

# Technical Inputs Solicitation

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

## Submission Guide

for Updates to the Plan  
and FY 2021-2026 TIP

Inputs are due May 31, 2019



**visualize2045**  
A LONG-RANGE TRANSPORTATION PLAN FOR THE NATIONAL CAPITAL REGION

# TECHNICAL INPUTS SOLICITATION

## Submission Guide for Updates to the Plan and the FY 2021-2026 TIP

### ABOUT THE TPB

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

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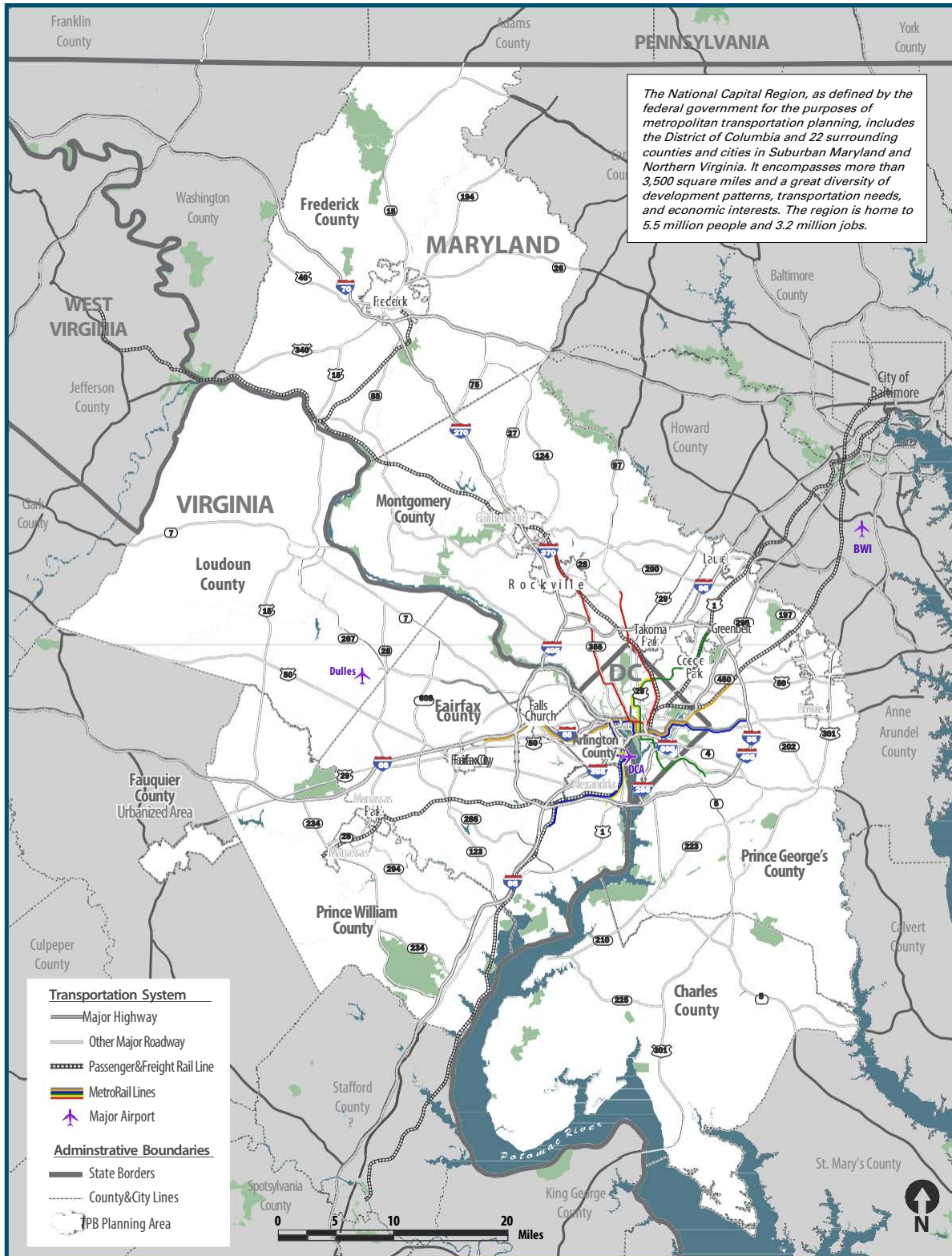
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# National Capital Region



## INTRODUCTION

The TPB updates the Transportation Improvement Program (TIP) every two years. When the TIP is updated, a conformity determination must be made. The TPB is initiating a TIP update, and this update offers the opportunity to make minor changes to projects in the constrained element of Visualize 2045, provided that the project is already accounted for in the financial plan or is sufficiently demonstrated to be available and committed.

### About Visualize 2045

Visualize 2045 is the federally required long-range transportation plan for the National Capital Region's. The TPB approved Visualize 2045 on October 17, 2018.

Visualize 2045 includes both a "Constrained Element" and an "Aspirational Element." The Constrained Element identifies the investments agencies expect to be able to afford between now and 2045, while the Aspirational Element identifies seven initiatives that the TPB has endorsed to address some of the biggest transportation challenges that the region is expected to face in the coming decades, even if all currently funded projects and programs are built and implemented.

The updated Constrained Element of Visualize 2045 will undergo a federally required analyses to ensure that it conforms to the region's air quality plans (this is known as Air Quality Conformity) and that sufficient financial resources will be available to implement the projects.

### About the Transportation Improvement Program

The Transportation Improvement Program, or TIP, is a federal obligation document which describes the planned schedule in the next four years for distributing federal, state and local funds for state and local transportation projects. The TIP represents an agency's intent to construct or implement specific projects in the short term and identifies the anticipated flow of federal funds and matching state or local contributions.

Along with Visualize 2045, the TPB approved the FY 2019-2024 TIP on October 17, 2018. While the long-range plan is updated every four years, the TIP is updated every two years.

## Technical Inputs Solicitation

This document is a guide for submissions of TIP projects and funding information for the period FY 2021 – FY 2026 and for minor updates to Visualize 2045 until the next quadrennial update.

In conjunction with the development of the FY 2021-2026 TIP and its required air quality analysis, the TPB invites member agencies to review the projects included in the constrained element of Visualize 2045. The analysis will take several months to complete. Therefore, the technical inputs must be submitted by May 31, 2019 to ensure that the analyses can be completed and approved by May 2020. Financial inputs for the FY 2021-2026 TIP are due by December 20, 2019.

### What's Required

**All updates to the TIP and plan must either be included in the financial analysis of Visualize 2045 or demonstrate that funding is available and committed within the implementing agency's approval authority.**

To properly analyze the Constrained Element of Visualize 2045, the TPB must know what regionally significant projects (those that add or remove capacity on the existing transportation system), programs, and policies agencies are planning to implement between now and 2045.

For each submission, agencies must provide certain project details, including project descriptions, cost and revenue estimates in year of expenditure dollars, and completion dates. Agencies must also identify and describe what federal and regional policy considerations the investments address.

## TIP AND PLAN UPDATE SCHEDULE

The analyses of Visualize 2045 will take several months to complete. To ensure that the analyses are finished in time for the updated plan and TIP to be approved by the TPB in May 2020, agencies must submit these technical inputs by May 31, 2019.

Since this update is not intended to capture any major new projects, one 30-day public comment period will be held at the end of the process.

<b>May 3, 2019</b>	Technical Committee is briefed on request for plan and TIP updates; solicitation opens
<b>May 31, 2019</b>	Solicitation closes; all air quality conformity project inputs are due
<b>June 7, 2019</b>	Technical Committee briefed on draft project inputs and draft air quality conformity Scope of Work
<b>June 19, 2019</b>	TPB briefed on draft project inputs and draft air quality conformity Scope of Work
<b>June – July 2019</b>	TPB staff briefs Metropolitan Washington Air Quality Committee Technical Advisory Committee (MWAQC TAC) on inputs and Scope of Work
<b>July 17, 2019</b>	TPB is asked to approve inputs and draft Scope of Work
<b>December 20, 2019</b>	Financial updates for the FY 2021-2026 TIP are due
<b>March 12, 2020</b>	Public Forum on the FY 2021-2026 TIP
<b>April 3, 2020</b>	Technical Committee reviews draft FY 2021-2026 TIP and conformity analysis results; draft Visualize 2045 update, TIP and Conformity Analysis are released for 30-day comment period
<b>April 15, 2020</b>	TPB is briefed on draft Visualize 2045 update, TIP and Conformity Analysis
<b>April 2020</b>	TPB staff briefs MWAQC TAC on the draft Visualize 2045 update, TIP and Conformity Analysis
<b>May 3, 2020</b>	Comment period ends
<b>May 20, 2020</b>	TPB reviews comments and responses to comments, and is presented with the draft Visualize 2045 plan update, FY 2021-2026 TIP, and Conformity Analysis for approval

## RESPONSIBLE AGENCIES

Any municipal, county, state, regional, or federal agency with the fiscal authority to fund transportation projects

is responsible for providing required project, program, and policy inputs for the Constrained Element of Visualize 2045. Inputs must be submitted by a TPB member jurisdiction or agency listed below.

### District of Columbia

District Department of Transportation (DDOT)

### Suburban Maryland

Maryland Department of Transportation (MDOT)

*State Highway Administration (MDOT SHA)*

*Maryland Transit Administration (MTA)*

*Maryland Transportation Authority (MDTA)*

Charles County Department of Public Works

Frederick County Department of Public Works

Montgomery County Department of Transportation

Prince George's County Department of Public Works and Transportation

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

City of Frederick Planning Department

Gaithersburg Public Works Department

Rockville Public Works Department

Takoma Park Public Works Department

### Northern Virginia

Virginia Department of Transportation (VDOT)

Virginia Department of Rail and Public Transportation (VDRPT)

Virginia Railway Express (VRE)

Potomac and Rappahannock Transportation Commission (PRTC)

Northern Virginia Transportation Authority (NVTA)

Northern Virginia Transportation Commission (NVTC)

Arlington County Department of Environmental Services\*

Fairfax County Department of Transportation\*

Fauquier County Department of Community Development\*

Loudoun County Department of Transportation and Capital Infrastructure\*

Prince William County Department of Transportation\*

City of Alexandria Department of Transportation and Environmental Services\*

City of Fairfax Department of Public Works\*

City of Falls Church Department of Public Works\*

City of Manassas Public Works Department\*

City of Manassas Park Public Works Department\*

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

### Regional

Washington Metropolitan Area Transit Authority (WMATA)

Eastern Federal Lands Highway Division of the Federal Highway Administration

Metropolitan Washington Airports Authority (MWAA)

## PROJECT INPUTS

In conjunction with the development of the FY 2021-2026 TIP and its required air quality analysis, the TPB invites member agencies to review the projects included in the constrained element of Visualize 2045. At this time, agencies may:

- **Review and update existing projects:**  
Agencies should review all projects in the constrained element of Visualize 2045 and update project information.
- **Add new projects:**  
Agencies may submit new “small-scale” projects that would not trigger the need for an initial public comment period, i.e. no projects that would be highlighted as a new “major” project.
- **Transit service and fare assumptions:**  
Agencies may provide updated route and frequency information for planned transit services

For any new submission, agencies must provide project details, including project descriptions, cost and revenue estimates in year of expenditure dollars, and completion dates. Funding for any new project must be shown to be included in the Visualize 2045 financial plan, or that any new funding is within the agency’s approval authority. Agencies must also identify and describe what federal and regional policy considerations the investments address.

## FINANCIAL CONSTRAINT

When Visualize 2045 was approved in 2018, it included an in-depth financial plan. Federal metropolitan planning regulations require MPOs to develop a financial plan that demonstrates how the adopted long-range transportation plan could be implemented given revenues that are “reasonably expected to be available.” “Financial constraint” or “fiscal constraint” is the analysis performed to demonstrate that the forecast revenues which are reasonably expected to be available through 2045 can cover the estimated costs of adequately maintaining, operating, and expanding the highway and transit system in the region through that same timeframe.

The next financial plan will be developed in conjunction with the 2022 long-range plan update. All projects and changes submitted before that must be included in the 2018 financial plan or sufficiently demonstrate that funding is available and committed, per federal regulations.



## Technical Conformity Input Categories

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

### Roadway Projects

- **System Expansion:** Increasing system capacity by increasing the number of lane-miles of roadway or by adding new access locations (ramps, interchanges, etc.)
- **System Preservation/State of Good Repair:** Major rehabilitation or complete replacement of aging roadways, bridges, technology and communications systems, and other infrastructure as it nears the end of its useful lifespan
- **Study:** Any project that does not have funding identified for right-of-way acquisition or construction. The study may include multiple design alternatives. Funding in the TIP is permitted for project planning or preliminary engineering only

### Transit Projects

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

### Bicycle or Pedestrian Projects

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

### Operations and Maintenance Programs

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

### Transit Service

- **Bus transit:** New or updated routes or frequencies
- **Rail transit:** New or updated routes or frequencies
- **HOV/HOT/ETL:** New or updated lane restrictions and/ or hours of operation

## ADDITIONAL INPUTS

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

- Baltimore area project inputs: Projects in the Baltimore Regional Transportation Board (BRTB) long-range transportation plan that are in jurisdictions in the TPB Modeled Area.
- Fredericksburg area project inputs: Projects in the Fredericksburg Area Metropolitan Planning Organization (FAMPO) long-range transportation plan that are in jurisdictions in the TPB Modeled Area.
- Calvert-St. Mary's area project inputs: Projects in the Calvert-St. Mary's Metropolitan Planning Organization (C-SMMPO) long-range transportation plan that are in jurisdictions in the TPB Modeled Area.
- Land-use forecasts for neighboring areas: Population and employment forecasts for jurisdictions outside the TPB Planning Area but within the TPB Modeled Area, including the Baltimore, Fredericksburg, and Calvert-St. Mary's metropolitan areas and Charles County (MD), Clark and Fauquier counties (VA), and Jefferson County (WV).
- Census-adjusted employment forecasts: Employment forecasts provided by COG are modified to reflect the latest Census estimates.
- Other specialized trips: Estimates of external trips, through trips, and specialty-generator trips (e.g., for major sporting events).
- Vehicle registration information: Make, model, and year of all registered vehicles, used in the calculation of mobile emissions in the region.
- Non-travel related emissions model inputs: Air temperature and humidity, fuel formulation, and inspection and maintenance program.
- Base-year transit assumptions: Route and schedule information for existing train and bus systems.
- Toll and fare updates: Existing toll and fare policies and usage, including toll collection methods, facility use by vehicle type, and hours of operation.

## REGIONAL POLICY CONSIDERATIONS

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

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

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

## Shared Regional Goals and Priorities

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

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

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

## FEDERAL REQUIREMENTS AND POLICY CONSIDERATIONS

Visualize 2045 meets all federal requirements for a Metropolitan Planning Organization's long-range plan and was approved by the Federal Highway Administration and the Federal Transit Administration in December 2019. Any updates to Visualize 2045 must continue to meet these federal requirements in order to receive federal approval and for federal funding to flow to transportation projects in our region. The two main requirements are that the plan must:

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

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

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

## Federal Planning Factors

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

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

## Performance-Based Planning and Programming

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

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

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

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

A sixth performance measure area on Transit Safety is under development and the setting of targets will be in place between 2019 and 2021.

The FY 2019-2024 TIP was the first TIP to document the measures and targets set forth by the TPB. At the time the FY 2019-2024 TIP was published, the TPB had approved targets for 21 out of 25 measures. The Performance-Based Planning and Programming section of the FY 2019-2024 TIP provided a baseline analysis of the number of projects and amounts of funding using specific sources that pertained to each performance area.

During the development of the FY 2021-2026 TIP, agencies will be asked to provide additional information about projects that are aimed at improving these performance areas that may use funds outside of the sources traditionally associated with those goals. For instance, a project designed to increase safety may use National Highway Performance program rather than the Highway Safety Improvement program funding, but these investments should still be captured. Once these additional data points have been agreed upon, they will be reflected in the TIP database and the instructions in Appendix A.

## REVIEW, COMMENT, AND APPROVAL PROCESS

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

<p><b>Staff Review</b> May 2019</p>	<p>Staff will review the draft inputs and work with submitting agencies to ensure that all provided information is complete and accurate.</p>
<p><b>Committee and Board Review</b> June 2019</p>	<p>The TPB and the TPB Technical Committee will review the draft inputs and the draft air quality conformity scope of work at their June meetings.</p>
<p><b>Comment Period</b> April – May 2020</p>	<p>A 30-day comment period will provide an official opportunity for TPB members, stakeholders, and the public to comment on the draft Visualize 2045 amendment, TIP and conformity analysis.</p>
<p><b>Review of Comments and Board Approval</b> May 2020</p>	<p>The TPB will review comments on the plan amendments, TIP, and conformity analysis. The board will vote at its May meeting to approve the amendments to Visualize 2045, the FY 2021-2026 TIP and the conformity analysis.</p>

## Purpose of Board and Committee Review

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

- Become acquainted with project and program details
- Ensure key questions are answered and details are provided
- Ensure consistency with locally adopted plans and priorities
- Ensure that sufficient local input from the public and local officials has been provided
- Discuss whether and how submissions support regional policy goals and priorities

## BASIC SUBMISSION INSTRUCTIONS FOR CONFORMITY INPUTS

An online database application is used to gather project and program information from each agency. Staff from implementing agencies will be assigned an account with a user name and password. There are two levels of access to the database: record editors and read-only reviewers. Each agency should decide which person on their staff should assume these roles. Once logged into the application users will have access to the most recent version of the plan and TIP information that was approved by the TPB. TPB staff will offer training sessions to assist staff with the application as needed.

*Appendix A provides instructions for project and program submissions.*

## RESOURCES AND MAPS

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

### TPB Vision

[www.mwcog.org/TPBvision](http://www.mwcog.org/TPBvision)

### Regional Transportation Priorities Plan

[www.mwcog.org/RTPP](http://www.mwcog.org/RTPP)

### Activity Centers map and list

[www.mwcog.org/ActivityCenters](http://www.mwcog.org/ActivityCenters)

### Equity Emphasis Areas map

[www.mwcog.org/EquityEmphasisAreas](http://www.mwcog.org/EquityEmphasisAreas)

### Region Forward

[www.mwcog.org/RegionForward](http://www.mwcog.org/RegionForward)

### Financial Analysis (2014 CLRP)

[www1.mwcog.org/clrp/elements/financial/default.asp](http://www1.mwcog.org/clrp/elements/financial/default.asp)

### Federal requirements

[www1.mwcog.org/clrp/process/federalrequirements.asp](http://www1.mwcog.org/clrp/process/federalrequirements.asp)

## CONTACT INFORMATION

Technical questions and assistance with submissions:

Andrew Austin | [aaustin@mwcog.org](mailto:aaustin@mwcog.org) | (202) 962-3353

Questions about transit assumptions and air quality

Jane Posey | [jposey@mwcog.org](mailto:jposey@mwcog.org) | (202) 962-3331

All other questions about Visualize 2045:

Lyn Erickson | [lerickson@mwcog.org](mailto:lerickson@mwcog.org) | (202) 962-3319

**visualize2045**  
A LONG-RANGE TRANSPORTATION PLAN FOR THE NATIONAL CAPITAL REGION  
[visualize2045.org](http://visualize2045.org)



National Capital Region  
**Transportation Planning Board**

Visualize 2045 is the long-range transportation plan for the National Capital Region approved by the Transportation Planning Board on October 17, 2018.



# APPENDIX A

Detailed Submission Instructions  
and Sample Description Form



**visualize2045**  
A LONG-RANGE TRANSPORTATION PLAN FOR THE NATIONAL CAPITAL REGION



## APPENDIX A: DETAILED SUBMISSION INSTRUCTIONS AND SAMPLE DESCRIPTION FORM

This appendix describes the process to be used by transportation implementing agencies when updating project information for Visualize 2045 as well as the Air Quality Conformity inputs and the Congestion Management Process in the online database. The project description forms are designed to elicit information to enable policy makers, citizens and other interested parties and segments of the community affected by projects in the plan to understand and review them. Description forms must be completed for all projects to be included in the Plan. All regionally significant projects, regardless of funding source, must be included in the Plan for Air Quality Conformity information purposes. A Congestion Management Process Form must be completed for all projects meeting the requirements described on page 33 of these instructions. The remainder of this section describes how to update plan and conformity project information using an online database application.

### THE ONLINE DATABASE FOR THE VISUALIZE 2045 PROJECT AND AIRQUALITY CONFORMITY INPUTS

An online database application is used to gather project and program information from each agency. Staff from implementing agencies will be assigned an account with a user name and password. There are two levels of access to the database; editors and reviewers. Each agency should decide which person on their staff should assume these roles. Once logged into the application users will have access to the most recent version of the Plan and TIP information that was approved by the TPB. TPB staff will offer training sessions to assist staff with the application as needed.

## Visualize 2045 Project Description Form Instructions

Projects should be described in sufficient detail to facilitate review by the TPB and the public. Specific information is needed on the project location and physical characteristics, purpose, projected completion date, total estimated costs, proposed sources of revenues, and other characteristics. Submissions for studies should indicate those cases where the design concept and scope (mode and alignment) have not been fully determined and will require further analysis. TERM projects or actions should also be identified. Project Description Forms should be used to describe the full scope of a facility's improvements.

### Basic Project Information

1. Submitting Agency..... The agency that is submitting the project information. Defined by the user's agency status.
2. Secondary Agency ..... Other agency working in conjunction with primary agency
3. Agency Project ID ..... Agencies can use this field to track projects with their own ID systems.
4. Project Type..... Identify the functional class or category on which projects will be grouped in reports. Options include: Interstate, Primary, Secondary, Urban, Transit, Bike/Ped, Bridge, Enhancement, ITS, Maintenance, CMAQ, Other.
5. Project Category..... Identify the nature of the project: System Expansion (adding capacity to a road or transit system), System Preservation (any work on the road or transit system that does not add capacity), Management, Operations and Maintenance, Study, Other.
6. Project Name..... Brief, user-friendly name of the project;

7. Facility.....These fields should be used to describe actual infrastructure or transit routes. Any of these fields may be left blank and there is no need for redundant entries. If a project can be described adequately in the Project Title field, it is not necessary to fill in these fields.
  - a. Prefix.....Interstate or State abbreviation for route type, e.g. I, VA, MD, US. Combinations such as VA/US are acceptable
  - b. Number.....The route number that corresponds with the above prefix. Again, combinations are acceptable.
  - c. Name .....Full name of facility; e.g. "Capital Beltway," "East Street" or "Red Line". To the extent possible, this field should be limited to actual street names or transit routes.
  - d. Modifier.....Any term that needs to be used to further describe a facility, such as "extended", "relocated" or "interchange".
8. From (At).....The beginning project limit or location of a spot improvement. Use the (At) checkbox to indicate a spot or interchange improvement. Follow the conventions above for Prefix, Number, Name and Modifier.
9. To .....Terminal project limit. Follow conventions above for Prefix, Number, Name and Modifier.
10. Description .....Describe the project as clearly as possible. Use public-friendly phrasing and avoid technical jargon where possible.
11. Projected Completion Year....Estimated year that the project will be open to traffic or implemented.
12. Project Manager.....Name of project manager or point-of-contact for information
13. E-mail .....E-mail address for project manager or point-of-contact for information
14. Web Site.....URL for further project information from implementing agency
15. Total Mileage.....If available; enter the total length of the project to the closest tenth of a mile.
16. Map Image.....If available, upload an image file to assist
17. State/Local Project Standing.Upload a brief memo or document describing the project's status in the local and/or state planning process. This should include approval actions by local, state, or sub-regional agencies with the names of any adopted plans, or any other documentation of the project's prioritization at the local or sub-regional level.
18. Jurisdiction.....Select the appropriate jurisdictions for the project. Multiple jurisdictions can be selected by pressing the CTRL key while clicking.
19. Baseline Cost/As of .....Initially estimated total cost of project (in \$1,000s) and approximate date of that estimate. (For quadrennial long range plan inputs or for new projects being added as amendments to the plan).
20. Amended Cost/As of.....Updates to total project cost (in \$1,000s) can be entered here with date of the amended cost estimate. (Used only for subsequent amendments to the baseline cost input).
21. Sources.....Indicate the sources of funds: Federal, State, Local, Private, Bonds, Other. Hold the CTRL key down to select multiple sources.

## Regional Policy Framework

22. Provide Options ..... Identify all travel mode options that this project provides, enhances, supports, or promotes.
23. Activity Centers ..... Indicate if the project begins or ends within an activity center, connects two or more centers, and/or promotes non-auto travel within one or more centers
24. Maintenance..... Does this project contribute to enhanced system maintenance, preservation, or safety?
25. Operations ..... Does this project reduce travel time on highways and/or transit without building new capacity, and does it enhance safety?
26. Environment..... Is the project expected to contribute to reductions in emissions of criteria pollutants and/or greenhouse gases?
27. Travel and Commerce..... Does the project support interregional and international travel and commerce (freight and passenger)?
28. Additional Framework..... Provide any additional information that describes how this project further supports or advances these and other regional goals.

## Federal Planning Factors

29. Please identify any and all planning factors that are addressed by this project:

Use the checkboxes to select all that apply:

- a. Supports the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- b. Increases the safety of the transportation system for all motorized and non-motorized users.
  - i. Is this project being proposed specifically to address a safety issue? **Note:** *It is presumed that all new projects being constructed include safety considerations. Select "Yes" only if the primary reason the project is being proposed is to address a safety issue.*
  - ii. *If so, please briefly describe (in quantifiable terms, where possible) the nature of the safety problem:*
- c. Increases the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users.
- d. Increase accessibility and mobility of people
- e. Increase accessibility and mobility of freight
- f. Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- g. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- h. Promote efficient system management and operation.
- i. Emphasize the preservation of the existing transportation system.

- j. Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
- k. Enhance travel and tourism.

## Environmental Mitigation

30. Have any potential mitigation activities been identified for this project?  
If so, identify the types of activities below.

Use the checkboxes to select “Yes” or “No” and to identify any mitigation activities being planned for this project.

- Air Quality,
- Energy,
- Floodplains,
- Geology, Soils and Groundwater,
- Hazardous and Contaminated Materials,
- Noise,
- Rare, Threatened and Endangered Species,
- Socioeconomics,
- Surface Water,
- Vibrations,
- Visual and Aesthetic Conditions,
- Wetlands,
- Wildlife and Habitat

## Congestion Management Process Documentation

The following addresses the MAP-21 component called the Congestion Management Process. Please see the discussion on Congestion Management Documentation in Section 2 of this document for more information. Questions 25 and 26 should be answered for every project. In addition, a Congestion Management Documentation Form should be completed for each project or action proposing an increase in SOV capacity.

31. Congested Conditions
- a. *Do traffic congestion conditions on this or another facility necessitate the proposed project or program?*  
Check “Yes” if this project is being planned specifically to address congestion conditions.
  - b. *If so, is the congestion recurring or incident-related non-recurring in nature?*  
Use the checkboxes to identify either option.
  - c. *If the congestion is on a different facility, please identify it here:*  
Identify the name of the congested parallel or adjacent route that this project is intended to relieve.

## 32 Capacity

The federally-mandated Congestion Management Process requires that alternatives to major highway capacity increases be considered and, where reasonable, integrated into capacity-increasing projects. Except if projects fall under at least one of the exemption criteria listed under part (b), projects in the following categories require a Congestion Management Documentation Form:

- New limited access or other principal arterial roadways on new rights-of-way
- Additional through lanes on existing limited access or other principal arterial roadways
- Construction of grade-separated interchanges on limited access highways where previously there had not been an interchange.

*a. Is this a capacity-increasing project on a limited access highway or other principal arterial?*

Check "Yes" if the project will increase capacity on an SOV facility of functional class 1 (limited access highway), 2 (principal arterial) or 5 (grade-separated interchange on limited access highway).

*b. If the answer to Question 32.a was "yes," are any of the following exemption criteria true about the project?*

(Choose one, or indicate that none of the criteria apply):

- None of the exemption criteria below apply to this project – a Congestion Management Documentation Form is required.
- The project will not use federal funds in any phase of development or construction (100% state, local, and/or private funding).
- The number of lane-miles added to the highway system by the project totals less than one lane-mile
- The project is an intersection reconstruction or other traffic engineering improvements, including replacement of an at-grade intersection with an interchange
- The project, such as a transit, bicycle or pedestrian facility, will not allow private single-occupant motor vehicles.
- The project consists of preliminary studies or engineering only, and is not funded for construction
- Any project whose construction cost is less than \$10 million.

Review the list of potential exemption criteria and determine if any of them are true, thus exempting the project from needing a separate Congestion Management Documentation Form. If more than one criterion is true, please select just one as the primary criterion. Use the pull-down menu to identify the exemption criterion.

*c. If the project is not exempt and requires a Congestion Management Documentation Form, click on the link provided to open a blank Congestion Management Documentation Form.*

## Record Tracking

- 33 Completed Year ..... Use this field to indicate the year that the full scope of the project has been opened to traffic or implemented.
- 34 Project Withdrawn ..... Use this checkbox to indicate that a project is being withdrawn from the Plan.
- 35 Withdrawn Date ..... Provide an approximate date for the withdrawal of the project.

- 36. Created by..... Identification of who created the record originally.
- 37. Created On..... Date record was originally created on
- 38. Last Updater..... ID of last person to make modifications to record
- 39. Last Updated On ..... Recorded date and time of last modifications to record
- 40. Comments ..... General notes for agency or TPB staff to use.

## Air Quality Conformity Input Instructions

- 1. Conformity ID .....TPB Staff will assign each project a Conformity ID
- 2. Agency ID.....Agencies can use this field to track projects with their own ID systems.
- 3. Improvement .....Pull-down field to identify type of improvement being made to the facility (e.g. construct, widen, upgrade, etc.)
- 4. Facility.....These fields should be used to describe actual infrastructure or transit routes. Any of these fields may be left blank and there is no need for redundant entries. If a project can be described adequately in the Project Title field, it is not necessary to fill in these fields.
  - a. Prefix ..... Interstate or State abbreviation for route type, e.g. I, VA, MD, US. Combinations such as VA/US are acceptable.
  - b. Number..... The route number that corresponds with the above prefix.
  - c. Name..... Full name of facility; e.g. "Capital Beltway," "East Street" or "Red Line". To the extent possible, this field should be limited to actual street names or transit routes.
  - d. Modifier ..... Any term that needs to be used to further describe a facility, such as "extended", "off-ramp", or "interchange".
- 5. From (At) .....The beginning project limit or location of a spot improvement. Use the (At) checkbox to indicate a spot or interchange improvement. Follow the conventions above for Prefix, Number, Name and Modifier.
- 6. To .....Terminal project limit. Follow conventions above for Prefix, Number, Name and Modifier.
- 7. Description .....This field is not required but can be used to provide additional information beyond the data in the other fields.
- 8. Facility Type From/To
  - a. Facility Type From..... Functional class of facility before improvement
  - b. Facility Type To..... Functional class of facility after improvement
- 9. Lanes From/To
  - a. Lanes From ..... Number of lanes on facility before improvement
  - b. Lanes To ..... Number of lanes on facility after improvement
- 10. R.O.W. Acquired ..... Right-of-way has been acquired for the facility
- 11. Under Construction?..... Construction has begun on the facility
- 12. Projected Completion Year.... Estimated year that the project will be complete.
- 13. Completed ..... Date the project was completed (open to traffic) or implemented



- 14. Creator..... Recorded ID of the user that created the record
- 15. Created On..... Date record was originally created on
- 16. Last Updated On..... Recorded date and time of last modifications to record
- 17. Last Updater..... Recorded ID of last person to make modifications to record

## Congestion Management Documentation Form for SOV Projects

A Congestion Management Documentation Form should be completed for each project or action intended for the Plan that involves a significant increase in single-occupant vehicle (SOV) carrying capacity of a highway.

Brief and complete answers to all questions are recommended. A reference to an external document or an attachment without further explanation on the form itself is not recommended; findings of studies, Major Investment Studies, for example, should be summarized on the form itself. References to other documents can be made if desired in addition to the answer provided on the form.

As a rule of thumb, the scale and detail in the responses to the questions should be in proportion to the scale of the project. For example, a relatively minor project needs less information than a major, multi-lane-mile roadway construction project.

The form can summarize the results of EISs or other studies completed in association with the project, and can also summarize the impact or regional studies or programs. It allows the submitting agency to explain the context of the project in the region's already-adopted and implemented programs, such as the Commuter Connections program, and to go on to explain what new and additional strategies were considered for the project or corridor in question.

## Sample Forms

The following pages are samples for the CLRP Project Description Form, TIP Project Description Form, and Congestion Management Documentation Form.



# VISUALIZE 2045 PROJECT DESCRIPTION FORM



## **BASIC PROJECT INFORMATION**

1. Submitting Agency:
2. Secondary Agency:
3. Agency Project ID:
4. Project Type:  Interstate  Primary  Secondary  Urban  Bridge  Bike/Ped  Transit  CMAQ  
 ITS  Enhancement  Other  Federal Lands Highways Program  
 Human Service Transportation Coordination  TERMS
5. Category:  System Expansion;  System Maintenance;  Operational Program;  Study;  Other
6. Project Name:

	Prefix	Route	Name	Modifier
7. Facility:				
8. From ( <input type="checkbox"/> at):				
9. To:				

10. Description:
11. Projected Completion Year:
12. Project Manager:
13. Project Manager E-Mail:
14. Project Information URL:
15. Total Miles:
16. Schematic (file upload):
17. State/Local Project Standing (file upload):
18. Jurisdictions:
19. 2018 Baseline Cost (in Thousands): cost estimate as of MM/DD/YYYY
20. Amended Cost (in Thousands): cost estimate as of MM/DD/YYYY
21. Funding Sources:  Federal;  State;  Local;  Private;  Bonds;  Other

**Regional Policy Framework:** Questions 22-27 address the goals identified in the Regional Transportation Priorities Plan. Question 28 should be used to provide additional context of how this project supports these goals or other regional needs identified in the Call for Projects.

## **22. Provide a Comprehensive Range of Transportation Options**

Please identify all travel mode options that this project provides, enhances, supports, or promotes.

- |  |   |   |                                    |
|--|---|---|------------------------------------|
| <input type="checkbox"/> Single Driver | <input type="checkbox"/> Carpool/HOV          |   |                                    |
| <input type="checkbox"/> Metrorail     | <input type="checkbox"/> Commuter Rail        | <input type="checkbox"/> Streetcar/Light Rail |                                    |
| <input type="checkbox"/> BRT           | <input type="checkbox"/> Express/Commuter bus | <input type="checkbox"/> Metrobus             | <input type="checkbox"/> Local Bus |
| <input type="checkbox"/> Bicycling     | <input type="checkbox"/> Walking              | <input type="checkbox"/> Other                |                                    |

Does this project improve accessibility for historically transportation-disadvantaged individuals (i.e., persons with disabilities, low-incomes, and/or limited English proficiency?)

# VISUALIZE 2045 PROJECT DESCRIPTION FORM

## 23. Promote Regional Activity Centers

- Does this project begin or end in an Activity Center?
- Does this project connect two or more Activity Centers?
- Does this project promote non-auto travel within one or more Activity Centers?

## 24. Ensure System Maintenance, Preservation, and Safety

- Does this project contribute to enhanced system maintenance, preservation, or safety?

## 25. Maximize Operational Effectiveness and Safety

- Project is primarily designed to reduce travel time on highways and/or transit without building new capacity (e.g., ITS, bus priority treatments, etc.)?
- Does this project enhance safety for motorists, transit users, pedestrians, and/or bicyclists?

## 26. Protect and Enhance the Natural Environment

- Is this project expected to contribute to reductions in emissions of criteria pollutants?
- Is this project expected to contribute to reductions in emissions of greenhouse gases?

## 27. Support Interregional and International Travel and Commerce

Please identify all freight carrier modes that this project enhances, supports, or promotes.

- Long-Haul Truck
- Local Delivery
- Rail
- Air

Please identify all passenger carrier modes that this project enhances, supports, or promotes.

- Air
- Amtrak intercity passenger rail
- Intercity bus

## 28. Additional Policy Framework Response

Please provide additional written information that describes how this project further supports or advances these and other regional goals or needs.

## **FEDERAL PLANNING FACTORS**

29. Please identify any and all planning factors that are addressed by this project:

- a.  Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- b.  Increase the **safety** of the transportation system for all motorized and non-motorized users.
  - i. Is this project being proposed specifically to address a safety issue?  Yes;  No
  - ii. If yes, briefly describe (in quantifiable terms, where possible) the nature of the safety problem:
- c.  Increase the ability of the transportation system to support **homeland security** and to safeguard the personal security of all motorized and non-motorized users.
- d.  Increase **accessibility and mobility** of people.
- e.  Increase accessibility and mobility of **freight**.
- f.  Protect and enhance the **environment**, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- g.  Enhance the **integration and connectivity** of the transportation system, across and between modes, for people and freight.
- h.  Promote efficient system **management and operation**.
- i.  Emphasize the **preservation** of the existing transportation system.
- j.  Improve **resiliency** and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
- k.  Enhance travel and **tourism**.

# VISUALIZE 2045 PROJECT DESCRIPTION FORM

## **ENVIRONMENTAL MITIGATION**

30. Have any potential mitigation activities been identified for this project?  Yes;  No
- a. If yes, what types of mitigation activities have been identified?
- Air Quality;  Floodplains;  Socioeconomics;  Geology, Soils and Groundwater;  Vibrations;
  - Energy;  Noise;  Surface Water;  Hazardous and Contaminated Materials;  Wetlands

## **CONGESTION MANAGEMENT INFORMATION**

31. Congested Conditions
- a. Do traffic congestion conditions necessitate the proposed project or program?  Yes;  No
- b. If so, is the congestion recurring or non-recurring?  Recurring;  Non-recurring
- c. If the congestion is on another facility, please identify it:
32. Capacity
- a. Is this a capacity-increasing project on a limited access highway or other principal arterial?  Yes;  No
- b. If the answer to Question 32.a was “yes”, are any of the following exemption criteria true about the project? (Choose one, or indicate that none of the exemption criteria apply):
- None of the exemption criteria apply to this project – a Congestion Management Documentation Form is required
  - The project will not use federal funds in any phase of development or construction (100% state, local, and/or private funding)
  - The number of lane-miles added to the highway system by the project totals less than one lane-mile
  - The project is an intersection reconstruction or other traffic engineering improvement, including replacement of an at-grade intersection with an interchange
  - The project, such as a transit, bicycle or pedestrian facility, will not allow private single-occupant motor vehicles
  - The project consists of preliminary studies or engineering only, and is not funded for construction
  - The construction costs for the project are less than \$10 million.
- c. If the project is not exempt and requires a Congestion Management Documentation Form, click here to open a blank Congestion Management Documentation Form.

## **RECORD MANAGEMENT**

33. Completed Year:
34.  Project is being withdrawn from the CLRP.
35. Withdrawn Date: MM/DD/YYYY
36. Record Creator:
37. Created On:
38. Last Updated by:
39. Last Updated On:
40. Comments:

**visualize2045**  
A LONG-RANGE TRANSPORTATION PLAN FOR THE NATIONAL CAPITAL REGION  
[visualize2045.org](http://visualize2045.org)



National Capital Region  
**Transportation Planning Board**

Visualize 2045 is being developed by the National Capital Region Transportation Planning Board, the federally designated metropolitan planning organization for metropolitan Washington.