

National Capital Region Transportation Planning Board

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MEMORANDUM

TO: TPB Technical Committee

FROM: Melanie Wellman
Transportation Planner

DATE: March 28, 2008

SUBJECT: Congestion Management Process (CMP) Reference Materials for Completion of the
CMP Documentation Forms

This memorandum provides a summary of comments received on the previously circulated draft reference materials to assist agencies as they fill out the CMP documentation forms (required for single-occupant vehicle [SOV] capacity-increasing projects), as well as the finalized version of those materials.

At the request of the Subcommittee, the reference materials were distributed to the TPB Technical Committee, Commuter Connections Subcommittee, and Management, Operations, and Intelligent Transportation Systems (MOITS) Technical Subcommittee for review, and comments were requested by March 18th. The spreadsheet has been updated to include the comments received from these Committees, and is attached for your use when filling out the forms. This information should be shared with personnel in your agencies directly responsible for filling out the CLRP/TIP submissions.

The following is a summary of the major changes made by staff to the draft reference materials, based upon the comments received. All suggested changes have been integrated into the final document.

- The several major Commuter Connections programs are now listed separately, rather than in a single listing, and any previously listed local government programs that were, in fact, part of Commuter Connections are now covered by the main Commuter Connections listings.
- Information has been added on WMATA bicycle parking and bicycle racks on buses.
- Information has been added on carsharing programs at Metrorail stations.
- Information has been added on MDOT activities addressing Base Realignment and Closure (BRAC).
- Information has been added on the I-270 Integrated Corridor Management (ICM) project.

The Excel document attached also contains a worksheet titled “Explanation” which is a summary of why the reference material was developed and the content of the material in the spreadsheet. The explanation should be read prior to using the reference material.

The next Travel Management Subcommittee meeting has been scheduled for Tuesday, April 15, 2008, 9:30 AM. This meeting will be about ten days before the final Congestion Management

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Documentation Forms are due to the TPB staff, and it is greatly encouraged that agencies will be well underway by then in filling out any necessary forms. Subcommittee members are encouraged to bring their completed or semi-completed CMP documentation forms to the April 15th meeting, along with any questions.

If you have any questions, please contact me at mwellman@mwkog.org or (202) 962-3259. Thank you.

Attachment.