 e	704 e	8,372 e	1,283 e	5,548 e	2,056 e	4,651 e	22,614
From:	PRIIA	50/0/50	4,651 e							
To:	Sect. 5307	80/0/20	625 e	5,543 e	16,213 e					21,756
	Sect. 5309	80/0/20	2,916 e	194 e						194
										Program Total: 44,564

Description: Provides funds for:

- a. Business Support Facilities: facilities that support business operations functions.
- b. Metro Transit Police Department (MTPD) Support Facilities Rehabilitation: upgrade and rehabilitation of MTPD facilities.
- c. MTPD Support Facilities Expansion: expansion of MTPD to meet new ridership and facility demands, to include the new District 2, police training facility, and special operations division facility.

Amendment: Update FY14 Project Information **Approved on: 6/27/2014**
 The purpose of this amendment is to modify project budgets and sources of funds in the TIP for FY 2014 in order to match those in WMATA's FY14 grant applications. TIP's FY14 program would be increased from \$728.5M to \$784.6M.

**WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

Source	Fed/St/Loc	Previous Funding	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Source Total	
Passenger Facilities										
TIP ID: 5860	Agency ID:	Title: Passenger Facilities						Complete:		
Facility:	ARRA/TIGER	100/0/0	1,500 e							1,500
From:	Local	0/0/100	35,979 e	6,253 e	19,080 e	10,834 e	21,976 e	23,262 e	11,553 e	92,958
To:	PRIIA	50/0/50	31,657 e	21,949 e	24,626 e	35,801 e	27,379 e	35,210 e	26,832 e	171,797
	Sect. 5307	80/0/20	7,455 e	36,183 e	6,212 e	5,399 e	9,576 e	5,603 e	21,175 e	84,148
	Sect. 5309	80/0/20	70,904 e	29,017 e		16,915 e	11,826 e	13,929 e	13,499 e	85,186
	Sect. 5317	80/0/20		1,000 e						1,000
	Sect. 5337 - SGR	80/0/20			47,909 e					47,909
Program Total:									484,498	

Description: Provides funds for

- a. Elevator/ Escalator Facilities: rehabilitation of elevator and escalators and expansion of elevator capacity.
- b. Maintenance of Rail Station Facilities: upgrade, rehabilitation, and/or replacement of station area components.
- c. Bicycle/ Pedestrian Facilities: rehabilitation, replacement and expansion of bicycle and pedestrian facilities.
- d. Rail Station Capacity/ Enhancements: expand the capacity of rail stations, improve passenger access, and protect exposed assets.
- e. Bus Priority Corridor Improvements: bus stops, runningway enhancements, street operations management and safety strategies to produce more reliable bus.
- f. Rail Station Equipment: purchase of equipment to be used in rail stations, including police emergency management equipment and other related.

Amendment: Update FY14 Project Information **Approved on: 6/27/2014**
 The purpose of this amendment is to modify project budgets and sources of funds in the TIP for FY 2014 in order to match those in WMATA's FY14 grant applications. TIP's FY14 program would increased from \$728.5M to \$784.6M.

Project Management and Support										
TIP ID: 5863	Agency ID:	Title: Credit Facility						Complete:		
Facility:	Local	0/0/100	10,290 e	2,500 e	1,250 e	3,000 e	3,000 e	3,000 e	2,951 e	15,701
From:										
To:										Program Total: 15,701

Description: Provides funds to maintain a line of credit to meet cash flow needs.

Amendment: Update FY14 Project Information **Approved on: 6/27/2014**
 The purpose of this amendment is to modify project budgets and sources of funds in the TIP for FY 2014 in order to match those in WMATA's FY14 grant applications. TIP's FY14 program would increased from \$728.5M to \$784.6M.

**WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

Source	Fed/St/Loc	Previous Funding	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Source Total	
Rail System Infrastructure Rehabilitation										
TIP ID: 5856	Agency ID:	Title: Rail Line Segment Rehabilitation						Complete:		
Facility:	Local	0/0/100	12,211 e	440 e					440	
From:	PRIIA	50/0/50	55,231 e	61,988 e	72,473 e	2,007 e	16,652 e		153,120	
To:	Sect. 5307	80/0/20		11,482 e				34,508 e	45,990	
	Sect. 5309	80/0/20	85,968 e	73,194 e		94,513 e	92,092 e	92,527 e	79,762 e	432,088
	Sect. 5337 - SGR	80/0/20			44,774 e				44,774	
									Program Total: 676,412	

Description: Provides funds for rehabilitation of segments of Metrorail system, particularly the Red, Orange and Blue lines.

Modification: Change Funding Source **Approved on: 3/14/2014**
 In FY 2014, change source of \$7.672 million in Local funding and \$27.299 million in Section 5309 funding to PRIAA.
Amendment: Update FY14 Project Information **Approved on: 6/27/2014**
 The purpose of this amendment is to modify project budgets and sources of funds in the TIP for FY 2014 in order to match those in WMATA's FY14 grant applications. TIP's FY14 program would increase from \$728.5M to \$784.6M.

Systems and Technology										
TIP ID: 5858	Agency ID:	Title: Systems and Technology						Complete:		
Facility:	Local	0/0/100	37,880 e	53,444 e	57,990 e	88,827 e	74,555 e	54,934 e	41,374 e	371,124
From:	Sect. 5307	80/0/20	5,250 e	17,834 e	7,700 e			11,128 e	18,098 e	54,760
To:	Sect. 5309	80/0/20	70,468 e	10,257 e				403 e		10,660
	Sect. 5309-SGR	80/0/20		1,875 e						1,875
	Sect. 5337 - SGR	80/0/20			14,826 e					14,826
									Program Total: 453,245	

Description: Provides funds for
 a. Rail Power Systems: upgrade of rail system's power supply.
 b. Operations Support Software: purchase and/or replacement of software that supports the transit system.
 c. Business Support Software & Equipment: purchase and/or replacement of software and equipment that supports the agency's mission.
 d. Rail Fare Equipment: purchase and/or replacement of fare equipment for the transit system.

Amendment: Update FY14 Project Information **Approved on: 6/27/2014**
 The purpose of this amendment is to modify project budgets and sources of funds in the TIP for FY 2014 in order to match those in WMATA's FY14 grant applications. TIP's FY14 program would increase from \$728.5M to \$784.6M.

**WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

Source	Fed/St/Loc	Previous Funding	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Source Total	
Track & Structures										
TIP ID: 5859	Agency ID:	Title: Track and Structures						Complete:		
Facility:	Local	0/0/100	1,198 e	4,743 e					4,743	
From:	PRIIA	50/0/50	117,210 e	52,254 e	42,029 e	52,653 e	64,427 e	61,540 e	67,000 e	339,903
To:	Sect. 5309	80/0/20	1,997 e							
	Sect. 5337 - SGR	80/0/20		31,542 e						31,542
									Program Total: 376,189	

Description: Provides funds for:
 a. Track Rehabilitation: maintain and rehabilitate track and track infrastructure including aerial structures.
 b. Station/Tunnel Rehabilitation: repair of water leaks in stations, vent shafts, air ducts, tunnels, tunnel liners, and other areas in the system.

Modification: Change Funding Source **Approved on: 3/14/2014**
 In FY 2014, reduce PRIIA funding by \$1.299 million.
Amendment: Update FY14 Project Information **Approved on: 6/27/2014**
 The purpose of this amendment is to modify project budgets and sources of funds in the TIP for FY 2014 in order to match those in WMATA's FY14 grant applications. TIP's FY14 program would increase from \$728.5M to \$784.6M.

Vehicles/ Vehicle Parts										
TIP ID: 5855	Agency ID:	Title: MetroAccess and Service Vehicles						Complete:		
Facility:	Local	0/0/100	930 e	659 e					659	
From:	Sect. 5307	80/0/20	39,827 e	15,070 e	15,558 e	19,108 e	13,695 e	20,856 e	21,734 e	106,021
To:	Sect. 5309	80/0/20	11,545 e							
									Program Total: 106,680	

Description: Provides funds for
 a. MetroAccess Vehicles: purchase/ replacement of Metro Access vehicles.
 b. Replacement of Service Vehicles: purchase/ replacement of vehicles that will be used Authority-wide for service activities.

Amendment: Update FY14 Project Information **Approved on: 6/27/2014**
 The purpose of this amendment is to modify project budgets and sources of funds in the TIP for FY 2014 in order to match those in WMATA's FY14 grant applications. TIP's FY14 program would increase from \$728.5M to \$784.6M.

**WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

Source		Fed/St/Loc	Previous Funding	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Source Total	
TIP ID: 5854 Agency ID:		Title: Buses - Replacement, Rehabilitation, Expansion, & Enhancements							Complete:		
Facility:	CMAQ	80/0/20		5,278 e		4,800 e	4,800 e	4,800 e		19,678	
From:											
To:	Local	0/0/100	25,124 e	500 e		512 e		4,166 e	8,686 e	13,864	
	PRIIA	50/0/50	14,671 e	25,252 e		2,707 e	588 e			28,547	
	Sect. 5307	80/0/20	204,498 e	113,665 e	120,111 e	136,036 e	139,811 e	122,995 e	141,812 e	774,430	
	Sect. 5339	80/0/20			12,162 e					12,162	
										Program Total: 848,681	

Description: Provides funds for
a. Replacement of Buses: replacement of the bus fleet.
b. Rehabilitation of Buses: mid-life rehabilitation of the bus fleet.
c. Bus Enhancements: purchase and/or replacement of equipment that upgrades or enhances the capability of the bus fleet.
d. Bus Fleet Expansion: expansion of the bus fleet to meet ridership growth.

Amendment: Update FY14 Project Information	Approved on: 6/27/2014
The purpose of this amendment is to modify project budgets and sources of funds in the TIP for FY 2014 in order to match those in WMATA's FY14 grant applications. TIP's FY14 program would be increased from \$728.5M to \$784.6M.	

Source		Fed/St/Loc	Previous Funding	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Source Total	
TIP ID: 5853 Agency ID:		Title: Rail Cars - Replacement, Rehabilitation, Expansion, & Enhancements							Complete:		
Facility:	Local	0/0/100	11,076 e	181 e	352 e	222 e	2,477 e	21,186 e	27,753 e	52,171	
From:											
To:	PRIIA	50/0/50	171,513 e	37,009 e	18,343 e	103,205 e	129,167 e	184,072 e	191,125 e	662,921	
	Sect. 5307	80/0/20	15,241 e				20,242 e			20,242	
	Sect. 5309	80/0/20	12,238 e	8,481 e		20,847 e	20,847 e	23,993 e	46,126 e	120,294	
	Sect. 5337 - SGR	80/0/20			20,236 e					20,236	
										Program Total: 875,864	

Description: Provides funds for:
a. Replacement of Rail Cars: replacement of the rail fleet, including the 1000-Series and 4000-Series rail cars.
b. Rehabilitation of Rail Cars: mid-life rehabilitation of rail fleet.
c. Rail Fleet Expansion: expansion of the rail fleet to meet ridership growth.
d. Rail Enhancements: enhancements to the rail fleet that improve safety, reliability, and passenger comfort.

Modification: Change Funding Source	Approved on: 3/14/2014
In FY 2014, change \$18 million of PRIIA funding to Section 5309.	
Amendment: Update FY14 Project Information	Approved on: 6/27/2014
The purpose of this amendment is to modify project budgets and sources of funds in the TIP for FY 2014 in order to match those in WMATA's FY14 grant applications. TIP's FY14 program would be increased from \$728.5M to \$784.6M.	

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

**RESOLUTION ON AN AMENDMENT TO THE FY 2013-2018 TRANSPORTATION
IMPROVEMENT PROGRAM (TIP) THAT IS EXEMPT FROM THE AIR QUALITY
CONFORMITY REQUIREMENT TO INCLUDE ADDITIONAL FUNDING FOR
THE EMERGENCY COMMUNICATION SYSTEM IN THE MALL TUNNEL PROJECT,
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 Moving Ahead for Progress in the 21st Century (MAP-21) 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 July 18, 2012 the TPB adopted the FY 2013-2018 TIP; and

WHEREAS, in the attached letter of June 26, 2014 DDOT has requested an amendment to the FY 2013-2018 TIP to add \$2.14 million in National Highway Performance Program (NHPP) funding to FY 2014 for the Emergency Communication System in the Mall Tunnel project, as described in the attached materials; and

WHEREAS, this project is exempt from the air quality conformity requirement, as defined in Environmental Protection Agency (EPA) regulations "40 CFR Parts 51 and 93 Transportation Conformity Rule Amendments: Flexibility and Streamlining; Final Rule," issued in the May 6, 2005, *Federal Register*;

NOW, THEREFORE, BE IT RESOLVED THAT the Steering Committee of the National Capital Region Transportation Planning Board amends the FY 2013-2018 TIP to add \$2.14 million in NHPP funding to FY 2014 for the Emergency Communication System in the Mall Tunnel project, as described in the attached materials.

**Adopted by the Transportation Planning Board Steering Committee at its regular meeting on
June 27, 2014.**

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF TRANSPORTATION



d. Policy, Planning, Sustainability Administration

June 26, 2014

The Honorable Patrick Wojahn, Chairperson
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 Wojahn,

The District Department of Transportation (DDOT) requests that the District's portion of the FY 2013-2018 Transportation Improvement Program (TIP) be amended to increase construction funding for TIP# 6196 Emergency Communication System in the Mall Tunnel for FY 2014 from \$3,500,000 to \$5,640,000.

This project does not add additional capacity for motorized vehicles and does not require conformity analysis or public review and comment. The funding source has been identified, and the TIP will remain fiscally constrained. Therefore, DDOT requests that the TPB Steering Committee approve this amendment at its June 27, 2014 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,

A handwritten signature in black ink, appearing to read 'Samuel Zimbabwe', written over a white background.

Samuel Zimbabwe
Associate Director, Policy, Planning, and Sustainability Administration (PPSA)

cc: Mark Rawlings, DDOT – PPSA (via e-mail)
Jameshia Peterson, DDOT – PPSA (via email)
Eric Stults, DDOT – Resource Management (via e-mail)

6/27/2014

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

FY 2013 - 2018

Source	Fed/St/Loc	Previous Funding	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Source Total	
Maintenance										
Bridge Replacement/Rehabilitation Program										
TIP ID: 6196 Agency ID: PM0D8A			Title: Emergency Communication System in the Mall Tunnel						Complete:	

Facility: Mall Tunnel	NHPP	80/20/0		5,640	c				5,640
From:									
To:								Program Total:	5,640

Description: Upgrading and installation of a new communication system in the District's visiting tunnel to improve safety and security.

Amendment: Add Funding Increase NHPP funding in FY 2014 by \$2.14 million.	Approved on: 6/27/2014
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NATIONAL CAPITAL REGION

TRANSPORTATION PLANNING BOARD

Item 5

MEMORANDUM

July 10, 2014

TO: Transportation Planning Board

FROM: Gerald K. Miller
Acting Co-Director, Department of
Transportation Planning

RE: Letters Sent/Received Since the June 18TPB Meeting

The attached letters were sent/received since the June 18 TPB meeting. The letters will be reviewed under Agenda 5 of the July 16 TPB agenda.

Attachments



U.S. Department
of Transportation

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

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

JUL 09 2014

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

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

Dear Chairman Wojahn and Mr. Robinson:

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

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

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

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

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

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

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

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

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

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

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


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

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

Sincerely,



Brigid Hynes-Cherin
Region III Administrator
Federal Transit Administration



Joseph C. Lawson
DC Division Administrator
Federal Highway Administration

cc: FHWA Maryland Division
FHWA Virginia Division

Green Streets Workshop

Best Practices Around the Region and the Country



Green Streets use landscaping, trees and other design elements to capture and filter stormwater runoff.

This workshop is will bring together DOT staff and their colleagues in environmental programs, to discuss:

- How implementation challenges are being overcome around the region and across the country
- Highway, urban, and residential green street success stories
- Technical, financial, and regulatory hurdles to project implementation

This workshop is sponsored by the Metropolitan Washington Council of Governments and the National Capital Region Transportation Planning Board

Photos:
District of Columbia Department of the Environment,
Arlington County Department of Environmental Services

Date:
July 28th, 2014

Time:
12:30 – 4:30 p.m.
Training Center, 1st Floor
(Lunch at 11:30 a.m.)

Location:
Metropolitan Washington Council of Governments
777 North Capitol Street
Washington, DC 20002

RSVP:
https://www.mwcog.org/calendar/registration.asp?COMMITTEE_ID=103&EVENT_ID=8791

For questions, please contact Mike Farrell,
mfarrell@mwcog.org or
Amanda Campbell,
acampbell@mwcog.org

ITEM 7 – Action

July 16, 2014

Approval of Regional Car Free Day 2014 Proclamation

Staff Recommendation: Approve the enclosed Car Free Day 2014 Proclamation.

Issues: None

Background: In an effort to create awareness of and encourage residents to go car free by using public transportation, bicycling or walking, or go car lite and carpool, Regional Car Free Day events are being organized in the region for Monday, September 22. These events will encourage the community and regional decision-makers to support car free policies and initiatives.

July 16, 2014



**NATIONAL CAPITAL REGION
TRANSPORTATION PLANNING BOARD**

**PROCLAMATION ESTABLISHING SEPTEMBER 22, 2014
AS CAR FREE DAY
IN THE WASHINGTON METROPOLITAN REGION**

WHEREAS, the National Capital Region Transportation Planning Board (TPB) is the Metropolitan Planning Organization for the Washington Region; and

WHEREAS, the TPB through its Commuter Connections program promotes and organizes the annual Car Free Day event along with its network members throughout the Washington area; and

WHEREAS, Car Free Day invites Washington region citizens to telework and try alternative forms of transportation such as transit, bicycling and walking, and “car lite” methods such as carpools and vanpools; and

WHEREAS, Car Free Day benefits the National Capital Region through improved air quality, reduced traffic congestion and parking demands, and the conservation of energy; and

WHEREAS, Car Free Day corresponds with international mobility week, occurring September 16-22, celebrating sustainable mobility.

NOW, therefore, be it resolved that the National Capital Region Transportation Planning Board:

- 1. Proclaims September 22, 2014 as Car Free Day throughout the Washington Metropolitan Region; and**
- 2. Encourages citizens to pledge to be Car Free or Car-lite by visiting www.carfreemetrodc.org; and**
- 3. Asks TPB Member jurisdictions to adopt similar proclamations in support of Car Free Day.**

Chair, National Capital Region Transportation Planning Board

ITEM 8 - Action

July 16, 2014

Approval of Technical Assistance Recipients Under the FY 2015 Transportation/Land Use Connections (TLC) Program

Staff Recommendation: Receive briefing on the recommended TLC technical assistance recipients and approve them under the FY 2015 TLC program.

Issues: None

Background: On March 7, 2014 the Call for Project Applications for the FY 2015 TLC program was released. During March, the TLC brochure and application form were distributed to TPB member jurisdictions inviting applications for short-term technical assistance to advance transportation and land-use planning activities at the local level. On June 19, a technical review committee met to review the applications received by the due date of May 21, and to develop a list of TLC technical assistance recipients recommended for funding. The review committee is chaired by Ms. Julia Koster, TPB member, representing the National Capital Planning Commission.



NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD

MEMORANDUM

TO: National Capital Region Transportation Planning Board

FROM: John Swanson, Principal Transportation Planner
Lamont Cobb, Transportation Planner

SUBJECT: Recommended projects for technical assistance funding under the FY 2015 Transportation/Land-Use Connections (TLC) Program

DATE: July 10, 2014

This memorandum presents a summary of the FY 2015 TLC project selection process and recommendations for funding in FY2015.

The TLC Project Selection Panel met on June 19, 2014 to review TLC applications for the new fiscal year and develop a list of recommended projects for the FY 2015 round of TLC technical assistance. At that meeting, the panel selected nine projects at a cost of \$420,000 to recommend for TPB approval at the Board meeting on July 16, 2014.

BACKGROUND ON THE TLC PROGRAM

The TPB initiated the Transportation/Land-Use Connections (TLC) Program in November 2006 to provide support to local jurisdictions as they deal with the challenges of integrating land-use and transportation planning at the community level. In addition to providing technical assistance, the TLC Program includes a Regional Peer Exchange Network and a web-based clearinghouse. Since 2012, the TLC Program has provided staff support for the project selection process for funding sub-allocated to the Washington metropolitan region under the federal Transportation Alternatives Program.

At the close of the FY 2014 round of the TLC technical assistance program, the TPB had completed 72 technical assistance projects in 18 of the TPB member jurisdictions for a total of \$2,360,000. Twelve projects were completed in the District of Columbia, 38 projects were completed in Maryland, and 22 were completed in Virginia. Two projects were multi-jurisdictional.

The TLC Program began with a pilot phase in 2007, and has continued with eight fiscal-year phases from FY 2008 through FY 2015. Beginning in FY2008, additional funding for projects in Maryland jurisdictions has been provided every year through Maryland's Technical Assistance account in the TPB's Unified Planning Work Program (UPWP), with the support of the Maryland Department of Transportation (MDOT). Special funding for Virginia projects was provided in 2007 through the Virginia Department of Transportation (VDOT) Multimodal Planning Grants Program.

Since FY 2009, the program has provided a range of funding for each project between \$20,000 and \$60,000. This funding range offers the potential for scaling applications so that technical assistance can

be awarded at amounts less than what was requested. Beginning with the FY2009 round of projects, the TPB approved the use of an independent selection panel to oversee the project selection process.

Beginning in FY2013, the program began funding 30% design projects in addition to planning studies. This new category is intended to fund work on conceptual design/preliminary engineering that will move projects toward implementation.

The TLC Program launched its Regional Peer Exchange Network in 2011 to communicate information and best practices on a variety of TLC topics. The peer exchange has offered several workshops and a series of webinars on topics such as planning for “mobility hubs” near Metrorail stations, development opportunities in commuter rail station areas, and affordable housing risk analysis near transit-oriented developments.

Attachment A provides a complete list of all projects completed through the TLC technical assistance program. For more information about completed projects, please visit the TLC website at www.mwcog.org/tlc and click on “Completed Projects” under Technical Assistance Program.

SELECTION PROCESS FOR FY 2015 TECHNICAL ASSISTANCE PROJECTS

APPLICATION PROCESS

On March 7, 2014, the TPB issued a call for projects for the FY 2015 round of TLC technical assistance. The deadline for application submissions was May 21, 2014. Applicants were invited to submit optional abstracts which provided them with an opportunity to have TPB staff review project concepts and provide feedback on how to develop stronger TLC applications. Abstracts were due on April 4, 2014, and applicants received feedback by April 25, 2014. TPB staff received ten abstracts.

For this application cycle, a total of \$420,000 is available for TLC technical assistance. Of this total, \$260,000 is available from the TPB’s FY 2015 UPWP. In addition, the Maryland Department of Transportation (MDOT) has committed \$160,000 from its technical assistance account in the UPWP for projects in Maryland.

In the FY 2015 program, technical assistance is again being offered in amounts ranging between \$20,000 and \$60,000 for planning projects, and up to \$80,000 for 30% design projects.

SELECTION PROCESS

The TPB continues to use the selection process established in FY 2009. The following experts participated on the selection panel:

Julia Koster, Chair (non-voting TPB member)
Director, Office of Public Engagement
National Capital Planning Commission

Jonathan Esslinger
Director, Transportation and Development Institute
American Society of Civil Engineers

Kimberly Fisher
Associate Director, Technical Activities Division
Transportation Research Board

Joel Mills
Director, Communities by Design
The American Institute of Architects

The selection panel met on June 19, 2014, to review the project applications and develop a list of recommended projects for the FY 2015 round of TLC technical assistance. The selection panel used previously established evaluation criteria and their own extensive industry knowledge to assess the proposed projects. TPB staff provided an overview of previous rounds of the TLC Technical Assistance Program and were available to answer any questions related to the program. The selection panel reviewed each application and divided the projects into low, medium, and high priorities for the TLC Program.

After review of the regional and local merits of each project, the selection panel developed a list of nine projects to recommend to the TPB for approval. The end result of the panel's deliberations is a slate of projects that the selection panel endorses as the most locally and regionally beneficial. The panel strove to balance the TPB's portion of funding between the District of Columbia, Maryland, and Virginia, while also attempting to create a package of projects that addresses a diversity of topics affecting core, inner, and outer jurisdictions.

FUNDING RECOMMENDATIONS FOR FY 2015

APPLICATIONS RECEIVED

The TPB received a total of 14 applications for FY 2015 TLC technical assistance. Three applications were submitted for consideration as 30% design projects and 11 applications were submitted for planning technical assistance. The District of Columbia submitted three applications, Maryland jurisdictions submitted five applications, and Virginia jurisdictions submitted six applications. Attachment B provides a list of all applications received for FY2015.

Funding requests ranged from \$30,000 to \$60,000 for planning funds, and \$70,000 to \$80,000 for 30% design applications. The total requested amount of all applications was \$730,000, with \$495,000 in requests for planning funds and \$235,000 in requests for 30% design funds. The total funding requested this year was 9.2% higher than in FY 2014. Last year, however, the TPB received more applications—18 in all for FY2014.

PROJECT RECOMMENDATIONS

The TLC selection panel recommends that the TPB approve the following nine projects under the FY 2015 TLC Technical Assistance Program. The total cost of these projects is \$420,000. Of this amount, \$260,000 is from the TPB's UPWP regional funds and \$160,000 is from Maryland's technical assistance account in the UPWP.

Two of the recommended projects are for 30% design work, which is noted below. The remaining seven projects are for planning activities.

District of Columbia

- ***District of Columbia: Connecticut Avenue / Forest Hills Paving Removal Strategy (\$70,000)***
30% Design Project
The District of Columbia requests design assistance to implement the findings of a 2011 TLC planning project to improve infrastructure related to impervious surfaces and underground elements around the Van Ness/UDC Metro Station. The project will utilize low-impact development techniques to accommodate stormwater on-site, and reduce the risk of flooding for the Metro station and other subterranean utilities. The completion of the project will provide lessons in how to handle runoff in built-up areas with hilly terrain while protecting below-grade infrastructure.

Maryland

- ***Charles County – College of Southern Maryland, Hughesville Transportation Study (\$30,000)***
Charles County requests assistance to draft a master plan for transit services and land use for a new campus of the College of Southern Maryland in Hughesville. The plan will integrate transit connections in Charles, Calvert and St. Mary’s counties and guide future service development and land use on the campus. This project will provide lessons to other suburban jurisdictions on the coordination of transit services for new developments. The applicant requested \$60,000 for this study. Due to funding constraints, the panel recommends funding it at \$30,000.
- ***City of College Park – Complete and Green Streets Policy and Implementation Study (\$30,000)***
The City of College Park requests assistance to draft an implementation study for complete and green streets, with a prioritized list and cost estimates of improvements. The consultant will work with city staff to review existing citywide plans, conditions and recommendations, develop citywide strategies and priorities and prepare a map depicting the target areas for improvement. The plan will help College Park realize its goals in environmental sustainability, promote mixed-use, compact development along Route 1 and at the College Park Metro Station. The study will complement existing city projects with private partners on stormwater management and low impact development.
- ***Montgomery County – Creating Placemaking Non-Auto Infrastructure in the Life Sciences Center (\$60,000)***
The Maryland-National Capital Park and Planning Commission requests assistance in planning the design and coordination of the Life Sciences Center Loop trail system. The trail will serve as a place-making feature for the Life Sciences Center and link to the proposed Corridor Cities Transitway in Montgomery County. The final product will be a policy guide to help the County coordinate the participation of public and private partners, and a unique trail system and design. The trail is an identified project in the larger Great Seneca Science Center master plan, which requires development to make contributions towards non-auto driver mode share goals.
- ***Prince George’s County – Central Avenue Connector Trail Implementation Study (\$30,000)***
The Maryland-National Capitol Park and Planning Commission requests assistance to complete an implementation study on an east-west trail in the Central Ave/Blue Line Corridor. The Route would begin just east of the D.C. boundary and Capitol Heights Metro Station, continuing along residential

streets and existing and planned WMATA right of way before ending at the Largo Metro Station, with connections to the Addison Road and Morgan Boulevard stations. The study will help identify preferred and alternative alignments, short- and long-term projects, and opportunities for redevelopment and CIP projects.

- ***Prince George's County – Town of Upper Marlboro Bicycle and Pedestrian Study (\$30,000)***
The Maryland-National Capital Park and Planning Commission requests assistance to complete a transportation study addressing bicycle and pedestrian access and connectivity for residents and workers in the Town of Upper Marlboro, the seat of government for Prince George's County. Although the town has a population of about 600 residents, 5,000-6,000 people commute to Upper Marlboro daily for work in government and related services. The final product will include the creation of a prioritized list of transportation improvements with cost estimates for the town, a review of best engineering practices for trails in flood prone areas, and next steps to seek funding and permitting for high priority projects.

Virginia

- ***Arlington County – Sycamore Street Metro Station Area Complete Streets Design (\$80,000)***
30% Design Project
Arlington County requests design assistance to create a “complete streets” design addressing safety, accessibility, and multimodal connections along North Sycamore Street to the East Falls Church Metro Station, which will be the new transfer point for Orange and Silver Line trains. The project will focus on four intersections along North Sycamore. The redesigned street will have improved connections for cyclists and pedestrians, and provide a model for adapting suburban-style Metro stations to changes in the system.
- ***Arlington County – Lee Highway Multimodal Needs Assessment (\$30,000)***
Arlington County seeks to create a transportation plan that identifies short-term improvements in the Lee Highway corridor between East Falls Church and Rosslyn. The County has identified Lee Highway as the last mixed-use corridor in Arlington County that has not undergone a comprehensive planning effort. The results of this project will allow the County to document existing conditions along the corridor and create an inventory of projects to be completed.
- ***City of Fairfax – Old Lee Highway “Great Street Multimodal Planning (\$60,000)***
The City of Fairfax requests assistance to complete a planning process to turn the existing two-lane Old Lee Highway into a “Great Street.” Old Lee connects Old Town Fairfax with Fairfax Boulevard and the Vienna Metrorail station. The project will include a review of existing transportation studies of the Old Lee Corridor, gathering input from the public, creating a conceptual plan, and presenting the results to the City Council.

PROJECT COMPLETION TIMELINE

On July 16, 2014, the TPB will be asked to approve the proposed slate of projects for the FY 2015 TLC technical assistance program. Upon approval of the projects, TPB staff will begin to coordinate with the jurisdictions that have been awarded technical assistance to commence the consultant selection process from the pre-qualified list of TLC consultants. All projects will begin in the fall, soon after consultant contracts are signed. The projects will be scheduled for completion by June 30, 2015.

**TPB Transportation/Land-Use Connections (TLC) Program Funding History FY 2007 through FY 2014, Proposed FY 2015
ATTACHMENT A**

Fiscal Year	Jurisdiction	Project	TPB Funding	MDOT Funding	VDOT Funding
2007	District of Columbia	Potomac Avenue Metro Station Revitalization Strategy	\$ 20,000		
2007	Montgomery/Prince George's Counties	Takoma/Langley Crossroads Pedestrian Access and Mobility Study	\$ 20,000		
2007	Charles County	Development of Urban Roads Standards	\$ 20,000		
2007	Fairfax County	Automobile "Levels of Service" in Transit Station Areas	\$ 20,000		
2007	Prince William County	Scoping Assistance: Impacts of BRAC on the Potomac Communities	\$ 20,000		
2007	Multiple	Public Presentation on Density Issues	\$ 20,000		
2007	Loudoun County	Leesburg-Dulles Greenway Bus Rapid Transit Feasibility Study (Town of Leesburg)			\$ 20,000
2007	Fairfax County	A Review of Rezoning Cases to Compare Projected and Actual Transportation Impacts			\$ 20,000
2007	City of Manassas Park	City Core Planning and Development: Strategic Action Plan Near the VRE Rail Station			\$ 20,000
2007	City of Falls Church	South Washington Street Corridor Planning			\$ 20,000
2007	City of Alexandria	A Review of the Transportation Management Plan (TMP) Program			\$ 20,000
2007		TOTAL:	\$ 120,000		\$ 100,000
		2007 TOTAL (TPB +VDOT):	\$ 220,000		
2008	District of Columbia	"Multimodal Takoma!" - Development of a Multimodal Scorecard	\$ 20,000		
2008	District of Columbia	Recommendations for Performance-Based Parking Regulations Near the Nationals Ballpark	\$ 20,000		
2008	City of Bowie	Community Charrette on Pedestrian Trail Feasibility to the Bowie MARC Station		\$ 20,000	
2008	City of Frederick	Assessment of Pedestrian Crossing Options at East Street and Carroll Creek	\$ 20,000		
2008	Frederick, City/County	Fort Detrick Area Transit and Non-Motorized Transportation Access Study		\$ 20,000	
2008	City of Greenbelt	Maximizing Transit Opportunities in Greenbelt		\$ 20,000	
2008	Montgomery County	Recommendations for the Bethesda Circulator (Bethesda Urban Partnership)	\$ 20,000		
2008	Prince George's County	Identification of Appropriate TOD Strategies for the Landover Metro Station Area		\$ 20,000	
2008	Prince George's County	Recommendations for "Complete Streets" in the Prince George's Plaza Transit District		\$ 20,000	
2008	Prince William County	Transportation and Land-Use Strategies for the Yorkshire Corridor	\$ 20,000		
2008	Arlington County	Parking Management Plans: Process Improvements for Parking in New Development	\$ 20,000		
2008		TOTAL:	\$ 120,000	\$ 100,000	
		2008 TOTAL (TPB+MDOT):	\$ 220,000		
2009	District of Columbia	Gateway Transportation Enhancement Project (NoMa BID)	\$ 50,000		
2009	City of Bowie	Pedestrian Trail System, Phase I Concept Development		\$ 20,000	
2009	Frederick County	MD-355 / MD-85 TOD Study		\$ 60,000	
2009	City of Greenbelt	Pedestrian and Bicycle Master Plan	\$ 30,000		
2009	City of Rockville	Complete Streets Policy	\$ 30,000		
2009	Prince George's County	Non-Motorized Transportation Study (Town of Cheverly)	\$ 10,000	\$ 20,000	
2009	City of Manassas Park	Marketing the Redevelopment Potential of TOD	\$ 20,000		
2009	Prince William County	Sustainability of Mixed-Use Development at Commuter Rail Stations	\$ 30,000		
2009		TOTAL:	\$ 170,000	\$ 100,000	
		2009 TOTAL (TPB+MDOT):	\$ 590,000		
2010	District of Columbia	Independent Shuttle Bus Consolidation Strategy for the Greater Brookland Community	\$ 25,000		
2010	District of Columbia	Golden Triangle Business Improvement District Design Standards (Golden Triangle BID)	\$ 30,000		
2010	Charles County	Waldorf Urban Transportation Improvement Plan	\$ 30,000		
2010	Prince George's County	Purple Line Bicycle Access and Bicycle Hub Location Study	\$ 30,000		
2010	Prince George's County	Interim Pedestrian Safety Measures for the New Carrollton Metro Station		\$ 30,000	
2010	Prince George's County	Pedestrian-to-Transit Accessibility Prioritization Project		\$ 30,000	
2010	Arlington County	Multi-Use Trail Traffic Control Study	\$ 30,000		
2010	Fairfax County	Wiehle Avenue Station Multimodal Mobility Needs Analysis	\$ 45,000		
2010	Prince William County	Harbor Station Multimodal Commuter Center	\$ 30,000		
2010	Montgomery County	Analyzing Transportation Impacts of Neighborhood-Scale Retail		\$ 40,000	
2010		TOTAL:	\$ 220,000	\$ 100,000	
		2010 TOTAL (TPB+MDOT):	\$ 320,000		

**TPB Transportation/Land-Use Connections (TLC) Program Funding History FY 2007 through FY 2014, Proposed FY 2015
ATTACHMENT A**

2011	District of Columbia	Van Ness / UDC Metro and Commercial Corridor Enhancement Study	\$ 30,000		
2011	Frederick County	Freight Transportation and Land Use Connections	\$ 60,000		
2011	Montgomery County	US 29 / Cherry Hill Area TOD Scenarios	\$ 40,000	\$ 10,000	
2011	Prince George's County	Central Avenue TOD Corridor Pedestrian and Mobility Study		\$ 30,000	
2011	Prince George's County	Naylor Road Metro Station Area Accessibility Improvement Study		\$ 30,000	
2011	City of Rockville	Accessibility and Rockville's TODs: Safer Walkways to Transit		\$ 30,000	
2011	Arlington County	Best Practices in Providing Bicycle Facilities in Streetcar Corridors	\$ 30,000		
2011	Prince William County	Pedestrian Facility Standards for Mixed-Use Development Centers	\$ 60,000		
2011			TOTAL:	\$ 220,000	\$ 100,000
			2011 TOTAL (TPB+MDOT):	\$ 320,000	
2012	District of Columbia	Farragut Square Pedestrian Safety/Access Study	\$ 30,000		
2012	Montgomery County	Glenmont Community Visioning Workshop Plan		\$ 30,000	
2012	Prince George's County	Transitway Systems Study	\$ 20,000	\$ 40,000	
2012	City of Rockville	Bikeway Master Plan Update		\$ 30,000	
2012	City of Takoma Park	New Hampshire Avenue Streetscape Design Standards		\$ 30,000	
2012	Arlington County	ADA Evaluation	\$ 50,000		
2012	Fairfax County	Multimodal Transportation Hubs in Tysons Corner	\$ 60,000		
2012	Multiple	TOD Housing Needs Analysis for District of Columbia, Prince George's County and Alexandria	\$ 60,000		
2012			TOTAL:	\$ 220,000	\$ 130,000
			2012 TOTAL (TPB+MDOT):	\$ 350,000	
2013	District of Columbia	Study of Affordable Housing with Access to Jobs via Multi-Modal Transit	\$ 60,000		
2013	City of College Park	College Park Metro Station - TOD Analysis		\$ 30,000	
2013	City of Greenbelt	Greenbelt Bus Stop Safety and Accessibility Study		\$ 30,000	
2013	Montgomery County	Study to Establish Parking Credits Related to Bike Sharing		\$ 30,000	
2013	City of Rockville	Cross-Jurisdictional Development Impacts: Transportation Capacity Analysis		\$ 30,000	
2013	City of Takoma Park	New Hampshire Avenue Multiway Boulevard Feasibility Study	\$ 10,000	\$ 40,000	
2013	City of Falls Church	Analysis of Transportation Demand Management along the Washington Street Corridor	\$ 40,000		
2013	Town of Middleburg	Washington Streetscape Improvement Plan	\$ 30,000		
2013	City of Frederick	East Street Trail Project Design (30 Percent Design Pilot Project)	\$ 80,000		
			TOTAL:	\$ 220,000	\$ 160,000
			2013 TOTAL (TPB+MDOT):	\$ 380,000	
2014	District of Columbia	Parking Demand Research	\$ 60,000		
2014	District of Columbia	Sustainable DC: Healthy by Design Standards for Affordable Housing	\$ 30,000		
2014	City of Bowie	Bowie Heritage Trail Pedestrian Underpass of MD 197		\$ 40,000	
2014	City of Frederick	Golden Mile Multimodal Access Enhancement Plan		\$ 35,000	
2014	City of Gaithersburg	The Gaithersburg Connector: A Circulator Bus Network		\$ 45,000	
2014	Montgomery County	Guidance for Bikeway Classifications		\$ 40,000	
2014	Fairfax County	Bringing Capital Bikeshare to Reston, VA	\$ 30,000		
2014	Loudoun County	Enhancing Bicycle/Pedestrian Connectivity around Future Metro Stations	\$ 30,000		
2014	District of Columbia	Green Street: 19th Street Paving Removal Strategy (30 Percent Design Project)	\$ 70,000		
2014			TOTAL:	\$ 220,000	\$ 160,000
			2014 TOTAL (TPB + MDOT):	\$ 380,000	
			TOTAL:	\$ 1,510,000	\$ 750,000
			TOTAL TLC FUNDING TO DATE:	\$2,360,000	

ATTACHMENT A



TPB Transportation/Land-Use Connections (TLC) Program FY 2015 Applications

District of Columbia		Requested Amount
<i>Planning</i>		
	Aerial Gondola Feasibility and Planning Study	\$ 60,000
<i>30% Design</i>		
	Connecticut Ave / Forest Hills Paving Removal Strategy	\$ 70,000
	Streetscape Improvements along North Capitol Street	\$ 80,000
Maryland		
<i>Planning</i>		
Charles County	College of Southern Maryland, Hughesville Transportation Study	\$ 60,000
City of College Park	College Park Complete and Green Streets Policy and Implementation Plan	\$ 30,000
Montgomery County	Creating Non-Auto Infrastructure in the Life Sciences Center	\$ 60,000
Prince George's County	Central Avenue Trail Implementation Study	\$ 30,000
Prince George's County	Town of Upper Marlboro Bicycle and Pedestrian Study	\$ 30,000
Virginia		
<i>Planning</i>		
Arlington County	Lee Highway Multimodal Needs Assessment	\$ 60,000
City of Fairfax	Old Lee Highway "Great Street" Multimodal Planning	\$ 60,000
City of Falls Church	Boundary Adjustment Area Transportation Planning	\$ 45,000
Prince William County	Redevelopment Strategies for an Aging Planned Community	\$ 60,000
<i>30% Design</i>		
Arlington County	Sycamore Street Metro Station Area Complete Streets Design	\$ 80,000



TRANSPORTATION/LAND USE CONNECTIONS PROGRAM

FY 2015 PROJECT RECOMMENDATIONS
 TRANSPORTATION PLANNING BOARD
 JULY 16, 2014

BACKGROUND

TLC PROGRAM

SUPPORTS KEY STRATEGIES IN:

- THE TPB'S REGIONAL MOBILITY AND ACCESSIBILITY SCENARIO STUDY
- PROMOTE IMPLEMENTATION OF TPB VISION GOALS

THE TLC PROGRAM BEGAN IN NOVEMBER 2006 WITH TWO COMPONENTS:

- REGIONAL CLEARINGHOUSE
- TECHNICAL ASSISTANCE



HISTORY

TECHNICAL ASSISTANCE

74 PROJECTS FUNDED AT \$2,360,000
 -2 REGIONAL



COMMON CHALLENGES ADDRESSED:

- BIKE/PED ISSUES
- COMPLETE STREETS
- ENHANCEMENTS TO TRANSIT ACCESS
- TOD ANALYSIS

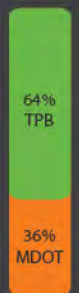


FUNDING

AVAILABLE FOR FY 2015

\$290,000 IN TPB FUNDING FOR TLC TECHNICAL ASSISTANCE IN PLANNING AND DESIGN PROJECTS REFLECTING THE DIVERSITY OF ISSUES CONCERNING TRANSPORTATION AND LAND USE IN THE REGION.

\$160,000 IN FUNDING FROM THE MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT) TO SUPPORT PROJECTS IN MARYLAND WITH EMPHASIS ON TRANSIT ORIENTED DEVELOPMENT



\$450,000 TOTAL

PROCESS

FY 2015 PROJECT SOLICITATION

SOLICITATION

- MARCH 7 - MAY 21, 2014
- MARCH 4 OPTIONAL ABSTRACTS DUE - 10 RECEIVED

SUMMARY

- THE TPB RECEIVED 14 APPLICATIONS FROM 10 JURISDICTIONS
- 11 APPLICATIONS FOR PLANNING TECHNICAL ASSISTANCE (\$495,000)
- 3 APPLICATIONS FOR DESIGN ASSISTANCE (\$230,000)

SELECTION

FY 2015 PROJECT SELECTION AND DELIVERY

TLC PROJECT SELECTION PANEL

- JULIA KOSTER, CHAIR (NCPC AND TPB)
- AMERICAN INSTITUTE OF ARCHITECTS
- AMERICAN SOCIETY OF CIVIL ENGINEERS
- TRANSPORTATION RESEARCH BOARD

DELIVERY OF TECHNICAL ASSISTANCE

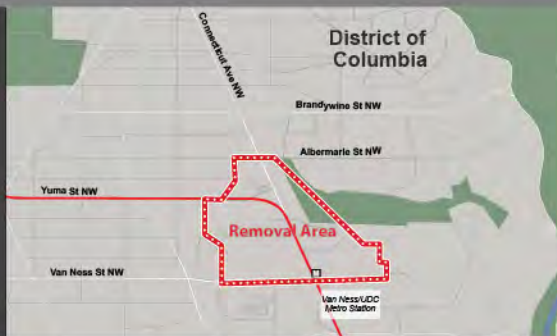
- CONSULTANT SELECTION AUGUST/SEPTEMBER 2014
- PROJECT WORK: OCTOBER 2014 - JUNE 2015

RECOMMENDATIONS

FY 2015 PROJECTS - DESIGN



DISTRICT OF COLUMBIA \$70,000
CONNECTICUT AVE/FOREST HILLS PAVING REMOVAL STRATEGY



RECOMMENDATIONS

FY 2015 PROJECTS - PLANNING



CHARLES COUNTY \$30,000
COLLEGE OF SOUTHERN MARYLAND TRANSPORTATION STUDY



RECOMMENDATIONS

FY 2015 PROJECTS - PLANNING

ARLINGTON COUNTY \$30,000
LEE HIGHWAY MULTIMODAL NEEDS ASSESSMENT



RECOMMENDATIONS

FY 2015 PROJECTS - DESIGN

ARLINGTON COUNTY \$80,000
NORTH SYCAMORE COMPLETE STREETS DESIGN



RECOMMENDATIONS

FY 2015 PROJECTS - PLANNING

CITY OF FAIRFAX \$60,000
OLD LEE HIGHWAY GREAT STREETS MULTIMODAL PLANNING



RECOMMENDATIONS

REQUESTED TPB ACTION

APPROVAL OF FY 2015 RECOMMENDED PROJECTS



\$260,000 IN TECHNICAL ASSISTANCE FOR REGIONAL PROJECTS

\$160,000 IN TECHNICAL ASSISTANCE FOR MDOT PROJECTS

RECOMMENDATIONS

FY 2015 PROJECTS - PLANNING

ARLINGTON COUNTY \$30,000
LEE HIGHWAY MULTIMODAL NEEDS ASSESSMENT



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CONTACT

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TPB MEMBER
DIRECTOR, OFFICE OF PUBLIC ENGAGEMENT
NATIONAL CAPITOL PLANNING COMMISSION

TLC TRANSPORTATION / LAND-USE CONNECTIONS PROGRAM

BACKGROUND AND SUMMARY

FY 2015 APPLICATION PROCESS

RECOMMENDATIONS

ITEM 9 - Action

July 16, 2014

Approval of an Update of the Coordinated Human Service Transportation Plan for the Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program

Staff Recommendation: Adopt Resolution R1-2015 to approve the key elements of the update to the Coordinated Plan in preparation for a grant solicitation for the Enhanced Mobility funds from August to October. The Board will be asked to approve the entire update to the Coordinated Plan in September.

Issues: None

Background The Coordinated Human Service Transportation Plan, which was approved by the TPB in 2009, must be updated to guide funding decisions for the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program. At its June 18 meeting, the Board was briefed on key elements of the update of the Coordinated Plan which include the competitive selection framework for the Enhanced Mobility Program. On June 12, the key elements of the update of the plan were released for a 30-day public comment period that ended July 12.

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

**RESOLUTION APPROVING THE KEY ELEMENTS OF THE UPDATE TO THE
COORDINATED HUMAN SERVICE TRANSPORTATION PLAN FOR THE NATIONAL
CAPITAL REGION**

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 Moving Ahead for Progress in the 21st Century (MAP-21) for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

WHEREAS, under the Safe, Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), COG, as the administrative agent for the TPB, served as the Designated Recipient for the JARC and New Freedom programs for the Washington DC-VA-MD Urbanized Area; and

WHEREAS, in July 2006 the TPB established the Human Service Transportation Coordination Task Force to oversee the development of a Coordinated Human Service Transportation Plan to guide funding decisions for three programs under SAFETEA-LU Job Access and Reverse Commute (JARC), New Freedom and the Elderly and Disabled Individual program; and

WHEREAS, since 2007, the TPB has facilitated seven project solicitations and selections that have resulted in 66 JARC and New Freedom grants totaling over \$25 million in Federal and matching funds; and

WHEREAS, the first Coordinated Plan, which included the framework for the competitive selection process of JARC and New Freedom grants, was adopted by the TPB at its regular meeting on April 18, 2007 (R22-2007); and

WHEREAS, an Update to the Coordinated Plan was adopted by the TPB at its regular meeting on December 19, 2009 (R13-2010); and

WHEREAS, MAP-21 created the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program to “improve mobility for seniors and individuals with disabilities ... by removing barriers to transportation services and expanding the transportation mobility options available”; and

WHEREAS, in June 2013 the Governor of Maryland, the Governor of Virginia and the Mayor of the District of Columbia designated COG, as the TPB’s administrative agent, the recipient of

the Enhanced Mobility program for the Washington, DC-VA-MD Urbanized Area.

WHEREAS, the Federal Transit Administration (FTA) issued final guidance for the Enhanced Mobility program on June 6, 2014 with FTA Circular 9070.1G; and

WHEREAS, FTA Circular 9070.1G requires that projects funded with the Enhanced Mobility program be included in or respond to strategies in a Coordinated Human Service Transportation Plan; and

WHEREAS, the five key elements of the Coordinated Plan are 1) an identification of unmet transportation needs of people with disabilities and older adults, 2) an inventory of existing transportation services for these population groups, 3) strategies for improved service and coordination, 4) priority projects for implementation, and 5) the framework for the competitive selection process; and

WHEREAS, the Coordinated Plan and subsequent updates were developed through a process that included participation by older adults, people with disabilities and representatives of public, private, and nonprofit transportation and human services providers; and

WHEREAS, the Human Service Transportation Coordination Task Force met five times between October 2013 and May 2014 to provide guidance on the update to the Coordinated Plan; and

WHEREAS, the Access for All Advisory Committee was invited to participate in the October 2013 and April 2014 Task Force meetings to provide input on the update to the Coordinated Plan; and

WHEREAS, on May 15 the Human Service Transportation Coordination Task Force concurred with the key elements of the update to the Coordinated Plan including the competitive selection criteria;

WHEREAS, on June 12 the key elements of the update of the Coordinated Plan were released for a 30-day public comment period that ended July 12; and

WHEREAS, the attached memorandum dated July 10, 2014 describes the key elements to the update to the Coordinated Plan, including the framework for the competitive selection process for the Enhanced Mobility program;

NOW, THEREFORE, BE IT RESOLVED THAT the NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD approves the key elements for the update to the Coordinated Human Service Transportation Plan for the National Capital Region.



NATIONAL CAPITAL REGION

TRANSPORTATION PLANNING BOARD

MEMORANDUM

TO: Transportation Planning Board

FROM: Wendy Klancher, Principal Transportation Planner
Lynn Winchell-Mendy, Transportation Planner III

SUBJECT: Summary of the Key Elements of the Update to the Coordinated Human Service Transportation Plan for the Section 5310 Enhanced Mobility of Seniors and Individuals With Disabilities Program

DATE: July 10, 2014

On June 18, the TPB was briefed on the key elements of the update to the Coordinated Human Service Transportation Plan for the Federal Transit Administration's (FTA's) Section 5310 Enhanced Mobility of Seniors and Individuals With Disabilities program. This memorandum provides a summary of the key elements as well as solicitation details for the Enhanced Mobility program. On June 12, the key elements of the update of the plan were released for a 30-day public comment period that ended July 12.

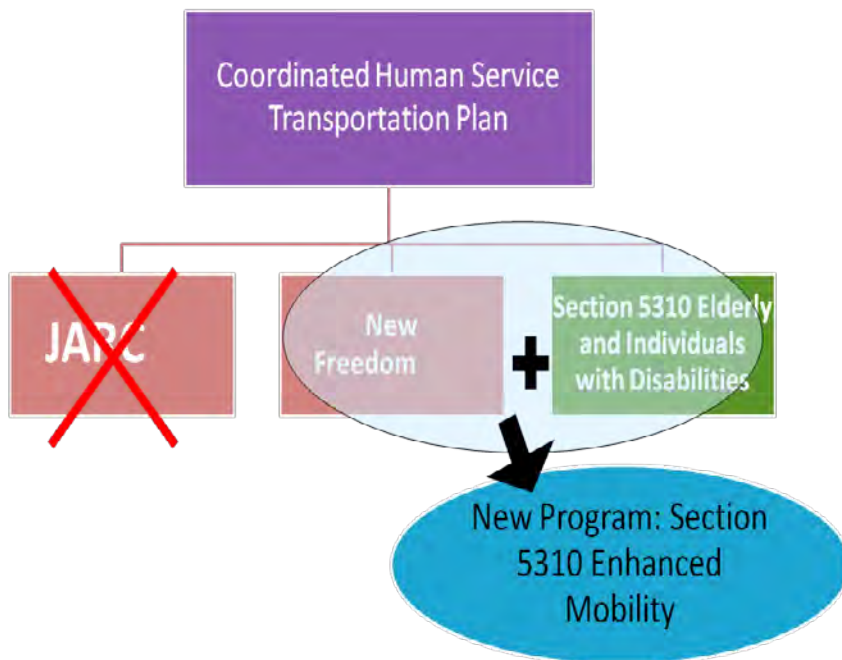
Background

The Coordinated Human Service Transportation Plan ("Coordinated Plan") must be updated to guide funding decisions for the Enhanced Mobility of Seniors and Individuals with Disabilities program. The TPB's first Coordinated Plan was adopted in 2007 and an update was approved in 2009 to guide funding decisions for FTA's Job Access and Reverse Commute (JARC) and New Freedom programs.

The FTA issued final guidance for the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program on June 6, 2014 ([FTA C 9070.1G](#)). The TPB will be asked to approve the key elements of the update to the Coordinated Plan on July 16 so that a solicitation for Enhanced Mobility funds can begin in August. In September, the TPB will be presented with the entire document for the update to the Coordinated Plan for approval. The major sections of the Coordinated Plan document are the key elements described in this memorandum. The Coordinated Plan from 2009 can be found [here](#).

The two-year transportation authorization, Moving Ahead for Progress in the 21st Century (MAP-21), made significant changes to the JARC and New Freedom programs: it eliminated the JARC program and consolidated the New Freedom and the Section 5310 Elderly and Individuals with Disabilities program into a new program “Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities”. These changes are illustrated in Figure 1 below. Federal rules require that funding decisions for the Enhanced Mobility program, as with JARC and New Freedom, must be guided by a Coordinated Human Service Transportation Plan.

Figure 1: Changes to the JARC and New Freedom Programs under MAP-21



The Enhanced Mobility Program

The Section 5310 Enhanced Mobility program combines the former New Freedom program with the old Section 5310 Elderly and Persons with Disabilities program. The goal of the Enhanced Mobility program is to “improve mobility for seniors and individuals with disabilities ... by removing barriers to transportation services and expanding the transportation mobility options available¹”. The annual apportionment for the Washington, DC-VA-MD Urbanized Area of approximately \$2.8 million can be spent throughout the Urbanized Area (see Figure 4). In consultation with the Maryland Transit Administration (MTA), the Virginia Department of Rail and Public Transportation (DRPT), the District Department of Transportation (DDOT) and Washington Metropolitan Area Transit Authority (WMATA), the TPB agreed to serve as the Designated Recipient for this new program. In June of 2013 the Governor of Maryland, the

¹ http://www.fta.dot.gov/documents/MAP-21_Fact_Sheet_-_Enhanced_Mobility_of_Seniors_and_Individuals_with_Disabilities.pdf

Governor of Virginia and the Mayor of the District of Columbia designated COG, as the TPB's administrative agent, the recipient of the Enhanced Mobility program for the Washington, DC-VA-MD Urbanized Area.

The FTA final guidance for the Enhanced Mobility program states that projects must be included in the Coordinated Plan. MAP-21 requires that Enhanced Mobility funds be matched: 50 percent for operating projects and 20 percent for capital and mobility management projects. The combined Enhanced Mobility program incorporates elements from both previous programs, including the mobility management designation, which enables those projects that improve access to multiple transportation options to take advantage of the 20 percent capital match. The TPB funded several mobility management-type projects under the JARC and New Freedom programs.

The Enhanced Mobility program includes a requirement that at least 55 percent of program funds must be used on capital projects that are "public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate or unavailable,"².

The FTA final guidance includes reporting requirements for subrecipients regarding ridership, asset conditions and vehicle inventories, some of which would have to be reported in the National Transit Database, in addition to significant procurement, Title VI and DBE requirements.

TPB Role in Job Access Reverse Commute (JARC) and New Freedom

Under SAFETEA-LU, COG, as the administrative agent for the TPB, served as the Designated Recipient for JARC and New Freedom for the Washington DC-VA-MD Urbanized Area. The TPB role under SAFETEA-LU with the JARC and New Freedom programs was to 1) establish a Task Force on human service transportation coordination to oversee the development to the Coordinated Plan; 2) solicit project proposals and select projects; and 3) administer and provide oversight for the grants as the designated recipient of JARC and New Freedom funds.

Since 2007, the TPB has facilitated seven project solicitations and selections, and TPB staff has provided grant administration and oversight of 66 JARC and New Freedom grants which total over \$25 million in Federal and matching funds. Grants include travel training, wheelchair-accessible taxicabs, low-interest car loans to low-income families, shuttles to employment training or sites, taxi vouchers, and door-to-door escorted transportation for older adults and people with disabilities. The types of agencies that received grants include non-profits, local government agencies, private transportation providers and WMATA.

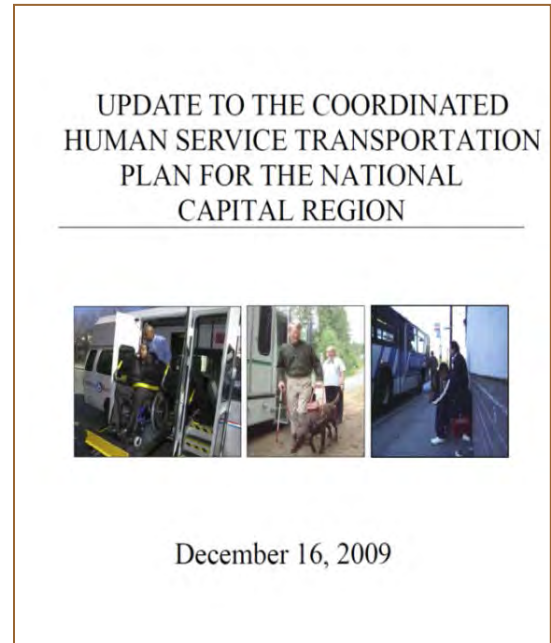
² http://www.fta.dot.gov/documents/MAP-21_Fact_Sheet_-_Enhanced_Mobility_of_Seniors_and_Individuals_with_Disabilities.pdf

COG/TPB staff will continue to administer and oversee the approximately 50 JARC and New Freedom grants that are still active.

The Human Service Transportation Coordination Task Force

The Human Service Transportation Coordination Task Force (“Task Force”) was created by the TPB in 2007 to oversee the development of the Coordinated Human Service Transportation Plan. Each year between 2007 and 2012 the Task Force established priority projects for the solicitation of JARC and New Freedom grant applications. In addition, the Task Force helps facilitate regional discussions about how to improve coordination and service delivery for people with disabilities, individuals with lower incomes and older adults.

The Task Force membership includes a representative from every TPB member jurisdictions’ transportation agency and human service agency. In addition, non-profit organizations, private transportation providers and consumers with disabilities and older adults are represented on the Task Force. A list of the Task Force’s current membership can be found [here](#).

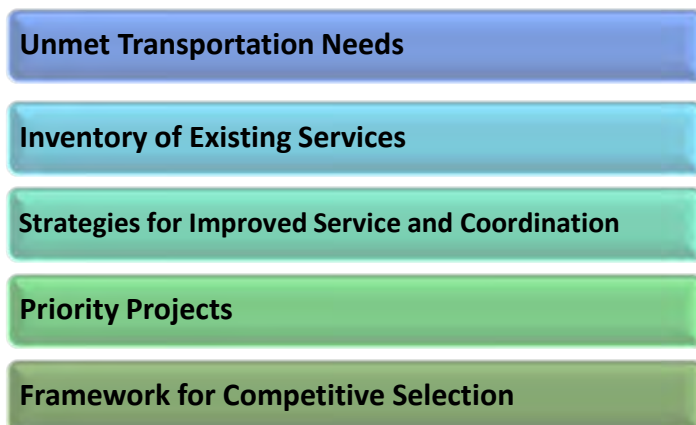


At Task Force meetings held between October 2013 and May 2014, including two with the Access for All Committee (AFA), members guided the development of the key elements of the update to the Coordinated Plan and the competitive selection criteria. At the May 15 Task Force meeting, members concurred with these key elements and selection criteria for presentation to the Board.

Key Elements of the Update to the Coordinated Plan

As previously stated, the TPB adopted the first Coordinated Plan in 2007 and approved an update to the Coordinated Plan in December 2009. These Coordinated Plans were used to guide funding decisions for the FTA’s JARC and New Freedom programs. The Coordinated Plan must be updated to respond to the requirements of the Enhanced Mobility Program.

Figure 2: Key Elements of the Coordinated Human Service Transportation Plan



There are five key elements of the Coordinated Plan. As Figure 2 illustrates, the key elements include 1) an identification of unmet transportation needs of people with disabilities and older adults, 2) an inventory of existing transportation services for these population groups, 3) strategies for improved service and coordination, 4) priority projects for implementation and 5) the framework for the competitive selection process.

Unmet Transportation Needs

Significant unmet transportation needs for people with disabilities, older adults and those with low-incomes were identified by Task Force and AFA members, and are the foundation for the strategies and priority projects. Five basic themes emerged from the numerous transportation needs identified. The five themes are the need for:

- Coordination of transportation services and programs within and across jurisdictions;
- Customer-focused services and more training for transportation providers;
- improved information and marketing on existing services;
- improvements and connections to existing services; and
- The need for additional options and more funding.

Inventory of Existing Services

An inventory of existing transportation services for people with disabilities and older adults is another key element for the update of the Coordinated Plan. A draft listing of specialized services by jurisdiction has been developed with information from the Reach-a-Ride database. [Reach a Ride](#) provides tailored information on the variety of specialized transportation options available in D.C., Suburban Maryland and Northern Virginia. The draft inventory can be found [here](#).

Strategies for Improved Service and Coordination

Federal guidance states that all projects funded under the Enhanced Mobility program must either be included in the Coordinated Plan, or respond to one of the strategies identified in the Plan. Four broadly defined strategies have been developed so that a wide range of project types could be implemented to improve transportation for people with disabilities and older adults:

- Coordinate transportation services and programs;
- Provide customer-focused services, improve marketing and training;
- Improve the accessibility and reliability of existing services; and
- Develop and implement additional transportation options.

Priority Projects

The priority projects identified below were developed to respond to the unmet transportation needs. The purpose of the priority projects is to signal to potential applicants the kinds of projects that are most needed in the region. Implementation is dependent on a project sponsor that is able and willing to carry out the project and provide the appropriate match funding. Agencies may also apply for other project types not listed as priority projects. It is important to note that applications for priority projects are not weighted more heavily than other project ideas; they are subject to the same competitive selection criteria and scoring mechanisms.

A. Mobility Manager Positions at the Local Government Level

A staff position within a county or city government that would facilitate coordination of transportation services provided by numerous agencies and non-profits within the jurisdiction and within the region to improve the quality and efficiency of services for people with disabilities and older adults.

B. Challenge Grant for Coordinated Planning Efforts

A jump start for human service transportation coordination efforts at the local level which would provide support for a planning process to explore how human service and transportation agencies can work together to improve the mobility of people with disabilities and older adults, by possibly sharing vehicles and resources.

C. Personal Mobility Counseling Services (Mobility Management at the Individual Level)

One to one help to customers in identifying their mobility needs and preferences, understanding the available options in their community and providing assistance with the application process or planning and reserving a trip as requested.

D. Travel Training

Teaching people with disabilities or older adults who are unfamiliar with public transit how to use fixed-route services.

E. Door-through-Door or Escorted Transportation Service

Escorted transportation services, sometimes referred to as door-through-door or assisted transportation, provide assistance to a rider who needs an aid and extra support to travel to and from their destination.

F. Expanded and On-Going Sensitivity and Customer Service Training for Taxi, Bus and Paratransit Drivers

More extensive and more comprehensive training (and refresher training) for front-line service providers who have direct interaction with older adults, people with disabilities and people of different socio-economic statuses.

G. Shuttle or Taxi service to Bus Stops and Rail Stations

Feeder service that addresses the “last-mile” problem and transports people who are unable to access their local bus stop or Metrorail station to nearby rail stations and bus stops that will link them to the regional transit system.

H. Bus Stop and Sidewalk Improvements

This project strives to eliminate barriers to the use of public transit by people using with mobility impairments with infrastructure improvements such as adding or redesigning curb cuts, sidewalks, and signage.

I. Deviated Bus or Feeder Service for Targeted Areas or Population Groups

For customers with disabilities who use human service agency services and currently rely on MetroAccess, an alternative would be a deviated bus or feeder service with public transit or a private service. The service could be targeted for people with developmental disabilities that attend day programs which are close in geographic proximity.

J. Pilot Programs that Expand the Use of Taxis for Medical Trips

The use of taxis for medical appointments, in particular for dialysis, instead of customers using MetroAccess, could help curb the cost of specialized transportation service and improve the customer’s experience.

K. Volunteer Driver Programs

Using volunteers to drive agency-owned or private vehicles to transport seniors and people with disabilities for any trip purpose or select trip purposes.

L. Tailored Transportation Service for Clients of Human Service Agencies

For people with disabilities who depend on agency transportation services because public transit is not a viable option (either because it is unavailable or due to the nature of disability). This project could include agencies providing direct transportation through owned or leased vans, and/or working together to provide a van or shuttle to common destinations which are geographically clustered.

Framework for Competitive Selection

The competitive selection process will be much like it was under the JARC and New Freedom programs. The selection committee will be chaired by the Task Force chair, and will include members from local human service and transit agencies, as well from national organizations with expertise in transportation for people with disabilities. Members will review and score the applications based on the selection criteria, and will make a set of funding recommendations to the TPB. The TPB will be asked to approve the recommendations based on the selection committee's deliberations.

The selection criteria have been reevaluated based on the TPB's experience in awarding and administering grants under the JARC and New Freedom programs. The selection criteria have remained substantially the same, with small changes being made to emphasize the importance of project feasibility and an agency's institutional capacity to manage an FTA grant. The following selection criteria include a maximum of 100 total points:

- **Responsiveness to strategies in the Coordinated Plan (20 points)**
Points will be awarded based on how many strategies in the Coordinated Plan that the project application addresses, in addition to how well the application responds to the strategies.
- **Demonstrates Coordination Among Agencies (25 points)**
Coordination can include providing service to clients of multiple agencies, coordinated purchasing, joint project planning and operation.
- **Institutional Capacity to Manage and Administer an FTA grant (20 points)**
This criterion considers the availability of sufficient management, staff and resources to implement an FTA grant, and stable and sufficient sources of funds to provide required match.
-
- **Project Feasibility (15 points)**
Proposed activities that are consistent with the objectives of funding, applications that clearly spell out how a project will be implemented with defined roles and responsibilities, and include an action plan with milestones and timelines.
- **Serves a Regional Need (10 points)**
Projects that serve more than one jurisdiction will be awarded more points than a project that includes only one jurisdiction.
- **Customer Focus and Involvement (10 points)**
To what extent does the applicant demonstrate an awareness of the needs of a targeted population group and how will customers be involved in the development and implementation of the proposed activity.

Solicitation Details

The TPB will be asked to approve the key elements for the update to the Coordinated Plan at its July 16 meeting. With that approval, a solicitation for grant applications for the Enhanced Mobility program could begin in August with applications due on October 1. \$5.04 million in Federal FY13 and FY14 funds will be available under the solicitation. Applicants will be asked to apply for two-year grants, with a recommended minimum grant application of \$250,000. The \$250,000 recommended grant request includes both the Federal portion and the match over a two-year period (\$125,000 per year).

Past experience with JARC and New Freedom grants has shown that grants less than \$250,000 were administratively burdensome relative to the size of the grant, and that grantees spent more time and resources to simply administer the grant (such as invoice documentation and reporting) than anticipated. Given that the administrative requirements are even more onerous under the Enhanced Mobility program, applicants will need to have the institutional capacity to manage an FTA grant. Smaller agencies unable to propose and/or implement a \$250,000 grant are encouraged to partner with other agencies or governmental entities to develop an application. Agencies partnering on a grant application would encourage a major goal of the FTA for this funding: coordination of existing specialized transportation services. The project solicitation, application and selection process will be based on the JARC and New Freedom process. However, the process will be tailored to address the restrictions that FTA included on project type and eligible subrecipients.

Federal rules require that at least 55% of the Enhanced Mobility annual apportionments be spent on capital projects, which can include mobility management³. Eligible subrecipients for the 55% capital funding are non-profit organization and local governments that meet certain conditions. The remaining 45% can be spent on both operating and capital projects and the eligible recipients include non-profit organizations, local governments, transit agencies and private providers.

As with JARC and New Freedom, matching funds must be identified at the time of application submittal. For project proposals that are capital or qualify as mobility management⁴, the required match is 20 percent. Operating projects require a 50 match. The source of the match can be private, local, state, or Federal Non-Transportation funds, but cannot include In-kind or non-cash donations.

³Mobility management is a category of projects that include coordination of more than one transportation provider.

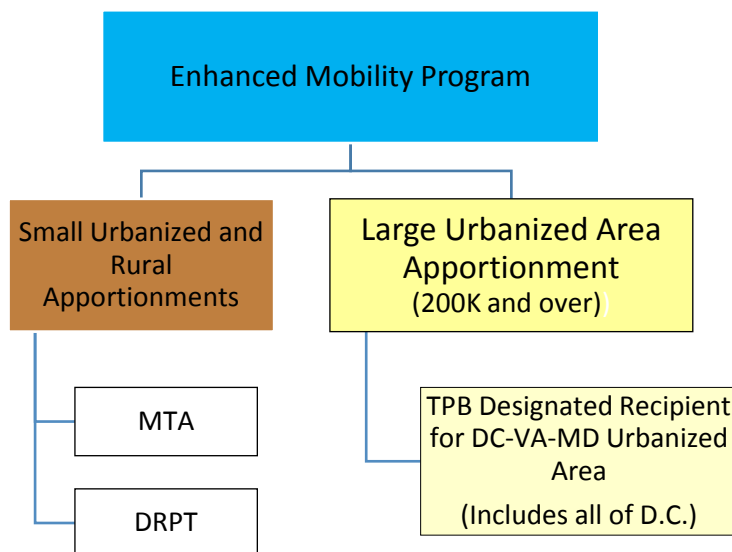
⁴FTA Circular 9070.1G describes mobility management projects eligible for the 20 percent match on Page III-11. The Circular can be found here: http://www.fta.dot.gov/legislation_law/12349_16011.html

Geographic Eligibility: The Washington DC-VA-MD Urbanized Area

To be eligible for the 5310 Enhanced Mobility program funds administered by COG/TPB, Federal rules require that **a project or service must end or begin in the Washington DC-VA-MD Urbanized Area** as defined by the 2010 Census, shown in Figure 4 below. Figure 4 also shows that the TPB planning area encompasses most of the Washington DC-MD-VA Urbanized Area, but not all of it, and there are areas within the TPB planning area that are not in the Washington DC-MD-VA Urbanized Area.

For projects that do not end or begin in the Washington DC-VA-MD Urbanized Area, agencies can apply for the 5310 Enhanced Mobility Funds apportioned to Maryland Transit Administration (MTA) and Virginia Department of Rail and Public Transportation (DRPT) for Small Urbanized and Rural Areas, as shown in Figure 3 below.

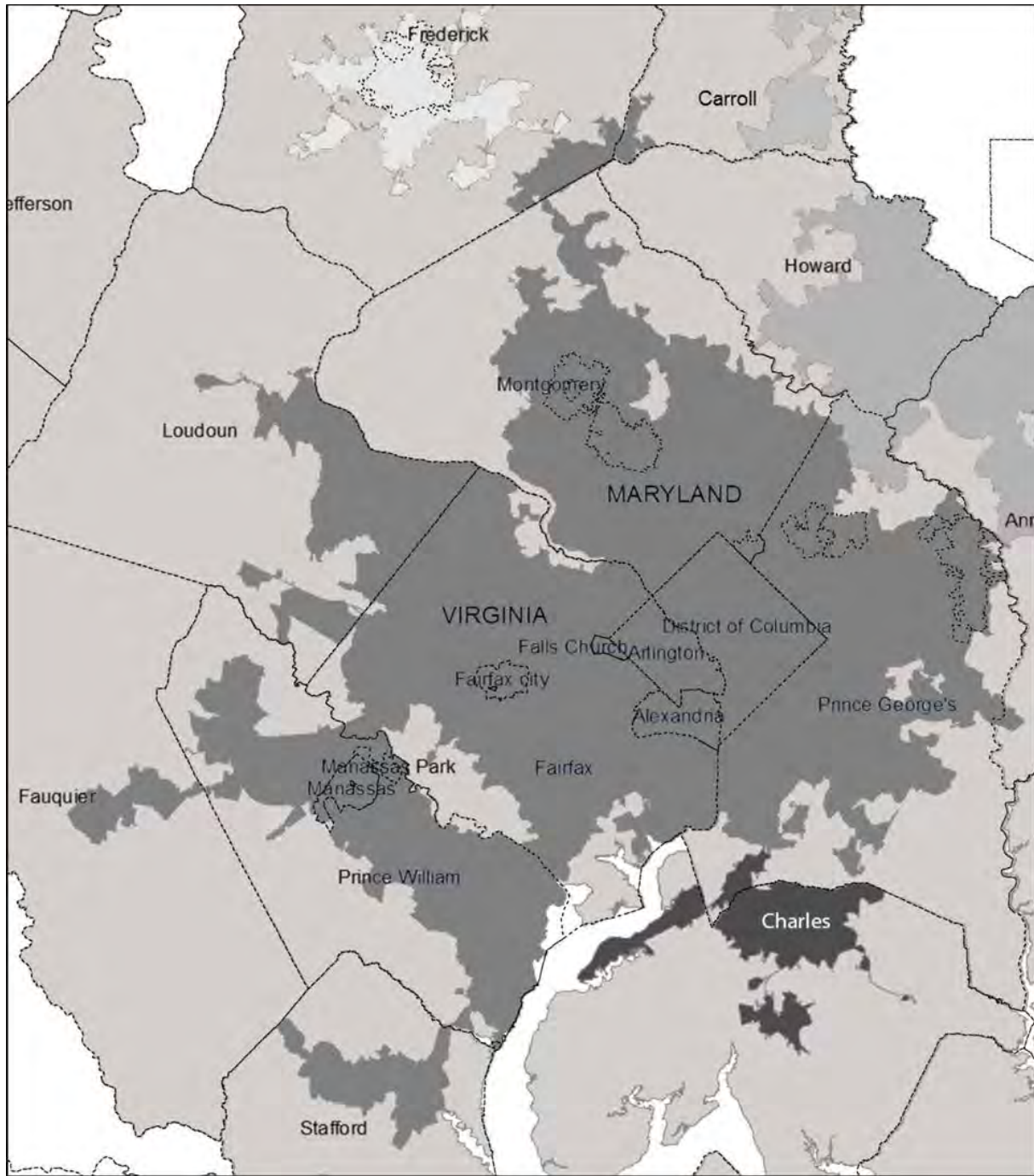
Figure 3: Flow of Funds for the Enhanced Mobility Program



Next Steps

After the TPB approves the key elements for the update to the Coordinated Plan, a solicitation for grant applications will occur. If this solicitation begins in August with an October 1 deadline, a Selection Committee would meet in October to recommend a slate of projects for funding based on the selection criteria. The TPB would then be asked to approve these funding recommendations at its November meeting. Depending on when FTA Region 3 provides final approval, projects could begin between February and June 2015.

Figure 4: The 2010 Washington DC-VA-MD Urbanized Area, As Defined by the U.S. Census



- 2010 Census Urbanized Area
- Washington, DC--VA--MD Urbanized Area
 - Frederick, MD Urbanized Area
 - Waldorf, MD Urbanized Area
 - Baltimore, MD Urbanized Area

ITEM 10 - Action

July 16, 2014

Approval of Fauquier County, Virginia to Become a Member of the TPB

Staff Recommendation: Adopt Resolution R2-2015 to approve Fauquier County membership in the TPB.

Issues: None

Background The 2010 Census extended the Washington DC-VA-MD Urbanized Area into a portion of Fauquier County, including the Town of Warrenton. Federal planning regulations require that this portion with a population of about 21,000 be included in the metropolitan planning area and that representatives of the area be included in the TPB's transportation planning and programming process. Fauquier County has accepted the TPB's April invitation to become a member and represent the interests of its citizens in the regional transportation planning process.

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

**RESOLUTION TO APPROVE FAUQUIER COUNTY, VIRGINIA MEMBERSHIP IN
THE NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD**

WHEREAS, the National Capital Region Transportation Planning Board (TPB), as the metropolitan planning organization for the Washington Metropolitan area, has the responsibility under the provisions of Moving Ahead for Progress in the 21st Century (MAP-21) for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the metropolitan Area; and

WHEREAS, the TPB is responsible for the federally prescribed transportation planning process for the metropolitan planning area (MPA) determined as per 23 CFR 450.312(a) and related sections and comprises of the Washington DC-VA-MD urbanized area; and

WHEREAS, based on the results of the 2010 Census, a portion of Fauquier County, Virginia, including the Town of Warrenton and areas adjacent to Route 29 northeast of Warrenton has been designated as part of the Washington DC-MD-VA urbanized area; and

WHEREAS, the MPA for the TPB had to be expanded, as per 23 CFR 450.312(a) and related sections to include the newly added jurisdictions (portions of Fauquier County and the Town of Warrenton); and

WHEREAS, this would mean that transportation projects in this portion of the County and the Town must be included in the Constrained Long-Range Plan and the six-year Transportation Improvement Program prepared by the TPB to receive federal funding and the interest of residents of this portion of the County and the Town must be represented in the TPB's transportation planning and programming process; and

WHEREAS, on March 5, 2014, TPB staff and Virginia Department of Transportation (VDOT) staff met with officials from Fauquier County and Town of Warrenton to discuss these federally required planning and programming process and answered questions about the considerations and responsibilities that accompany membership in TPB; and

WHEREAS, at the April 16, 2014 meeting, the TPB approved sending a letter inviting Fauquier County to become a voting member of the TPB and represent the citizens' interests and participating in the metropolitan transportation planning process; and

WHEREAS, the MPA boundary was reviewed by Fauquier County, TPB staff and VDOT staff and it is proposed to be expanded (to include selected contiguous areas not

currently urbanized) pending approval of the Commonwealth's Secretary of Transportation, as shown on the attached map entitled "Areas for Inclusion in the National Capital Region Transportation Planning Board's Urbanized Area", including the entire Town of Warrenton and the Route 29/15 corridor south from the Town of Warrenton to the intersection of Routes 29/15/17 and Routes 29/15/17 BUS; and

WHEREAS, on June 12, 2014, TPB staff and VDOT staff briefed the Fauquier County Board of Supervisors on joining the TPB; and

WHEREAS, on June 12, 2014, the Fauquier County Board of Supervisors in the attached resolution authorized the County to join the National Capital Region Transportation Planning Board and participate in the region's transportation planning process;

NOW, THEREFORE, BE IT RESOLVED THAT the National Capital Region Transportation Planning Board approves Fauquier County, Virginia becoming a voting member with the right to fully participate in all TPB work program activities.

RESOLUTION

A RESOLUTION TO JOIN THE NATIONAL CAPITAL REGION
TRANSPORTATION PLANNING BOARD AND PARTICIPATE IN THE
REGIONAL TRANSPORTATION PLANNING PROCESS

WHEREAS, the 2010 Census designated the Town of Warrenton, portions of the adjoining service districts and areas adjacent to Route 29 northeast of Warrenton as an urban cluster; and

WHEREAS, the Washington DC-VA-MD urbanized area was recently expanded to include the urban cluster portions of Fauquier County; and

WHEREAS, the National Capital Region Transportation Planning Board (TPB) implements the transportation planning process for the region comprised of the Washington DC-VA-MD urbanized area; and

WHEREAS, Federal law mandates that transportation projects be included in the Constrained Long-Range Plan and the six-year Transportation Improvement Program prepared by the TPB to receive federal funding; and

WHEREAS, Federal law also mandates that the interests of residents in the planning region be represented in the transportation planning and programming process; and

WHEREAS, the National Capital Region Transportation Planning Board invited Fauquier County to become a voting member of the TPB, representing the citizens' interests and participating in the regional transportation planning process; and now, therefore, be it

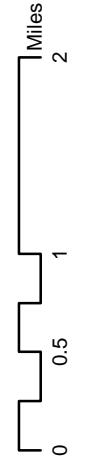
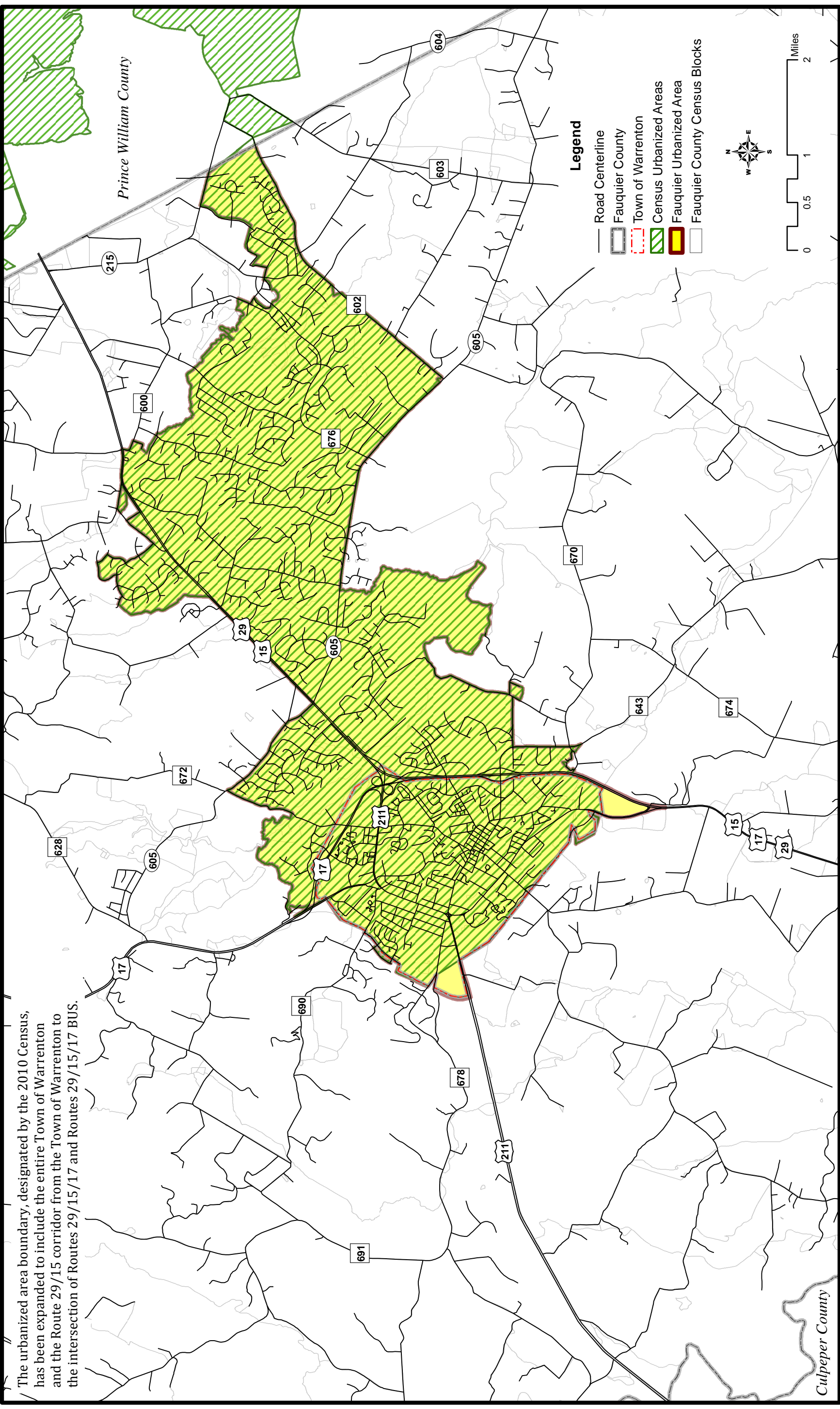
RESOLVED by the Fauquier County Board of Supervisors this 12th day of June 2014, That the Board of Supervisors does hereby authorize the County join the National Capital Region Transportation Planning Board and participate in the region's transportation planning process; and be it

RESOLVED FURTHER, That the Board does hereby designate the area for inclusion as shown on the attached map entitled "Areas for Inclusion in the National Capital Region Transportation Planning Board's Urbanized Area", including the entire Town of Warrenton and the Route 29/15 corridor south from the Town of Warrenton to the intersection of Routes 29/15/17 and Routes 29/15/17 BUS; and be it

RESOLVED FINALLY, That the County Administrator and County Attorney are hereby authorized to execute any requirements associated with membership in the National Capital Region Transportation Planning Board.

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

The urbanized area boundary, designated by the 2010 Census, has been expanded to include the entire Town of Warrenton and the Route 29/15 corridor from the Town of Warrenton to the intersection of Routes 29/15/17 and Routes 29/15/17 BUS.



ITEM 11 - Information

July 16, 2014

Briefing on an Update of the TPB Participation Plan

Staff Recommendation: Receive briefing on the main elements of the update. The draft update of the plan was released for a 45-day public comment period at the July 10 Citizens Advisory Committee meeting. The Board will be asked to adopt the updated plan at its September 17 meeting.

Issues: None

Background: The TPB Participation Plan provides the framework for public and agency involvement in the regional transportation planning process, including the development of the CLRP and TIP. The TPB adopted the current Participation Plan in December 2007.

PARTICIPATION PLAN

2014 UPDATE

NATIONAL CAPITAL REGION
TRANSPORTATION PLANNING BOARD
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS

DRAFT FOR REVIEW AND COMMENT

JULY 10, 2014

This draft was released for a 45-day public comment period at the TPB Citizens Advisory Committee meeting on July 10, 2014. The public is invited to comment on the draft at www.mwcog.org/transportation/public. The Transportation Planning Board is scheduled to approve the updated plan at its meeting on September 17, 2014.

ADA and Limited English Proficiency (LEP)

Alternative formats of this publication are available upon request.

Phone (202)962-3300 or (202)-962-3213 (TDD)

Email: acomodations@mwkog.org

Please allow seven working days for preparation of the material.

Title VI Compliance

COG fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to file a Title VI related complaint, visit www.mwkog.org or call (202)962-3200.

El Consejo de Gobiernos de Metropolitan Washington cumple todos los requisitos del Título VI de la Ley de Derechos Civiles de 1964 y estatutos y regulaciones relacionadas en todas las actividades y programas. Para más información, o para presentar una queja relacionada con Título VI, visite www.mwkog.org o llame (202) 962-3300.

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DRAFT

I. PREFACE

This Participation Plan articulates the TPB's commitment to transparent communications and engagement with the public and with relevant public agencies to support the regional transportation planning process, including the development of the Constrained Long-Range Transportation Plan (CLRP) and the Transportation Improvement Program (TIP).

This plan provides an overall framework for participation in the TPB process. The Background describes the historic context for the TPB's ongoing participation and outreach activities. The Participation Policy sets the TPB's goals for participation and outreach, and identifies activities for involvement. The Participation Strategy identifies different audience groups for participation and details approaches for reaching each group. Appendix A: Existing Participation Activities and Procedures, details ongoing participation and outreach activities. Together, the Policy, Strategy, and Toolkit form the functional backbone of the Participation Plan.

II. BACKGROUND

The National Capital Region Transportation Planning Board (TPB) is designated under federal law as the Metropolitan Planning Organization (MPO) for the Washington region. As an MPO, the TPB brings together key decision-makers to coordinate planning and funding for the region's transportation system. The TPB relies on advisory committees and participation from interested parties in order to make informed decisions.

This Participation Plan is required under federal laws and regulations pertaining to metropolitan planning. The plan builds on previous efforts designed to encourage participation in the TPB process and provide reasonable opportunities for citizens and other interested agencies to be involved with the metropolitan transportation planning process.

As required by federal regulation, the plan has been developed in consultation with interested parties, including citizens, representatives of people with disabilities, users of public transportation and bicycle and pedestrian facilities, and affected public agencies. In addition, federal regulations require the plan to be released for a minimum public comment period of 45 calendar days before it is adopted by the TPB.

TRANSPORTATION PLANNING BOARD

The TPB was created in 1965 by the region's local and state governments to respond to federal highway legislation in 1962 that required the establishment of a "continuing, comprehensive, and coordinated" transportation planning process in every urbanized area in the United States. The TPB's membership includes key transportation decision-makers in the metropolitan Washington region. The Board includes local officials— mayors, city council members, county board members, and others—as well as representatives from the state transportation agencies, the Washington Metropolitan Area Transit Authority (WMATA), and the state legislatures. The TPB also includes non-voting representatives from key federal agencies, the Metropolitan Washington Airports Authority, and the TPB's Private Providers Task Force.

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

The TPB prepares plans and programs that the federal government must approve in order for federal-aid transportation funds to flow to the Washington region. In particular, federal law and regulations relating to the work of MPOs require the TPB

to adopt a long-range transportation plan, which is known as the Constrained Long-Range Transportation Plan (CLRP) in the Washington region, and the six-year Transportation Improvement Program (TIP). The TPB must also ensure compliance with other federal laws and requirements, including federal air quality conformity requirements.

In addition to ensuring compliance with federal laws and requirements, the TPB performs many other functions, including acting as a regional forum for coordination of policy-making, and providing technical resources for transportation decision-making. The TPB receives input and guidance from advisory committees that include members of the public, special interest groups, and jurisdictional staff.

PREVIOUS PUBLIC INVOLVEMENT PROCESS DOCUMENTS

This Participation Plan is the TPB's fourth officially approved process for public involvement. The Board first adopted a Public Involvement Process in 1994 to fulfill the requirements of the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991. The TPB amended that document in 1999 in response to the Transportation Equity Act for the 21st Century (TEA-21) of 1998. The 1999 Public Involvement Process included a policy statement and general requirements for public involvement in the TPB process. It also contained a list of 14 specific activities designed to solicit participation and provide support for the policy statement and general requirements and criteria.

The 2005 federal transportation act, SAFETEA-LU (the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users), included the first federal requirement that MPOs must develop participation plans. Responding to that legislation, the TPB in 2007 adopted a Participation Plan, which provided a strategic framework for public engagement.

The TPB's 2014 Participation Plan is an update of the 2007 document. While retaining the structure of the 2007 plan, the new plan reflects recent enhancements in the TPB's public outreach activities and also responds to comments that the TPB received in the 2010 Federal Certification Review of the TPB process. Among other recommendations, that review suggested the TPB emphasize visualization techniques in its outreach and conduct regular evaluation of its participation activities.

FEDERAL REQUIREMENTS FOR METROPOLITAN PLANNING

This Participation Plan is intended to fulfill the current federal requirements for a Participation Plan outlined in the federal transportation reauthorization legislation of 2005 (SAFETEA-LU) and further detailed in the Metropolitan Transportation Planning Regulations that were published in the Federal Register on February 14, 2007. The federal regulations are provided in Appendix B of this document. SAFETEA-LU's requirements regarding the Participation Plan were reaffirmed by the

most recent federal transportation reauthorization bill, Moving Ahead for Progress in the 21st Century (MAP-21), which was enacted in July 2012.

For the first time, SAFETEA-LU called for Metropolitan Planning Organizations, including the TPB, to develop a Participation Plan. The law stipulated that this plan will be developed in consultation with “interested parties.”

In addition to requiring a Participation Plan, SAFETEA-LU expanded earlier versions of federal transportation law to include the following guidelines and requirements related to public participation:

- Broaden the definition of “interested parties” to be engaged in metropolitan transportation planning.
- Publish or make available for public view transportation plans and Transportation Improvement Program (TIP).
- Hold public meetings at convenient and accessible times and locations.
- Make information available in electronically accessible formats to the maximum extent possible.
- Employ visualization techniques to depict metropolitan transportation plans.

These guidelines and requirements are all addressed in this Participation Plan.

NONDISCRIMINATION

This Participation Plan identifies and describes the TPB’s policies and procedures for inclusive public participation and ensures access to the transportation planning process for low-income and minority populations.

COG and the TPB are committed to assuring that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any program or activity. COG further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities whether those programs and activities are federally funded or not. COG and TPB’s nondiscrimination policies and practices apply to not only the population groups included under the Title VI of the Civil Rights Act of 1964 (people of all races, colors, national origin, and genders) but also to people with disabilities, those with low-incomes, persons with limited English proficiency, and people of all ages and ethnicities.

In July 2010, the COG Board of Directors adopted a “Title VI Plan to Ensure Nondiscrimination in all Programs and Activities,” which was developed to document the efforts COG undertakes on a continual basis to ensure compliance

with Title VI and related statutes regarding nondiscrimination and environmental justice. The Plan includes a Title VI Policy Statement (in box at right), Title VI Assurances, organization and compliance responsibilities, nondiscrimination complaint procedures. It also describes how the TPB ensures that Title VI requirements, including Environmental Justice considerations, are met.

Because COG acts as the administrative agent for the TPB, the Title VI Plan applies to the TPB as well. As a matter of long-standing TPB policy and a requirement of federal law, the regional transportation planning process must make special efforts to consider the concerns of traditionally underserved communities, including low-income and minority communities and people with disabilities.

The following activities and procedures provide examples of key ways in which the TPB conducts outreach to traditionally underserved communities:

- **Access for All (AFA) Advisory Committee.** The TPB created the AFA in 2000 to advise the TPB on issues and concerns of low-income and minority communities, persons with disabilities and people with limited English proficiency (LEP). The committee, which has addressed myriad issues over the last 14 years, includes approximately 25 community leaders, as well as ex-officio representation from the major transportation agencies in the region. The AFA is chaired by a TPB member who makes regular reports to the TPB on AFA issues and concerns. More information is available about the AFA at: www.mwcog.org/transportation/committee/afa.
- **Comments on CLRP and TIP updates.** Each time the region's Constrained Long Range Transportation Plan (CLRP) and Transportation Improvement Program (TIP) are updated, the TPB solicits comments representing the concerns of traditionally disadvantaged populations. The TPB's mailing lists include hundreds of community groups that represent Title VI protected groups throughout the Washington Region. Press releases are also sent to newspapers published by and for Title VI protected groups. In addition, the AFA committee reviews maps of proposed major projects and comments on the CLRP. The AFA chair, a TPB member, presents those comments to Board. The comments are also documented in a memorandum.

COG's Title VI Policy Statement to Ensure Nondiscrimination in All Programs and Activities

The Metropolitan Washington Council of Governments assures that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and Civil Rights Restoration Act of 1987, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any program or activity. COG further assures every effort will be made to ensure nondiscrimination in all of its program and activities whether those programs and activities are federally funded or not. In the event COG distributes federal aid funds to another governmental entity, COG will include Title VI language in all written agreements and will monitor for compliance. COG's Title VI officer is responsible for initiating and monitoring Title VI activities, overseeing the preparation of required reports and overseeing other COG responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200 and and Title 49.

- **Analysis on the impacts of the CLRP.** The TPB conducts an analysis of how the CLRP may impact low-income, minority and disabled populations. The AFA, reviews and comments on this analysis, which addresses Title VI and Environmental justice requirements and is conducted each time a major update to the CLRP is adopted to ensure that the CLRP does not disproportionately and adversely affect low-income, minority and disabled populations, The analysis is published on the CLRP website: <http://www.mwcog.org/clrp/performance/EJ>.

In addition to the examples cited above, the TPB seeks to incorporate the participation and viewpoints of all population groups into the full spectrum of public outreach activities that are described in this Participation Plan. For example, surveys and focus groups have deliberately sought out participation from low-income and LEP communities. Training programs, such as the Community Leadership Institute (described in the next section), have actively recruited participants representing disadvantaged communities. And public education programs, such as the Street Smart campaign to promote pedestrian and bicycle safety, provide information in a range of different languages. The participation enhancements described below demonstrate outreach and communication to all population groups which provide clear and concise information about the transportation planning process so that the public is better able to comment and participate.

PARTICIPATION ENHANCEMENTS IN RECENT YEARS

Since the approval of the last Participation Plan in 2007, the TPB has made substantial enhancements in its public outreach activities and practices. Notable highlights include:

- **Enhancement of the TPB's Community Leadership Institute (CLI).** Normally conducted twice a year, the CLI is a multi-day program that uses interactive group exercises and discussions to help participants better understand the TPB process and regional transportation planning issues. CLI participants discuss ways in which the interests of their local communities connect with the planning issues facing the entire region. The goal is to prepare participants to actively engage in TPB activities as well as inform their communities about transportation initiatives and programs. Since its inception in 2006, the CLI curriculum has been continually refined and made more interactive. In 2013, the program was expanded to three days. A session of CLI held in early 2014 engaged staff of local elected officials.
- **Launch of TPB Weekly Report,** an online publication designed to provide brief, timely summaries of recent TPB research, analysis, outreach and planning. *TPB Weekly Report* was launched in January 2012 and reaches several hundred TPB stakeholders, reporters, and interested members of the general public. (www.mwcog.org/tpbweeklyreport)

- **Launch of the National Capital Region Transportation Planning Information Hub**, a website that serves as a one-stop shop for information on transportation planning activities underway throughout the region. The Hub includes information on the planning processes of the TPB's member jurisdictions and agencies, high-profile projects under construction or planned in the region, and links to key documents and resources, including a directory with contact information for numerous local, state, and regional governments and transportation agencies. The Hub is designed to help the public engage with planning processes at many levels throughout the region. The Hub was launched in 2013. (www.transportationplanninghub.org).
- **Development of social media presence**, including the launch of an official Facebook page and Twitter account. Both platforms are used to announce meetings, events, public comment periods, the release of key publications, and other relevant information. Beginning in 2013, staff began providing live updates of monthly Board meetings via Twitter.
Twitter - <https://twitter.com/#!/NatCapRegTPB>
Facebook - <https://www.facebook.com/NatCapRegTPB>
- **Use of deliberative forums**, public engagement events that employ quantitative tools (e.g., keypad polling) and qualitative methods (e.g., facilitated groups discussions) to engage participants in discussions about particular planning issues and to solicit informed feedback. Through deliberative forums, people come together to learn and talk about problems and challenges, and to explore potential solutions. TPB staff have used deliberative forums on several occasions since 2011.
- **Public opinion research**, including the use of interactive web-based surveys. For the development of the Regional Transportation Priorities Plan in 2013, the TPB used MetroQuest public engagement software, which conveyed large amounts of complex information in an attractive, visual interface, and allowed staff to solicit input through a variety of input devices.

These enhancements have been added to the TPB's existing array of public outreach activities and products, which are described in Appendix A: Existing Participation Activities and Procedures. Taken together, these activities are designed to inform and engage a range of constituencies with different levels of interest and involvement in the TPB process.

ADDRESSING CONTINUING CHALLENGES

While noting the TPB's recent public participation improvements, this Participation Plan acknowledges and addresses the continuing challenges that confront the transportation planning process in the Washington region.

- **Expectations for public participation in the TPB process.** Given the fact that project-level planning usually occurs at the state and local levels, the TPB's plans and processes are often not the appropriate or most effective venues for public involvement. The TPB must work to align expectations for public involvement with the actual decision-making process. These

activities should seek to build public knowledge about transportation decision making to encourage meaningful public involvement at various stages of that process.

- ***The pace of the TPB's annual planning cycle.*** Although federal law requires updates only every four years, the TPB updates the Constrained Long-Range Transportation Plan (CLRP) and the Transportation Improvement Program (TIP) annually to incorporate project submissions from the state departments of transportation and local jurisdictions. The specific practice by the TPB and the region's implementing agencies of treating the CLRP and TIP as "living documents" has implications for public involvement strategies. The TPB and TPB staff recognize that this continuous update cycle for regional plans can make it difficult for members of the public and other constituencies to understand when public comment is being solicited and for what purposes. To a large degree, public participation tools and activities must encourage citizen involvement on an ongoing basis.
- ***Limited resources.*** The demand for public involvement and outreach will always be greater than the TPB's available resources. This Participation Plan recognizes that the TPB must be strategic in designing a public participation program focused on high-payoff activities, particularly those that will encourage public engagement and education beyond the immediate reach of the TPB.
- ***Special needs of traditionally underserved communities.*** As a matter of long-standing TPB policy and a requirement of federal law, the regional transportation planning process makes special efforts to consider the concerns of traditionally underserved communities, including low-income and minority communities and people with disabilities. To ensure that these concerns are heard, the TPB established the Access for All Advisory Committee (AFA) in 2001. This Participation Plan seeks to maintain and enhance the TPB's outreach to these communities.

III. PARTICIPATION POLICY

POLICY STATEMENT

It is the policy of the TPB to provide public access and involvement under a true collaborative planning process in which the interests of all stakeholders— public and private—are reflected and considered. Accordingly, it is the TPB's intent to make both its policy and technical process inclusive of and accessible to all stakeholders. The TPB notes in structuring this Participation Plan that many additional opportunities for access and involvement exist at the state and local jurisdictional levels through local, subregional, and state sponsored activities associated with transportation planning in the Washington region.

POLICY GOALS

The TPB believes that public input into its process is valuable and makes its products better. Regional transportation planning cannot, and should not, be based simply upon technical analysis. The qualitative information derived from citizen involvement is essential to good decision-making.

The Policy Statement provides a philosophy around which to build a regional transportation participation program that will accomplish the following goals:

- ***Communicate effectively with appropriate audiences.*** The TPB will disseminate information about programs and projects through a variety of conduits. Information will be presented in a manner that is clear and tailored to each of the TPB's constituencies.
- ***Provide clear and open access to information and participation opportunities.*** The TPB will continue to encourage participation from diverse constituencies and to provide forums for discussion about transportation issues that are responsive to the interests of different constituencies.
- ***Gather input from diverse perspectives.*** The TPB will work to improve access to technical and planning documents and, where appropriate, tailor these documents to be accessible to more constituencies. Opportunities for participation in TPB meetings and in committee meetings will be clearly defined and provided for at each meeting.
- ***Respond meaningfully to public comment and feedback.*** The TPB will provide information on how comments will be considered in the planning process, including the development of the CLRP and TIP, and acknowledge that comments were received and considered.
- ***Promote a regional perspective.*** The TPB will communicate how regional transportation planning plays a vital role in coordinating planning activities on many levels.

IV. PARTICIPATION STRATEGY

The key method for the implementation of this Participation Plan is the identification of different types of constituencies who possess varying levels of knowledge about and interest in transportation and the TPB process. The Participation Strategy provides a framework for tailoring public involvement tools and activities to serve the diverse needs of these constituencies.

CONSTITUENCIES

The TPB has defined the following three broad types of constituencies around which to develop future participation activities. In general, these three constituencies are grouped according to varying levels of engagement in regional transportation planning process and awareness of regional transportation issues.

- **The Involved Public** is both knowledgeable about transportation policy issues in general, as well as the TPB's role in the regional transportation planning process. These individuals and organizations already actively participate in the TPB process and have a fairly extensive understanding of regional transportation issues and policy. Among others, this category includes the TPB's Citizens Advisory Committee (CAC) and the Access for All Advisory Committee (AFA).
- **The Informed Public** has some knowledge of transportation policy issues, but is not familiar with the TPB's role in the regional transportation planning process. They also may not be fully aware of the regional context underlying the transportation challenges experienced throughout the region. This middle tier often includes community leaders and opinion leaders who work at the local level.
- **The Interested Public** has an inherent interest in transportation challenges, but possesses little direct knowledge of transportation policy issues. This group, which is the largest of the three, includes the "general public," but it may also include community leaders or even elected officials who have limited exposure to transportation planning at any level.

These three constituency groups were developed with federal public participation regulations in mind. The federal regulations require that MPOs define a process for providing interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. The regulations define these parties as: citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties.

Each of these different types of constituencies includes a wide spectrum of members, including individuals, interest groups, community leaders, and elected officials.

SERVING DIFFERENT CONSTITUENCIES

This Participation Strategy recognizes that transportation planning can be very complex and technical, and many individuals will never have enough time and interest to develop a full understanding of the TPB process. Therefore, the strategy seeks to identify tools that will be appropriate for gathering the input and opinions of people with varying amounts of available time and interest.

GOALS FOR SERVING THE “INVOLVED PUBLIC”

- Recognize and support the vital contributions of individuals and groups who are already active in the TPB process.
- Utilize the expertise and commitment of involved individuals and groups to inform the TPB’s decision-making.
- Support these individuals and groups in their efforts to disseminate information about regional transportation planning to their communities.

GOALS FOR SERVING THE “INFORMED PUBLIC”

- Provide information and knowledge about regional transportation issues that will empower members of the Informed Public to positively affect transportation decision-making at the local and state levels.
- Utilize the Informed Public and community leaders as conduits to disseminate information about regional transportation issues at the grassroots level.
- Encourage the Informed Public to get involved in the regional transportation planning process at the TPB.
- Provide opportunities for cross-jurisdictional networking.

GOALS FOR SERVING THE “INTERESTED PUBLIC”

- Make available basic information on regional transportation and land-use challenges to create a more informed public.
- Increase the capacity of interested individuals to understand transportation and land-use issues so that some of them might become “informed” and even “involved.”
- Understand that most members of the general public may not have the time or inclination to become more engaged in transportation planning activities. Therefore, outreach activities for interested citizens should focus on basic issues, not planning processes or institutions.

V. PARTICIPATION ACTIVITIES

It is the policy of the TPB to carry out the following participation activities in support of the above policy statement and policy goals. In some cases, the way activities are carried out must be tailored to the needs of one or more of the constituencies identified in the Participation Strategy. The differing needs of each of the constituencies are a result of varying levels of engagement in the regional transportation planning process and awareness of regional transportation issues.

PUBLIC COMMENT

One of the most basic ways for the public to participate in the TPB process is to comment directly on the TPB's planning activities and planning products, including federally required plans and programs, other major plans or policy documents, technical reports, and more.

KEY ELEMENTS

PUBLIC COMMENT PERIODS

The TPB will provide formal windows of time during which the public can review and comment on items on which the Board will formally act by way of a vote. The length of these comment periods and the specific procedures followed will vary based on the type of item under consideration. A 30-day public comment period will be provided for federally required plans and programs and other major regional plans and policy documents. Other Action Items due to come before the TPB will be provided six days in advance of the TPB meeting for review.

In some cases, the TPB will provide written responses to comments received prior to TPB action, and provide additional opportunities for comment if the final version of plans, programs, or other major policy documents differ significantly from the last version made available for public comment.

For more detailed public comment period procedures, please see Appendix A: Existing Participation Activities and Procedures.

ONGOING OPPORTUNITIES TO COMMENT

The TPB will provide ongoing opportunities for the public to comment on its work through the COG/TPB website, by email, by postal mail, or by phone. For details about these avenues for providing comment, please see Appendix A: Existing Participation Activities and Procedures.

OPEN PUBLIC MEETINGS

The TPB will invite members of the public to participate in the review of technical work programs and analysis through attendance at meetings of the TPB Technical Committee and other TPB subcommittees, and at regular monthly meetings of the TPB. In addition to the opportunities provided through participation in these meetings, concerns and issues on such technical work can be raised formally with the TPB either through the Citizens Advisory Committee (CAC) or during the public comment period provided at each TPB meeting.

The TPB will also provide at least one formal public meeting during the development process for the six-year Transportation Improvement Program (TIP).

Meetings of the TPB and its subcommittees will occur at the MWCOG offices located at 777 N. Capitol St NE, Washington DC, 20002. These facilities are ADA-compliant, include assisted hearing technology, and are accessible by fixed-route transit.

SERVING DIFFERENT CONSTITUENCIES

- **Involved Public:** Provide information on how comments will be considered in the planning process and acknowledge that comments have been received.
- **Informed Public:** Encourage informed individuals who are not typically heard at the TPB to participate in public comment processes, especially the public comment period preceding every TPB meeting.
- **Interested Public:** Solicit input through opinion surveys or focus groups.

COMMITTEES

The TPB is served by numerous technical and advisory committees. The Citizens Advisory Committee (CAC) and Access for All Advisory Committee (AFA) are intended to promote public involvement and represent the opinion of a variety of communities and interests. The public are also invited to attend other technical and advisory committees of the TPB.

KEY COMMITTEES

CITIZENS ADVISORY COMMITTEE (CAC)

The TPB will maintain and support the Citizens Advisory Committee (CAC), with the participation of individual citizens and representatives of environmental, business, and civic interests concerned with regional transportation matters as well as representatives of minority, low-income, and disabled groups.

The CAC's mission, detailed in Appendix C, is to promote public involvement in transportation planning, and to provide independent, region-oriented citizen advice to the TPB.

ACCESS FOR ALL ADVISORY COMMITTEE (AFA)

The TPB will maintain the Access for All Advisory Committee (AFA), which advises the TPB on transportation issues, programs, policies, and services that are important to low-income communities, minority communities, and people with disabilities. Participants in the AFA include individuals and organizations that represent traditionally unrepresented populations. The AFA mission statement can be found in Appendix C: Mission Statements for TPB Advisory Committees.

SERVING DIFFERENT CONSTITUENCIES

- **Involved Public:** Encourage a broad membership on the CAC and AFA so that a variety of interests are represented.
- **Informed Public:** Ensure that the CAC and AFA reflect new and fresh perspectives by recruiting informed community leaders or informed members of the general public to become committee members. Provide individualized support to new CAC and AFA members who may need help in understanding the TPB process.
- **Interested Public:** Encourage members of the CAC and AFA to strive to consider the interests of people who have little expertise or knowledge of the regional transportation planning process, and ensure that meetings remain open to the public.

DOCUMENTS, REPORTS, AND PUBLICATIONS

The various documents, reports, and publications the TPB produces provide policy and technical information that the public need in order to make more informed contributions to the TPB process.

The TPB will make these plans and policy documents available to the public at meetings of the TPB and its subcommittees, on the COG/TPB website, in person or

by mail upon request, and at other appropriate locations and public meetings around the region.

KEY ELEMENTS

PLANS AND POLICY DOCUMENTS

The TPB is responsible for producing a number of regional plans and policy documents both to reflect and to guide regional transportation decision-making. These include the region's Constrained Long-Range Transportation Plan (CLRP), the six-year Transportation Improvement Program (TIP), and the Regional Transportation Priorities Plan.

TECHNICAL REPORTS

The TPB produces a number of technical reports that are published on a regular basis, including the Unified Planning Work Program, the Air Quality Conformity Assessment, reports on travel monitoring, evaluations of the Commuter Connections programs, and documentation related to the TPB travel forecasting model. These documents are provided for decision-making and technical advisory committees and are available for review by persons interested in these topics.

PERIODICAL PUBLICATIONS

The TPB will publish and distribute periodical publications, including weekly and monthly newsletters, the TPB annual report, and other reports, guidebooks, and brochures to inform as broad a regional audience as possible of the activities of the TPB and other regional transportation issues.

VISUALIZATION TECHNIQUES

The TPB will utilize appropriate visualization techniques in all plans and policy documents, technical reports, and periodical publications to more effectively communicate key ideas with desired audiences. Such techniques may range from use of simple pictures and graphics to more sophisticated computer-generated visual information. Of particular use in documents, reports, and publications are explanatory diagrams, strategic photo selection, and stylized mapping.

SERVING DIFFERENT CONSTITUENCIES

- **Involved Public:** Provide information about pertinent TPB policy and research and periodically assess whether the information needs of this group are being met through the TPB's publications.

- **Informed Public:** Develop simple and compelling documents that help informed citizens better understand the connections between regional challenges, TPB planning work and decision-making, and the local issues in which they are already involved. Steps should also be taken to provide, update, and incorporate definitional glossaries as part of all formats, where appropriate, and to provide information through pictures and graphics as well as text.
- **Interested Public:** Develop brochures on regional transportation and land use challenges with easily understood text and extensive graphic imagery. Steps should also be taken to provide, update, and incorporate definitional glossaries as part of all formats.

WEB AND SOCIAL MEDIA

A growing share of the public now seek and consume information online and via social media. The TPB will seek to maintain its online and social media presence in a way that provides easy access to the policy and technical information and resources that the public need in order to make more informed contributions to the TPB process.

KEY ELEMENTS

WEBSITES

The TPB will maintain and expand existing websites to provide comprehensive information on TPB activities and regional transportation planning issues. The TPB's portfolio of websites includes the Transportation section of the COG/TPB website (including the Transportation homepage, "What's Happening in Transportation"), a website explaining and detailing the region's Constrained Long-Range Transportation Plan (CLRP), and the Transportation Planning Information Hub.

ONLINE MEETING CALENDAR

The TPB will maintain an online meeting calendar that links to agendas and meeting materials for the TPB board meeting and committee meetings. The TPB will announce public meetings and share materials via email to individuals who have subscribed to receive them. Emails will be distributed in HTML and accessible text formats.

SOCIAL MEDIA

The TPB will maintain a social media presence (Facebook and Twitter) to announce meetings, events, public comment periods, the release of key publications, and other relevant information.

VISUALIZATION TECHNIQUES

The TPB will utilize appropriate visualization techniques in all web and social media materials. Such techniques may range from use of simple pictures and graphics to more sophisticated computer-generated visual information, including interactive mapping tools.

SERVING DIFFERENT CONSTITUENCIES

- **Involved Public:** Provide information about pertinent TPB policy and research via the COG/TPB website and social media, and periodically assess whether the information needs of the Involved Public are being met through these avenues.
- **Informed Public:** Develop simple and compelling web material that help informed individuals better understand the connections between regional challenges, TPB planning work and decision-making, and the local issues in which they are already involved. TPB staff will take steps to provide, update, and incorporate definitional glossaries as part of all formats, where appropriate, and to provide information through pictures and graphics as well as text.
- **Interested Public:** TPB web and social media efforts represent the easiest opportunity to reach the largest audience. Information about regional transportation issues will be provided in interesting, clear and compelling formats.

OUTREACH AND TRAINING

Other outreach and training efforts can encourage more effective participation in the TPB process and in local and state planning activities that contribute to regional planning.

KEY ELEMENTS

TARGETED OUTREACH

The TPB will conduct and participate in public forums, meetings, and information sessions across the region to provide information to area residents and obtain comment on key regional transportation issues. When appropriate, TPB staff will incorporate interactive techniques and use appropriate

visualization tools to more fully engage participants. These tools are described in greater detail in Appendix A: Existing Participation Activities and Procedures.

The TPB will seek participation by TPB members and staff in meetings of citizen, business, environmental, and other organizations interested in regional transportation matters.

The TPB will maintain active communication and consultation with the COG Board of Directors and other interested COG committees.

TRAINING WORKSHOPS

The TPB will develop and conduct training workshops, such as the TPB's Community Leadership Institute (CLI), to engage members of the informed and interested public who have not been extensively involved in the regional transportation planning process. When appropriate, TPB staff will incorporate interactive techniques, such as polling, surveys, and collaborative map-making, and use appropriate visualization tools to more fully engage workshop participants. These techniques and tools are described in greater detail in Appendix A: Existing Participation Activities and Procedures.

MASS MEDIA

The TPB will publicize special TPB meetings, forums, and workshops prominently in appropriate newspapers, websites, and on radio and TV. TPB staff will work with COG's Office of Public Affairs to seek mass media coverage of issues before the TPB.

ENVIRONMENTAL CONSULTATION

The TPB will conduct environmental consultation activities to engage with affected land-use management, natural resources, environmental protection, conservation, and historic preservation state and local agencies regarding the development of the CLRP. Environmental consultation seeks to identify potential activities to moderate, reduce, or avoid the environmental impacts of the CLRP as a whole, rather than at the project level.

SERVING DIFFERENT CONSTITUENCIES

- **Involved Public:** Encourage citizens who are already involved to attend public meetings and share their knowledge with their peers.
- **Informed Public:** Hold more public forums and provide more training opportunities designed to educate the informed public, solicit input from them, and encourage them to become involved in the TPB process and regional decision-making. Use community leaders and other members of the Informed Public to help organize additional public forums and document the feedback received at public meetings so that it is meaningful

and useful for decision makers at the TPB and in other decision-making bodies.

- **Interested Public:** Be sensitive to the needs of interested individuals who have limited knowledge and engage them as effectively as possible. Provide written and other visual information at meetings describing key issues and explaining acronyms. Seek to engage citizens and organizations on their “own turf.”

DRAFT

VI. EVALUATION AND IMPLEMENTATION

Each year, TPB staff will conduct an evaluation that looks at the public participation activities of the past year and identifies new activities for the year ahead.

Development of the annual evaluation will include a series of focus-group style meetings with the Citizens Advisory Committee (CAC), Access for All Advisory Committee (AFA), other key stakeholders, and internal COG/TPB staff.

This evaluation will be shared with the TPB and the public, as well as posted to the TPB's website. It will address a series of questions that, for comparative purposes, will be repeated in future years.

The evaluation will address the following topics:

- **Assessment of activities.** Did public involvement and public information activities over the past year achieve their intended purposes? How could they have been improved?
- **Future activities.** Given the TPB work program activities that have been planned for the year ahead, what public participation activities should be planned? What new public outreach initiatives should be undertaken that may not be directly related to the TPB work program?
- **Recurring activities.** How can we enhance public involvement activities that are conducted on a recurring cycle, such as the Community Leadership Institute (CLI) and meetings of the Citizens Advisory Committee (CAC)? Would it make sense to discontinue or alter recurring activities? Are the information needs of key constituencies being met through the TPB's publications?
- **Reaching previously uninvolved resident and groups.** What public involvement activities should TPB staff conduct to reach constituencies that may not typically be part of the regional transportation planning process?

The evaluation report will include a summary of TPB publications, reports, and newsletters, as well as an inventory of news media coverage of the TPB and TPB-related activities.

Discussions with stakeholders will occur in the fall, and the evaluation will be completed by December, in time to inform the annual development of the Public Involvement Program Element of the Unified Planning Work Program (UPWP), which includes drafting early in the calendar year and approval in early spring.

APPENDIX A: EXISTING PARTICIPATION ACTIVITIES AND PROCEDURES

This toolkit provides a menu of activities and products that the TPB currently uses or might use in the future. The public involvement element of the TPB's annual work program will be developed using these different tools as well as others identified through staff judgment and consultation with interested parties.

The TPB has numerous products and activities through which it provides information and solicits input on transportation planning projects and programs. In implementing the Participation Plan, gaps in participation may be identified through review of various committees, products, tools, and activities. TPB staff will analyze participation activities with a focus on how the TPB can use staff resources more effectively to ensure broad participation from all constituencies.

The following descriptions include current public involvement activities, and well as potential future efforts.

PUBLIC COMMENT

One of the most basic ways for the public to participate in the TPB process is to comment directly on the TPB's planning activities and planning products, including federally required plans and programs, other major plans or policy documents, technical reports, and more.

PUBLIC COMMENT PERIODS

For items on which the TPB will formally act by way of vote, the TPB will share information about the proposed Action Items and will seek input.

For **federally required plans and programs**, including the Constrained Long-Range Transportation Plan (CLRP), Transportation Improvement Program (TIP), associated air quality conformity analyses, and other documents, the following procedures are conducted, per federal requirements, at a minimum:

- Public comment period of at least 30 days prior to the approval of documents.
- Development and consideration of written responses to comments received.
- The TPB shall provide an additional opportunity for public comment if the final CLRP or TIP differs significantly from the version that was made available for public comment by the TPB and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.
- When significant written and oral comments are received on the draft CLRP and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required

under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final CLRP and TIP.

For **major regional plans and policy documents** that are not specifically governed by federal requirements, the following procedures will be followed:

- Public comment period of at least 30 days prior to the approval of documents.
- Development and consideration of written responses to comments received.
- The TPB shall provide an additional opportunity for public comment, if the final plan or policy document differs significantly from the version that was made available for public comment by the TPB and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.

For other Action Items before the TPB, the following participation procedures will be conducted at a minimum:

- Materials will be posted electronically (on the TPB website and announced by email notification) six days before the TPB meeting.
- Materials will be reviewed at the TPB Technical Committee by representatives from regional jurisdictions.

ONGOING OPPORTUNITIES TO COMMENT

For other items and activities, the TPB provides an opportunity for public comment via mail, email, and on the TPB website. The TPB also provides access to documents in advance of all meetings to provide an opportunity to comment.

To ensure that reasonable public access is provided to technical and policy information used in the TPB process, members of the public will be invited to review reports and other technical information (other than proprietary software or legally confidential data).

The TPB will encourage dissemination of information through the following means:

- Post all publicly available TPB documents on the TPB website, and otherwise seek opportunities to make suitable reports and technical information available through the TPB website.
- Distribute relevant reports and technical information free of charge at meetings of the TPB and its committees and subcommittees.
- At times other than the meetings of the TPB and its committees and subcommittees, fulfill requests for reports and technical information on an "at cost" basis, including duplication costs and staff time associated with responding to the requests. For state and local agencies, and WMATA, miscellaneous services budgets specified in the Unified Planning Work Program (UPWP) may be used to cover these costs.

OPEN PUBLIC MEETINGS

The TPB will invite members of the public to participate in the review of technical work programs and analysis through attendance at meetings of the TPB Technical Committee and other TPB subcommittees, and at regular monthly meetings of the TPB.

To ensure that meetings are open, the TPB will:

- Dedicate a period of time at the beginning of each TPB meeting for public comment by interested citizens and groups on transportation issues under consideration by the TPB, and provide follow-up acknowledgment and response as appropriate.
- Provide at least one formal public meeting during the development process for the TIP.
- Provided through participation in these meetings, concerns and issues on such technical work can be raised formally with the TPB either through the Citizens Advisory Committee (CAC) or during the public comment period provided at each TPB meeting.
- When possible, all meetings will occur at the MWCOG offices located at 777 N. Capitol St NE. These facilities are ADA-compliant, include assisted hearing technology, and are accessible by fixed-route transit.

COMMITTEES

The TPB is served by two primary public advisory committees: the Citizens Advisory Committee (CAC) and the Access for All Advisory Committee (AFA). The two committees are described below. Provide access to the technical and policy activities of the TPB through open attendance at meetings of the TPB, and the TPB Technical Committee and its subcommittees.

Board and committee meetings will occur at the MWCOG offices located at 777 N. Capitol St NE. These facilities are ADA-compliant, include assisted hearing technology, and are accessible by fixed-route transit.

CITIZENS ADVISORY COMMITTEE (CAC)

The Citizens Advisory Committee (CAC) to the TPB is a group of 15 people from throughout the Washington metropolitan region who represent diverse viewpoints on long-term transportation policy. The mission of the CAC is 1) to promote public involvement in transportation planning for the region and 2) to provide independent, region-oriented citizen advice to the TPB on transportation plans and issues. Nine members of the CAC are appointed annually by the TPB. The other six members are elected by the previous year's CAC. The membership is evenly divided between the District of Columbia, Suburban Maryland, and Northern Virginia. Meetings are held on Thursdays preceding the regular meetings of the TPB. Greater

detail about the CAC's mission and operating procedures may be found in Appendices C and D.

ACCESS FOR ALL ADVISORY COMMITTEE (AFA)

The Access for All Advisory Committee (AFA) advises the TPB on transportation issues, programs, policies, and services that are important to low-income communities, minority communities and people with disabilities. The committee membership is composed of community leaders from around the region. The committee also includes ex-officio representation from six key transportation agencies that are active in the TPB process— the District of Columbia Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT), the Virginia Department of Transportation (VDOT), the Washington Metropolitan Area Transit Authority (WMATA), the Federal Transit Administration (FTA), and the Federal Highway Administration (FHWA).

OTHER TPB COMMITTEES

A number of other committees affiliated with the TPB include transportation and planning staff from the TPB's member jurisdictions. Their level of knowledge about the TPB process and transportation planning is quite extensive. These committees provide much of the local expertise behind many of the forecasting, modeling, and scenario planning activities conducted by TPB staff.

The TPB's primary technical committees are the TPB Technical Committee and the Management, Operations and Intelligent Transportation Systems Technical Subcommittee.

The TPB Technical Committee includes transportation planners from the TPB's member jurisdictions, as well as the transit agencies and departments of transportation. The Technical Committee reviews transportation projects and programs and makes recommendations to the TPB on action items. The Technical Committee receives input from several subcommittees:

- Aviation Technical Subcommittee
- Bicycle and Pedestrian Subcommittee
- Regional Bus Subcommittee
- Travel Forecasting Subcommittee
- Transportation Scenarios Subcommittee
- Travel Management Subcommittee

The TPB receives input and guidance from a number of other committees comprising members of the public, special interest groups, and jurisdictional staff. These include the Steering Committee (largely acting as an executive committee of the TPB), the Human Service Transportation Coordination Task Force, and the Private Providers Task Force.

DOCUMENTS, REPORTS, AND PUBLICATIONS

Documents and reports provide information about the TPB process, projects, and programs. Documents are developed to convey results from a study or provide relevant information over a number of years, while publications are updated or produced on a continual basis. Reports are provided for decision-making and technical advisory committees and are available for review by persons interested in these topics.

- Utilize appropriate visualization techniques in all web and printed publications. Such techniques may range from simple use of pictures and graphics to more sophisticated computer-generated visual information.
- Develop information and materials about regional transportation issues and the TPB process, including comprehensive descriptions of technical and policy procedures, in a manner that all members of the public can understand. Work with partners to distribute these materials at appropriate locations and public meetings across the region.
- Make printed TPB documents available at Board and committee meetings and at the COG office. Post TPB documents to the web as PDFs. Make other formats available upon request to improve accessibility for people with disabilities.

PLANS AND POLICY DOCUMENTS

The TPB is responsible for producing a number of regional plans and policy documents both to reflect and to guide regional transportation decision-making. These include the region's Constrained Long-Range Transportation Plan (CLRP), the six-year Transportation Improvement Program (TIP), and the Regional Transportation Priorities Plan.

CONSTRAINED LONG-RANGE TRANSPORTATION PLAN (CLRP)

The CLRP contains transportation projects and a system-wide collection of strategies that the TPB realistically anticipates can be implemented over the next 25 to 30 years. The CLRP is updated annually and is fully documented on the TPB website. A brochure summarizing the CLRP is printed and distributed on an annual basis. The brochure makes it easier to understand what projects are in the CLRP and how the system that is planned will meet future needs.

www.mwcog.org/clrp

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The TIP describes the schedule over the next six years for obligating federal funds to state and local projects, many of which are included in the CLRP. The TIP is mainly of interest to citizens and stakeholders who are already

involved in the TPB process. It is produced in limited printed editions, and is also available on the TPB website.

<http://www.mwcog.org/clrp/projects/tip/>

TECHNICAL REPORTS

The TPB produces a number of technical reports that are published on a regular basis, including the Unified Planning Work Program, the Air Quality Conformity Assessment, reports on travel monitoring, evaluations of the Commuter Connections programs, and documentation related to the TPB travel forecasting model. These documents are provided for decision-making and technical advisory committees and are available for review by persons interested in these topics.

http://www.mwcog.org/publications/departmental.asp?CLASSIFICATION_ID=3

SPECIAL REPORTS AND STUDIES

The TPB produces special reports as needed and appropriate, such as publications on the regional transportation funding shortfall or reports from the Access for All Advisory Committee (AFA). Staff have made efforts in recent years to make these reports more visually engaging and user-friendly. All such reports are available on the TPB website.

<http://www.mwcog.org/transportation#featured-publications>

PUBLICATIONS

Publish and distribute periodical publications, including weekly and monthly newsletters and the TPB annual report, to inform as broad a regional audience as possible of the activities of the TPB and other regional transportation issues.

<http://www.mwcog.org/transportation/#featured-publications>

PERIODICALS

The TPB will publish and distribute periodical publications, including weekly and monthly newsletters, the TPB annual report, and other reports, guidebooks, and brochures to inform as broad a regional audience as possible of the activities of the TPB and other regional transportation issues.

TPB WEEKLY REPORT

A weekly, online publication designed to provide brief, timely summaries of recent TPB research, analysis, outreach, and planning in the metropolitan Washington region.

www.mwcog.org/transportation/weeklyreport/

TPB NEWS

A monthly publication designed to provide brief updates on items discussed at the most recent TPB meeting, as well as a preview of the upcoming TPB meeting.

www.mwcog.org/store/item.asp?PUBLICATION_ID=94

THE REGION

An annual report designed to highlight TPB activities from the previous year.

www.mwcog.org/store/item.asp?PUBLICATION_ID=353

GUIDEBOOKS AND RESOURCES

Prepare and update as necessary reports, guidebooks, brochures, and other publications to explain the regional transportation planning process and key issues facing the TPB.

http://www.mwcog.org/publications/departmental.asp?CLASSIFICATION_ID=3

WEB AND SOCIAL MEDIA

A growing share of the public now seek and consume information online and via social media. The TPB will seek to maintain its online and social media presence in a way that provides easy access to the policy and technical information and resources that the public need in order to make more informed contributions to the TPB process.

CALENDAR

A meeting calendar with links to agendas and meeting materials for the TPB meeting and other committee meetings.

<http://www.mwcog.org/calendar/default.asp>

COG / TPB WEBSITE

The COG and TPB websites provide current information about ongoing projects and programs, as well as an archive of past publications and documents. The website was initially designed to provide information for individuals and groups that already participate in the TPB process. In recent years, the site has been updated to provide information in a more citizen-friendly format. TPB staff intends to continue making these enhancements. COG plans to launch a major update to the COG and TPB websites in late 2014 or early 2015.

Maintain and expand COG/TPB websites to provide comprehensive information on TPB activities and regional transportation planning issues. The TPB's portfolio of websites includes the Transportation homepage ("What's Happening in Transportation"), the CLRP pages, and the Transportation Planning Information Hub.

<http://www.mwcog.org/transportation/>

EMAIL

Announce public meetings and share materials via email to individuals who have subscribed to receive them. Emails are distributed in HTML and accessible text formats.

<http://www.mwcog.org/publications/subscribe/>

TRANSPORTATION PLANNING INFORMATION HUB FOR THE NATIONAL CAPITAL REGION

The Hub is a website that serves as a one-stop shop for information on transportation planning activities underway throughout the region. It includes information on the planning processes of the TPB's member jurisdictions and agencies, high-profile projects under construction or planned in the region, and links to key documents and resources, including a directory with contact information for numerous local, state, and regional governments and transportation agencies. The Hub is designed to help the public engage with local decision-makers and planners and to become more engaged in the decision-making process. The Hub was launched in 2013.

www.transportationplanninghub.org

OUTREACH AND TRAINING

Actively engaging the general public, the media, and local planning partners is part of the TPB's goal to gain broader participation in the planning and decision-making process, leading to a more informed constituency base and better plans and products.

- Conduct and develop training workshops, such as the TPB's Community Leadership Institute (CLI), to engage members of the informed and interested public who have not been extensively involved in the regional transportation planning process. When appropriate, TPB staff will incorporate interactive techniques (such as polling, surveys, and collaborative map-making), and use appropriate visualization tools to more fully engage workshop participants.
- Conduct and participate in public forums, meetings, and information sessions across the region to provide information to citizens and obtain

comment on key regional transportation issues. When appropriate, TPB staff will incorporate interactive techniques and use appropriate visualization tools to more fully engage participants.

- Seek participation by TPB members and staff in meetings of citizen, business, environmental, and other organizations interested in regional transportation matters.

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APPENDIX B: FEDERAL REGULATIONS

The TPB will fulfill all of the requirements and criteria provided for public involvement under 23 CFR §450.316 and §450.324 of Subpart C-Metropolitan Transportation Planning and Programming of 23 CFR Part 450 (Federal Highway Administration) published in the Federal Register on Wednesday, February 14, 2007, as follows:

§ 450.316 INTERESTED PARTIES, PARTICIPATION, AND CONSULTATION.

(a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
- (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
- (iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
- (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- (v) Holding any public meetings at convenient and accessible locations and times;
- (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable. *Protocol listed under § 450.316(a)(3) was followed during the adoption of the TPB's Participation Plan. The 45-day comment period began on September 13, 2007, and ended on October 28, 2007. Copies of the approved Participation Plan were provided to FHWA and FTA following the adoption of the Plan by the TPB on November 14, 2007, and the Plan was posted on the website on November 14, 2007.*

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

- (1) Recipients of assistance under title 49 U.S.C. Chapter 53;
- (2) Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
- (3) Recipients of assistance under 23 U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

§ 450.322 DEVELOPMENT AND CONTENT OF THE METROPOLITAN TRANSPORTATION PLAN.

(i) The MPO shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunity to comment on the transportation plan using the participation plan developed under § 450.316 (a).

§ 450.324 DEVELOPMENT AND CONTENT OF THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP).

(b) The MPO shall provide all interested parties with a reasonable opportunity to comment on the proposed TIP as required by §450.316(a). In addition, in nonattainment area TMAs, the MPO shall provide at least one formal public meeting during the TIP development process, which should be addressed through the participation plan described in §450.316(a). In addition, the TIP shall be published or otherwise made readily available by the MPO for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web, as described in §450.316(a).

(n) Projects in any of the first four years of the TIP may be advanced in place of another project, subject to the project selection requirements of § 450.330. In addition, the TIP may be revised at any time under procedures agreed to by the

State, MPO(s), and public transportation operator(s) consistent with the TIP development procedures established in this section, as well as the procedures for the MPO participation plan (see § 450.316(a)) and FHWA/FTA actions on the TIP (see § 450.328).

§ 450.326 TIP REVISIONS AND RELATIONSHIP TO THE STIP.

(a) An MPO may revise the TIP at any time under procedures agreed to by the cooperating parties consistent with the procedures established in this part for its development and approval. In nonattainment or maintenance areas for transportation-related pollutants, if a TIP amendment involves non-exempt projects (per 40 CFR part 93), or is replaced with an updated TIP, the MPO and the FHWA and the FTA must make a new conformity determination. In all areas, changes that affect fiscal constraint must take place by amendment of the TIP. Public participation procedures consistent with § 450.316(a) shall be utilized in revising the TIP, except that these procedures are not required for administrative modifications.

APPENDIX C: MISSION STATEMENTS FOR TPB ADVISORY COMMITTEES

TPB CITIZENS ADVISORY COMMITTEE (CAC)

The mission of the Citizens Advisory Committee (CAC) is:

- to promote public involvement in transportation planning for the National Capital Region; and
- to provide independent, region-oriented citizen advice to the TPB on transportation plans, programs, and issues in the region, including responding to requests from the TPB for comment on specific issues or subject matter.

TPB ACCESS FOR ALL ADVISORY COMMITTEE (AFA)

The Access for All Advisory Committee (AFA) advises the TPB on transportation issues, programs, policies, and services that are important to low-income communities, minority communities, and people with disabilities. The mission of this committee is to identify concerns of low-income and minority populations and persons with disabilities, and to determine whether and how these issues might be addressed within the TPB process.

APPENDIX D: OPERATING PROCEDURES FOR THE TPB CITIZENS ADVISORY COMMITTEE

The Citizens Advisory Committee (CAC) shall have 15 members approved by the TPB. Membership appointments shall be recommended to the TPB as follows:

- A term of membership in the CAC will begin in February and end in January of the following calendar year.
- By the end of December of each calendar year, the then current CAC shall designate six individuals to serve on the CAC for the next calendar year. These six individuals, two from each of the District of Columbia, Suburban Maryland, and Northern Virginia, should represent the environmental, business, and civic interests in transportation, including appropriate representation from low-income, minority, and disabled groups and from the geographical area covered by the TPB.
- Following receipt of the six designees from the CAC, the TPB officers shall nominate an additional nine members, three from each of the District of Columbia, Suburban Maryland, and Northern Virginia. These nine members should represent the environmental, business and civic interests in transportation, including appropriate representation from low-income, minority and disabled groups and from the geographical area served by the TPB.
- The chair of the CAC for each calendar year shall be appointed from the 15 members by the chair of the TPB for that calendar year. The chair of the CAC shall select two Vice chairs such that the chair and Vice chairs are from the District of Columbia, Suburban Maryland, and Northern Virginia.
- The appointments to the CAC for each calendar year shall be approved by the TPB no later than the January meeting of the TPB.
- The CAC shall meet at least two days prior to the day of each TPB meeting. Mailout materials for the TPB meeting shall be available for the CAC meeting. The schedule of meeting times for the calendar year shall be developed by the CAC at its first meeting of the calendar year, and notice of the schedule shall be provided to the general public.
- The CAC chair shall encourage members of the general public to participate in the discussions at the CAC meetings to the maximum extent possible under the time constraints imposed by the agendas.
- The CAC chair shall prepare a report on the CAC meeting which shall be made available to the TPB members at each TPB meeting. Time (up to ten minutes maximum) shall be reserved on each TPB meeting agenda for the CAC chair to report to the Board on CAC activities.
- TPB staff shall be available at the CAC meetings to brief the CAC on TPB procedures and activities as requested, and to answer questions. TPB staff shall assist the CAC chair in preparing meeting agendas, assembling and

mailing meeting materials to CAC members, and preparing the CAC chair's report to the TPB.

- An evaluation of the activities of the CAC shall be provided to the TPB by the chair of the CAC each January.

APPENDIX E: ACCOMMODATIONS POLICY

The Metropolitan Washington Council of Governments (COG) is committed to the principles of the Americans with Disabilities Act. It is COG's policy to provide equal access for individuals with disabilities to programs, meetings, publications, and activities including employment. Special accommodations will be provided by the Council of Governments upon request. Reasonable accommodations may include modifications or adjustments to a program, publication, activity, or the way things usually are done to enable an individual with a disability to participate. Examples include:

- Providing sign language interpreters;
- Providing materials in alternative formats (large print or electronic copies);
- Providing tables that are "higher" than normal meeting room tables for people using electric wheelchairs;
- Alerting security staff that persons with disabilities will need assistance to the meeting room;
- Alerting COG garage attendants that a person with a disability will be needing disabled parking spaces;
- Offering individuals to participate in meetings through conference calls and other accommodations as necessary.

MEETINGS AND EVENTS

Translation services in sign language and Spanish are available upon request for meetings that are open to the public. Other accommodations, such as special seating requirements, can also be arranged. Please allow up to seven business days to process your request.

PUBLICATIONS

Most publications are available on the website. For information on locating reports, meeting agendas, presentations and other documents. Alternative formats of publications are also available upon request. Please allow up to seven business days to process your request.

ADVANCE NOTICE REQUESTED FOR INTERPRETING OR CART SERVICES

An individual needing a sign language interpreter or Communication Access Real-time Translation (CART) service to participate in a meeting or event should request the interpreter service within seven days in advance of the event. If the event is more than 12 interpreting hours, such as a two day conference, COG asks that the

request be made 14 days in advance. Late requests will be handled based upon the availability of service(s).

TO MAKE A REQUEST:

Phone: 202-962-3300

TDD: 202-962-3213

Email: accommodations@mwkog.org

LANGUAGE ASSISTANCE PLAN

COG's Title VI Plan includes a Language Assistance Plan (as Attachment F) which describes languages spoken in the region and the assistance that is provided to individuals with limited-English proficiency to ensure that they can participate in the TPB's transportation planning process.

COG's Title VI Plan can be found here:

<http://www.mwkog.org/publications/nondiscrimination.asp>