

ITEM 14 – Information

January 20, 2016

Review of Outline and Preliminary Budget for the
FY 2017 Unified Planning Work Program (UPWP)

Staff

Recommendation: Receive briefing on the outline and preliminary budget for the Unified Planning Work Program (UPWP) for FY 2017 (July 1, 2016 through June 30, 2017).

Issues: None

Background: A complete draft of the FY 2017 UPWP will be presented to the Board for review at its February 17 meeting and the final version will be presented for the Board's approval at its March 16 meeting. The TPB Technical Committee reviewed the outline and budget at its January 8, 2016 meeting.



MEMORANDUM

Item # 14

TO: Transportation Planning Board
FROM: Robert Griffiths, TPB Planning and Programming Director
SUBJECT: Preliminary Budget and Outline for the FY 2017 Unified Planning Work Program (UPWP)
DATE: January 14, 2016

This document includes a preliminary total budget estimate for the FY 2017 UPWP, the proposed funding level for each work activity, and an outline of the proposed FY 2017 work tasks.

Preliminary Total UPWP Budget Estimate

The budget for the FY 2017 UPWP is based upon MPO planning funding allocations provided by the three state DOTs of FTA Section 5303 and FHWA Section 112 PL funding levels that are determined by the FY 2016 USDOT budget. Because new MPO planning funding allocations resulting from the recently enacted Fixing America's Surface Transportation Act (FAST) Act are not known yet, the preparation of the attached funding allocations for the preliminary FY 2017 UPWP budget was based on the FY 2015 US DOT budget. In addition, the preliminary FY 2017 UPWP budget estimate assumes that the level of unobligated funds from FY 2015 will be \$1,743,572, which is slightly less than in FY 2014. Estimated funding is shown in Table 1 on the next page. The preliminary estimated **total budget excluding carryover funds is \$13,093,903 which is \$20,683 less than the total FY 2016 budget** as amended November 18, 2015.

Preliminary Core Program and Technical Assistance Budget Estimates

In light of new performance-based planning requirements, the incorporation of the 2nd year of the Unfunded Capital Needs analysis into the FY 2017 Long Range Planning UPWP work activity and some follow-on work related to the development of the Action Plan by the Multi-Sector Working Group (MSWG), it is proposed that the preliminary UPWP Core Program Budget be increased by \$182,752 over the FY 2016 funding level to a total of \$11,971,285 for FY 2017.

Similarly, in order to provide additional funding needed for Core Program work activities, it is proposed that the preliminary UPWP Technical Assistance Program Budget be reduced by \$182,752 from the FY 2016 funding level to a total of \$ 1,122,618 for FY 2017. This reduction would reduce the percentage of the total new FTA and FHWA planning funding passed through each state from 10 percent to 8.5% and the funding level for WMATA technical assistance is reduced from 6 percent to 4.5 percent of the new FTA funding. Should more funding become available for the FY 2017 UPWP once the details of FAST Act MPO planning funding allocations become known, UPWP Technical Assistance Budgets and total funding for the large-scale regional household travel survey to be conducted in 2016-2017 will be increased. Any Carryover funding from FY 2016 to FY 2017 will be determined in March 2016.

**TABLE 1
ESTIMATED PRELIMINARY FUNDING FOR FY 2017 UPWP**

	FTA SECT 5303 80% FED & 20% STA/ LOC	FHWA SECT 112 80% FED & 20% STA/ LOC	FAA CASP 90% FED & 10% LOC	TOTALS
ALLOTMENTS PROVIDED BY DDOT				
NEW FY 2017	532,855	2,150,307		2,683,162
UNOBLIGATED FY 2015	68,477	279,993		348,470
CARRYOVER FY 2016				0
SUBTOTAL	601,332	2,430,300		3,031,632
ALLOTMENTS PROVIDED BY MDOT				
NEW FY 2017	1,277,316	3,534,649		4,811,965
UNOBLIGATED FY 2015	194,173	538,451		732,624
CARRYOVER FY 2016				0
SUBTOTAL	1,471,489	4,073,100		5,544,589
ALLOTMENTS PROVIDED BY VDRPT & VDOT				
NEW FY 2017	1,028,771	2,826,433		3,855,204
UNOBLIGATED FY 2015	147,559	514,919		662,478
CARRYOVER FY 2016				0
SUBTOTAL	1,176,330	3,341,352		4,517,682
TPB BASIC PROGRAM				
TOTAL NEW FY 2017	2,838,942	8,511,389		11,350,331
TOTAL UNOBLIGATED FY 2015	410,209	1,333,363		1,743,572
SUBTOTAL	3,249,151	9,844,752		13,093,903
TOTAL CARRYOVER FY 2016	0	0		0
TOTAL BASIC PROGRAM	3,249,151	9,844,752		13,093,903
GRAND TOTAL	3,249,151	9,844,752	450,000	13,543,903

"New FY2017 funds" are flat lines estimates from the FY2016 UPWP

"Unobligated FY2015 funds" are unexpended funds from the completed FY2015 UPWP

"Carryover FY2016 funds" are funds from the FY2016 UPWP that will be determined and programmed to the FY 2017 UPWP in March 2016.

	Technical Assistance		
8.6% of New Funds Allocation ¹			
DDOT	230,752		
MDOT	413,829		
VDOT	331,547		
4.5% of New FTA Funding ²			
WMATA	146,490		
Total Technical Assistance	1,122,618	or 9.9% of total new funding of \$11,350	
¹ Proposed reduction from 10% allocation in FY 2016 to fully fund FY 2017 Core Program			
² Proposed reduction from 6% allocation in FY 2016 to fully fund FY 2017 Core Program			

Table 2	
Preliminary FY 2017 UPWP Cost Estimates by Work Activity	
<u>UPWP Work Activity</u>	<u>Cost</u>
1. Long-Range Planning	1,104,800
2. Performance-Based Planning and Programming	1,920,200
3. Mobile Emissions Planning	1,598,800
4. Travel Forecasting	2,266,800
5. Travel Monitoring and Data Programs	2,142,000
6. Cooperative Forecasting and Transportation Planning Coordination	860,000
7. Public Participation and Human Transportation Service Coordination	830,200
8. Transportation and Land Use Coordination Programs	422,700
9. TPB Support and Management	825,785
Core Program Total	11,971,285
10a. DDOT Technical Assistance	230,752
10.b MDOT Technical Assistance	413,829
10c. VDOT Technical Assistance	331,547
10.d WMATA Technical Assistance	146,490
Technical Assistance Total	1,122,618
Total Estimated FY 2017 UPWP Program Costs	13,093,903
Preliminary FY 2017 UPWP Revenue Estimates	
FY 2017 New Money (Flat-Line)	11,350,331
FY 2015 Unobligated	1,743,572
FAST ACT Increase	TBD
FY 2016 Carry-Over	TBD
Total Estimated FY 2017 UPWP Revenues	13,093,903

OUTLINE OF PROPOSED UPWP WORK ACTIVITIES FOR FY 2017

(July 1, 2016 to June 30, 2017)

1. LONG RANGE TRANSPORTATION PLANNING (\$1,104,800)

This activity will encompass the following work tasks in FY 2017:

CLRP

- A performance analysis of a 2016 amendment to the TPB's Constrained Long-Range Transportation Plan (CLRP) that evaluates and documents the conditions and performance of the region's transportation system in 2040.

Unconstrained LRP

- Conduct of outreach efforts and scenario analyses to identify current deficiencies in the CLRP and how a subset of currently unfunded regionally significant improvements projects could address these deficiencies.
- Development of an Unconstrained Long-Range Transportation Plan (LRP) from the outreach and scenario analyses that documents how the funding of these projects would improve the performance of the region's transportation system.
- Conduct of an environmental justice analysis that evaluates the LRP for any disproportionately high and adverse impacts on minority and low income groups.

Environmental Consultation

- Consultation with federal, state and local agencies responsible for natural resources, wildlife, land management environmental protection, conservation and historic preservation on the discussion of potential environmental mitigation activities.

Resiliency

- Monitor local, state and national practices in transportation system resiliency, including climate change adaption, for potential applicability to the region.

Financial Planning

- Update of the financial information for the 2016 CLRP Amendment and FY 2017-2022 Transportation Improvement Program (TIP) and begin preparations for the financial analysis of the quadrennial update of the CLRP in FY 2018.

2. PERFORMANCE-BASED PLANNING AND PROGRAMMING (\$1,920,300)

This activity will encompass the following work tasks in FY 2017:

Performance-Based Planning

- Establish a performance-based planning framework for regional transportation decision making.
- Coordinate with states and public transportation providers, the establishment of performance targets to ensure consistent state measures that are relevant for the TPB planning area.
- Coordinate with the State DOTs and public transportation providers the preparation of a system performance report to evaluate the condition and performance of the transportation system with respect to the coordinated performance targets established for the TPB planning area.
- Update the Metropolitan Planning Agreement among States, MPOs and Providers of Public Transportation to include: transportation systems performance data sharing, the selection of performance targets, the reporting of performance targets, the reporting of system performance measures to be used in tracking progress toward attainment of critical outcomes and the collection of data for the asset management plans for the NHS.
- Begin to design the process to ensure that the Transportation Improvement Program (TIP) will contain projects that are consistent with and reflect CLRP investment priorities; demonstrates progress toward achieving transportation system performance targets; links investment priorities to the performance targets; and describes the anticipated effect of the TIP toward achieving the performance targets.

TIP Programming

- Update the projects and programs in FY 2017-2022 TIP in conjunction with the approval of the 2016 CLRP amendment.
- Prepare and review amendments to the currently approved TIP.
- Enhance documentation of the TIP will be enhanced with additional analysis as a part of the CLRP/TIP brochure and the CLRP web site.
- Provide public access to CLRP and TIP project data through an improved online searchable database and a linked GIS database.
- Prepare annual certification of compliance with regulations on the provision of transit services to persons with disabilities.

- Prepare an annual listing of projects for which federal funds have been obligated in the preceding year for the FY 2017-2022 TIP.
- Process amendments and administrative modifications to the TIP will be processed.

CMP

- Address FAST and MAP-21 requirements related to the regional Congestion Management Process (CMP).
- Compile information and undertake analysis for the development of major components of the regional CMP

MOITS

- Address FAST MAP-21 requirements related to Management, Operations, and Intelligent Transportation Systems (MOITS).

Emergency Preparedness Planning

- Provide support and coordination for the transportation sector's role in overall regional emergency preparedness planning.

Safety Planning

- Provide opportunities for consideration, coordination, and collaboration planning for safety aspects of the region's transportation systems.

Bike and Pedestrian Planning

- Provide opportunities for consideration, coordination, and collaborative enhancement of planning for pedestrian and bicycle safety, facilities, and activities in the region.

Public Transportation Planning

- Provide support to the Regional Public Transportation Subcommittee for the coordination of public transportation planning throughout the Washington region, and for incorporating regional public transportation plans into the CLRP and TIP,
- Evaluate federal rulemaking for the performance-based planning requirements, specifically transit safety and transit state of good repair, including data collection, analysis of the performance measures, forecasting, and setting of targets.
- Provide support to the TPB Private Providers Task Force and document the involvement of private providers of public transportation in the TIP. Also support quarterly meetings of the TPB Regional Taxicab Regulators Task Force.

- Evaluate the performance of the corridor projects implemented by the TPB's Transportation Investments Generating Economic Recovery (TIGER) Grant for Priority Bus in the National Capital Region, including the submission of one year after and two year after reports for projects concluded in calendar year 2016.

Freight Planning

- Address MAP-21 and FAST requirements related to regional freight planning and provide opportunities for consideration, coordination, and collaborative enhancement of planning for freight movement in the region.

MATOC Planning

- Provide planning support for the Metropolitan Area Transportation Operations Coordination (MATOC) Program, in conjunction with the MATOC Steering Committee, subcommittees, and partner agencies.

3. MOBILE EMISSIONS PLANNING (\$1,598,800)

This activity will encompass the following work tasks in FY 2017:

Air Quality Conformity Analysis

- Conduct air quality conformity and mobile emissions modeling analysis in accordance with federal requirements.
- Prepare air quality conformity analysis technical documentation describing the development of conformity inputs and procedures, a scope of work, comments and testimony received from the consultation process and a final report detailing the modeling process, results, and the findings of the analysis.

Mobile Emissions Analysis

- Develop and review input data for the mobile emissions (MOVES) modeling runs for the 2016 CLRP & FY2017-22 TIP Air Quality Conformity Assessment, and development of and unconstrained LRP.
- Execute MOVES sensitivity tests to assess the impacts of changes to model inputs, changes in MOVES software, or changes in hardware platforms.
- Estimate the on-road mobile emissions reductions attributable to current and future Transportation Emissions Reductions Measures (TERMs).
- Provide technical support to the Commuter Connections Program in support of developing implementation plans and evaluating current and future TERMS.

- Develop on-road mobile emissions inventories using MOVES emissions model for development of Ozone SIP during FY 2017.
- Follow established TPB interagency and public consultation procedures and coordinate with COG/DEP staff to reflect involvement by the Metropolitan Washington Air Quality Committee (MWAQC) in the public and interagency consultation process.
- Coordinate project solicitation, documentation, and emissions reduction analysis associated with CMAQ projects. Perform incidental air quality conformity reviews (non-systems level), as required throughout the year.
- Inventory travel and emissions modeling data that in readily accessible format for use in regional, local jurisdiction and corridor/subarea planning studies.
- Coordinate and technical support to the State Implementation Planning (SIP) activities that are undertaken by state air agencies.
- Respond to requests for technical assistance by governmental entities and/or their consultants working on local transportation planning studies.
- Develop presentations on mobile emissions planning activities for TPB MWAQC and CEEPC meetings or other public forums.
- Monitor FAST Act planning requirements related to mobile emissions planning.
- Conduct follow-on work related to the development of the Action Plan by the COGs Multi-Sector Working Group (MSWG) to reduce Greenhouse Gas (GHG) emissions in the region,

4. TRAVEL FORECASTING (\$2,266,800)

This activity will encompass the following work tasks in FY 2017:

Network Development

- Update the TPB's base-year (2016) transit network to reflect the most current service in the Metropolitan Washington Region.
- Prepare base- and forecast-year highway and transit networks in accordance with the latest CLRP and TIP elements received from state and local agencies.
- Develop highway and transit networks in support of long range planning activities.
- Maintain and refine the TPB's existing ArcGIS-based information system used to

facilitate network coding and multi-year network file management.

- Support the application of the current regional travel demand forecasting model (Version 2.3.57a or its successor) for air quality planning work and other planning studies conducted by TPB staff.

Models Development

- Continue the consultant-assisted effort to improve the existing TPB trip-based travel model and begin development of an activity-based travel demand forecasting model (ABM) with existing data.
- Work with local transportation agencies in formulating ways in which the regional travel model might be used to provide performance-based measures as per the new surface transportation authorization legislation (FAST Act).
- Assess model performance and reasonability through comparison of model results with 2010 Census data and the TPB geographically focused household travel survey data.
- Provide staff support for the TPB Travel Forecasting Subcommittee which is the forum charged with overseeing technical practices and improvements to the TPB travel forecasting process
- Respond to model-related data requests from local partner agencies and their consultants.

Software Support

- Provide continued support for software used to run the TPB travel demand forecasting model (Citilabs Cube Base, Cube Voyager, and Cube Cluster)
- Provide continued technical support on MOVES emissions model runs and supporting software applications.
- Provide training to DTP staff in various applications of Citilabs Cube Base, Cube Voyager, Cube Cluster, and MOVES2014.

5. TRAVEL MONITORING AND DATA PROGRAMS (\$2,142,000)

This activity will encompass the following work tasks in FY 2017:

Traffic Counts

- Conduct count of the numbers of AM peak period SOV, carpool and transit passenger trips crossing the Metro Core area cordon line.

Congestion Monitoring

- Compile, format, and review transportation systems performance data from the from the I-95 Corridor Coalition/INRIX, speed data archive, the Regional Integrated Transportation Information System (RITIS) of the Metropolitan Area Transportation Operations Coordination (MATOC) Program and the FHWA National Performance Management Research Data Set (NPMRDS).
- Analyze congestion on the region's freeway networks, non-freeway arterials, the transit-significant roadways and the freight-significant roadway network.

Household Travel Survey

- Begin data collections for a large sample methodologically enhanced activity-based region-wide household travel survey of approximately 10,000-12,000 households in the TPB modeled area.
- Provide data, documentation, and technical support to users of 2007/2008 Regional Household Travel Survey and 2011-2015 Geographically-Focused Household Travel Surveys. Update user documentation as required.

Regional Transportation Data Clearinghouse

- Update Clearinghouse traffic volume data with AADT and AAWDT volume estimates, hourly directional traffic volume counts and vehicle classification counts received from state DOTs and participating local jurisdiction agencies.
- Update Clearinghouse transit ridership data with data received from WMATA, PRTC, VRE, MTA and local transit agencies including the Ride-On, The Bus, ART, DASH and the Fairfax Connector.
- Add freeway and arterial road speed and level of service (LOS) data.
- Update Clearinghouse highway network bridge and pavement condition data from most current National Bridge Inventory and Highway Performance Management System (HPMS) databases.
- Distribute Regional Transportation Clearinghouse Data to TPB participating agencies via a GIS web-based application.

GIS Data

- Maintain and update GIS-related hardware and software used by staff for regional transportation planning activities.
- Provide data and technical support to staff using GIS for development and distribution of data and information developed for TPB planning activities, including

the CLRP and Unconstrained LRP, the TIP, Congestion Monitoring and Analysis, Cooperative Forecasting, Regional Transportation Data Clearinghouse, Network and Models Development, and Freight, Bike and Pedestrian Planning activities.

- Respond to request for TPB GIS metadata, databases, and applications.
- Continue to coordinate the regional GIS activities with state DOTs, WMATA, and the local governments through COG's GIS Committee and subcommittees.

6. COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION (\$860,000)

This activity will encompass the following work tasks in FY 2017:

- Support the Planning Directors Technical Advisory Committee (PDTAC) in the coordination of local, state and federal planning activities and the integration of land use and transportation planning in the region.
- Analyze changes in regional economic, demographic and housing trends drawing on the results from the Census American Communities Survey (ACS) and from other available federal, state, local data sources.
- Work with members of the Cooperative Forecasting Subcommittee to enhance and improve the quality of small area (TAZ-level) employment data.
- Work with the Cooperative Forecasting Subcommittee and the region's Planning Directors to assess the effects of significant transportation system changes on the Cooperative Forecasting land activity forecasts.
- Document key land use and transportation assumptions used in making updates to the Cooperative Forecasting land activity forecasts
- Update and maintain Cooperative Forecasting land activity databases of TAZ-level population, household, and employment forecasts that are used as input into TPB travel demand-forecasting model.
- Map and analyze Cooperative Forecasting growth forecasts in relation to COG Activity Centers and premium transit locations.
- Respond to public comments on the Round 9.0 forecasts and the Cooperative Forecasting process.
- Develop and publish useful economic, demographic and housing-related information products including the Regional Economic Monitoring Reports (REMS) reports, the annual "Commercial Development Indicators" and economic and demographic data tables to be included in the Region Forward work program.

7. PUBLIC PARTICIPATION AND HUMAN SERVICE TRANSPORTATION COORDINATION (\$830,200)

This activity will encompass the following work tasks in FY 2017:

Public Participation

- Conduct regular public involvement procedures, including public comment sessions at the beginning of each TPB meeting and official public comment periods prior to the adoption of key TPB documents.
- Provide staff support for the TPB Citizens Advisory Committee (CAC), including organizing monthly meetings and outreach sessions, and drafting written materials for the committee.
- Develop and conduct workshops or events, as needed, to engage the public and community leaders on key regional transportation issues, including challenges reflected in the CLRP and TIP.
- Conduct at least one session of the Community Leadership Institute, a two-day workshop designed to help community activists learn how to get more actively involved in transportation decision making in the Washington region.
- Support implementation of the TPB Participation Plan and conduct evaluation activities of the public involvement process.

Communications

- Develop new written materials, tools and visualization techniques to better explain to the public how the planning process works at the local, regional and state levels.
- Produce regular on-line and/or print TPB newsletters
- Produce the annual edition of the Region magazine highlighting significant TPB activities in the past year.
- Ensure that the TPB's website, publications and official documents are timely, thorough and user-friendly.
- Effectively use technology, including social media and other web-based tools, to spread information about regional transportation planning and engage the public in planning discussions and activities.

Human Service Transportation Coordination

- Provide staff support for the TPB Access for All Advisory (AFA) Committee that includes leaders of low-income, minority and disabled community groups and transmit AFA Committee comments to the TPB on transportation plans, projects, programs, services and issues that are important to AFA community groups.

- Review the Coordinated Human Service Transportation Plan with the AFA Committee for any revisions or updates to capture unmet transportation needs for people with disabilities and older adult.
- Work with the AFA Committee to establish priorities for the solicitation of Enhanced Mobility program grant applications and assist with outreach efforts to potential grant applicants.
- Support the solicitation and selection of projects for Enhanced Mobility program.
- Further regional mobility management efforts to provide an array of transportation services and options to older adults and people with disabilities.

8. TRANSPORTATION AND LAND USE CONNECTION PROGRAMS (\$422,700)

This activity will encompass the following work tasks in FY 2017:

- Strengthen coordination between land use and transportation planning by offering short-term consultant team technical assistance to local jurisdictions to advance their planning activities.
- Fund at least six technical assistance planning projects at a level between \$20,000 and \$60,000 each.
- Fund at least one project for between \$80,000 and \$100,000 to perform project design to achieve 30% completion.
- Maintain and update the TLC Regional Clearinghouse and website
- Develop tools and activities to facilitate regional learning about TLC issues among TPB member jurisdictions through the Regional Peer Exchange Network. Organize at least one regional meeting to facilitate an exchange of information about lessons learned from past TLC projects.
- Identify recommended implementation action steps in each planning project report, such as further study needs, more stakeholder collaboration, suggested land use or local policy changes, and transportation investment opportunities and priorities.
- Provide staff support for TLC Technical Assistance Projects to be conducted as part of the MDOT Technical Assistance Program and for other projects where additional funding is provided by state or local agencies.
- Conduct the selection process for small capital improvement projects using funding sub-allocated to the Washington metropolitan region through the state DOTs from the MAP-21 Transportation Alternatives Program (TAP).

9. TPB SUPPORT AND MANAGEMENT (\$825,785)

This activity will encompass the following work tasks in FY 2017:

TPB Support

- Make all administrative arrangements and provide staff support for TPB, the TPB Steering Committee, the State Technical Working Group, the TPB Technical Committee and special TPB work groups meetings.
- Maintain TPB Committee membership rosters and distribution lists and prepare meeting materials for TPB Committee meetings.
- Prepare monthly Director's Report.
- Respond to periodic requests from TPB members, federal agencies, Congressional offices, media and others for information or data of a general transportation nature.
- Meet with TPB Board members and participating agency staff to discuss current and emerging regional transportation planning issues.
- Respond to TPB correspondence and draft correspondence requested by the Board.
- Participate in meetings of other agencies whose programs and activities relate to and impact the TPB work program.
- Draft Memoranda of Understanding with other agencies for the TPB's review and approval.
- Participation in the Association of Metropolitan Planning Organizations (AMPO) and AMPO meetings.

UPWP

- Develop Unified Planning Work Program (UPWP) that complies with anticipated metropolitan planning requirements in the Fixing America's Surface Transportation (FAST) Act.
- Supervise the preparation, negotiation, and approval of the annual work program and budget involving the State Transportation Agencies, the TPB Technical Committee, the TPB Technical Committee, the Steering Committee and the TPB.
- Preparation of monthly UPWP progress reports for each of the state agencies administering planning funding and prepare all necessary federal grant applications submissions.

- Review all monthly UPWP invoices going to each of the state agencies administering planning funding.

Staff Management

- Coordination of TPB Planning Activities with Program Directors.
- Day-to-day management of and allocation of staff and financial resources
- Monitoring of all work program activities and expenditures

10. Technical Assistance Program

- 10.a DDOT Technical Assistance (\$230,752) - TBD**
- 10.b MDOT Technical Assistance (\$413,829) - TBD**
- 10.c VDOT Technical Assistance (\$331,547) - TBD**
- 10.d WMATA Technical Assistance (\$146,490) - TBD**