



TRANSPORTATION PLANNING BOARD

Wednesday, October 21, 2020
12:00 - 2:00 P.M.

VIRTUAL MEETING ONLY

SPECIAL WORK SESSION

- **10:30 - 11:55 A.M.** Climate Change Planning in the National Capital Region.

AGENDA

- 12:00 P.M.** **1. VIRTUAL PARTICIPATION PROCEDURES, MEMBER ROLL CALL, AND VIRTUAL PUBLIC COMMENT OPPORTUNITY**
Kelly Russell, TPB Chair
- For any member of the public who wishes to address the board on the day of the meeting, they may do so by emailing a short statement (no more than 375 words) to TPBcomment@mwkog.org. These statements must be received by staff no later than 9 A.M. on October 21, 2020 to be relayed to the board at the meeting.
- 12:15 P.M.** **2. APPROVAL OF THE SEPTEMBER 16, 2020 MEETING MINUTES**
Kelly Russell, TPB Chair
- 12:20 P.M.** **3. TECHNICAL COMMITTEE REPORT**
Kyle Nembhard, TPB Technical Committee Chair
- 12:25 P.M.** **4. CITIZENS ADVISORY COMMITTEE AND ACCESS FOR ALL ADVISORY COMMITTEE REPORTS**
Nancy Abeles, CAC Chair
Kacy Kostiuk, AFA Chair
- 12:30 P.M.** **5. STEERING COMMITTEE ACTIONS AND REPORT OF THE DIRECTOR**
Kelly Russell, TPB Chair
- This agenda item includes Steering Committee actions, letters sent/received, and announcements and updates.
- 12:35 P.M.** **6. CHAIRMAN'S REMARKS**
Kelly Russell, TPB Chair

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ACTION ITEMS

- 12:40 P.M.** **7. PARTICIPATION PLAN UPDATE**
Bryan Hayes, TPB Transportation Planner
- The board will be briefed on comments received during the Participation Plan public comment period, which closed on October 9. Staff will also provide an overview of changes to the plan based on those comments.

Action: Adopt Resolution R7-2021 to approve the TPB's Participation Plan.

- 12:50 P.M.** **8. INTERIM 2030 REGIONAL GREENHOUSE GAS REDUCTION GOAL**
Erin Morrow, TPB Transportation Engineer
- Staff will brief the Board on the climate change planning activities and the new interim 2030 regional greenhouse gas (GHG) reduction goal that was adopted by the COG Board on October 14, 2020. This new goal will serve as an interim milestone between the region's 2020 and 2050 goals that were adopted by the COG Board in 2008 and subsequently endorsed by the TPB. The TPB will be asked to consider endorsing the 2030 goal.

Action: Adopt Resolution R8-2021 to endorse the 2030 regional greenhouse gas reduction goal.

INFORMATION ITEMS

- 1:05 P.M.** **9. REGIONAL TRAVEL SURVEY BRIEFING: INITIAL FINDINGS OF OBSERVED DAILY TRIPS**
Kenneth Joh, TPB Transportation Planner
- As part of its ongoing presentations on the findings from the 2017-2018 Regional Travel Survey, staff will brief the committee on initial key findings from the trip file, focusing on weekday trip rates, trip purpose, mode share, and trip destinations for commute and non-work trips in the region.

- 1:35 P.M.** **10. TRANSIT-ORIENTED COMMUNITIES: HIGH-CAPACITY TRANSIT STATION AREA INTERACTIVE MAP**
Tim Canan, TPB Planning Data and Research Program Director
- As part of TPB's focus on transit-oriented communities, TPB staff developed an interactive map that identifies high-capacity transit station areas, classifies them according to various geographic filters, and summarizes selected planning data. This planning tool can support local planning agencies' efforts to identify opportunities for projects, programs, and policies that support the development of transit-oriented communities in the region. Staff will demonstrate the interactive map.

1:50 P.M. 11. CITIZENS ADVISORY COMMITTEE: UPDATE AND RECRUITMENT

Bryan Hayes, TPB Transportation Planner

The board will be briefed on recommendations for updating the Citizens Advisory Committee and will be asked to approve the recommended changes in November. The goal is to have the updated committee start in January 2021.

2:00 P.M. 12. ADJOURN

The next meeting is scheduled for November 18, 2020.

MEETING VIDEO

Watch and listen to live video of TPB meetings and listen to the recorded video from past meetings at:

www.mwcog.org/TPBmtg

October 21, 2020

Hon. Kelly Russell
Chair, National Capital Region Transportation Planning Board
President Pro Tem, Frederick Board of Aldermen

Re: Comments on need TPB climate action steps, travel survey, and transit-oriented centers

Dear Chair Russell,

We are deeply concerned that TPB staff are not committing to VMT-reduction strategies in their input to the update of the COG climate plan. We have submitted comments to the CEEPC that apply equally to our input to the TPB Visualize2045 update.

TPB's climate approach, as outlined in the October 15 memo by director Srikanth, is to focus on fuel efficient car standards, vehicle electrification, and the Transportation & Climate Initiative (TCI). Of the "bold, system-wide actions" the memo says are needed, there is no mention of regional strategies to reduce VMT. [As detailed in the *Driving Down Emissions*](#) report by SGA, EVs are not enough, and land use, urban design, and transit are essential for reducing VMT and transportation emissions, meeting our climate targets, and achieving equity, public health, and livability.

COG is setting a very ambitious goal for electrification in its draft climate plan, assuming that 34% of light passenger vehicles on the road in 2030 will be electric. California's analyses show that even with significant adoption of EVs, rising VMT will cause rising emissions. Therefore, the CEAP and TPB need additional bold actions:

1. Set even stronger targets for housing and job growth in High-Capacity Transit (HCT) station areas by prioritizing close-in, walkable, mixed-use Activity Centers with high-frequency transit, and addressing the E-W economic and racial divide.
2. Make affordable housing in TOD locations a key part of the land use strategy, with specific goals and strategies.
3. Set clear targets to significantly reduce total and per capita VMT below the 2030 and 2050 baselines and increase non-auto mode shares well above baselines.
4. Include strategies to price existing lanes in congested travel markets rather than adding more HOT lanes and price parking across the region.

Your Travel Survey highlights the benefits of transit-oriented communities. The Core and Activity Centers have very high commute walk, bike, transit mode share, and very good non-commute mode shares. But major suburbs still have far to go on TOD, and recent road expansions are not helping.

We commend your Transit-Oriented Communities initiative, but urge you to place overwhelming priority in Visualize 2045 on transit, local street networks, and bike/pedestrian infrastructure, while slashing new highway capacity. We have just one decade to act on the climate crisis.

Stewart Schwartz, Executive Director

**TRANSPORTATION PLANNING BOARD
MEETING MINUTES**

September 16, 2020

VIRTUAL MEETING

MEMBERS AND ALTERNATES PRESENT

Kelly Russell, TPB Chair – City of Frederick
Mark Rawlings – DDOT
Lezlie Rupert – DDOT
Kristin Calkins - DC Office of Planning
Phil Mendelson – DC City Council
Charles Allen – DC City Council
Samuel Stephens – DC City Council
Jeffrey Hirsch – Maryland DOT
R. Earl Lewis, Jr. – Maryland DOT
Adrian Boafo - Bowie
Jason Groth – Charles County
Patrick Wojahn – College Park
Denise Mitchell – College Park
David Edmonston – City of Frederick
Dennis Enslinger – Gaithersburg
Neil Harris - Gaithersburg
Emmet V. Jordon – Greenbelt
Gary Erenrich – Montgomery County Executive
Evan Glass – Montgomery County
Terry Bellamy – Prince George’s County Executive Office
Victor Weissberg – Prince George’s County Executive Office
Deni Taveras – Prince George’s County
Bridget Donnell Newton – Rockville
Kacy Kostiuik – Takoma Park
Mark Korman – Maryland House of Delegates
Carol Krimm – Maryland House of Delegates
Mark Sinner – Virginia DOT
Norman Whitaker – Virginia DOT
Canek Aguirre – Alexandria
Christian Dorsey – Arlington County
Walter Acorn – Fairfax County
James Walkinshaw – Fairfax County
David Snyder – Falls Church
Robert Brown – Loudoun County
Kristin Umstattd – Loudoun County
Pamela J. Sebesky – Manassas
Jeannette Rishell – Manassas Park
Ann B. Wheeler – Prince William County
Victor Angry – Prince William County
Allison Davis – WMATA
Sandra Jackson – FHWA DC
Julia Koster – NCPD
Tammy Stidham – NPS

MWCOG STAFF AND OTHERS PRESENT

Kanti Srikanth
Chuck Bean
Lyn Erickson
Mark Moran
Nick Ramfos
Tim Canan
Andrew Meese
Andrew Austin
Stacy Cook
Bryan Hayes
Sergio Rittaco
John Swanson
Dusan Vuksan
Eric Randall
Deborah Etheridge
Abigail Zenner
Mark Phillips – WMATA
Nancy Abeles – CAC Chair
Kyle Nembhard - MTA

1. VIRTUAL PARTICIPATION PROCEDURES, MEMBER ROLL CALL, AND VIRTUAL PUBLIC COMMENT OPPORTUNITY

Chair Russell called the meeting to order. She said the meeting would use the same procedures for questions, comments, and voting as it used at previous online meetings. She said the first item was a roll call of members followed by public comment.

Ms. Erickson conducted a roll call. Members that were present are listed on the first page of this document.

Chair Russell asked if any comments were received from the public.

Ms. Erickson said that one comment was received from Greenbelt resident Danielle Celdran. The commenter said they support the no-build option for maglev because they want transit that serves local communities and not an exclusive train that passes those communities by.

2. APPROVAL OF THE JULY 22, 2020 MEETING MINUTES

Ms. Sebesky made a motion to approve the minutes from the July 2020 TPB meeting.

Ms. Rishell seconded the motion. The motion to approve the minutes passed.

3. TECHNICAL COMMITTEE REPORT

Mr. Nembhard said that the Technical Committee met on September 4. He reviewed the meeting summary for the September Technical Committee meeting. He said that the committee was briefed on items going to the TPB this month including items on the Participation Plan update, draft transit safety targets, and the telework survey results. More detail can be found in the committee report.

Ms. Kostiuk asked if the board could be briefed on the impacts of COVID-19 in the region.

Mr. Srikanth said that staff are planning on bringing a series of briefings to the board on this topic. He said that Item 11 on today's agenda focuses on the impact on telework during the pandemic. He said staff are working to compile additional information.

4. CAC REPORT

Ms. Abeles said that the Citizens Advisory Committee met on September 10. She said that the committee was briefed on the Participation Plan update and Visualize 2045. The committee was also briefed on the Equity Resolution approved by the TPB in July. She said the committee encouraged staff to continue thinking about how to implement the resolution to ensure that all groups have a voice at the TPB. More detail can be found in the committee report.

Ms. Kostiuk announced that long-time AFA member, Charlie Crawford died. She described his career accomplishments and said he is survived by his wife and seeing-eye dog. She said he was a tireless advocate and a positive force for change.

Mr. Weissburg said that Mr. Crawford was a stellar pillar of his community and one of the most decent and humble people he knew.

5. STEERING COMMITTEE ACTIONS AND DIRECTOR'S REPORT

Referring to the mailout material, Mr. Srikanth highlighted two items. The first item, beginning on page 31, was a copy of the slides that Chair Russell used in her remarks to the Maryland House of Delegates Transportation and the Environment Subcommittee at a meeting on August 13, 2020. The committee was exploring the current experience with teleworking, alternate work schedules, and what teleworking means as a strategy to address congestion during the commute periods in Maryland moving forward. The second item that Mr. Srikanth highlighted, which was on page 49, was a save-the-date notification for the TPB's work session on climate change planning that will held prior to the October board meeting.

Mr. Srikanth noted that an item had been added since the mailout, which was a memo from Andrew Meese regarding COG/TPB staff work with the Greater Washington Partnership on facilitating information between the region's employers and transit operators. He said that COG/TPB staff is collecting information on the planned transit services changes and the Greater Washington Partnership is collecting information from employers about their plans to bring employees back to work sites. He noted that the results from an inaugural survey of employers in the region had been released and made available on a public website noted in the memo.

6. CHAIR'S REMARKS

Chair Russell said that she began the year setting three focus areas for 2020: increasing road user safety, improving access to transit and active transportation, and climate change. She said that the unexpected public health emergency and the social awakening and reckoning of racial inequities will influence everything the board does moving forward. She acknowledged the active participation of the board members and recognized the work of the CAC, AFA, and Technical committees for staying focused and turning challenges into opportunities. She said that in July the board achieved several milestones by approving the safety resolution reaffirming the board's commitment to safety, the Transit Access Focus Areas, and the National Capital Trails Network. She said that the board will have a 90-minute work session in October to learn more about and discuss climate change. Finally, she said that the TPB and COG have partnered to host a series of five virtual town halls for local government officials. She

said that this is the direct outcome of the equity statement adopted in July. She said that in order for the TPB to truly advance equity, it is important to have a common understanding of the nature of the challenge and the strategies to build a more resilient and more equitable community,

ACTION ITEMS

7. AMEND THE FY 2021-2024 TIP TO UPDATE PROJECTS AND FUNDING IN THE DISTRICT OF COLUMBIA SECTION OF THE TIP, AS REQUESTED BY DDOT

Ms. Rupert briefed the board on the request to amend the FY 2021-2024 Transportation Improvement Program (TIP) to update projects and funding in the District of Columbia section of the TIP. DDOT requested an amendment to the FY 2021-2024 TIP to update the listing of projects, the project details and funding information for all four fiscal years of the TIP. The proposed amendment reduced funding in the four-year program by approximately \$200 million, from \$1.87 to 1.67 billion. She referred to the printed materials for reference. The amendment had been out for a 30-day public comment period with no comments received.

Ms. Rupert moved to adopt the amendment.

Mr. Allen moved to second.

The TPB approved Resolution R6-2021, the amendment to the FY 2021-2024 TIP.

INFORMATION ITEMS

8. PARTICIPATION PLAN UPDATE

Mr. Hayes briefed the board on the update to the TPB Participation Plan, which is currently under development. The update include expansion of the TPB's participation policy to add an equity lens, a new public guide, and a guide to help staff. He said the draft Participation Plan update is out for public comment until October 9.

Ms. Taveras asked about translation services and ensuring that materials are accessible in a variety of languages.

Mr. Hayes answered that the Participation Plan is separate from COG's Language Access Plan but that there are opportunities to update the Language Access Plan in the future.

Mr. Srikanth added that the TPB periodically conducts an analysis of the most common languages spoken in the region and that that analysis is used to inform the Language Access Plan.

9. PERFORMANCE BASED PLANNING AND PROGRAMMING – TRANSIT SAFETY DRAFT TARGETS

Mr. Randall, referring to the presentation and memo, presented on Transit Safety Targets that are a part of the federally required Performance Based Planning and Programming. He explained that this is the first time the TPB will be setting regional targets regarding safety on transit in the region. One goal of this target-setting process is that it will lead to a greater focus on and understanding of the factors that affect safety on transit. As part of federal transportation regulations, the TPB as an MPO is required to establish transit safety targets for all applicable providers of public transportation in the region. The effort requires that the TPB establish new relationships to collect and report transit safety information between the TPB and the region's transit providers. He explained that the TPB must include all transit

systems in the region that receive FTA funds. These include those run by WMATA, DDOT, and local buses in suburban Maryland. Local systems in northern Virginia are not included since the federal rulemaking does not apply to them. TPB staff have worked with the transit systems to collect and compile their system targets to create the preliminary regional targets. Through October, TPB staff will continue to work with the systems as they finalize their targets, and the final set of regional targets will go to the TPB for board approval in November. He explained that the measures include collisions, derailments, fires, or evacuation, and a system reliability measure. This is very similar to the highway safety measures that the board has adopted in the past. Fatalities and serious injuries are also on the highway safety side. For transit, measures have been added that look at safety events and the system reliability performance.

Ms. Kostiuk asked for clarification about how the data is collected for injuries and fatalities on transit. She asked if a person were injured or killed while disembarking from a bus for example, would they be included in this data as a transit safety incident or would it be classified as a roadway incident.

Mr. Randall answered that when it comes to classifying data like that, it depends on how it is reported at the time of the incident. If the bus driver struck a pedestrian, that usually gets reported as a transit safety incident, but it depends on the reporting and data collection at the scene.

Ms. Kostiuk also noted the significant difference between the targets for fatalities and serious injuries for transit versus targets for personal vehicles and vehicles overall, with the fatalities in the hundreds and the serious injuries in the thousands. She said it was meaningful in terms of providing a different view of how safety can be improved through mass transit. She also asked if there was any consideration in terms of actual number of people involved or if this is based on vehicle miles traveled or what exactly vehicle "revenue miles" means.

Mr. Randall explained that there were different proposals to track this data. FTA settled on this vehicle revenue miles, in response to many comments that looking at utilization by passengers of transit services or other numbers were too complex and did not account for unique experiences or unique circumstances for each transit agency. He explained that more analysis could be done and some of the leading transit agencies do that sort of analysis. But otherwise, the greater point is that riding public transportation is generally safer than driving in an automobile. He also noted that as with other performance areas, the TPB hopes to do future work as this gets implemented by state DOTs, by MPOs, and by providers of public transportation.

10. VISUALIZE 2045: IMPLEMENTATION AND 2022 PLAN UPDATE

Referring to the material that was posted in advance of the meeting, Ms. Cook briefed the board on the development of the TPB's quadrennial long-range plan, Visualize 2045. She began by speaking about site visits conducted last year in which TPB staff met with the staff of TPB member jurisdictions to promote and discuss implementation of the aspirational initiatives in Visualize 2045. She described some of the findings from those site visits. She also spoke about planning activities that will be undertaken for the plan update, including public opinion research activities that are currently underway. She concluded with a timeline depicting the entire planning schedule, which will culminate with anticipated board approval of the plan in June 2022 and federal approval in the fall of that year.

Chair Russell asked how jurisdictions were selected for the public opinion survey that Ms. Cook described.

Ms. Cook said that all the TPB's jurisdictions have been included in the survey. She said that mailing addresses have been randomly selected for participation. The numbers in the survey sample for each jurisdiction were proportional to each jurisdiction's size. She said that the survey results would be

available at the level of 10 subregional areas – most of which are largely consistent with county borders. These subregional areas include: DC, Charles County, Frederick County, Montgomery County, Prince George’s County, Alexandria, Arlington County, Fairfax County, Loudoun County, Prince William County. In the presentation of results, the responses from the municipalities and cities that geographically lie within these 10 subregional areas would be included in the larger geographic areas. She explained that it would have been cost-prohibitive to conduct a survey with results that would have been statistically significant at the city or municipality level.

Mr. Aguirre asked how people with limited or no English proficiency would be included in the public opinion research.

Ms. Cook said the survey is being conducted in English and Spanish. She said staff is also planning to conduct a series of focus groups. Staff is now determining how speakers of other languages might be included in this qualitative research.

Mr. Aguirre emphasized that communities of color have been hit hard by the COVID-19 pandemic. He added that these communities are frequently reliant on public transportation. Therefore, he asked that special attention be given to these communities in the planning and design of the focus groups.

Mr. Snyder observed that transportation projects typically originate at the local and state levels, and by the time they get to the TPB, it is usually too late to change them. He asked how states and localities will be encouraged to identify projects that are supportive of TPB policies and metrics.

Mr. Srikanth said he appreciated the question. He said that the reality underlying Mr. Snyder’s comment was the primary reason that the TPB requested the assistance of board members last year in setting up the site visits that Ms. Cook described. He described the letters that board members were asked to send to the transportation directors and to the planning department directors within each jurisdiction. As a result of those letters, he said, more than 30 meetings were held with staff who are responsible for development and advancing projects. He noted that during these meetings staff discussed the TPB’s policy priorities, aspirational initiatives and sought ways in which TPB staff can help jurisdiction staffs with their project selection process. He said these kinds of discussions, along with other types of follow-up, will be essential to making sure the TPB’s policies are integrated into the local and state decision-making well in advance of the submission of projects for the TPB’s long-range plan. He said he welcomed additional suggestions for ways to forge a cooperative process for advancing regional priorities.

11. REGIONAL EMPLOYER TELEWORK SURVEY RESULTS

Mr. Ramfos presented information from a recent survey that the Commuter Connections Program conducted of employers on telework. He said the survey is conducted every three years and the primary purpose is to define the portion of teleworking that is influenced by the assistance provided by the Commuter Connection’s Employer Outreach Program. During FY 2020, the survey was expanded to include some additional questions on the coronavirus’s influence on telework at employment sites.

Mr. Ramfos provided detail about the survey methodology and results, including five slides of key highlights.

He said that during the pandemic, the survey found that the average share of employees who teleworked grew from 36% to 82% at sites with telework already in place. Nearly all (97%) respondents said at least some employees were teleworking since the start of the pandemic. More than half (55%) said all employees teleworked all of their workdays. He said that 92% of respondents said their organizations anticipated continuing telework after the Stay-at-Home restrictions were lifted and

employees could return to their usual work locations. Two in ten (20%) said they would most likely continue telework at the same level as during the pandemic.

Ms. Kostiuk observed that the response rate for DC employers was much lower than for Virginia and Maryland.

Mr. Ramfos said that was correct.

Mr. Snyder asked if the survey received any information about transit use. He also asked if the survey received information about whether employers would continue teleworking at the levels seen during the pandemic.

Mr. Ramfos said the survey did not ask about transit use. Regarding Mr. Snyder's second question, he said that about 20% of respondents said they would continue at current teleworking levels, while others said that future operations would combine more telework with going back to the office. Only 8% said they would not continue to offer teleworking as an option.

Mr. Srikanth called attention to Slide 12 in Mr. Ramfos' presentation, which showed the following: 20% of respondents expect to continue telework at pandemic levels; 37% expect to continue telework with more employees/hours than pre-pandemic levels; 12% expect to continue telework at pre-pandemic levels; 23% expect to continue telework with fewer employees/hours, than pre-pandemic levels; 8% said they are not likely to continue telework. Regarding Mr. Snyder's first question, Mr. Srikanth said the Greater Washington Partnership's survey of their employers found there are continuing concerns among employees about using transit.

Mr. Brown noted that Mr. Ramfos said the survey sample was small and it could not be considered statistically significant. He asked if the TPB had plans to conduct a survey on this topic with a larger sample.

Mr. Ramfos said that Commuter Connections does not have plans to re-survey on this particular topic, although they will be conducting other surveys that will add to the base of knowledge on telework.

Mr. Brown asked for more information on how significant the survey should be considered to be.

Mr. Ramfos reiterated that the response rate was low, so a confidence level was not calculated. He said the results should be considered to be comparable to the qualitative results that might be obtained through focus groups. He said that many employers were simply not reachable for the survey because many businesses were completely closed down or methods of communication were so constrained because of the pandemic.

Mr. Srikanth added that Ms. Cook, under the previous item, mentioned that the TPB will be conducting an opinion survey this fall that will be statistically significant. That survey will have some questions about the pandemic and the use of alternate modes of travel.

OTHER ITEMS

12. ADJOURN

Chair Russell reminded the board that Car Free Day would be September 22.

There being no other business, the meeting was adjourned at 2:07 PM.

Meeting Highlights TPB Technical Committee – October 2, 2020

The Technical Committee met on Friday, October 2, 2020 in an online-only session. Meeting materials can be found here: <https://www.mwcog.org/events/2020/10/2/tpb-technical-committee/>

The following items were reviewed for inclusion on the TPB's June agenda.

TPB AGENDA ITEM 7 – PARTICIPATION PLAN UPDATE

The committee was briefed on comments received during the Participation Plan comment period, which closed on October 9. Staff provided an overview of the approach for making changes to the plan. The board will be asked to approve the Participation Plan at the October TPB meeting.

TPB AGENDA ITEM 8 – TPB WORK SESSION CLIMATE CHANGE PLANNING IN THE NATIONAL CAPITAL REGION

The committee was briefed on the agenda and available meeting materials for the upcoming TPB Work Session on Climate Change Planning in the National Capital Region. The work session will be held on October 21 and will feature presentations on the new interim 2030 regional greenhouse gas (GHG) reduction goal, state DOT work to reduce GHG emissions from the transportation sector, and the Transportation and Climate Initiative (TCI). The TPB will be asked to consider endorsing the 2030 goal in October if the goal is adopted by the COG Board.

TPB AGENDA ITEM 10 – HIGH CAPACITY TRANSIT STATION AREAS INTERACTIVE MAP UPDATE

The committee received a presentation demonstrating enhancements made to the interactive web map being developed to support TPB's focus on transit-oriented communities. This planning tool was first demonstrated to the Technical Committee at its March 6, 2020 meeting.

TPB AGENDA ITEM 11 – CITIZENS ADVISORY COMMITTEE – UPDATE AND RECRUITMENT

The committee was briefed on TPB staff recommendations for updating the Citizens Advisory Committee. These recommendations will be presented to the TPB in October for board input. The board will be asked to approve recommended changes in November.

The following items were presented for information and discussion:

VISUALIZE 2045: KICKOFF AND DRAFT INPUTS SOLICITATION

The committee was briefed on the draft final Technical Input Solicitation guide, appendix, and input form. Staff called out key dates and deadlines, reviewed the input requirements, and highlighted changes from the last long-range transportation plan and Transportation Improvement Program update cycle.

LONG BRIDGE

The committee was briefed on the Long Bridge and associated track projects, including the opportunities they provide for improving VRE and intercity rail service.

COVID-19: TRANSPORTATION IMPACTS AND OPPORTUNITIES

The committee was briefed by NVTAA on early stages to update its long-range transportation plan and is exploring relevant lessons from the COVID-19 pandemic that may affect its approach.

OTHER BUSINESS

- Follow-up on September Transportation Impacts of COVID-19 Pandemic in the National Capital Region Presentation
- Safety Program Update
- Big Data Update
- Street Smart
- Visualize 2045: Public Outreach Survey update

TPB CITIZENS ADVISORY COMMITTEE MONTHLY REPORT

October 21, 2020

Nancy Abeles, CAC Chair

The 2020 CAC met for an online-only meeting on Thursday, October 15. At the meeting the committee discussed updating the CAC, transit safety targets, the regional travel survey, and the Participation Plan update.

UPDATING THE CAC

Bryan Hayes, TPB Transportation Planner, briefed the committee on staff recommendations for updating the CAC. He said that the goals of the recommendations are to ensure that committee members represent the variety of jurisdictions and communities in the Washington area, to strengthen the relationship between elected officials on the board and the committee, and to modernize operating procedures.

The committee responded positively to the recommendations. The following comments summarize committee discussion:

- The committee is enthusiastic about receiving training before the start of the term. Background training about the TPB, related activities, and the interrelationship between transportation and land use planning processes can help the committee be more effective. They also encouraged staff to make the CAC training materials available to the public.
- The shift to appointments by subregion is sensible, but risks underrepresenting the inner suburbs, the region's most populous subregion.
- Several members who live in the outer suburbs expressed a preference to have an online option for all future meetings.
- Other members spoke to the value of building personal relationships at in-person meetings.
- Providing information and tools to committee members can help them be more effective in distributing information and soliciting input from their communities.
- There was broad support for changing the committee name from the Citizens Advisory Committee to the Community Advisory Committee.
- A suggestion was made to set aside CAC member positions for people who represent specific interest groups, and to ensure participation from Equity Emphasis areas.
- Members support efforts to build stronger relationships with the Board and Technical Committee.

TRANSIT SAFETY TARGETS

Eric Randall, TPB Transportation Engineer, briefed the committee on the draft regional targets for transit safety performance measures as required under the federal performance-based planning and programming rulemaking for public transportation providers and MPOs. Following his presentation, he answered a series of clarifying questions and technical terminology.

REGIONAL TRAVEL SURVEY

Kenneth Joh, TPB Transportation Planner, briefed the committee on findings from the 2017-2018 Regional Travel Survey. The committee asked clarifying questions about trips by age, household size, and about time of day. A member asked to see data that compares availability of transit with trip types. The committee was curious about much of the survey's complex and ample data, and were interested in hearing further briefings.

PARTICIPATION PLAN UPDATE

Bryan Hayes, TPB Transportation Planner, briefed the committee on comments received during the 45-day public comment period. He described how staff responded to comments and updated the final version of the plan. He said the board will be asked to approve the plan at the October TPB meeting.

OTHER BUSINESS

John Swanson, TPB Transportation Planner, walked the committee through the October TPB agenda.

ATTENDEES

MEMBERS		STAFF AND GUESTS
Nancy Abeles, chair	Rob Jackson	Bryan Hayes, TPB staff
Audrey Derissaint-Nwaze	Kalai Kandasamy	John Swanson, TPB staff
Jeremy Martin	Jacqueline Manapsal	Abigail Zenner, TPB staff
Ricky Tejada	Daniel Papiernik	Karen Armendariz, TPB staff
Emmet Tydings	Jeff Parnes	Eric Randall, TPB staff
Veronica Lowe	Lorena Rios	Kenneth Joh, TPB staff
Katherine Kortum		Nicole McCall, TPB staff
		Bill Orleans, Public

ACCESS FOR ALL ADVISORY COMMITTEE REPORT

October 6, 2020

Kacy Kostiuk, Chair

The Access for All Advisory Committee (AFA) met virtually on October 6 and the highlights from the meeting are provided below. A list of participants is on the last page. The AFA advises the TPB on transportation issues and services important to low-income communities, minority communities, people with limited English proficiency, people with disabilities, and older adults.

IN REMEMBRANCE OF AFA MEMBER CHARLIE CRAWFORD

Chair Kostiuk facilitated a remembrance of long-time AFA member Charlie Crawford, whose contributions to the work of the AFA, the TPB and the region as a whole are many. Participants shared comments and memories of Mr. Crawford and held a moment of silence in his memory.

Mrs. Crawford, who joined the call, expressed her appreciation for the comments and the condolences received, including a gift from the TPB and AFA for Mr. Crawford's seeing eye dog Razen.

WHEELS TO WELLNESS

Ms. Hipski, Regional Transit Coordinator for the Tri-County Council of Southern Maryland presented on the Wheels to Wellness program. The program, in partnership with two hospitals and two human service providers, coordinates rides for patients in Calvert, St. Mary's, and soon Charles Counties in Maryland who have no transportation to non-emergency medical appointments. The program helps to improve general healthcare and the research provided indicates a significant Return on Investment.

The presentation elicited a lot of interest from AFA members and Q&A included who benefits from the ROI of \$6.30, funding sources to sustain and expand the program, and the expansion into Charles County, Maryland. The Cost Benefit Analysis publication referenced in the presentation and mentioned in the discussion will be shared with the committee via email.

RESULTS OF THE NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER'S (NADTC) SURVEY OF TRANSPORTATION PROVIDERS

Ms. Dize of n4a/NADTC shared the results of a national survey, conducted in partnership with KRC Research, of organizations that provide transportation services to older adults and people with disabilities. TPB staff participated in the survey and sent it out to subrecipients of the 5310 Enhanced Mobility program and the AFA Committee when it was launched.

Findings included:

- For those who do not drive, finding alternative transportation is difficult according to 77% of agencies—and the difficulty is strongly related to affordability.
- Only a quarter say transportation options are good—and only 3% very good. Less than 1 in 5 say options are highly affordable, and a third say not affordable.
- Agencies receive funding from a patchwork of sources, including State, FTA Section 5310, and Older Americans Act, ranging from 5 to 11 sources.

- The top three unmet requests are fairly evenly distributed between limitations by trip type, service area/distance, and hours or frequency.

The discussion following the presentation touched on coordination difficulties especially in developing one-call/one-click services, and the importance of and resources available for raising awareness of transportation programs and resources. The complete survey will be shared with the committee via email.

VISUALIZE 2045 – TIMELINE AND PUBLIC OPINION RESEARCH

Ms. Cook presented the timeline and planned activities for Visualize 2045, the federally mandated, long-range transportation plan for the National Capital Region. Ms. Armendariz provided an overview of the 3 parts of the public opinion research component of the plan:

1. Travel During the COVID-19 Pandemic – will ask the public about their transportation choices in the midst of COVID-19 in order to understand how people are adapting and how these changes might affect long-term travel patterns and choices in the future.
2. Our Transportation Future – will ask the public to consider the current transportation system and determine what implementation activities would make transportation options more appealing in the future.
3. External Forces and Future Factors – will ask the public about factors that will affect transportation in the future, such as climate change, autonomous vehicles, and continuing efforts to advance transportation equity in the region in order to understand how important these factors are in transportation decisions made by the public.

The information will be gathered through a survey and focus groups.

Discussion with the committee touched on public outreach goals and methods. TPB staff will return to present to the AFA and solicit feedback throughout the Visualize 2045 development process.

OTHER BUSINESS

Chair Kostiuk reminded participants of the work of Virginia Tech PhD student Mahtot Gebresselassie, who is researching accessibility of TNCs, and shared a message that she has expanded her work to include people using wheelchairs or scooters who travel into DC. A link to the survey will be emailed to the committee following the meeting.

Chair Kostiuk reminded participants that the deadline for public comment on TPB's Public Participation Plan is October 9th, via email to staff or at www.mwcog.org/tpbcomment.

Chair Kostiuk shared that she has asked TPB staff to look for a replacement chair in order to allow other TPB members the opportunity to learn about and participate in the important work of the committee, but will remain involved to the extent she is able.

A committee member shared that WMATA will be holding a public hearing on October 13th regarding proposed service cuts. Staff will share details via a follow up email.

2020 MEETING DATES

- November 10

MEETING ATTENDANCE

District of Columbia	Virginia	Virginia (continued)
Heather Foote, Age Friendly DC Transportation Committee	Andrew Wexler, Arlington County	Nechama Maslianksy, S.O.M.E.
Karen Randolph, DDOT	Canek Aquirre, City of Alexandria - Councilmember	Virginia Dize, n4a/NADTC
Vivian Guerra, DDOT	Clemmon Hammie, VDOT	TPB Staff
Wendy Klancher, DFHV	Cynthia Alarico, Fairfax County Neighborhood & Community Services	Kanti Srikanth
Maryland	Jennifer Karanek, NV Rides	Karen Armendariz
Debbie Fisher, representing people with developmental disabilities	Karen Smith, Arc of Prince William/INSIGHT, Inc.	Lyn Erikson
Gloria Butler, Arc of Prince George's County	Mahtot Gebresselassie, Virginia Tech PhD student	Lynn Winchell-Mendy
Janet Cornick, Maryland Department of Transportation	MaryJo Hensler, Fairfax County Neighborhood & Community Services	Sergio Ritacco
Kari Snyder, Maryland Department of Transportation	Peter Leisen, Arc of Northern Virginia	Stacy Cook
Nancy Huggins, KFH for Maryland Transit Administration	Rikki Epstein, Arc of Northern Virginia	
Rob Malone, Arc of Prince George's County	Roger Hoskin, representing older adults	Chair
Sam Oji, Montgomery County DOT	Tom Furlong, Diamond Transportation	Kacy Kostiuk, City of Takoma Park - Ward 3 Councilmember
Sara Fought, JCA Connect-A-Ride	Vanessa Coles, Arlington County	
Shawn Brennan, Montgomery County DHHS	Regional	
Sue Crawford, wife of member Charlie Crawford	Angela White, National MS Society of Greater DC	
Yolanda Hipski, Tri-County Council for Southern Maryland	Brenda Richardson, Women Like Us	
	Cecelia Castillo-Ayometzi, WMATA	
	Glenn Millis, WMATA	



MEMORANDUM

TO: Transportation Planning Board
FROM: Kanti Srikanth, TPB Staff Director
SUBJECT: Steering Committee Actions and Report of the Director
DATE: October 15, 2020

The attached materials include:

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



MEMORANDUM

TO: Transportation Planning Board
FROM: Kanti Srikanth, TPB Staff Director
SUBJECT: Steering Committee Actions
DATE: October 15, 2020

The were no actions at the Steering Committee meeting of October 2, 2020.



MEMORANDUM

TO: Transportation Planning Board
FROM: Kanti Srikanth, TPB Staff Director
SUBJECT: Letters Sent/Received
DATE: October 15, 2020

The attached letter was sent/received since the last TPB meeting.

October 14, 2020

Re: Emergency federal funds for state and local highway and public transportation systems

Dear Members of the Congressional Delegation for the District of Columbia, Northern Virginia, and suburban Maryland:

We write to you on behalf of the Metropolitan Washington Council of Governments and the National Capital Region Transportation Planning Board, representing 24 local governments in northern Virginia, suburban Maryland and the District of Columbia – home to over 6 million residents and the seat of the federal government, with hundreds of thousands of employees and contractors serving the country.

As the country continues to battle the health and economic impacts of the pandemic, emergency stabilization funding to local governments is essential to sustained operations. We urge you to support targeted federal transportation infrastructure investments at the local level, as the country recovers from the economic consequences of the COVID-19 pandemic. As you are aware, the current pandemic has severely impacted the economy at local, regional, and state levels and taken an incredible toll on our local governments, who traditionally spend substantial portions of their budgets on transportation infrastructure and services. Transportation projects and service are critical to promote economic growth, create jobs and help prepare communities for a safer future. Public transportation service, in particular, is a lifeline for essential workers, especially in the National Capital Region, and critical to our economic health and well-being.

We urge you to support the following federal investments to support our region, and the nation's transportation system:

- **\$32 Billion in Emergency Federal Funds for Transit Agencies including the Washington Metropolitan Area Transit Authority (WMATA):** with unprecedented drops in ridership and losses in revenue transit agencies nationally need \$32 billion in emergency funds to avoid damaging service and jobs cuts and minimize economic hardship. When the CARES Act funding runs out, transit agencies, including WMATA, will be forced to cut transit service and furlough or lay off workers or redistribute capital funds, intended for repairs and expansion, to operating budgets. Both options will seriously harm the viability, safety, and reliability of transit service in the short and long term, but more importantly, it will harm the riders, businesses, and regional economies and workers that depend on transit.
- **\$37 Billion in Emergency Federal Funds for State Departments of Transportation:** additional funding of \$37 billion should be allocated to state departments of transportation to support the maintenance and essential surface transportation projects for roads and highways at the local, state and regional. It is reported that because of impact on state and local revenues, \$8.6 billion in surface transportation projects have been delayed or cancelled, with more on the horizon absent any clear sign of support from the federal government.

The allocation of additional federal funding is essential to avoid any further cutbacks at the local level that would undermine the readiness of the transportation system to support economic recovery. We urge these funds be provided to local areas of all sizes and we that the funds be

provided at 100% federal share to reduce the burden on local areas, given the depletion of local budgets from COVID-19 pandemic, and to ensure the availability to utilize these funds during times of critical challenges to local budgets.

Transportation investments are proven to promote economic growth, create jobs, and help prepare communities for a safer future. While the above emergency funding is critical, the passage of a new surface transportation authorization, or long-term continuation of the FAST Act, is vital to ensure financial stability and enable state and local investment in the state of good repair and operations of the region's highway and transit systems. Given the significant disruption in people's travel behavior and commercial activities, efforts need to be made that the funding associated with the new surface transportation authorization are not impacted by this economic disruption and its impacts on highway and public transportation travel.

We look forward to working with you to support transportation investments that create jobs and is essential to facilitate economic recovery. We commend your leadership as you work to ensure our communities and transportation systems receive the support they need. We welcome the opportunity to discuss this issue further with your team. If you have any questions, please reach out to COG's Executive Director Chuck Bean at cbean@mwcog.org or (202)962-3260.

Sincerely,



Derrick L. Davis
Chair, COG Board of Directors
Councilmember, Prince George's County



Kelly Russell
Chair, Transportation Planning Board
Alderman, City of Frederick



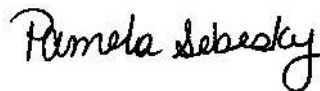
Christian Dorsey
Vice Chair, COG Board of Directors
Board Member, Arlington County



Charles Allen
Vice Chair, Transportation Planning Board
Councilmember, District of Columbia



Robert C. White, Jr.
Vice Chair, COG Board of Directors
Councilmember, District of Columbia



Pam Sebesky
Vice Chair, Transportation Planning Board
Vice Mayor, City of Manassas



MEMORANDUM

TO: Transportation Planning Board
FROM: Kanti Srikanth, TPB Staff Director
SUBJECT: Announcements and Updates
DATE: October 15, 2020

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



MEMORANDUM

TO: Transportation Planning Board
FROM: Andrew Meese, TPB Systems Performance Planning Director
SUBJECT: COG/TPB Activities to Compile COVID-19 Transportation Impacts Information
DATE: October 15, 2020

INTRODUCTION

At the September 16, 2020 meeting, TPB members asked to be briefed on impacts of the COVID-19 pandemic on the region's transportation systems. This memorandum describes ongoing staff activities to compile and assess such information, summaries of which will be presented to the TPB and other stakeholders in future months.

INFORMATION GATHERING AND ASSESSMENT

The COVID-19 pandemic and associated precautions since March 2020 have had profound impacts on travel and transportation systems in the National Capital Region. The changes are due to simultaneous disruptions to the many factors that generate travel demand including – employment, economic activities, work arrangements, and personal and public health. Additionally, the responses to these disruptions from establishments, individuals and governments continue to evolve. Challenges in compiling and assessing these impacts include 1) the situation evolves quickly, often more quickly than our available data pipelines are providing data; 2) data sources are disparate and often geographically, temporally, and methodologically not consistent with one another; 3) understanding multi-disciplinary interactions of impacts may not be apparent when looking at any individual data set.

TPB staff currently is collaborating with COG's community, economic, and environmental staff planners to put together a multi-sectoral assessment of impacts, to be presented to the TPB and other stakeholders in future months. It is hoped that this effort will provide a clear, uniquely regional perspective on the situation, so as to inform long term planning and programming activities. This work will examine data availability on various aspects, consider the fidelity and limitations of the data, and examine if assessment is repeatable over time to help assess the long-term nature/extent of change.

This effort will also work towards a better understanding of what aspects the region needs to address to make our transportation system, among other sectors, more resilient and more equitable in the future. A meaningful analysis of this unprecedented change in the supply and demand on transportation needs accurate, representative, and comprehensive data on the demand and supply sides. For example, while the pandemic-related restrictions on movement have impacted travel demand, the personal and public health nature of the pandemic has affected the ability to provide transportation service – particularly public transportation. Regionally, fares contribute about 30% (ranging from 10% to 70% on different systems) of the operating costs of providing public

transportation. Inability to collect these fares (on systems that have suspended fare collection due to pandemic social distancing precautions) and reduced travel (particularly on the rail systems) have impacted the financial viability of public transportation. At the same time, transit agencies have had to consider rider and employee health risks and undertake both additional cleaning/disinfecting and equipment modification (e.g., driver shields) activities, while maintaining as much transit service as feasible. This comes at a time when these services have been most needed – especially the bus services.

Emergency orders in the District of Columbia, Maryland, and Virginia impacting travel were issued in the general time period of March 5 through 20, 2020. The COG website at www.mwcog.org/about-us/covid-19/ provides information about declarations as well as links to data sources about COVID-19 and its (non-transportation) impacts.

PREVIEW OF INFORMATION

Staff has been researching data and information from a variety of sources to examine the COVID-19 pandemic's transportation impacts from several perspectives. These data differ in geography, time scales, and methodologies because of the variety of mostly non-COG/TPB sources. Analysis, especially of the interrelationships among trends, is not complete. But a few general trends can be observed, consistent with what has been discussed in the media. These observations include:

- Many transportation indicators, such as traffic volumes and vehicle miles of travel (where these data are available), have shown that reductions in demand were most severe in the late March through April time frame, and have trended back toward (but generally remain under, to varying degrees) historical norms since then.
- Travel associated with commute trips appears to have been more significantly impacted than non-commute travel. Influencing factors likely include both increased telework and increased unemployment.
- Freight/truck travel never declined as much as passenger travel did.
- The complex interaction among transit ridership, service level changes, and reduced capacities on board buses and train cars (reflecting social distancing precautions) will need to be further analyzed.

OUTLOOK

COG/TPB staff plans to work on this important issue expediently, but with enough time for appropriate consideration and analysis of the disparate data sources, to be able to understand and explain trends with sufficient confidence. We expect to be able to brief the TPB and other stakeholders in the coming months.

TPB NEWS, VISUALIZE 2045

The TPB is conducting a public opinion survey

Oct 13, 2020



We're beginning to work on the region's next long-range transportation plan and wanted to find out what the region thinks. So, the TPB launched a region-wide public opinion survey at the end of September. The survey will provide input for the update of Visualize 2045, the region's long-range transportation plan. It is seeking information about changes in travel habits during the COVID-19 pandemic and will also explore what the region's residents want our transportation future to look like over the next 25 years. In addition to probing concerns about public health, the survey will ask about external forces such as climate change, driverless cars, and concerns about equity. The survey collection, which was scientifically designed to be statistically significant, will close at the end of October.

TPB staff hired consultants who have been contacting randomly selected participants through the mail and asking them to complete the survey online using a unique code provided to each respondent. The survey team has a goal to reach 2,000 respondents for a statistically significant sample of people in the region. As of early October, more than 1,500 surveys had been completed.

Once the survey is complete, the research team will review the responses. TPB staff plan to share the survey results, which will be available at the county level, at the December TPB meeting.

The survey is one of the first activities in the process to develop the 2022 update to the region's long-range transportation plan, Visualize 2045. Staff are in the process of developing outreach activities to inform and involve the public.

Contact: **John Swanson**
Phone: 202-962-3295
Email: jswanson@mwkog.org



TPB CONNECTED AND AUTONOMOUS VEHICLES (CAV) WEBINAR SERIES

WEBINAR #3: PEDESTRIANS, BICYCLES, AND INFRASTRUCTURE: INTERACTIONS

Friday, October 30, 2020
1:00 P.M. - 2:30 P.M.

Registration Information: Registration is free of charge, but advanced registration is required. Please use this link to register: [CAV Webinar #3 Registration](#)

The third webinar in the series is focused on Connected and Autonomous Vehicles' impacts on the TPB's and member agencies' activities.

All are welcome, especially TPB member agency and committee personnel involved in or with an interest in the topic.

Featuring a trio of presentations dealing with the issues surrounding CAV's interactions with Pedestrians, Bicycles, and Infrastructure. Karina Ricks, Director of the City of Pittsburgh's Department of Mobility and Infrastructure, will be discussing Pittsburgh's experience with CAV activity in the city and interactions with pedestrians and bicycles. Stefanie Brodie, Senior Researcher with Toole Design, will discuss pedestrians and bicycles and their interactions with CAVs. Michael Tantillo, Transportation Project Manager with VHB, will give an update on CAVs and the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD).

TPB is planning more CAV webinars, stay tuned for announcements on future webinars.

Please refer any questions or comments to:

Andrew Burke
Transportation Engineer
Department of Transportation Planning
Metropolitan Washington Council of Governments
777 North Capitol St. N.E. Suite #300
Washington D.C., 20002-4239
aburke@mwkog.org
202-962-3778 office
202-962-3201 fax

NEWS RELEASE

Less daylight can lead to more pedestrian deaths

Oct 1, 2020



HER LIFE IS FRAGILE.

Yield to pedestrians
when turning.

STREET
SMART
BeStreetSmart.net

Fall and winter are a high-risk time of year for people walking and biking, and local officials are reminding residents to make safety a top priority during the coming months.

For the first time, the National Highway Traffic Safety Administration (NHTSA) has declared October national Pedestrian Safety Month to call attention to the growing number of pedestrian crashes and fatalities that occur when there is less daylight. NHTSA reports that 76 percent of pedestrian deaths happen after dark.

Last year, 99 people were killed while out walking and biking in metropolitan Washington. This accounts for nearly one third of all traffic fatalities across the region.

“Fall and winter months are when we usually see a spike in crashes involving pedestrians,” said Kelly Russell, National Capital Region Transportation Planning Board Chair and City of Frederick Alderman. “When there are fewer daylight hours, visibility becomes a major safety issue. It’s important to remember that each crash statistic represents a real person, and every crash can have life-changing consequences for everyone involved.”

The annual Street Smart fall safety initiative is again urging drivers and people walking and biking to obey the rules of the road and stay alert, especially as many are distracted due to the current health crisis. The cornerstone of this year’s campaign is the collection of [gripping stories](#) told by those whose lives have been shattered by a preventable mistake on area roadways.

Among the Street Smart campaign’s safety tips for drivers are reminders to obey the speed limit, be on the lookout for people walking and biking, stop for people crossing the street, and always watch for and yield to pedestrians and bicyclists when turning. People walking are urged to cross with ¹⁷

caution, especially when it's dark, and use crosswalks where available. People on bikes are reminded to obey all traffic laws and always use lights at night.

Area residents can expect increased enforcement of traffic safety laws that protect people walking and biking. Police departments across the region will be educating drivers who fail to obey the speed limit or don't stop for people in crosswalks.

The Street Smart campaign complements other regional efforts to reduce injuries and fatalities on area roadways. Earlier this year, the TPB adopted a [regional roadway safety policy](#), a set of shared actions and strategies to reduce injuries and fatalities on area roadways, including making infrastructure safer, improving road user behavior, and addressing vehicle speed and distracted driving, among other actions. It also established and funded the TPB Regional Safety Program, to assist area jurisdictions and the region with studying, developing, and implementing projects, programs, and policies that improve safety outcomes for all roadway users.

Street Smart Safety Tips

Safety advocates say it is important for everyone to be aware of their surroundings, avoid distractions, and follow the rules of the road.

If you're driving ...

- Slow down and obey the speed limit.
- Be sure to always come to a complete stop at traffic lights and stop signs.
- Watch and wait for people using crosswalks.
- When turning right or left, yield to people walking and biking.
- Watch out for people who may occasionally walk in the roadway as they attempt to maintain social distancing.
- Allow at least 3 feet when passing bikes.
- Avoid using your cell phone and never text while driving.

If you're walking ...

- Make sure you double check for traffic if you are stepping into the street to maintain social distancing.
- Always cross at the corner and use crosswalks when available, and make sure drivers see you before you start to cross the street.
- Stick to sidewalks and designated walking paths when possible.
- Watch for turning vehicles.
- Before crossing, look left, right, and left again.
- Use caution and remain alert to others around you—drivers, people on bikes, and other pedestrians.
- Make sure others can see you, especially after dark. Wear something bright or reflective.
- Avoid using your cell phone while you're crossing the street.

If you're biking ...

- Obey signs and signals.
- Never ride against traffic.
- Ride in a straight line at least 3 feet from parked cars.
- Use hand signals to tell drivers what you intend to do.
- Wear a helmet.
- Use lights at night and when visibility is poor.
- Use bike lanes when available.

MORE: Learn more about Street Smart at BeStreetSmart.net and follow the program on Twitter at twitter.com/COGStreetSmart.

Contact: **Jeff Salzgeber**
Phone: (512) 743-2659
Email: jeffs@sherrymatthews.com

ITEM 7 – Action
October 21, 2020

Participation Plan Update

Action: Adopt Resolution R7-2021 to approve the TPB’s Participation Plan.

Background: The board will be briefed on comments received during the Participation Plan public comment period, which closed on October 9. Staff will also provide an overview of changes to the plan based on those comments.

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

**RESOLUTION APPROVING
THE TPB PARTICIPATION PLAN 2020 UPDATE**

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

WHEREAS, the metropolitan transportation planning regulations that apply to the FAST Act require MPOs to develop a Participation Plan in consultation with interested parties; and

WHEREAS, the TPB has conducted public participation activities under four previously approved processes for public involvement, beginning with a Public Involvement Process adopted in 1994 and most recently with the Participation Plan approved in 2014 in response to requirements of MAP-21, the Moving Ahead for Progress in the 21st Century Act; and

WHEREAS, the TPB has made a number of enhancements in its public involvement activities in recent years, including outreach activities related to the development of Visualize 2045, the regional long-range plan approved in 2018; and

WHEREAS, the draft Participation Plan was developed in consultation over the past year with a number of different committees and stakeholder groups, including the Citizens Advisory Committee, the Access for All Advisory Committee, and the TPB Technical Committee; and

WHEREAS, the TPB underwent a Federal Certification Review in 2019, and this Participation Plan responds to comments that the TPB received following that review; and

WHEREAS, the draft Participation Plan was developed to be a practical document with sections focused on different users' relationships to the TPB, including a Participation Policy, a Public Guide, a Staff Guide, and a Federal Guide; and

WHEREAS, the goals of the Participation Plan, which describe what the TPB is trying to achieve through its participation activities, include the following:

- Engage different audiences effectively using a variety of tools
- Provide clear and open access to information and participation opportunities
- Gather input from diverse perspectives
- Give consideration to input received and respond meaningfully
- Promote a regional perspective; and

WHEREAS, the Participation Plan identifies principles for engagement that articulate the TPB's values for informing and engaging the public, and these principles feature the following key themes:

- Equity perspective
- Plain language
- Early and continuing participation
- Timely response
- Clarity of purpose; and

WHEREAS, the Participation Plan supports and affirms TPB Resolution R1-2020, which was approved on July 22, 2020, establishing equity as a fundamental value and integral part of all the TPB's work activities; and

WHEREAS, the TPB, as demonstrated by its past activities and articulated in this Participation Plan, believes that the information derived from engagement with the public is essential to good decision-making; and

WHEREAS, on August 25, 2020, the TPB Participation Plan was released for a 45-day public comment period which ended on October 9, 2020; and

WHEREAS, the comments and staff responses were reviewed and considered as part of the approval of the TPB Participation Plan by the TPB on October 21, 2020;

NOW, THEREFORE, BE IT RESOLVED THAT the NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD approves the 2020 Update to the TPB Participation Plan.



MEMORANDUM

TO: Transportation Planning Board
FROM: Bryan Hayes, TPB Transportation Planner
SUBJECT: Summary of public comment for the TPB Participation Plan update
DATE: October 15, 2020

The TPB's Participation Plan draft update underwent a 45-day public comment period that ended on October 9, 2020. This memo summarizes comments received. More detail on the comments and staff response can be found in the attached table.

COMMENT SUMMARY

TPB staff received comments from four members of the public. Federal partners at the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) also submitted comments.

Comments received from members of the public said that the Public Guide chapter of the draft Participation Plan makes information clearer and more accessible to the public than the previous plan, and they noted that this new section will help the public know how to get involved at the TPB. These public comments also provided suggestions on some enhancements to the Public Guide.

A more detailed summary of these comments and staff response can be found on pages 1-2 of the attached.

Most of the submitted comments came from the TPB's federal partners who stated that the plan is consistent with recommendations from the 2019 federal certification review. These federal comments also suggested more specificity in the plan. They encouraged staff to provide more information about constraints to public involvement, staff roles for plan oversight and implementation, and the decision-making process for determining when public participation is needed.

A detailed summary of all federal comments and staff responses can be found on pages 2-8 of the attached.

UPDATING THE PLAN

In response to comments received, staff made a number of clarifications and enhancements in the draft Participation Plan, although none of these changes represent substantive alterations in the draft that was released for public review. These changes are documented in the attached.

BACKGROUND

The 2020 TPB Participation Plan update started its federally required 45-day public comment period on Tuesday, August 25. The comment period ended on Friday, October 9. To promote the public comment period, staff sent an email announcement to the TPB public comment email list, the Citizens Advisory Committee, and the Access for All Advisory Committee. A TPB News blogpost about the public comment period was published on September 8. TPB social media posts during the comment period asked the public to review the draft Participation Plan and submit comments.

NEXT STEPS

The board will be asked to approve the TPB Participation Plan update, with changes made based on public comments received, at the October 21, 2020 TPB meeting.

Following approval, TPB staff will work with the team leaders in the Department of Transportation to implement the updated Participation Plan. This includes a series of trainings with each of the teams on how to incorporate the Participation Policy and Staff Guide into their work.

COMMENTOR	#	COMMENT	STAFF RESPONSE
RICHARD HALL	1.	The Public Guide helps the public know how to get involved with the TPB.	Staff appreciates this comment.
RICHARD HALL	2.	Keep it balanced with all races, and that they be part of the decision making	The Policy Statement says that, “It is the TPB’s intent to make both its policy and technical processes inclusive of and accessible to all constituencies.” This comment is also addressed in the Policy Principle about using an “equity perspective” and also in the Policy Goal to “Gather input from diverse perspectives.” This policy guidance is implemented in the Staff Guide, steps 3, 4, 5, and 6.
NANCY ABELES	3.	The Public Guide makes information clearer and more accessible than the previous plan.	Staff appreciates this comment.
NANCY ABELES	4.	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 states of that process.	Staff agree that it is important that expectations for public involvement are clearly communicated when staff engage the public. This is reflected in the Principle for Engagement called “clarity of purpose,” which is in the Participation Policy chapter. This concept is also reflected in Steps 3, 4, and 6 of the Participation Workflow in the Staff Guide.
NANCY ABELES	5.	The Public Guide’s “Get Informed” section could provide more detailed and specific resources or referrals for people seeking information on specific topics, including: glossary of acronyms, technical terms, and planning procedures.	The Public Guide refers the public to available resources. Staff agree that developing additional resources can support members of the public who seek to better understand the TPB and its role in the region. Staff hope to produce these materials as part of ongoing participation activities.
NANCY ABELES	6.	Provide the public with education on the relationships between transportation, land-use, etc.	The Community Leadership Institute is the primary program through which staff inform community leaders about the regional transportation decision-making process. The program includes discussions about the relationship between transportation and land-use and the role that community leaders can play in planning and decision-making.
NANCY ABELES	7.	The Public Guide could include a matrix to show the scope of TPB participation activities and how the public hopes to benefit the process	TPB staff conduct a variety of activities. Due to the extent of these activities, there is no one specific set activity or series of participation techniques that can be detailed that applies broadly to this work. The Participation Plan approaches this reality by laying out a specific Participation Workflow that staff must complete to craft an approach for public participation. Part of this workflow calls upon staff to clarify the public’s role in all activities, and clearly express that role to the public.
NANCY ABELES	8.	What happened to the CAC operating procedures?	The CAC operating procedures are no longer part of the Participation Plan. New operating procedures will be presented to the TPB in October and are expected to be approved by

COMMENTOR	#	COMMENT	STAFF RESPONSE
			the TPB in November. These will live in their own document.
AUDREY DERISSAINT NWAZE	9.	The Public Guide does help the public know how to get involved with the TPB.	Staff appreciates this comment.
AUDREY DERISSAINT NWAZE	10.	One thing that could be considered is to make sure that the material is accessible for those individuals who may be visually impaired. Such as having the information available in Braille.	<p>The COG Title VI Plan and Program and the Language Assistance Program provide guidance on preparing materials for people who do not read English or who need other accommodations</p> <p>Staff will work with members of the Access for All Advisory Committee to make sure that there is a version of the updated Participation Plan that is accessible to people with visual impairments, primarily through screen readers</p>
AUDREY DERISSAINT NWAZE	11.	The Participation Plan is straight to the point which is good.	Staff appreciates this comment.
MARIAN DOMBROSK	12.	The Public Guide helps the public know how to get involved with the TPB.	Staff appreciates this comment.
MARIAN DOMBROSK	13.	Suggestion for Tools and Techniques: Post signs in parks which will be impacted by planned projects. Many people do not tweet, blog or otherwise rely on electronic communications.	Using strategically placed signs in areas that will be impacted by planning projects makes a lot of sense. Staff have already discussed using signs and other location specific information tools to raise awareness about the upcoming Visualize 2045 update.
MARIAN DOMBROSK	14.	Natural Areas including streams and rivers are being adversely impacted by transportation projects. Presentation materials - include maps of adequate detail to include contour lines, water bodies.	It is important to be aware of the environmental and other impacts of transportation projects. Staff will share this recommendation with colleagues who produce maps for the TPB.
FHWA / FTA	15.	Any constraints to public input need to be identified. The more clearly you articulate the areas for input, the more meaningful the ultimate input will be.	<p>Staff agree that it is necessary to identify constraints to public participation when planning an activity. This is reflected in the Policy Principle about using an "equity perspective." This is also reflected in Step 5 of the Staff Guide.</p> <p>Staff have enhanced the Staff Guide (steps 4 and 7) to emphasize that it is necessary for staff to 1) recognize constraints or barriers to participation, and to 2) work to overcome those barriers or constraints when possible.</p>
FHWA / FTA	16.	We suggest a staff team or designated identified staff public participation experts and/or contractors that you will need to conduct the various facets of public participation and meet your promise to the public. Identify any training and development that is necessary for the team to succeed.	The Participation Plan identifies the Plan Development and Coordination Team as the primary staff responsible for supporting the Participation Plan. Members of this team that work on communications, outreach and participation are considered the Participation Team and they will support plan implementation. Other staff that work on GIS and communications may also be called upon to assist with preparing materials for the

COMMENTOR	#	COMMENT	STAFF RESPONSE
FHWA / FTA	17.	Conducting a public forum or listening session is a good way to let the public know that you do indeed care about their views and ideas. Such sessions can be useful in encouraging the public to get further involved.	<p>public. A full organization chart can be found in the Title VI Plan (B-1).</p> <p>Public forums and listening sessions are listed in Step 7 of the Participation Workflow (page 19) as types of public meetings that the TPB uses.</p> <p>Staff agree that public forums and listening sessions are effective tools for both informing and gathering input from the public. Forums were an important part of the public involvement for Visualize 2045 in 2017 and 2018. It is likely that forums or listening sessions will also be part of public involvement for the next update to Visualize 2045, starting in 2021.</p>
FHWA / FTA	18.	The complexity of politics intimidates citizens, preventing them from getting involved. The many levels of government make it difficult for anyone to know where to begin, whom to approach, and how to be influential. Awareness and education regarding these processes will help individuals gain the self-confidence to begin.	<p>The TPB has a history of working to educate the public about how they can be influential in the regional transportation planning process. The Community Leadership Institute, which started in 2006, is designed to help residents understand complex decision-making structures and how they affect local needs and actions. Through the CAC, and TPB News, the TPB also seeks to educate the public about regional planning and how the public can get involved.</p> <p>Staff has enhanced the Public Guide to better acknowledge these challenges to participation.</p>
FHWA / FTA	19.	Provide additional information about staff roles in footnote on page 11.	Staff expanded this footnote to reference the organization chart in the Title VI Plan and Program.
FHWA / FTA	20.	Identify senior level officials responsible for staff guide implementation and how staff will recognize or be trained for a consistent and clear internal communication on public participation policy.	<p>Staff has revised the Participation Plan draft to clarify that the team leader in charge of the Plan Development and Coordination Team oversees the implementation of the plan. Page 26</p> <p>The Staff Guide in the draft plan has also been expanded to include a section called “Training,” which will key to the successful implementation of the Participation Plan. This section also includes reference to training provided as part of the Title VI Plan and Program. Page 26.</p>
FHWA / FTA	21.	Regarding the Participation Policy, consider simplifying or presenting in a different way.	Staff has re-ordered the content in the Participation Policy to provide a more rational narrative flow. The text now begins with the Policy Statement and Policy Goals (“what” we plan to do), followed by Principles for Engagement and Constituencies for Engagement (key concepts for “how” we plan to conduct public participation). We believe this re-ordering, along with some clarification

COMMENTOR	#	COMMENT	STAFF RESPONSE
			of the text itself, will help the reader to more easily navigate the text.
FHWA / FTA	22.	Specifically cite 23 CFR 450.316 to be clear about what the federal requirements are.	Staff has expanded all references to the federal requirements, so they specifically cite 23 CFR 450.316. The specific requirements were added in two places: How to Use this Plan and the Federal Guide.
FHWA / FTA	23.	The Participation Plan should address online or virtual participation more explicitly.	Staff has enhanced the plan to more explicitly add online participation to Step 7 in the workflow.
FHWA / FTA	24.	Additional information about online participation can be included in Step 7 of the Staff Workflow.	See above.
FHWA / FTA	25.	Utilize dashboards and catchy slogans.	<p>Many TPB products already include dashboards and visualizations, and in recent years, we have sought to use branding and slogans, along with a deliberate use of plain language, to broaden the resonance of the TPB's work.</p> <p>In response to this comment, staff has expanded the evaluation section in the Staff Guide to highlight the use of dashboards. We have also included reference to the distillation of key messages into memorable slogans or phrases in Step 3 of the Staff Guide.</p>
FHWA / FTA	26.	Page 32 notes that when possible, meetings are held at COG offices. Discuss how this can be a challenging during a pandemic for people with limited mobility, and people who live further out in the region.	Staff have revised Appendix A of the draft plan to indicate that meetings may be conducted online or in a fashion combining online and face-to face formats. The draft indicates that virtual meetings are particularly important in times of emergency, such as the current pandemic.
FHWA / FTA	27.	On page 30 clarify whether you mean CLRP or Visualize 2045.	The term "CLRP" is no longer used for the TPB's long-range plan and its inclusion in the draft was a mistake. Staff have updated page 30 to make it clear that the Long-Range Transportation Plan is currently called Visualize 2045.
FHWA / FTA	28.	Statements like "If staff believes" in the document leave it up to staff to determine when public participation is needed (arbitrary and capricious).	Staff has expanded the opening language of the Staff Guide to clarify the decision-making process for determining whether an activity should include public information or involvement. As described in this section, staff will be expected to complete the Participation Workflow for each new major planning activity to determine whether public participation is needed and how it should be applied. We believe this approach is deliberate and thoughtful, and is, in fact, the antithesis of "arbitrary and capricious" (which were terms of concern used by FHWA/FTA in their comments). The staff responses to the

COMMENTOR	#	COMMENT	STAFF RESPONSE
FHWA / FTA	29.	The plan provides an overarching framework and goals for engagement but lacks specificity in certain areas on how those activities will be carried out. Practical examples of how certain goals/objectives can be achieved related to outreach and participation should be included to a greater degree.	<p>Participation Workflow will be shared with their team leader, and possibly even other teams and the director. The responses to the workflow will be one factor in determining whether an activity should include public information or involvement. Other factors including timing, staff capacity, and budget.</p> <p>TPB staff conduct a variety of activities. Due to the extent of these activities, there is no one specific set of participation techniques that can be detailed that apply broadly to this work. The Participation Plan approaches this reality by laying out a Participation Workflow that staff must complete to craft an approach for public participation. In so doing, staff will develop activities specifically tailored to their work. Since the Participation Workflow is aligned with the Participation Policy, staff-led participation activities should reflect the goals and values of the TPB around participation and equity.</p> <p>Step 7 in the Participation Workflow identifies different techniques and activities that can be applied to achieve certain objectives.</p>
FHWA / FTA	30.	Visualization techniques provide the public with ways to understand complex materials.	Step 7 in the Participation Workflow acknowledges the importance of using visualizations to communicate complex ideas and make materials more accessible to the public.
FHWA / FTA	31.	Utilize different techniques for sharing information, like: video, photos, drawings, etc.	Step 7 in the Participation Workflow acknowledges the importance of using visualizations to communicate complex ideas and make materials more accessible to the public.
FHWA / FTA	32.	The document provides website addresses for finding out more information. We suggest providing additional ways to get information that does not require internet access. For example, mailing address, phone number, contact person name, email address, etc.	Staff recognizes the importance of providing options for residents to get information without using the internet. We have added the TPB's mailing address and phone number to the title page of the draft plan. We have also added language under Step 5 of the Staff Guide describing the need to take extra steps to reach out to people who do not have access to the internet. Among other things, this new text calls for the inclusion of the TPB's address and phone number in our documentation.
FHWA / FTA	33.	Has MWCOG verified what message (context) is being relayed when their information is translated in different languages via google translate?	The Participation Plan does not directly address the operation and maintenance of this website. COG provides translation services as part of its Title VI Plan, and questions about translating the website will be addressed in the next update to the Title VI Plan and Program.

COMMENTOR	#	COMMENT	STAFF RESPONSE
FHWA / FTA	34.	A new employee, a member of the public and others should be able to walk through the plan and know exactly what it does step by step when public outreach/participation is needed. The plan would be an overly uniform process that may have some flexibility but those would need to be explained clearly.	<p>This plan is written so that a new employee or member of the public can walk through the decision-making process to better understand how staff plan public-facing activities to share with the public.</p> <p>As mentioned in response to question 28, staff added language in the introduction to the Participation Workflow to be more explicit about the process for determining whether and how participation activities should be implemented for individual planning activities.</p>
FHWA / FTA	35.	Clarify the role of advisory committees in the TPB process, including an explanation of how these groups can help others critically analyze and identify project properties that impact public.	Staff have added references to the advisory committees in Steps 3 and 4 of Staff Guide that highlight the role that these groups play as conduits to their communities.
FHWA / FTA	36.	Online accessibility tools might be used in beneficial ways. Technology and design can potentially transform the lives of people with diverse physical, cognitive and sensory abilities and needs.	Staff agree that digital tools provide new opportunities to reach people and get them involved. Staff believe that the best engagement activities do not rely on one tool or technique but provide a mixture of opportunities to learn about and participate at the TPB. In particular, we would note that Step 7 in the Staff Guide emphasizes that there “is no one tool or technique that can be broadly applied to reach all audiences. The most effective approaches to information sharing and engagement with the public use multiple tools and techniques to meet as many people as possible.”
FHWA / FTA	37.	Improve online engagement with anonymity. Anonymity removes barriers to engagement, breaks down power relations and frees up individual expression. It means individuals regardless of race, sex, orientation or ability can contribute their opinions and the resulting input is of equal value, both to participants of the planning process, and to those that benefit from data collected.	<p>Staff recognize that providing anonymous opportunities for the public to comment and get involved at the TPB can lower barriers for participation. Surveys and focus groups conducted by TPB often allow for anonymous content. Anonymous comment can also be submitted online via email.</p> <p>The TPB staff is seeking to develop ongoing dialogues with residents through our participation activities and therefore we hesitate to lose the opportunity to know who is participating in our process and how we might communicate with them. However, understanding that anonymity may be appropriate in some situations, we will explore new opportunities to permit anonymous commenting and participation.</p>
FHWA / FTA	38.	Evaluate performance systematically and by using sets of indicators, rather than relying on a single indicator or evaluation effort. Evaluation results can also be categorized by level of controversy, level of environmental review, or other characteristics that indicate	Staff has revised the “Participation Evaluation” section in the Staff Guide to indicate that when possible and appropriate, the TPB’s public participation activities should be evaluated using sets of indicators, not simply with one measure.

COMMENTOR	#	COMMENT	STAFF RESPONSE
		whether a potential for bias may exist.	
FHWA / FTA	39.	This is a detailed draft plan. It is generically written and can be a lot more informative to the public if you link it to public engagement in other jurisdictions and provide exact steps on how that information will be used by the regional decision-making body.	<p>Staff has revised the Public Guide to be more explicit that the public can maximize the impact of their engagement by getting involved early in planning processes at the local and state level.</p> <p>Once the plan is approved, staff plan to develop supplemental materials that spin off the Public Guide into several different formats for distribution to the public and posting onto the website.</p>
FHWA / FTA	40.	Discuss what was learned from the previous consultant evaluation and how has that been applied or will be applied going forward to improve public participation.	<p>In 2018 and 2019 TPB staff worked with consultants to evaluate participation activities conducted in 2017 and 2018. That evaluation included recommendations that informed the development of the 2020 TPB Participation Plan. In particular, staff referred to the following recommendations when working on this plan:</p> <p><i>One - Update the Participation Plan to streamline content, clarify roles and purposes, and evolve strategies to reach different constituencies.</i></p> <p>This update to the Participation Plan places increased emphasis on clarifying roles and purposes. This can be seen in the Principles for Engagement and the Participation Workflow. The workflow also addresses using different strategies to reach different constituencies.</p> <p><i>Three - Revisit Participation Plan on a regular basis, through tools such as an annual survey.</i></p> <p>This update to the Participation Plan puts additional emphasis on regular evaluation. Surveys may be used as part of that evaluation.</p> <p><i>Seven - Clarify expectations and role of each committee, particularly regarding public input and communications.</i></p> <p>Staff believe it is important to clarify expectations and the role of advisory committees. Due to the extent of this work, staff decided to remove the Citizens Advisory mission and operating procedures from the Participation Plan so that they can be updated through a separate process.</p> <p><i>Fourteen - Plan for ways to improve overall participation based on lessons learned including an evaluation of what was successful in Visualize 2045.</i></p>

COMMENTOR	#	COMMENT	STAFF RESPONSE
FHWA / FTA	41.	The plan is consistent with the recommendations from the 2019 FHWA/FTA certification report.	Staff called upon lessons learned from Visualize 2045 outreach in 2017 and 2018 when developing the Participation Workflow in general, and Step 7 on tools and techniques. Staff appreciates this comment. We took deliberate steps to ensure the new plan is consistent with recommendations from the 2019 federal certification review.

TPB PARTICIPATION PLAN - DRAFT

2020 Update



National Capital Region
Transportation Planning Board

TPB PARTICIPATION PLAN - 2020 UPDATE

DRAFT – October 2020

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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ACKNOWLEDGEMENTS

Special thanks to TPB committees and other stakeholders for providing in-depth review and comment. The Citizens Advisory Committee and Access for All Advisory Committee were particularly instrumental in producing this document.

ACCOMMODATIONS POLICY

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

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

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PREFACE

This Participation Plan states the National Capital Region Transportation Planning Board's (TPB) commitment to transparent communications and engagement with the public and with relevant agencies to support the regional transportation planning process. This includes communications and engagement to inform developing the Long-Range Transportation Plan and the Transportation Improvement Program (TIP).

The plan articulates the TPB's policy for public participation. It describes how members of the public can get involved and demonstrates how staff will work to meet and exceed federal requirements. Most importantly, this plan guides TPB staff interactions with the public so their public-facing work can: 1) reach as many people as inclusively as possible, and 2) collect meaningful input and build support to inform TPB plans and programs, and aid in decision making.

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 residents and other interested agencies to be involved in the metropolitan transportation planning process.

As required by federal regulation, TPB staff developed the plan in consultation with interested parties, including residents, 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.

ABOUT THE TPB

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.

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 commissioners/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 National Capital Planning Commission.

The TPB became associated with the Metropolitan Washington Council of Governments (COG) in 1966. Local cities and counties established COG in 1957 by 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 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 to coordinate policy making and providing technical resources for transportation decision makers. The TPB receives input and guidance from advisory committees that include members of the public, special interest groups, and jurisdictional staff.

HOW TO USE THIS PLAN

This plan clarifies the TPB's commitment to transparent and open collaboration with the public and renews the TPB's commitment to equity. The plan seeks to highlight a practical approach to public participation. The actionable information in the plan varies based on the user's relationship to the TPB.

Public
Guide

Staff Guide

Federal
Guide

Participation Policy

Public Guide

If you are a member of the public, including individuals, community groups, non-profits, advocacy groups, and others, please consult with the Public Guide. It walks you through the ongoing and predictable ways that you can interact with and get involved with the TPB. It also connects you to where you can learn about future activities and get involved locally.

Staff Guide

If you work for the TPB, consult the Staff Guide. This guide walks you through the process for determining whether your work activity requires or would benefit from public participation. This guide also presents a workflow, or a series of questions, that need to be answered in order to develop a plan for interacting with the public as part of your activity.

Federal Guide

If you want to learn about federal requirements (23 CFR 450.316) for the TPB's participation activities – whether you are staff, a regular participant in the TPB process, or a member of the public – consult the Federal Guide.

PARTICIPATION POLICY

The Participation Policy provides the foundation for all the TPB's interactions with the public so that it can reach as many people as inclusively as possible while collecting meaningful input, building support for TPB plans and programs, and aiding in decision making.

This Participation Policy chapter consists of four parts. The Policy Statement articulates the TPB's commitment to making its process and products accessible to everyone who lives in metropolitan Washington. The Policy Goals state what the TPB is trying to achieve through its public-facing work. The Principles for Engagement declare the TPB's values for interacting with the public. Finally, the Constituencies for Engagement describe three target audiences to help staff focus information and participation activities.

Policy Statement

It is the TPB's policy to provide public access and involvement under a collaborative planning process in which the interests of all TPB constituencies are reflected and considered. It is the TPB's intent to make both its policy and technical processes inclusive of and accessible to all constituencies.

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 information derived from public involvement is essential to good decision making.

Policy Goals

The Policy Goals describe what the TPB is trying to achieve through its participation activities. When planning public-facing work, staff should use these goals to set desirable outcomes, and then refer to the goals when evaluating their work.

- **Engage different audiences effectively using a variety of tools.** The TPB will disseminate information and solicit input using different tools and conduits. Engagement activities will be conducted in ways that are tailored to specific constituencies, ranging from active participants to the general public.
- **Provide clear and open access to information and participation opportunities.** The TPB will work to improve access to technical and planning information and, where appropriate, tailor that information to be accessible to more constituencies. Opportunities for participation in TPB meetings and in committee meetings will be clearly defined and provided at each meeting.
- **Gather input from diverse perspectives.** The TPB will encourage participation from diverse constituencies and will provide for discussion about transportation issues that are responsive to the interests of different constituencies. In addition to encouraging input from people with different racial, ethnic, and linguistic backgrounds, the TPB will seek the perspectives of people who use all transportation modes and come from all areas of the region.

- **Give consideration to input received and respond meaningfully.** The TPB will give thoughtful consideration to how public input might affect its decisions and how input might improve TPB plans and products. The TPB will acknowledge the comments that were received and how they were considered.
- **Promote a regional perspective.** The TPB will communicate how regional transportation planning plays a vital role in coordinating planning activities on many levels. The TPB will also work to connect the public to where their input can have the biggest impact, which is often on the local or state level.

Principles for Engagement

The Principles for Engagement state TPB values around informing and engaging the public. These principles recognize that most people who are impacted by transportation decisions are not technical experts and that being inclusive means meeting people where they are. These principles guide engagement and point towards the Policy Goals without specifying those goals or the means to achieve them.

- **Equity perspective** – Staff strive to incorporate an equity perspective into their work activities so that work acknowledges and seeks to accommodate different contexts, experiences, and abilities. This equity perspective is informed by COG’s Title VI Plan and Program, the TPB Equity Statement¹, and the TPB’s Equity Emphasis Areas. It acknowledges past inequities and barriers to involvement and seeks to be more just.
- **Plain language** – Staff strive to use plain language and prepare their materials in a variety of ways. This will make TPB work accessible and understandable to as many people as possible and serve as a foundation for meaningful participation
- **Early and continuing participation** – Staff strive to maximize public input by involving the public early in planning processes. Staff also strive to involve the public throughout processes to create repeat interactions with the public. This will help foster transparency and keep the public up to date and aware of future opportunities to learn more and to participate.
- **Timely response** – Staff strive to acknowledge receipt of public input in a timely manner and provide information about how public input will be used. This will build trust by demonstrating the value and purpose of input.
- **Clarity of Purpose** – Staff strive for clarity of purpose when planning public-facing work. This will help staff determine if the work is meant to inform, consult, or engage the public. This will also help the public understand their role in the TPB plan or activity and how their input will be used.

¹ Appendix C: TPB Equity Resolution

Constituencies for Engagement

The TPB acknowledges that not every person is aware of the TPB or has an understanding for how decisions are made at the regional, state, and local levels. To make sure that TPB participation efforts are most effective, it is important to tailor communications and outreach to different constituencies.

The constituencies below are grouped according to varying levels of engagement in regional transportation planning process and awareness of regional transportation issues.

- **Active participants** are 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 an extensive understanding of regional transportation issues and policy. Among others, this category includes the TPB's Citizens Advisory Committee (CAC), the Access for All (AFA) Advisory Committee, and graduates of the Community Leadership Institute.
- **Community leaders** have some knowledge of transportation policy issues but are less familiar with the TPB's role in the regional transportation planning process. They also may not be fully aware of the regional context underlying transportation challenges and experiences throughout the region. This group often includes community and opinion leaders who work at the local level.
- **The general public** has an inherent interest in transportation challenges but often possess little direct knowledge of transportation policy making. This group represents most of the region's population, although in some cases, it may also include local leaders or even elected officials who have limited exposure to transportation planning.

An equity perspective is vital for understanding how to work within these different constituencies. The TPB recognizes that each of these constituent groups include people of color, people with limited English proficiency, differing abilities, people with low incomes, and people of all ages, including youth and elders. Staff remain aware of the need to make extra efforts to engage these populations through information and participation.

PUBLIC GUIDE

Although this participation plan is primarily a guidebook for TPB staff to use in designing and implementing public engagement activities, it also articulates the TPB's commitment to an open and transparent planning process. The TPB and its staff are part of an ongoing partnership with the public, so this plan's policies and goals are meant to represent values that we share and are working toward.

The TPB recognizes that transportation planning is complex. Multiple levels of government and political interests are involved. This complexity can be intimidating and makes it difficult for the public to know where to begin. The following guide is an attempt to present high-level opportunities for the public to get informed and involved at the TPB. Staff also recognize that there are many seen and unseen barriers to participating in planning processes. You should reach out to staff if you are concerned that barriers to your involvement are not being addressed. Staff contact information is often included on document and on the web if you are not sure who to ask.

If you are looking for practical tips for getting involved, there are many ways you can be part of the TPB process. The next few pages describe how the region's residents can follow TPB activities, learn about key issues, provide comments, and otherwise get involved in the TPB's work.

Get Informed

There are a variety of ways to stay informed about what is going on at the TPB and in the region. You can attend meetings of the board or one of its subcommittee, read about regional transportation issues through TPB publications, or follow us on social media.

TPB MEETINGS

The TPB meets once a month except in August. The meetings are held at the COG offices, although during the pandemic of 2020, they have been conducted on a virtual-only basis. They are open to the public for observation and comment and usually take place on the third Wednesday of the month at noon. The TPB's agenda and meeting materials are posted on the website six days before the monthly meeting. Meeting materials, meeting recordings, and a live stream of the meeting can be found at mwcog.org/tpbmtg. Anyone may subscribe to an email list to receive the agenda and materials when they are posted. You may subscribe or update your subscription here: mwcog.org/subscribe/.

TECHNICAL SUBCOMMITTEES

The TPB's subcommittees focus on specific subject matter like public transit, freight, bicycle and pedestrian issues, travel forecasting, and other topics. Subcommittee meetings bring together technical experts from local and state agencies and inform TPB work and processes. To find out more about the subcommittees, visit mwcog.org/tpbtech.

TPB NEWS

TPB News is a bimonthly newsletter and blog that shares information about what is happening with the TPB and COG's Department of Transportation Planning. TPB News covers issues going before the board, staff work, committee work, how to get involved, and deep dives into various programs and

federal requirements. TPB News is one of the best ways to stay in the know about what is happening at the TPB. TPB News posts can be found on the COG website at mwcog.org/tpbnews.

COG WEBSITE

The website for the Metropolitan Washington Council of Governments, or COG, at mwcog.org is home to everything you need to know about the TPB. You can also find TPB News, events and meetings, documents and plans, and more. You may visit the COG website at mwcog.org.

SOCIAL MEDIA

Residents who want to get the latest information about TPB activities can follow us on Facebook (facebook.com/natcapregtpb) and Twitter (@[natcapregtpb](https://twitter.com/natcapregtpb)).

COMMUNITY LEADERSHIP INSTITUTE

The CLI is an educational program that encourages community leaders to get involved in transportation-related decision making at all levels. CLI participants learn to be regional transportation leaders by connecting the interests of their local communities, constituencies, and elected officials with the planning issues facing the entire metropolitan Washington region. Learn more about the CLI at mwcog.org/cli.

Follow Major Plans and Programs

These regional plans and programs are the primary focus of the TPB's work. Residents who want to be involved with the TPB's process will benefit from an understanding of how these plans are developed. Future updates will offer opportunities for public input and will be guided by the strategies and procedures for engagement that are laid out in this participation plan. Information about how to get involved in these planning activities can be found at mwcog.org/tpb.

VISUALIZE 2045

Visualize 2045 is the TPB's current federally mandated, long-range transportation plan for the National Capital Region. When it was approved in 2018, the plan represented a new kind of long-range transportation planning effort for our region. For the first time, in addition to including projects that the region's transportation agencies expect to be able to afford between now and 2045, the plan identified aspirational initiatives – projects, programs, and policies – that go beyond financial constraints. The plan is updated every four years. The TPB is scheduled to update Visualize 2045 in 2022. Extensive opportunities for public engagement will be available before its approval. Learn more at visualize2045.org.

TRANSPORTATION IMPROVEMENT PROGRAM

The TIP is a federally required document that describes the planned schedule in the next four years for distributing federal, state and local funds for state and local transportation projects. It includes highway projects, rail, bus and streetcar projects, and bicycle and pedestrian improvements, as well as maintenance funds and operational programs. The TPB's FY 2021-2024 TIP contains over 300 project records and more than \$15 billion in funding across the region. The TIP undergoes a public comment period before approval. Every two years the TPB also conducts a TIP Forum, an open public meeting where the state DOT's share information about their state funding documents. Learn more about the TIP at mwcog.org/TIP.

OTHER PLANS AND INITIATIVES

The TPB is always in the process of updating various plans. Some are focused on specific modes of transportation – such as freight or bicycle and pedestrian needs. Other initiatives focus on specific segments of the region’s population, such as planning activities to serve older adults and persons with disabilities. Public engagement in these planning activities can help them become more effective in meeting their desired outcomes.

Get Involved in the TPB

Once you’re informed, there are a variety of ways to be involved in regional transportation issues through the TPB or elsewhere.

EXPRESS YOURSELF FOR THE RECORD

Present your ideas during the TPB public comment period at the beginning of each board meeting. TPB meetings begin at 12 noon on the third Wednesday of each month (except August). To participate, call (202) 962-3315 or email TPBComment@mwkog.org. Meeting time and place is subject to change. Check the website for updates.

PUT IT IN WRITING

Send a letter or submit a written statement to key decision makers. You can submit a written statement to the TPB Comment form. You may also send your message by e-mail (TPBComment@mwkog.org) or regular mail (Transportation Planning Board, MWCOG, 777 N. Capitol St., NE, Washington, DC 20002).

APPLY TO SERVE ON A TPB ADVISORY COMMITTEE

The TPB has two advisory committees that provide insight from the region’s residents. The Citizens Advisory Committee provides independent, region-oriented citizen advice to the TPB on transportation plans and issues. The Access for All Advisory Committee (AFA) advises the TPB on transportation issues, programs, policies, and services important to low-income communities, people of color, people with limited English proficiency, people with disabilities, and older adults. The committee raises important issues to determine whether and how these issues might be addressed within the TPB process.

These advisory committees are called upon by TPB staff to provide specific input in the development of TPB plans and programs. They are frequently asked to provide a public perspective on materials before they go to the board. More broadly, these committees bring perspectives and ideas to light that shape TPB work over time.

You can get information about how to apply to serve on these committees on our website: mwkog.org/tpbcac and mwkog.org/tpbafa.

Get involved at the state and/or local levels

If you are interested in a specific project or issue, it is often most effective to get involved early in the planning process, which typically occurs at the local and state levels. Key decisions often must be

made before they come to the TPB. Many projects are formulated based on local needs. State agencies often work with locals to determine which projects to pursue. Here are some ways you can have an impact on transportation challenges facing the region outside of the TPB:

- Get information. Contact local, regional, and state transportation planning agencies to ask about projects in which you are interested. Find out how citizens are involved in these projects.
- Get out there. Attend public meetings on projects or plans. These sessions are often advertised in local papers or posted on the Internet by local or state agencies.
- Talk with decision makers. Contact elected officials or the staff at transportation agencies to request information about projects or plans. Find out how citizens can get involved.
- Work with your neighbors. Contact your neighborhood or civic association to see if their members are interested in a particular transportation issue and if they plan to take any action.
- Join a group. Join an organized group that is promoting a specific transportation project or is advocating broad policy changes regarding transportation investments in your community or across the region.

STAFF GUIDE

The Staff Guide is a tool that TPB staff will use as they start work on a new activity. The guide walks staff through a process of determining if their work has a public-facing component and if it is covered by any federal participation requirements. The workflow described in this chapter also helps staff plan for public participation that is in accordance with the TPB's Participation Policy and makes sure that the work can reach as many people as inclusively as possible while also collecting meaningful input, building support for TPB plans and programs, and aiding in decision making.

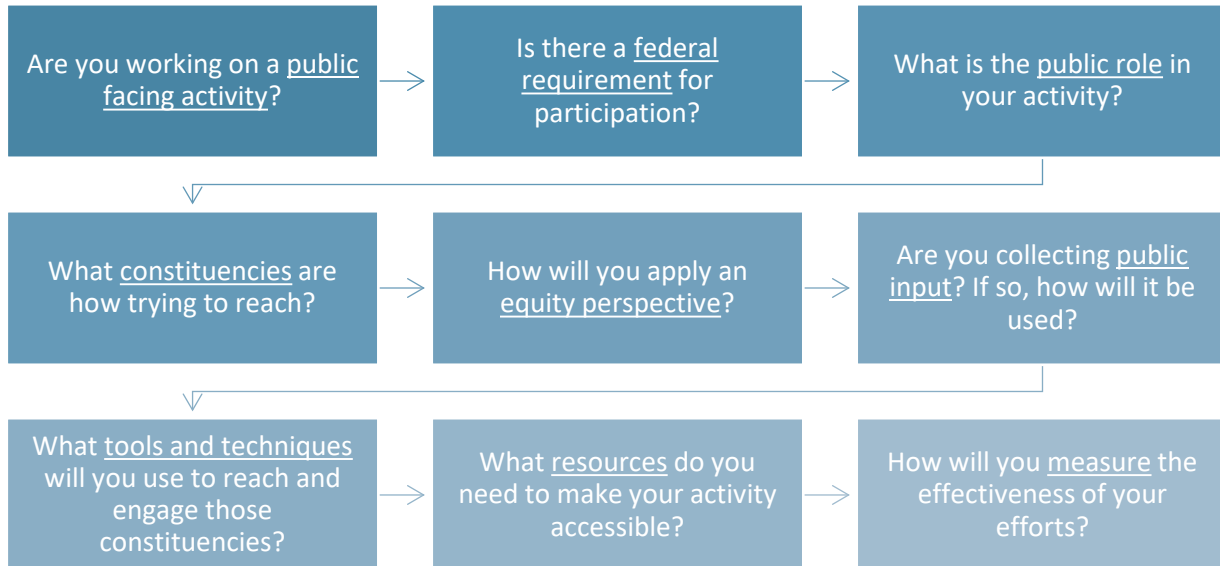
Not all the work led by TPB staff requires direct input from the public, but there is value in being clear about how technical work can inform the public. The TPB process is at its best when technical work, combined with input from an informed public, supports decision making.

Participation Workflow

This workflow walks staff² through a series of questions to ask themselves as they start a new activity. Each question is accompanied by a description and considerations to inform and provide context. The answers to these questions will outline an approach for how staff can work with the public in their activity. These questions will also help staff identify material and staffing resources to assist with their activity.

When staff start a new activity, they should spend time completing the Participation Workflow. This workflow walks them through questions they need to consider, helping them determine if their activity should include elements that inform or involve the public. Once completed, staff should take their answers and discuss with their team leader and, if possible, with members of the Participation Team. Working together they will make the determination about public information and involvement. Members of the Participation Team, other team leaders, and the director of transportation planning can also provide input into this process. Activities that have federal requirements must follow the participation guidance as described in regulations (23 CFR 450.316).

² The staff roles identified in this chapter's workflow can be broadly defined as follows: "TPB staff" is anyone who is responsible for an activity. "Team Leaders" are the managers who oversee staff who conduct the work outlined in the Unified Planning Work Program, which is the TPB's work plan. The "Participation Team" are the people who work in communications, outreach, and participation as part of the Plan Development and Coordination Team. For more detail on staff roles, refer to the Organization Chart (B-1) in the COG Title VI Plan.



1) ARE YOU WORKING ON A PUBLIC-FACING ACTIVITY?

If staff work is going to be presented to the TPB or committees, then it is considered a public-facing activity. Public-facing activities include all TPB activities, products, or events that the public has— or should have— the opportunity to review, participate in, or potentially influence. The audience for these activities may include one or more of the constituencies identified on page 6 of this plan— active participants, community leaders, and the general public.

Examples of public-facing activities include one-time events, like webinars, training programs, and public forums. They also include multi-faceted planning projects that offer a variety of opportunities over a period of time for public information and engagement. Such activities include developing and updating the TPB’s long-range transportation plan, as well as more specialized work such as the Regional Freight Plan or the Enhanced Mobility Program. And most obviously, public-facing work includes all materials that are publicly presented for discussion and official action.

Not all staff activities are public-facing, and in such cases, there may be no need for staff to proceed with this workflow. Such work may be purely technical, intended for internal use only, or designed to support larger activities. In other cases, such work may be conducted in collaboration with jurisdiction partners who take the lead on how public input will be framed.

However, even activities that are not public-facing may contribute to a plan or activity that directly impacts the public. Whenever possible, such materials should attempt to use plain language that is understandable to the public, as well as to elected officials who may not have technical backgrounds.

Are you working on a public-facing activity?		
Yes	No	Uncertain
If your work is public-facing, or informs a public-facing product, proceed to question 2.	If your work is not public-facing or does not impact the public, then you do not need to proceed through this workflow.	If you are uncertain whether your work is public-facing, then consult with your team leader or a member of the Participation Team.

2) IS THERE A FEDERAL REQUIREMENT FOR PARTICIPATION?

Some of the activities and processes overseen by TPB staff are federally required. These include developing the Long-Range Transportation Plan, currently known as Visualize 2045, and the Transportation Improvement Program, or TIP. See the Federal Guide for information about federal participation requirements.

Federal participation requirements are a starting point for some plans and activities. These requirements typically focus on the length of a public comment period. When resources are available, staff are encouraged to go beyond these requirements to achieve the Participation Goals.

Is there a federal requirement for participation?		
Yes	No	Uncertain
If your product does have federal requirements for participation, refer to the Federal Guide or Appendix B. Note those requirements and move on to Question 3.	If your work does not have federal participation requirements, please proceed to Question 3.	If you are uncertain whether there is a federal participation requirement for your work, consult with your team leader or the Participation Team.

3) WHAT IS THE PUBLIC ROLE IN YOUR ACTIVITY?

The International Association for Public Participation (IAP2) describes a spectrum for participation³ that ranges from informing the public, at the most basic level, all the way to empowering the public to shape outcomes, at the most involved level. In between these extremes there are opportunities to work with the public with different levels of intensity.

³ Public Participation Spectrum used with permission from IAP2. For more visit: iap2usa.org/cvs.

INCREASING IMPACT ON THE DECISION

	<i>Inform</i>	<i>Consult</i>	<i>Involve</i>	<i>Collaborate</i>	<i>Empower</i>
<i>Goal</i>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, and/or solutions.	To obtain public feedback on analysis, alternatives, and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
<i>Public Promise</i>	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

It is important for staff to decide where on this spectrum their activity fits. This will help set expectations with the public, TPB staff, jurisdiction and agency partners, in addition to committees and the board. Identifying the public role in an activity is important to help determine tools, techniques, and resources that will be utilized as part of the activity.

The three most common levels of participation at the TPB are inform, consult, and involve. If staff believe an activity would benefit from the additional forms of involvement that are identified on the IAP2 table – public collaboration or empowerment – they should talk with the Participation Team and their Team Leader.

Inform

If staff determine the public's role is to be informed, they should focus their efforts on making the information they are sharing accessible. Staff should prepare materials using plain language and in a variety of formats. This means explaining complex information in simpler terms. Taking the time to explain concepts help people to better understand the information you are trying to convey. You may want to consult the Participation Team to figure out your key messages and create memorable phrases or slogans that will resonate with the public. Visualizations, maps, interactive maps, and videos are other tools that staff can use to make their materials accessible as they inform the public.

There are multiple ways for staff to inform the public. These might include:

- writing a blog post for TPB News and sharing it in an email newsletter
- sharing information through social media
- pursuing traditional media coverage
- sending information through TPB member jurisdictions, agencies, and other partners who can widely disseminate data and key messages
- using non-digital tools, including the US postal service, to reach people who may have limited internet access.

For some activities it is enough to only inform the public and not move on to more active engagement. When informing the public is the primary purpose, staff should work with the Participation Team to think about creative and innovative ways to do that.

Consult

If staff believe the public's role in an activity is consultation, they should focus on how they want to solicit feedback in addition to making sure the information they are sharing is accessible and uses plain language. Feedback can be solicited through public comment periods, focus groups, and via comments on social media and other platforms.

When consulting with the public, staff should be clear at the beginning of the process about the type of feedback that is sought, the length of the opportunity, and how staff will summarize and use that feedback to inform decision making. As a best practice, staff should share with people who submitted feedback a summary of all feedback received and a description for how it was used in the activity.

For example, in announcing a public comment period for a plan update, staff might offer specific questions for the public to consider in crafting their input. The announcement should also let people know how long the comment period will be open and how commenters can find out how their comments were summarized and used in the final version of the plan.

Involve

If staff decide to get the public involved in an activity, they should focus on making sure there are multiple opportunities for the public to interact with information and provide feedback. At a minimum, staff should engage the public at the beginning of a process, mid-way through that process, and at the end to demonstrate how feedback has been used to inform decision making and the final product.

When involving the public, TPB staff often call upon the Citizens Advisory Committee and the Access for All Advisory Committee. These committees are comprised of members of the active public who are familiar with the TPB's role in regional transportation planning and have a sophisticated understanding of transportation planning issues. The members of these groups can serve as conduits to their communities and can help to critically analyze public needs and identify solutions. For example, the committees have provided input that has fundamentally changed key TPB projects and programs, including ongoing regional safety planning and the inception of the Regional Transportation Priorities Plan.

With regular meeting schedules, these advisory committees are a natural fit for public involvement, however staff are encouraged to look beyond these advisory committees when involving the public, when possible. Thinking about how community leaders and the general public can be involved in a process will help make the public involvement more equitable.

What is the public role in your activity? What level of participation is appropriate?			
Inform	Consult	Involve	Uncertain
If part of your activity is to inform the public, think about the what you'd like the public to know. Proceed to Question 4.	If you plan to consult with the public, think about which aspects of the activity require or would benefit from consultation. Proceed to Question 4.	If you plan to involve the public, think about the aspects of your activity that are best suited for regular interactions with the public. Proceed to Question 4.	If you are uncertain the public role in your activity, then consult with your team leader or a member of the Participation Team.

4) **WHAT CONSTITUENCIES ARE YOU TRYING TO REACH?**

The Participation Policy describes constituencies with whom the TPB strives to engage on public-facing activities. Staff should identify which of these constituencies need to learn about or be engaged in a staff activity. To learn more about these groups, consult the Constituencies for Engagement on page 6.

When identifying constituencies, it is also important to recognize that groups have different constraints or barriers to participation. List those constraints and barriers so that you can refer to them in Step 7 when selecting tools and techniques.

Active participants are both knowledgeable about transportation policy issues in general, as well as the TPB's role in the regional transportation planning process. When working with the active public, staff should take the following into consideration:

- Recognize and support the vital contributions of individuals and groups who are already active in the TPB process.
- Engage with and tap into the active public's expertise and commitment (both individuals and groups) to inform the TPB's decision making.
- Support the active public in their efforts to disseminate information about regional transportation planning to their communities.
- Members of the TPB's two advisory committees are considered active participants. They understand the MPO process and provide direct feedback on TPB materials and activities. These committees can be called upon to provide public input once per project or before materials go to the board. These committees are also able to provide ongoing input throughout a process.

Community leaders have some knowledge of transportation policy issues but may not be familiar with the TPB's role in the regional transportation planning process. When working with community leaders, staff should take the following into consideration:

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

The general public has an inherent interest in transportation challenges but often possesses little direct knowledge of transportation policy-making structures. When working with the general public, staff should take the following into consideration:

- Make available basic information on regional transportation and land-use challenges to create a more informed public.

- Increase the capacity of the general public to understand transportation and land-use issues so that some of them might become community leaders or active participants.
- 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 people should focus on basic issues, not planning processes or institutions.

5) HOW WILL YOU APPLY AN EQUITY PERSPECTIVE?

The constituencies described in Question 4 are differentiated according to their levels of knowledge and past involvement in the TPB. But when determining how to tailor outreach, it is equally important for staff to consider an equity perspective in deciding how to develop and implement engagement activities.

An equity perspective will sharpen staff’s attention on those who may not have been historically engaged by the TPB. These include people of color, people with limited English proficiency, people with differing abilities, low-income people, and people of all ages. Staff need to put extra effort, attention, and resources into reaching out to members of these communities to overcome the lack of effort from the TPB in the past. Specifically, staff should think about and think through how an activity may impact traditionally underserved communities, or populations living in Equity Emphasis Areas.⁴

In looking through the equity lens, it will be helpful to consider the following:

- Staff should acknowledge past mistakes when working with groups that have been left out of the planning process and voice a commitment to do better.
- Staff should acknowledge barriers to participation and offer accommodations to help overcome those barriers.
- Staff should think about how to adapt their work to make it accessible despite these barriers.
- Staff should recognize that people in this group are part of the constituencies described in the previous step (active participants, community leaders, general public), so the considerations for reaching out to those groups also apply here.

Equity in Virtual Engagement

Limited access to the internet is an example of an everyday barrier to participation. As the world becomes increasingly reliant on digital communications, it can be easy to forget that some people do not have computers at home or otherwise cannot readily access the internet.

Extra efforts are needed to make sure these people are not left out. For example:

- Staff should include the MWCOG/TPB mailing address and phone number— not just website links and emails addresses— in documentation whenever possible.
- When appropriate, staff should print and distribute copies of key documents instead of relying solely on internet distribution.

⁴ Equity Emphasis Areas (EEAs) are small geographic areas with above average concentrations of minority and low-income populations. The EEAs have been approved by the TPB to be the primary tool for regional Environmental Justice analysis.

- As meetings increasingly become virtual, staff should seek out ways to get input from people on the other side of the digital divide who cannot participate in such sessions online.

How will you apply an equity perspective to your activity?	
If you have thoughts on how you can apply an equity perspective to the activity share those ideas with your team leader and the Participation Team.	Uncertain
	If you are uncertain about how to apply an equity perspective to your activity, consult with your team leader or a member of the Participation Team.

6) ARE YOU COLLECTING PUBLIC INPUT? IF SO, HOW WILL IT BE USED?

The Participation Policy states that public input into TPB work makes its products better. This can only happen if there is a plan for how to incorporate public input into an activity or work product. The decision about collecting public input is related to the public’s role in the activity (Question 3). If the public’s role is primarily to be informed, then there may be no need to collect public input. If the public role is consultation, involvement, or something more extensive, then it is important to plan for collecting, summarizing, and using input.

Before deciding the tools and techniques to use to collect input, staff need to decide when input will be collected and what resources are available. This decision should be informed by the Principles for Engagement on page 5, which calls upon staff to offer early and ongoing participation. The public’s role in the activity will help determine when and how often public input will be collected. If the public’s role is consultation, then input will likely be collected once toward the end of an activity. However, if the public’s role is involvement, then it is important to collect input early and throughout a process.

Here are some key points to consider:

- **Take enough time.** Regardless of how often input is solicited, staff should ensure that adequate time is built into the outreach process so that staff and decision makers can fully consider the comments received and use that input to potentially make changes in final products and decisions.
- **Be clear about how you will use input.** Of course, until comments are received, it will be hard to know whether and how they might specifically affect final products and decisions. Nonetheless, staff should be as precise as early as possible in describing the ways in which input will be synthesized and potential changes that might result. In some cases, it might be helpful to flag issues or decisions that could be particularly subject to change based on the public input received.
- **Show how input was used in the past.** Staff may also want to highlight ways in which input is made and continues to make a difference in engagement activities. For example, public forums and workshops have indirectly influenced the course of TPB planning. For example, concerns about regional growth patterns that were expressed in public forums led to the creation of the Transportation Land-Use Connections (TLC) Program. More recently, the survey and public forums conducted for Visualize 2045 highlighted the public’s desire for

more reliability in the transportation system, a theme that was ultimately highlighted in the long-range transportation plan approved in 2018.

- **Follow up to let people know they were heard.** When possible, staff should follow up with the public to let them know how their comments and input were used in the final product. Again, such follow-up activity can be time-consuming and therefore, it will require advance planning and must be prioritized. But **closing the loop** with residents who have participated in TPB planning activities will strengthen public support for changes the TPB is seeking to promote and it will encourage individuals and community groups to participate again in future TPB public engagement efforts.

Are you collecting public input? If so, how will it be used?		
Yes	No	Uncertain
If you are collecting public input, think about the format of that input. How will that be input be summarized and shared? How will that input be used?	If your activity does not require input, proceed to Question 6.	If you are uncertain whether you will be collecting public input, or how it will be used, consult with you team leader or the Participation Team.

7) WHAT TOOLS AND TECHNIQUES CAN YOU USE TO REACH AND ENGAGE THOSE CONSTITUENCIES?

There are a variety of tools and techniques available to TPB staff as they plan to inform and engage the public. Staff should consider who their audience is and what kind of participation they are seeking, and then consider which tools may be best to reach that constituency.

The tools and techniques that staff utilize should be responsive to the public’s role in an activity, the constituencies that staff are trying to reach, and whether staff plan to collect public input. There is no one tool or technique that can be broadly applied to reach all audiences. The most effective approaches to information sharing and engagement with the public use multiple tools and techniques to meet as many people as possible.

Even if you have used a tool in the past, you should reevaluate its effectiveness in reaching your desired audience. You might also consider using new tools and techniques, which are being developed all the time. Staff should consider the benefits and drawbacks of new tools before moving forward with their use. It is a good idea to consult with the Participation Team and your team leader before proceeding to make sure resources are available and timing works.

The COVID-19 pandemic in 2020 accelerated the deployment of virtual meeting tools and other forms of online engagement. The effects of these changes can be both positive and negative. On one hand, virtual engagement can increase participation, particularly from people who are reluctant or too busy to attend live events. Online accessibility tools also can be used to accommodate people with diverse physical, cognitive, and sensory abilities and needs. But online engagement can sometimes leave out people with limited access to the internet. And as staff are called upon to host more public interactions in online and virtual spaces, the need for responsiveness is especially important but often challenging.

When selecting a mix of tools and techniques to help reach and engage the public, refer to the list of constraints and barriers you identified in Step 4. Think about how those tools and techniques can be used to accommodate or overcome those constraints and barriers.

Examples of tools and techniques include:

- **Public comment periods** are one of the most basic ways for the public to participate and for staff to collect input. Public comment periods typically last 30 days. During public comment periods the materials are provided online for the public to review. They can then submit their comments via online form or by mail. At the conclusion of the comment period, staff summarize the comments received and write draft responses to comments. Sometimes, these responses are written in collaboration with jurisdiction and agency partners. The staff's summary and response document is typically shared with the board before a plan or other board action is approved. Although public comment periods are often held towards the end of an activity, they can also occur at the beginning or in the middle of its development.
- **Open or ongoing opportunities to comment** are less formal than a traditional public comment period and can occur via a form on a website or a box in the back of a room during a public meeting. This type of comment is less about soliciting specific input on an activity, and more about creating an opportunity for the public to share general thoughts on an activity or process. Open and ongoing comment opportunities are best suited for supplementing other ways to collect input from the public. Even though this type of outreach is often more open-ended than other approaches, staff should still develop a plan on how the information is going to be collected, used, and shared.
- **Public meetings** provide staff a unique opportunity to share information with and hear back directly from the public in real-time. Public meetings are meetings where the public is the primary audience and typically start with a presentation that provides context for a planning activity, before proceeding with presentations that dive deeper into activity content. Following this information sharing with the public, there is often an opportunity to collect feedback. This feedback can be collected in a variety of ways, including an open forum in which people queue up and ask questions, dividing the audience into small groups for discussion, or activities in which people interact with the material via maps and other means and provide feedback directly to staff. A variation on a public meeting, called an open house, presents information on posters positioned throughout the room. During the event staff and the public mingle to answer questions and solicit input.
- **Online public meetings** provide flexibility when planning public meetings where the public is the primary audience. They allow for people from across the region to attend without having to travel. They also provide an opportunity to host meetings at non-traditional times to allow for participation from people who are not available during the day or early evening when public meetings are typically held. In order to minimize barriers to participation, staff should select online tools that are familiar to the communities they are trying to reach. Polls and small group breakouts are a few ways to keep people engaged and to collect feedback during online meetings. Staff should recognize that not everyone in the region has access to the internet or a computer and that participating in online meetings may not be an option for these people. To overcome this, staff can distribute phone numbers for calling in, or partnering with non-profits or other community groups to help provide an internet connection or alternative.
- **Publications** provide information about the TPB process, projects, and programs. Publications can take several forms, from short articles that explain a topic, to more detailed white papers and reports that explore a topic in depth. TPB staff publish reports and white papers via the website,

and articles through TPB News. Publications can be printed, but increasingly they are shared in a digital format. Other techniques can be incorporated into publications to make them more accessible, including visualizations and maps. If the public’s role is to be informed, then publications can be an effective way to do that. If the public’s role is more involved, publications can support other tools and techniques.

- **Multimedia** is another way to provide information about the TPB and its projects and programs. Multimedia includes videos, interactive story maps and webpages, and can include other formats like audio. Multimedia materials support activities by presenting information in a way that may be more accessible to people with different abilities and non-native English speakers.
- **Trainings** provide a more in-depth opportunity to inform the public. Whether conducted online or in person, trainings allow for presentations, discussions, and activities that allow participants to apply what they have learned. One example of a training is the Community Leadership Institute, in which community leaders from across the region come together to learn about transportation planning on the local, state, and regional levels. The institute punctuates presentations with activities through which participants apply what they have just learned. Other examples of trainings include webinars and online workshops.
- **Surveys and polls** are used to collect input from many people. While surveys and polls can be open to the public, they are especially useful if they provide a statistically significant and representative sample of responses.
- **Focus groups** provide an in-depth opportunity to learn about a community's thoughts and opinions on a topic. Qualitative research through focus groups can be used to supplement opinion research obtained through surveys. Focus groups can also be effective means for gathering input from communities that are more difficult to reach.

Do you know what tools and techniques you can use to reach constituencies?	
Yes	No
Consider who your audience is and what kind of participation you are seeking, and then consider which tools may be best to reach that constituency. Even if you have used a tool in the past reevaluate its effectiveness in reaching your desired audience. It is a good idea to consult with the Participation Team and your team leader before proceeding to make sure resources are available and timing works.	If you don't know what tools and techniques are most appropriate for your activity, consult with your team leader and the Participation Team.

8) WHAT RESOURCES DO YOU NEED TO MAKE YOUR ACTIVITY ACCESSIBLE?

TPB staff work is often technical. Making complicated concepts and materials accessible to the public requires effort. Reaching out to the public requires skills and knowledge outside the daily responsibilities of most TPB staff. The TPB’s Participation Team specializes in the skills that can be used to assist staff with public-facing activities.

It is important for TPB staff to identify the need for public engagement and reach out to the Participation Team as early as possible. This will ensure that resources are available and there is plenty of time to coordinate to ensure timely completion. If time and budget allow, consultants can also be brought on to assist. Staff and consultants can help plan and run an activity, contribute visualizations and maps, design surveys, and conduct outreach, among other things.

The following resources are just some examples of ways that the Participation Team and consultants can assist with a public-facing activity.

- **Assistance with planning and running participation events** – The TPB has conducted a variety of participation events over the years, ranging from basic online webinars to deliberative forums with hundreds of participants and live polling. There are many tasks that go into hosting an in-person or online event. Staff can provide support with scheduling, identifying appropriate audiences, collecting feedback, preparing materials, and more.
- **Facilitating discussions** – Focus groups and targeted interviews can result in high-quality qualitative input. With advance notice, staff or consultants can help staff prepare questions for facilitated discussions, as well as helping to identify appropriate participants and schedule the discussions.
- **Conducting outreach to disadvantaged communities** - It can be challenging to engage people in the region who are not traditionally involved in transportation issues, such as residents with limited English skills or those who do not have reliable access to the Internet. Reaching out to groups beyond the “usual suspects” requires time and skills. If a work activity may impact people or seeks to solicit input from people in these hard-to-reach groups, it is important to call upon someone who has the skills to help incorporate that group into the activity.
- **Designing graphics and visualizations** – Complex topics can sometimes be easier to understand if they are presented in a visual way. Graphical elements like photographs, charts, timelines, and more can be used to explain projects, processes, and more. For graphics and visualizations to be effective, it is important to have a clear message in mind for a specific audience. Designing graphics and visualizations can take time, and sometimes may require special expertise.
- **Developing maps and interactive story maps** – Transportation projects often have a geographical element. Visualizing planned changes to infrastructure and infrastructure improvements can help the public better understand the content of plan or activity. Developing maps takes time and requires data resources, often from jurisdiction partners. Make sure that there is enough time set aside to coordinate with staff to develop maps.
- **Writing, editing, and publishing blog posts** – One of the most common ways that TPB staff share their work with the public is through blog posts published in TPB News. These posts, written in plain language, provide a high-level of summary TPB work that is more accessible than memos and technical documents. Staff can provide writing and editing assistance. The COG Office of Communications may also be able to help raise awareness of work produced. The Communications Center on COG’s intranet provides staff resources for all types of writing.
- **Producing videos or other media content** – Videos provide another way to explain complex ideas in an accessible format. Videos can include narration, illustration, and animation to help explain complex or new ideas. Audio is another medium for sharing TPB work. Producing videos and audio can be time consuming and resource intensive.

Do you need additional resources to make your activity accessible?		
Yes	No	Uncertain
If you need additional resources work with your team leader to make sure there is budget available. Also consult with the people you'd like assistance from you make sure they have time and capacity.	If your activity does not require any additional resources, proceed to Question 9	If you are uncertain whether activity would benefit from utilizing additional resources, consult with your team leader or the Participation Team.

9) HOW WILL YOU MEASURE THE EFFECTIVENESS OF YOUR EFFORTS?

Evaluation is necessary for organizational improvement. Taking time to reflect on what went well with an activity and what can be improved is fundamental to becoming more effective over time. During recent certification reviews of the TPB's planning process, federal partners encouraged staff to develop a more robust evaluation for their participation activities.

This question in the workflow has two steps. Before beginning the activity, staff should think about what success looks like for their activity, and then think about how they will evaluate their activity. Once the activity is completed staff should reflect upon their answers to the evaluation questions and develop recommendations for future activities.

Before the activity begins

Evaluation starts when planning an activity. The answers to the previous questions in the workflow effectively outline the approach for interacting with the public for an activity (Planning Questions). Once those questions have been answered, staff need to take a moment to think about what success will look like and how it can be measured (Evaluation Questions).

Staff should set aside the answers to these questions and share them with the Participation Team. They should be used to design the public-facing components of their activity. The evaluation questions should be referenced as a guide to ensure that the public activity is going well.

Topic	Planning Questions What are you going to do to inform or engage the public?	Evaluation Questions: How will you know if you are successful?
Constituency	Which policy constituency or constituencies is staff trying to reach for this activity?	Once the activity is completed, how will staff know they've reached this constituency?
Public Role	What is the public's role in the activity?	Once the activity is completed, how will staff know if the public fulfilled that role?
Tools and Techniques	What tools and techniques will staff use to work with the public?	Once the activity is completed, how will staff know if these tools and techniques were effective?
Input	What type of input is staff seeking and how will it be used?	Once the activity is completed, how will staff know that they've received the type of input they sought? Was staff able to use this input as planned?
Equity	How will staff apply an equity perspective in this activity?	Once the activity is completed, how will staff know that it has been equitable?

After the activity is completed

Once an activity is completed, it is important to take time to conduct an evaluation. Staff should get together with the people that worked on the activity and briefly reflect on the list of planning and evaluation questions.

The discussion should start with a review of expected outcomes that references the answers to the planning and evaluation questions recorded before the activity began. The discussion should proceed with an overview of what happened. Staff should compare the results of the activity against the expected outcomes and ask themselves: What went well? How can future success be built upon what went well? What didn't work as expected? And what could be improved?

Beyond the benefits of reflection, the purpose of this discussion is to identify recommendations for future activities and to identify lessons learned for things that should be avoided.

Documenting and sharing this discussion with staff will help to ensure that staff are always working to improve the efficiency and effectiveness of their public participation.

Training

Following approval of this plan, TPB staff will be trained on how to use the Participation Policy and Staff Guide to identify activities that have a public-facing component and how to plan for informing and involving the public. This training will also cover the federal requirements (23 CFR 450.316) for participation for MPOs. Trainings will occur by team, as outlined in the Organization Chart in the Title VI Plan (B-1). After staff have been trained, additional trainings will occur annually to acquaint new staff with the Participation Plan and provide a refresher for staff who have already received the training.

In addition to training on the Participation Plan, TPB staff will receive additional training as outlined in the COG Title VI Plan and Program.

The team leader for the Plan Development and Coordination Team will oversee plan implementation and training.

Participation Evaluation

In addition to evaluating individual participation activities, more comprehensive evaluations of the TPB's public engagement activities will occur on a regular basis. These will include an annual Public Participation Impact Statement and a third-party review, which will occur every four years.

Evaluations will include dashboards tracking TPB participation activities and make recommendations for how to improve participation efforts. In addition to qualitative input drawing from the evaluation questions (Participation Workflow Step 9), evaluations will use data to show numbers of participation activities, participation levels, and demographics (when available). When possible and appropriate, the TPB's public participation activities should be evaluated using a combination of indicators, not simply with one measure.

REGULAR EVALUATION

Once a year, the Participation Team will prepare a Public Participation Impact Statement that will evaluate participation activities over the year. This statement will be shared with the advisory committees, the Technical Committee, and the board. By documenting and evaluating participation activities and sharing them with key stakeholders, these statements will demonstrate both staff efforts to improve the effectiveness of their public interactions and staff commitment to approaching public participation from an equity perspective.

The Public Participation Impact Statement will summarize the evaluation summaries written for each participation activity and include data about communications activities to support participation, a summary of social media engagements, and a summary of unsolicited comments received. This statement will also include a preview of anticipated activities in the following six-month period.

The impact statements will be timed to inform the annual development of the Public Involvement Program Element of the Unified Planning Work Program (UPWP).

QUADRENNIAL EVALUATION

Every four years, staff will engage consultants to conduct an in-depth evaluation of participation activities. The timing of this evaluation should be scheduled to inform future updates of the Participation Plan and major participation activities like updates to the long-range transportation plan.

FEDERAL GUIDE

Many of the TPB's planning activities have their origins in federal law and regulation. The TPB is designated under federal law as a Metropolitan Planning Organization or MPO. Among other things, MPOs are required to develop long-range transportation plans (in our region, that plan is currently called Visualize 2045) and Transportation Improvements Programs (TIPs).

Public participation requirements are part of the federal rules guiding these core planning functions (23 CFR 450.316), as well as others. Key elements of those requirements are described below. Appendix B includes the statutory and regulatory language behind these requirements.

The TPB and its staff are committed to meeting these requirements.

Metropolitan Planning Organizations

Federal law requires each metropolitan region with a population of more than 50,000 residents to designate a metropolitan planning organization (MPO) to develop transportation plans for the region. For Metropolitan Washington, the TPB is our region's MPO. The law requires each MPO to create a public participation plan for providing the public a reasonable opportunity to be involved in the transportation planning process.

Transportation Legislation and Regulations

Section 134 of title 23, United States Code, amended by the most recent federal transportation reauthorization act, Fixing America's Surface Transportation (FAST) Act, includes provision for public participation in the development of transportation plans.

Federal regulations, which elaborated on the FAST Act, specify that the planning process should meet certain standard, at a minimum. Those standards are summarized below and quoted in Appendix B:

- **Adequate time:** Provide adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the long-range transportation plan and the TIP.
- **Access to information:** Provide timely notice and reasonable access to information about transportation issues and processes.
- **Visualization:** Employ visualization techniques to describe long-range transportation plans and TIPs.
- **Internet postings:** Make public information (technical information and meeting notices) available on the internet and through other electronic means.
- **Convenient & accessible meetings:** Hold public meetings at convenient and accessible locations and times.

- **Demonstrated consideration of comments:** Demonstrate explicit consideration and response to public input received during the development of the long-range transportation plan and the TIP.
- **Underserved communities:** Seek out and consider 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.
- **Follow-up comment opportunities:** Provide 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 that interested parties could not reasonably have foreseen from the public involvement efforts.”
- **Work with the states:** Coordinate with the statewide transportation planning public involvement and consultation processes.
- **Evaluation:** Periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- **Documentation of comments:** Develop a summary, analysis, and report on the comments received and how they were considered as part of the development of the long-range transportation plan and the TIP.

Federal regulations also require the planning process to provide reasonable opportunity for interested parties to be involved in the metropolitan planning process. The regulations specify these interested parties as follows:

- Individuals
- affected public agencies
- representatives of public transportation employees
- public ports
- freight shippers
- providers of freight transportation services
- private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program)
- representatives of users of public transportation
- representatives of users of pedestrian walkways and bicycle transportation facilities
- representatives of the disabled
- other interested parties

More specifically, the regulations say that in developing long-range transportation plans and TIPs, MPOs should consult with and, whenever possible, coordinate with agencies and officials responsible for other planning activities within the metropolitan planning area that are affected by transportation, including:

- state and local planned growth

- economic development
- tourism
- natural disaster risk reduction
- environmental protection
- airport operations
- freight movements

For direct text from relevant federal laws and regulations, see Appendix B.

Other Laws and Regulations

Other key federal laws and regulations provide guidance for the TPB’s public participation process. They are summarized below. Direct excerpts from these laws and regulations are provided in Appendix B.

TITLE VI: NONDISCRIMINATION IN FEDERALLY FUNDED PROGRAMS

Title VI of the Civil Rights Act of 1964 and its amendments (Title VI) prohibit excluding people from participating in or being discriminated in any federally funded program or activity on the basis of race, color, or national origin. Other federal laws further expand legal protection from discrimination, including the Federal aid Highway Act of 1973, the Age Discrimination Act of 1975, the Rehabilitation Act of 1973, and the Americans with Disability Act of 1990.

ENVIRONMENTAL JUSTICE

Executive Order 12898 in 1994 reinforced the provisions of Title VI and expanded its provisions to environmental justice for the environmental and health conditions in minority and low-income communities. Executive Order 12898 provides: “Each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.”

PERSONS WITH LIMITED ENGLISH PROFICIENCY

Executive Order 13166 requires improved access to federal programs for people who are limited in their English proficiency. The order requires federal agencies to provide assistance to federal fund recipients to provide reasonable access to those users of federal programs with limited English proficiency.

NONDISCRIMINATION

The TPB’s Participation Plan identifies and describes the TPB’s policies and approach 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.

The COG Board of Directors' "Title VI Plan to Ensure Nondiscrimination in all Programs and Activities" 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, 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 COG Title VI Plan and Program apply 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.

Putting Federal Requirements in Context

Meeting federal requirements is essential. The metropolitan planning process that the TPB undertakes on a continuing basis has its origins in federal law and regulation. Continued funding for this process is contingent upon the faithful implementation of these federal laws and regulations.

However, federal participation requirements are just a starting point for plans and activities. They do not prohibit more extensive participation activities that are specifically tailored to our regional needs. As described throughout this document, the TPB is committed to a robust course of action in implementing participation practices that not only meet federal requirements, but also seek to make our regional transportation system more responsive to the needs of our residents today and for decades to come.

APPENDIX A: PUBLIC COMMENT PERIODS & COMMENT POLICIES

For items on which the TPB will formally act by way of vote, the TPB will share information about the proposed action items.

PUBLIC COMMENT PERIODS

Public comment periods will be governed by the following procedures:

- For federally **required plans and programs**, including the Long-Range Transportation Plan (called Visualize 2045), the Transportation Improvement Program (TIP), the Public Participation Plan, associated air quality conformity analyses, and other documents, the following procedures are conducted, per federal requirements, at a minimum:
 - The length of public comment periods will be as follows:
 - A period of at least 45 days prior to the approval of the Public Participation Plan;
 - A period of at least 30 days prior to the approval of all other federally required plans and programs.
 - Development and consideration of written responses to comments received.
 - The TPB shall provide an additional opportunity for public comment if the final Long-Range Transportation Plan 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 Long-Range 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 Long-Range Transportation Plan and TIP.
- For **major regional plans and policy** documents that are not specifically governed by federal requirements, the following procedures are 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.

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 provide opportunities for public participation at these meetings, the TPB will use the following methods:

- A period of time will be dedicated at the beginning of each TPB meeting for public comment on transportation issues under consideration by the TPB and provide follow-up acknowledgment and response as appropriate.
- At least one formal public meeting will be conducted during the development process for the TIP.
- When possible, all meetings will occur at the MWCOG offices located at 777 N. Capitol St NE. These facilities are ADA-compliant, provide assisted hearing technology, and are accessible by fixed-route transit.

- Meetings may also be hold online, or in a hybrid in-person / online format. When a meeting has an online component, information needs to be made available describing how the public can join the meeting and documentation provided before or during the meeting needs also to be available online. Such online meeting opportunities may become particularly necessary in times of national crisis, such as the pandemic of 2020.

APPENDIX B: FEDERAL LAW & REGULATIONS

METROPOLITAN PLANNING ORGANIZATIONS

Federal law requires each metropolitan region with a population of more than 50,000 residents to designate a metropolitan planning organization (MPO) to develop transportation plans for the region. MPOs must develop long-range transportation plans and transportation improvement programs through a performance-driven, outcome-based approach to planning. The law also requires each MPO to create a participation plan for providing the public a reasonable opportunity to be involved in the transportation planning process.

United States Code, 23 U.S.C. 134, 23 U.S.C. 150, 49 U.S.C. 5303; Code of Federal Regulations, 23 CFR §§450.310, 450.316

TRANSPORTATION LEGISLATION AND REGULATIONS

Section 134 of title 23, United States Code, amended by the federal transportation reauthorization act, Fixing America's Surface Transportation (FAST) Act, includes provision for public participation in the development of a transportation plan. The FAST Act requires participation by interested parties, specifically:

Each metropolitan planning organization 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 a reasonable opportunity to comment on the transportation plan.

23 U.S.C. 134(i)(6)(A).

Federal regulations elaborate on the FAST Act's public participation requirements and define the requirements for a public participation plan:

- (a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), 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 MPO shall develop the participation plan 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 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 that 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, subpart A), 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.
- (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, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs 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 non-profit 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. 201-204.
- (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.

Code of Federal Regulations, 23 CFR §450.316.

TITLE VI: NONDISCRIMINATION IN FEDERALLY FUNDED PROGRAMS

Title VI of the Civil Rights Act of 1964 and its amendments (Title VI) prohibit excluding people from participating in or being discriminated in any federally funded program or activity on the basis of race, color, or national origin. Other federal laws further expand legal protection from discrimination, including the Federal Aid Highway Act of 1973, the Age Discrimination Act of 1975, the Rehabilitation Act of 1973, and the Americans with Disability Act of 1990.

Civil Rights Act of 1964, 42 U.S.C. 200

ENVIRONMENTAL JUSTICE

Executive Order 12898 in 1994 reinforced the provisions of Title VI and expanded its provisions to environmental justice for the environmental and health conditions in minority and low-income communities. Executive Order 12898 provides:

Each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (1994).

PERSONS WITH LIMITED ENGLISH PROFICIENCY

Executive Order 13166 requires improved access to federal programs for people who are limited in their English proficiency. The order requires federal agencies to provide assistance to federal fund recipients to provide reasonable access to those users of federal programs with limited English proficiency.

Executive Order 13166, Improving Access to Services for Person with Limited English Proficiency (2000).

APPENDIX C: TPB EQUITY RESOLUTION

TPB R1-2021
July 22, 2020

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
777 NORTH CAPITOL STREET, NE
WASHINGTON, DC 20002

RESOLUTION TO ESTABLISH EQUITY AS A FUNDAMENTAL VALUE AND INTEGRAL PART OF ALL TRANSPORTATION PLANNING BOARD'S WORK ACTIVITIES

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

WHEREAS, the work of the TPB has been guided by its policy documents starting with the TPB Vision statement through the Visualize 2045 Aspirational Initiatives, which emphasize multi-modal, affordable, and safe mobility options to promote prosperity, accessibility, livability, and sustainability throughout the region, as espoused in COG's Region Forward Vision; and

WHEREAS, the TPB Vision, adopted in 1998, embraced equity as a key principle by, among other things, calling for a transportation system that would "provide reasonable access at reasonable cost to everyone in the region"; and

WHEREAS, the TPB in 2017 identified Equity Emphasis Areas, which are geographically defined places in the region with high concentrations of minority and low-income populations that should receive focused attention for transportation analysis and planning, at both the regional and local levels; and

WHEREAS, the TPB as part of its long-range plan development, uses the Equity Emphasis Areas as part of an Environmental Justice analysis to examine the impacts of the region's transportation investments on minority and low-income population groups; and

WHEREAS, the TPB promotes transportation projects and programs in disadvantaged communities by giving focused attention to programs including TPB's Equity Emphasis Areas, Transportation/Land Use Connections and Transportation Alternatives; and

WHEREAS, the TPB seeks the input of traditionally underserved population groups through its Access for All Advisory Committee and its Citizens Advisory Committee; and

WHEREAS, the TPB believes equity is a fundamental value defined as the commitment to promote fairness and justice in the development and implementation of projects, programs and policies, achieved when all people are fully able to participate in the region's economic vitality, contribute to its readiness for the future, and connect to the region's assets and resources, and;

WHEREAS, the TPB member governments and agencies are increasingly committing to intentionally consider equity when making policies or delivering programs and services; and

WHEREAS, the TPB condemns inequitable treatment of any group of people, on any basis, and reaffirms its commitment to equity in all aspects of transportation planning and programming; and

WHEREAS, the TPB recognizes the history of racism in our country and how it has led to current day disparities in education, job attainment, housing, healthcare, and transportation access, as well as disproportionate incarceration rates for Black and Brown members of our communities, among other negative impacts; and

WHEREAS, the TPB recognizes that racial inequities have become institutionalized in the policies and practices of many agencies, governmental and otherwise; and

WHEREAS, the TPB condemns racial discrimination and inequity and commits to being non-racist, and significantly, also commits the TPB to actively oppose racism;

**NOW, THEREFORE, BE IT RESOLVED BY THE NATIONAL CAPITAL REGION
TRANSPORTATION PLANNING BOARD THAT:**

The TPB and its staff commit that our work together will be anti-racist and will advance equity including every debate we have, and every decision we make as the region's MPO; and

The TPB affirms that equity, as a foundational principle, will be woven throughout TPB's analyses, operations, procurement, programs, and priorities to ensure a more prosperous, accessible, livable, sustainable, and equitable future for all residents; and

We recognize past actions that have been exclusionary or had disparate negative impacts on people of color and marginalized communities, including institutionalized policies and practices that continue to have inequitable impacts today, and we commit to act to correct such inequities in all our programs and policies.

Adopted by the National Capital Region Transportation Planning Board on July 22, 2020

APPENDIX D: ACCOMMODATIONS POLICY

It is the policy of the Metropolitan Washington Council of Governments (COG) to provide equal access for individuals with disabilities and those with limited English skills to programs, meetings, publications, and activities. Reasonable accommodations will be provided by COG upon request with reasonable advance notice. Reasonable accommodations may include translation services, modifications or adjustments to a program, publication, or activity to enable an individual with a disability or someone who does not speak English to participate. Examples include:

- Providing sign language interpreters or other language translation services. COG will make reasonable efforts to accommodate requests. This assumes COG is given adequate time to secure those services and services in a particular language are available within the requested time period;
- Providing meeting materials in alternative formats (such as translated materials in languages other than English, large print or electronic copies);
- Providing tables that are suitable for people using electric wheelchairs;
- Alerting security staff that persons with disabilities will need assistance to the meeting room;
- Alerting garage attendants that a person with a disability will need accessible parking spaces;
- Offering individuals, the ability to participate in meetings through conference calls and other accommodations, as necessary.

Meetings and Events

Translation services in sign language and languages other than English are available upon request with reasonable advance notice for meetings that are open to the public. Other accommodations, such as special seating requirements, can also be arranged. Please allow up to seven (7) business days to process your request. COG will make reasonable efforts to accommodate requests. This assumes COG is given adequate time to secure those services and services in a particular language are available with the requested time period.

Publications

Most publications are available on the website. Alternative formats of publications, including translated documents, are also available upon request. Please allow up to seven (7) business days to process your request.

Advance Notice Requested for Interpreting or CART Services

An individual needing a sign language interpreter, translator, or Communication Access Real-time Translation (CART) service to participate in a meeting or event should request the interpreter service at least seven (7) 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

To read the Accommodations Policy in different languages, visit (mwkog.org/accommodations/). It is available in the following languages:

Spanish – Español

French – Français

Korean – 한국의

Vietnamese - tiếng Việt

Amharic - አማርኛ

Chinese -中国

We welcome comments on how to improve accessibility for users with disabilities. Please email us with suggestions.

Finding Alternative Formats of COG Publications

Publications can be found on the COG website in a variety of ways:

ON THE DOCUMENTS PAGE

Visit the Documents page to view publications in a variety of ways, including alphabetical and chronological order.

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ITEM 8 – Action
October 21, 2020

Interim 2030 Regional Greenhouse Gas Reduction Goal

Action: Adopt Resolution R8-2021 to endorse the 2030 regional greenhouse gas reduction goal.

Background: Staff will brief the Board on the climate change planning activities and the new interim 2030 regional greenhouse gas (GHG) reduction goal that was adopted by the COG Board on October 14, 2020. This new goal will serve as an interim milestone between the region’s 2020 and 2050 goals that were adopted by the COG Board in 2008 and subsequently endorsed by the TPB. The TPB will be asked to consider endorsing the 2030 goal.

TPB R8-2021
October 21, 2020

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

**RESOLUTION ON THE METROPOLITAN WASHINGTON COUNCIL OF
GOVERNMENTS' REGIONAL MULTI-SECTOR INTERIM GOALS FOR REDUCING
GREENHOUSE GASES**

WHEREAS, the National Capital Region Transportation Planning Board (TPB), the metropolitan planning organization (MPO) for the National Capital Region (Region), has the responsibility under the provisions of Fixing America's Surface Transportation (FAST) Act to carry out continuing, cooperative and comprehensive transportation planning for the Region; and

WHEREAS, the TPB is committed to preserving and enhancing the Region's environment through transportation plans focused on reducing congestion and emphasizing projects and programs that move more people and goods efficiently and reduce reliance on single-occupant vehicles; and

WHEREAS, the TPB is associated with the Metropolitan Washington Council of Governments (COG) and works closely with COG's Board of Directors ("COG Board") and its regional policy advisory committees, including the Climate, Energy and Environment Policy Committee (CEEPC), and the Region Forward Coalition, as well as the Metropolitan Washington Air Quality Committee (MWAQC) on matters of regional multi-sectoral planning; and

WHEREAS, in November 2008, the COG Board, through resolution R60-08, adopted the National Capital Region Climate Change Report that included voluntary goals to reduce greenhouse gases by 10 percent below business as usual projections by 2012, by 20 percent below 2005 levels by year 2020, and by 80 percent below 2005 levels by year 2050; and

WHEREAS, TPB recognizes achieving reductions in criteria pollutants and greenhouse gas emissions as a priority and has been reporting projected on-road greenhouse gas emissions in the Region's Long-Range Transportation Plan Performance Report since 2010; and

WHEREAS, TPB's "What Would it Take?" scenario analysis in 2010 quantified the effects of transportation sector specific actions for reducing greenhouse gas emissions; and

WHEREAS, in December 2014, the TPB, through Resolution R10-2015, affirmed the Region's greenhouse gas reduction goals adopted by the COG Board (COG Resolution R60-08) in November 2008, and undertook the Multi-Sector Working Group study jointly with COG and MWAQC; and

WHEREAS, COG's Multi-Sector Working Group study, completed in 2017, identified implementable and stretch local, regional, and state actions to reduce greenhouse gas emissions in all four sectors (Energy, Transportation, Land Use, Built Environment); and

WHEREAS, the Region has been able to reduce criteria pollutants such as ozone and fine particulate matter, and greenhouse gas emissions since 2010 due to federal, state, and local actions across sectors, including transportation and land use, even while accommodating considerable growth in population and employment; and

WHEREAS, while the Region did meet its greenhouse gas reduction goal for 2012, most recent data indicate that the Region is likely to miss its greenhouse gas reduction targets for 2020 and that achieving its 2050 goal will be challenging; and

WHEREAS, in 2019, the Intergovernmental Panel on Climate Change (IPCC) updated its guidance to recognize that the world is already experiencing the impacts of global warming and identified 2030 as one of the earliest target years, and noting that to avoid most severe climate impacts, greenhouse gas emissions must be significantly reduced as expeditiously as possible; and

WHEREAS, a global alliance for city climate leadership, from six continents and 138 countries built upon the commitment of over 10,000 cities and local governments, called the Global Covenant of Mayors for Climate and Energy (GCoM), has endorsed IPCC's report and provided its members a framework of global best practices for climate planning; and

WHEREAS, COG and its members were recognized by the Global Covenant of Mayors for Climate and Energy in 2019 as a U.S. Metro-Scale Climate Leader with CEEPC as a GCoM Signatory; and

WHEREAS, CEEPC, making use of the GCoM framework and its technical assistance, has completed a detailed study of greenhouse gas emissions in the Region and the strategies available to reduce these emissions and recommended COG adopt greenhouse gas reduction goals for 2030 as an interim year target towards attaining the Region's 2050 greenhouse gas reduction goals; and

WHEREAS, TPB recognizes that the transportation sector will have to be an active partner with the other sectors in the Region's efforts to reduce greenhouse gas emissions and meet the Region's greenhouse gas reduction goals; and

NOW THEREFORE BE IT RESOLVED THAT THE NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD:

1. Affirms the Region's interim climate mitigation goal of 50 percent greenhouse gas emission reductions below 2005 levels by 2030, adopted by the COG Board on October 14, 2020 (COG Resolution R45-2020); and
2. Affirms the Region's climate resilience goals of becoming a Climate Ready Region and making significant progress to be a Climate Resilient Region by 2030, adopted by the COG Board on October 14, 2020 (COG Resolution R45-2020); and
3. Affirms the need to incorporate equity principles and expand education on climate change into CEEPC and COG members' actions to reach the climate mitigation and resiliency goals, adopted by the COG Board on October 14, 2020 (COG Resolution R45-2020).



MEMORANDUM

TO: Transportation Planning Board
FROM: Erin Morrow, TPB Transportation Engineer
SUBJECT: Interim 2030 Regional Greenhouse Gas Reduction Goal
DATE: October 15, 2020

At its October 14 meeting, the Metropolitan Washington Council of Governments (COG) Board adopted an interim 2030 regional greenhouse gas (GHG) reduction goal to reduce GHG emissions by 50% below 2005 levels by 2030 (COG Resolution R45-2020¹). The 2030 goal is an addition to the regional GHG reduction goals that were set out in the *National Capital Region Climate Change Report* and adopted by the COG Board in November 2008:

- 2012: 10 percent below the business as usual emissions projection, which was equivalent to returning to 2005 emissions levels
- 2020: 20 percent below 2005 emissions levels
- 2050: 80 percent below 2005 emissions levels

The TPB will be asked on October 21 to adopt Resolution R8-2021 to endorse the interim 2030 regional GHG reduction goal. The TPB previously incorporated the regional GHG reduction goals in the “What Would it Take?” Scenario Study, which was completed in 2010. In 2014, the TPB affirmed the regional GHG reduction goals (TPB Resolution R10-2015).

The interim 2030 GHG reduction goal was recommended by COG’s Climate, Energy and Environment Policy Committee (CEEP) during development of the *Metropolitan Washington 2030 Climate and Energy Action Plan* (referred to as Action Plan). CEEP considered that a 30-year gap between the current emissions reduction targets in 2020 and 2050 may be too long, and that a shorter time-based goal should be set for measuring progress over time. The Action Plan is still under development, and TPB staff are collaborating with COG’s Department of Environmental Programs (DEP) staff on that effort. A draft of the Action Plan, which includes information on the 2030 scenario modeled to support the interim goal and an overview presentation, is available on the meeting page for the September 23, 2020 CEEP meeting:

<https://www.mwcog.org/events/2020/9/23/climate-energy-and-environment-policy-committee-ceep/>

¹ COG R45-2020: Resolution Endorsing Regional Climate Mitigation and Resiliency Goals
<https://www.mwcog.org/documents/2020/10/14/certified-resolution-r45-2020--endorsing-regional-climate-mitigation-and-resiliency-goals/>

BACKGROUND

In November 2008, the COG Board adopted regional greenhouse gas (GHG) reduction goals, which were set out in the *National Capital Region Climate Change Report*:

- 2012: 10 percent below the business as usual emissions projection, which was equivalent to returning to 2005 emissions levels
- 2020: 20 percent below 2005 emissions levels
- 2050: 80 percent below 2005 emissions levels

The Climate, Energy and Environment Policy Committee (CEEPC) was established by the COG Board in 2009 and is tasked with implementing the *National Capital Region Climate Change Report*. Since its inception, CEEPC adopted a series of short-term Regional Climate and Energy Action Plans, with each plan building off the last, to guide and support action toward meeting the region's GHG emissions reduction goals.

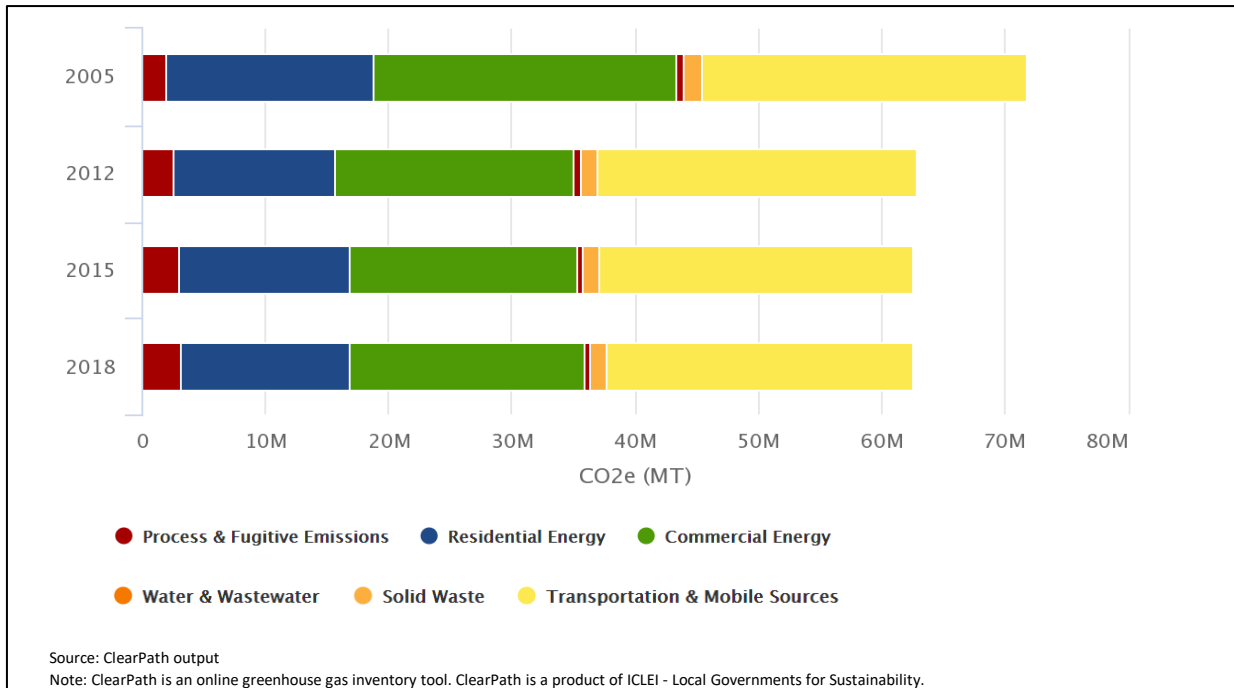
As a part of the development of the 2030 Climate and Energy Action Plan, the Committee considered that a 30-year gap between the current emissions reduction targets in 2020 and 2050 may be too long, and that a shorter time-based goal should be set for measuring progress over time. CEEPC recommended COG adopt a 2030 regional GHG emissions reduction goal that regional greenhouse gas emissions be 50 percent below 2005 emission levels by 2030. The COG Board adopted this goal at its October 14, 2020 meeting (COG Resolution R45-2020). The COG Board also adopted CEEPC's recommendation that the region be a Climate Ready Region by 2030, with substantial investments made in resiliency actions. Finally, the COG Board is reinforcing the need to incorporate equity principles and expand education on climate change into CEEPC and COG members' actions to reach the climate mitigation and resiliency goals and directing CEEPC to conduct a mid-point evaluation of the progress towards these goals and make recommendations for any new actions needed.

In 2014, TPB and the Metropolitan Washington Air Quality Committee (MWAQC) affirmed the regional GHG reduction goals as part of the resolution committing resources to COG's Multi-Sector Working Group (MSWG) study (TPB Resolution R10-2015).

GHG EMISSIONS IN THE NATIONAL CAPITAL REGION

COG's greenhouse gas inventories have documented the region's progress to date toward the above goals. The most recent inventory (Figure 1) showed that 2018 GHG emissions were 13 percent below 2005 levels, which leaves a significant gap to achieve the region's 20 percent reduction by 2020 goal.

Figure 1: COG's 2018 GHG Emissions Inventory²



In response to the 2019 call by the Intergovernmental Panel on Climate Change (IPCC) for expeditious action to avoid the most severe climate impacts, with 2030 as the earliest target year, and to assist this region with an interim year milestone as it works towards its 2050 GHG reduction goal, CEEPC considered a range of 2030 goals, between 40 and 50 percent below the 2005 baseline emissions levels. CEEPC reviewed the latest science from the IPCC calling for at least a 45 percent reduction in emissions by 2030, recently updated goals and climate emergency designations from localities across the region, and a technical analysis of what actions could lead to reaching a 50 percent by 2030 goal.

Based on this detailed review, CEEPC recommended to the COG Board that the region set the 50 percent reduction by 2030 goal, which is also consistent with goals recently adopted by or being considered by multiple COG member localities. Expedited and concerted actions will be needed throughout the region to achieve such a future goal.

GLOBAL COVENANT OF MAYORS FOR CLIMATE AND ENERGY

In September 2019, COG was selected as a Regional and Metro Scale Climate Leader by the Global Covenant of Mayors for Climate and Energy (GCoM). GCoM provides a framework of global best practices for climate planning and is providing COG with technical assistance. COG and its members are following the GCoM framework for the development of the 2030 Action Plan. CEEPC’s proposed greenhouse gas emissions reduction goal and Action Plan are consistent with the GCoM framework.

² Metropolitan Washington 2030 Climate and Energy Action Plan – Draft. Washington, D.C.: Metropolitan Washington Council of Governments. September 2020.

THE 2030 CLIMATE AND ENERGY ACTION PLAN

CEEPC is developing a 2030 Climate and Energy Action Plan to build off of the 2017-2020 Climate and Energy Action Plan. This will be the fourth in a series of Action Plans in the region. The Action Plan will set out updated actions for COG members and others to implement to reach the greenhouse gas emissions reduction goals while focusing on equity and the impacts of climate change on equity emphasis areas in the region.

COG’s DEP staff have completed analysis of the technical potential to meet 50 percent GHG reductions by 2030. A summary of the key assumptions is provided in Table 1.³

Table 1: Technical Analysis – Measures to Meet 50 Percent Greenhouse Gas Emissions Reduction by 2030

GHG Emission Reduction Activity	Assumptions
Renewable Portfolio Standards	Current standards (DC 87%, MD 50%, Northern VA 38% by 2030)
Other Renewables	> 200,000 additional solar systems, equivalent to 24% of single-family homes
	Continued 10% annual growth of green power purchases
	>16% of gas supply from renewable natural gas
Building Policies and Programs	All new construction net zero energy by 2030
	2% of residential and commercial existing buildings get deep retrofits annually
Zero Emission Vehicle Deployment	EV adoption rates of >20% light duty cars, >9% light duty trucks, >4% medium/heavy duty trucks, and >30% transit buses.
Transportation Policies and Programs	75% new housing in Activity Centers with high capacity transit.
	Continued transit improvements and transportation demand management to reduce VMT
Zero Waste Policies and Programs	80% diversion by 2030

CEEPC is developing a variety of built environment recommendations for the Action Plan such as, providing incentives and regulations to grow construction of net-zero energy buildings, providing for community choice aggregation of electricity purchases from renewable sources, and implementing micro-grids using clean energy sources.

Examples of transportation-related recommendations being considered include providing electric vehicle charging infrastructure in buildings and public spaces as well as increasing purchases of electric vehicles for government operations, public transit, and for the public through community cooperative purchases.

³ Ibid.

The transportation actions could be supported through the Transportation Climate Initiative (TCI). TCI is developing a “cap and invest” strategy, similar to the Regional Greenhouse Gas Initiative (RGGI) for the power sector, which would allow member states to have a credit system for GHG emissions from transportation fossil fuels while allowing trading among permit holders that would raise revenues to invest in clean transportation programs. The COG Board, at its February 12, 2020 meeting, endorsed the Transportation and Climate Initiative’s “cap and invest” program and the continued participating of the states and District of Columbia in developing the Model Rule for the program (COG Resolution R10-2020).

For the 2030 Action Plan, in addition to the 2030 resilience goals adopted at the October 14, 2020 meeting (COG Resolution R45-2020), CEEPC is also considering resilience goal of achieving regional climate resilience by 2050. This would require ongoing, significant investments at local, regional and state levels in flood control, urban heat island management, emergency response and other climate resiliency actions.

INTERIM 2030 GREENHOUSE GAS REDUCTION GOAL

Erin Morrow
TPB Transportation Engineer

Transportation Planning Board
October 21, 2020



New Greenhouse Gas Reduction Goals

- TPB is being asked to consider resolution R8-2021, which affirms the key elements contained in COG Board Resolution R45-2020 endorsing regional climate mitigation and resiliency goals, approved on October 14, 2020:
 - Affirms the 2030 interim regional greenhouse gas reduction goal of 50% below 2005 levels by 2030
 - Affirms the Region's climate resilience goals of becoming a Climate Ready Region and making significant progress to be a Climate Resilient Region by 2030
 - Affirms the need to incorporate equity principles and expand education on climate change into CEEPC and COG members' actions to reach the climate mitigation and resiliency goals

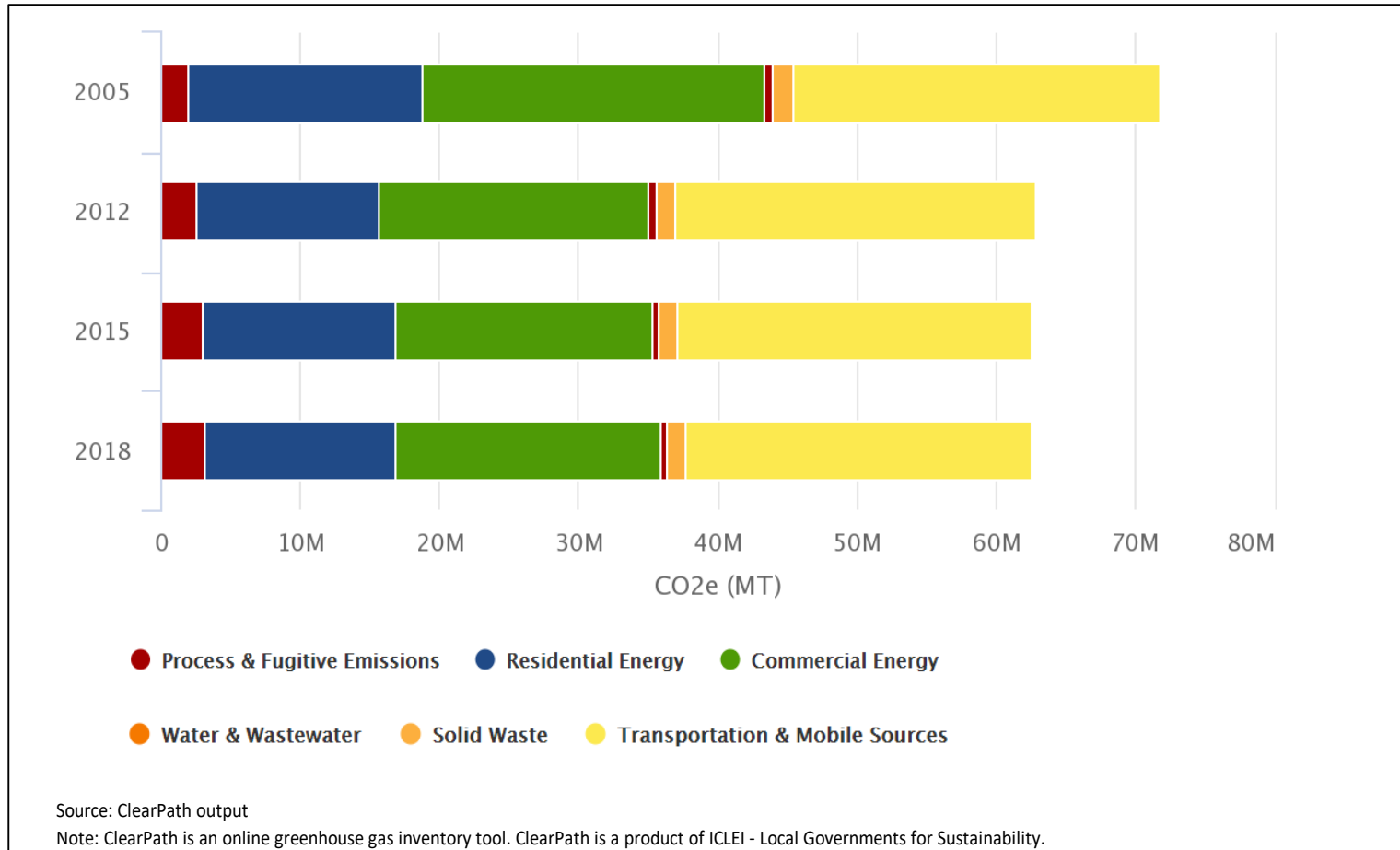


Current Regional Greenhouse Gas Reduction Goals

- In November 2008, the COG Board adopted regional greenhouse gas (GHG) goals:
 - 2012: 10 percent below the business as usual emissions projection, which was equivalent to returning to 2005 emissions levels
 - 2020: 20 percent below 2005 emissions levels
 - 2050: 80 percent below 2005 emissions levels
- TPB has affirmed (R10-2015) the current regional GHG reduction goals
- TPB has examined strategies within the transportation sector that would reduce GHG emissions (2010 “What Would it Take?” Scenario Study and 2017 “Multi-Sector Working Group” study)



Regional Greenhouse Gas Reductions



Source: MWCOG, *Metropolitan Washington Community-Wide Greenhouse Gas Emissions Inventory Summary*, July 17, 2018.



Basis for New Greenhouse Gas Reduction Goals

- The interim goal was recommended by COG's Climate, Energy and Environment Policy Committee (CEEPC)
 - Considered a range of 2030 goals, between 40 and 50 percent below the 2005 emissions levels
 - Reviewed the latest science from the Intergovernmental Panel on Climate Change calling for at least a 45 percent reduction in emissions by 2030
 - Confirmed consistency with goals recently adopted by or being considered by multiple COG member localities
 - Conducted modeling to support recommendation of 50% below 2005 emissions levels by 2030
 - Utilized framework for global best practices as developed by Global Covenant of Mayors for Climate and Energy (GCoM)
- CEEPC is developing 2030 Action Plan document listing the strategies with the greatest potential



Strategies Analyzed for 50% Reduction Goals

GHG Emission Reduction Activity	Assumptions
Renewable Portfolio Standards	Current standards (DC 87%, MD 50%, Northern VA 38% by 2030)
Other Renewables	> 200,000 additional solar systems, equivalent to 24% of single-family homes
	Continued 10% annual growth of green power purchases
	>16% of gas supply from renewable natural gas
Building Policies and Programs	All new construction net zero energy by 2030
	2% of residential and commercial existing buildings get deep retrofits annually
Zero Emission Vehicle Deployment	EV adoption rates of >20% light duty cars, >9% light duty trucks, >4% medium/heavy duty trucks, and >30% transit buses
Transportation Policies and Programs	75% new housing in Activity Centers with high capacity transit
	Continued transit improvements and transportation demand management to reduce VMT
Zero Waste Policies and Programs	80% diversion by 2030

TPB staff are working with staff in COG's Department of Environmental Programs (DEP) to draft transportation section of 2030 Action Plan



TPB Resolution on New Regional Greenhouse Gas Reduction Goals

- R8-2021:
 - Affirms the 2030 interim regional greenhouse gas reduction goal of 50% below 2005 levels by 2030
 - Affirms the Region's climate resilience goals of becoming a Climate Ready Region and making significant progress to be a Climate Resilient Region by 2030
 - Affirms the need to incorporate equity principles and expand education on climate change into CEEPC and COG members' actions to reach the climate mitigation and resiliency goals
- Consistent with COG Board Resolution R45-2020, adopted on October 14, 2020



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Metropolitan Washington Council of Governments

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National Capital Region
Transportation Planning Board

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 NORTH CAPITOL STREET, NE
WASHINGTON, DC 20002**

RESOLUTION ENDORSING REGIONAL CLIMATE MITIGATION AND RESILIENCY GOALS

WHEREAS, in 2019, the Intergovernmental Panel on Climate Change updated its guidance to recognize that the world is already experiencing the impacts of global warming and to avoid most severe climate impacts greenhouse gas emissions must be reduced by at least 45 percent from 2010 levels by 2030 and to carbon neutrality by 2050; and

WHEREAS, metropolitan Washington is already experiencing the impacts of a changing climate, including increases in temperature and sea-level rise; and

WHEREAS, COG's Region Forward Vision includes a sustainability goal that calls for a significant decrease in greenhouse gas emissions, with substantial reductions from the built environment and transportation sector; and

WHEREAS, the Board of Directors in Resolution R60-08 adopted the *National Capital Region Climate Change Report* and its recommendations in 2008, including goals to reduce greenhouse gas emissions by 10 percent below business as usual by 2012, 20 percent below the region's 2005 baseline by 2020, and 80 percent below the 2005 baseline by 2050; and

WHEREAS, the Board of Directors in Resolution R18-09 established the Climate, Energy and Environment Policy Committee (CEEPC) in 2009 to collaboratively work toward the report's goals; and

WHEREAS, COG and its members were recognized by the Global Covenant of Mayors for Climate and Energy (GCoM) in 2019 as a U.S. Metro-Scale Climate Leader and CEEPC became a GCoM Signatory committing to follow global best practices in climate planning; and

WHEREAS, CEEPC has reviewed the updated IPCC guidance and GCoM protocols and recommends COG establish an interim 2030 climate mitigation goal of 50 percent greenhouse gas reduction below 2005 and climate resilience goals of becoming a Climate Ready Region by 2030 and fully Resilient Region by 2050; and

WHEREAS, CEEPC recognizes that strong actions are still needed by the federal and state governments, in addition to local governments to avoid the most severe climate impacts and is developing a 2030 Climate and Energy Action Plan to include recommended actions to meet the region's climate mitigation and resiliency goals; and

WHEREAS, CEEPC recognizes that educating the public about the risks from climate change and the value of emission reduction and resiliency efforts is a critical action in addition to direct actions to reduce greenhouse gas emissions and increase resiliency; and

WHEREAS, the Board of Directors in Resolution R26-2020 affirmed that equity will be woven into COG's programs and priorities.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:

- 1) The board endorses an interim climate mitigation goal of 50 percent greenhouse gas emission reductions below 2005 levels by 2030; and
- 2) The board endorses climate resilience goals of becoming a Climate Ready Region and making significant progress to be a Climate Resilient Region by 2030; and
- 3) The board reinforces the need to incorporate equity principles and expand education on climate change into CEEPC and COG members' actions to reach the climate mitigation and resiliency goals, and
- 4) Directs CEEPC to report back a mid-point evaluation of the progress towards these goals and make recommendations for any new actions needed.

**I HEREBY CERTIFY THAT the foregoing resolutions were adopted by the COG Board of Directors
October 14, 2020
Janele Partman
COG Communications Specialist**

ITEM 9 – Information

October 21, 2020

Regional Travel Survey Briefing: Initial Findings of Observed Daily Trips

Background:

As part of its ongoing presentations on the findings from the 2017-2018 Regional Travel Survey, staff will brief the committee on initial key findings from the trip file, focusing on weekday trip rates, trip purpose, mode share, and trip destinations for commute and non-work trips in the region.



MEMORANDUM

TO: Transportation Planning Board
FROM: Kenneth Joh, TPB Transportation Planner
SUBJECT: 2017-2018 Regional Travel Survey Briefing: Initial Findings of Observed Daily Trips
DATE: October 15, 2020

BACKGROUND

TPB has conducted a regional household travel survey approximately every ten years since 1968. The survey, which collects demographic and travel information from a randomly selected representative sample of households in the TPB region and adjacent areas, is the primary source of observed data used to estimate, calibrate, and validate the regional travel demand model. The model in turn is used for the travel forecasting and air quality conformity analysis of the region's long-range transportation plan as well as to support other key program activities. The survey data are also used by staff to analyze regional travel trends, and by TPB member jurisdictions and agencies to inform regional and sub-regional transportation studies and to conduct their own analysis for their areas of interest. The purpose of the survey is to better understand the characteristics of the households and persons in the region and to better understand daily travel and activities: how we travel, why we travel, where we go, how long it takes us, and what we do when we arrive. The survey seeks to obtain a complete picture of travel patterns in the region. As a result, the regional household travel survey is a critical and essential element of the TPB work program.

PROGRESS TO DATE

The 2017-2018 Regional Travel Survey (RTS) consisted of two key parts: Part 1 featured a recruitment questionnaire, which was completed by households who were invited and agreed to participate in the survey. These households completed the Part 1 questionnaire, which captured information on household, person, and vehicle characteristics as well as new questions on the use of alternative travel options. Approximately 23,000 households completed the recruitment questionnaire for Part 1. Part 2 consisted of a one-day travel diary, which survey participants completed to record details of every trip that household members took on their assigned travel day. Data collected in Part 2 constitutes actual observed trip information that will provide critical input for developing the regional travel demand model. Approximately 16,000 households completed both parts of the survey, well exceeding the survey goal of a representative sample of 15,000 households.

DESCRIPTION OF FILES

Data collection for the RTS concluded in late 2018. TPB staff is editing and processing the raw datasets that ultimately will yield four key data files that will be used in future analyses:

1. Household File: characteristics of households, including, among others, household size, income, number of licensed drivers, housing type, and number of vehicles and bicycles.
2. Person File: characteristics of individual persons, including, among others, demographic information, employment status, work location, and usual commute mode.
3. Vehicle File: characteristics of household vehicles, including make, model, year, fuel type, and automatic toll payment transponder information.
4. Trip File: recorded trip details, including origin/destination, start/end times, mode of travel, trip purpose, and transit access and egress.

INITIAL FINDINGS OF OBSERVED DAILY TRIPS

The October 21, 2020 briefing focuses on items from the Trip File that comprise detailed observed trip information collected from the travel diary portion of the survey. These items were cross tabulated with data items from the Household File (e.g., household size, household income, household vehicles) and Person File (e.g., age, gender, race/ethnicity). Comparisons of demographic and travel behavior factors were based on sub-regional areas (core, inner suburb, and outer suburb), COG's regional activity centers, and COG's equity emphasis areas.

Survey findings for weekday household and person trip rates are highlighted below:

- Household trip rates generally increase from the core to the outer suburbs, with the lowest average trip rates in the core jurisdictions and the highest average trip rates in the outer suburbs. Household size distribution may partly explain differences in trip rates since there is a larger proportion of 1-person households in the core and a larger share of 3 or more person households in the inner and outer suburbs.
- Household trip rates are significantly lower in equity emphasis areas and regional activity centers across all sub-regional areas.
- Household trip rates increase with the number of workers in the household.
- Household income is strongly correlated with household trip rates, with higher income households taking more trips per household. Trips per household also increase with household size.
- Non-Hispanic whites take significantly more trips on average than other racial/ethnic groups. Asians take fewer trips on average than other racial/ethnic groups.
- No vehicle households take fewer trips per household than households with vehicles. Households without vehicles in the outer suburbs take significantly fewer trips on average than households in the core and inner suburbs.
- Generation X (persons aged 38-53 in 2018) take more trips on average than other age groups. Post-millennials (persons aged 16-21 in 2018) take fewer trips on average than other age groups.
- The person trip rates for females are slightly higher than males. Households with children take slightly fewer trips on average than households with children after normalizing for household size.

Survey findings for mode share of weekday commute and non-commute trips are summarized below:

Commute Trips

- About 70% of commute trips are automobile trips, which include drive alone (62.2%) and HOV 2+ trips (7.6%). HOV 2+ includes drive others (3.5%) and auto passenger trips (4.1%).
- Nearly one-quarter of commute trips are rail (17.6%) and bus trips (4.8%).
- About 6% of commute trips are walk (3.8%) and bicycle trips (2.6%).
- The highest shares of bus, rail, walk, bicycle, and taxi/ride-hail trips are in the core; the highest shares of automobile trips (drive alone, drive others, auto passenger) are in the outer suburbs.
- There are higher shares of non-automobile modes in activity centers compared with non-activity centers.
- There are higher shares of non-automobile modes in equity emphasis areas compared with non-equity emphasis areas.

Non-Commute Trips

- About 79% of trips are by automobile, but there is a much larger share of HOV 2+ trips (43.3%). HOV 2+ includes drive others (18.3%) and auto passenger trips (25.0%).
- There is a much lower share of non-commute trips by bus/rail (4.2%) compared with commute trips by bus/rail (22.4%).
- There is a much higher share of non-commute walk trips (10.8%) compared with commute walk trips (3.8%).
- Similar to commute trips, the largest shares of automobile trips are in the outer suburbs, while bus, rail, walk, bicycle, and taxi/ride-hail trips are highest in the core.
- Similar to commute trips, there are higher shares of bus, rail, walk, and bicycle trips in activity centers compared with non-activity centers.
- Similar to commute trips, there are higher shares of bus, rail, walk, and bicycle trips in equity emphasis areas compared with non-equity emphasis areas.

Overall, the highest shares of bus, rail, walk, bicycle, and taxi/ride-hail trips are in the core, while the outer suburbs have the highest shares of automobile trips. Shares of non-automobile modes are also higher in activity centers and equity emphasis areas, which are generally higher density, mixed use, and more demographically diverse. More than one-third of commute trips are non-single occupancy vehicle (SOV) trips and nearly one-quarter of commute trips are bus and rail trips in the TPB planning region. Additionally, about one-fifth of commute trips in the core are walk and bicycle trips in the region.

NEXT STEPS

TPB staff will continue analysis of the RTS data files over the coming months. As part of this process, TPB members will be asked to share their ideas and provide input on more detailed analysis and survey results they would like to see in subsequent briefings. The next briefing in December will examine changes in observed travel between 2007/2008, when the previous regional household travel survey was conducted, and 2017/2018 for the TPB planning region. TPB staff is also preparing the technical documentation for the public release version of the RTS data files which will be released at a later date.

2017-2018 REGIONAL TRAVEL SURVEY BRIEFING: INITIAL FINDINGS OF OBSERVED DAILY TRIPS

Kenneth Joh, Ph.D., AICP
TPB Transportation Planner

Transportation Planning Board
October 21, 2020



Overview of Regional Travel Survey Information

Recruitment Survey

Household

- Household
- Size
 - Income
 - Number of licensed drivers
 - Number of workers
 - Number of students

- Housing
- Type
 - Tenure

- Vehicles and Bicycles
- Number of vehicles
 - Number of bicycles

Person

- Demographics
- Race/Ethnicity
 - Age
 - Gender
 - Number of jobs
 - Work from home

- Typical Commute
- Usual mode
 - Frequency of telework
 - Work location
 - Employer incentives

- All Weekday Travel (including work trips)
- Frequency of travel option
 - Use of other modes
 - Delivery services

Vehicle

- Vehicle Characteristics
- Make and model
 - Year
 - Fuel type
 - Type of toll transponder

Travel Diary

Trip

- Trip Details
- Origin and destination
 - Start and end times
 - Mode of travel
 - Purpose/activities
 - Transit access and egress



REGIONAL TRAVEL SURVEY



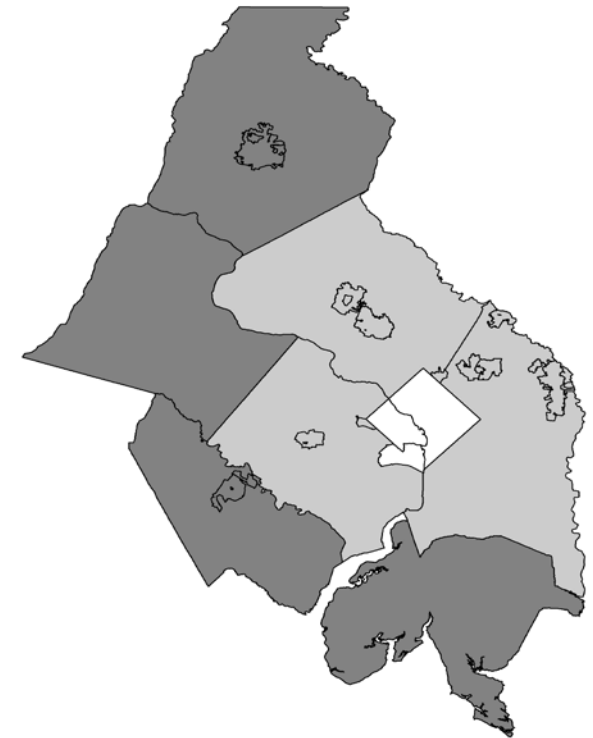
Planning Our Future Together

- No. of person trips made by households on a typical weekday
 - Size, location, no. of workers, income, race/ethnicity, vehicle availability, age, gender, presence of children
- Types of trips made by households on a typical weekday
 - Trip purpose, location of household
 - Jurisdictional distribution of commute/non-commute trips by mode

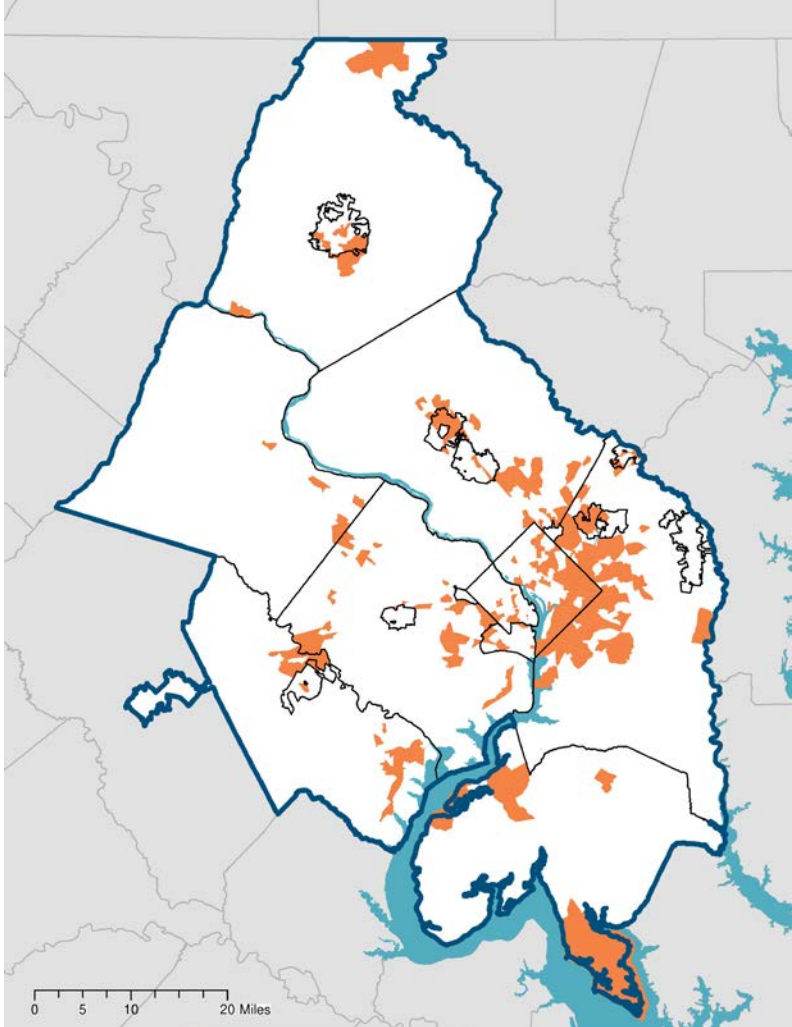
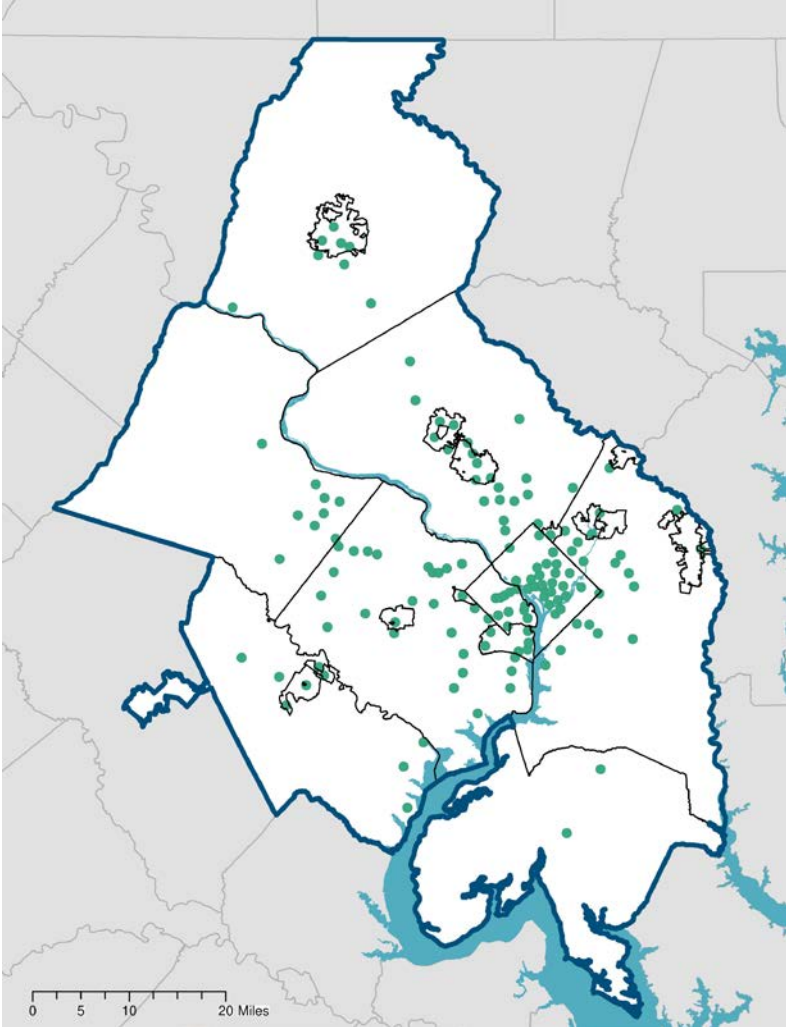


Sub-Regional Areas

Sub-Area	Jurisdiction
Core	District of Columbia
	Arlington County
	City of Alexandria
Inner Suburb	Montgomery County
	Prince George's County
	Fairfax County, including City of Fairfax and City of Falls Church
Outer Suburb	Charles County
	Frederick County
	Loudoun County
	Prince William County, City of Manassas, and City of Manassas Park



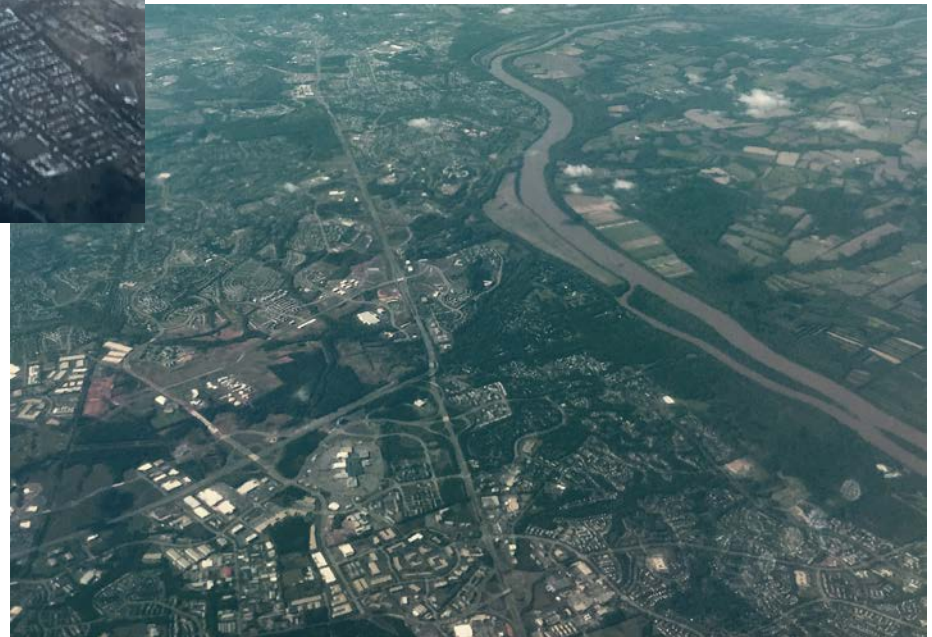
Activity Centers and Equity Emphasis Areas



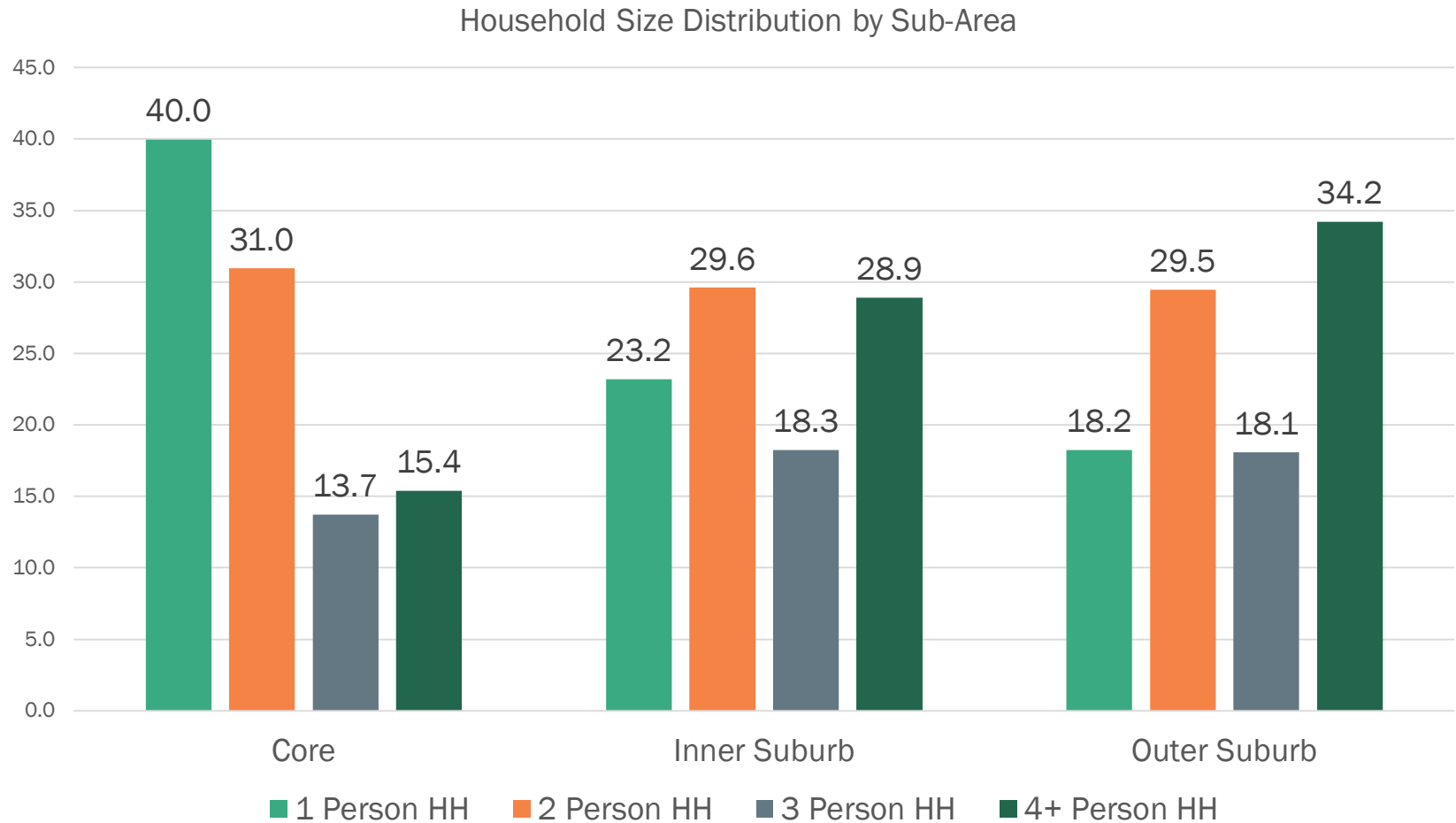
Households in the Region



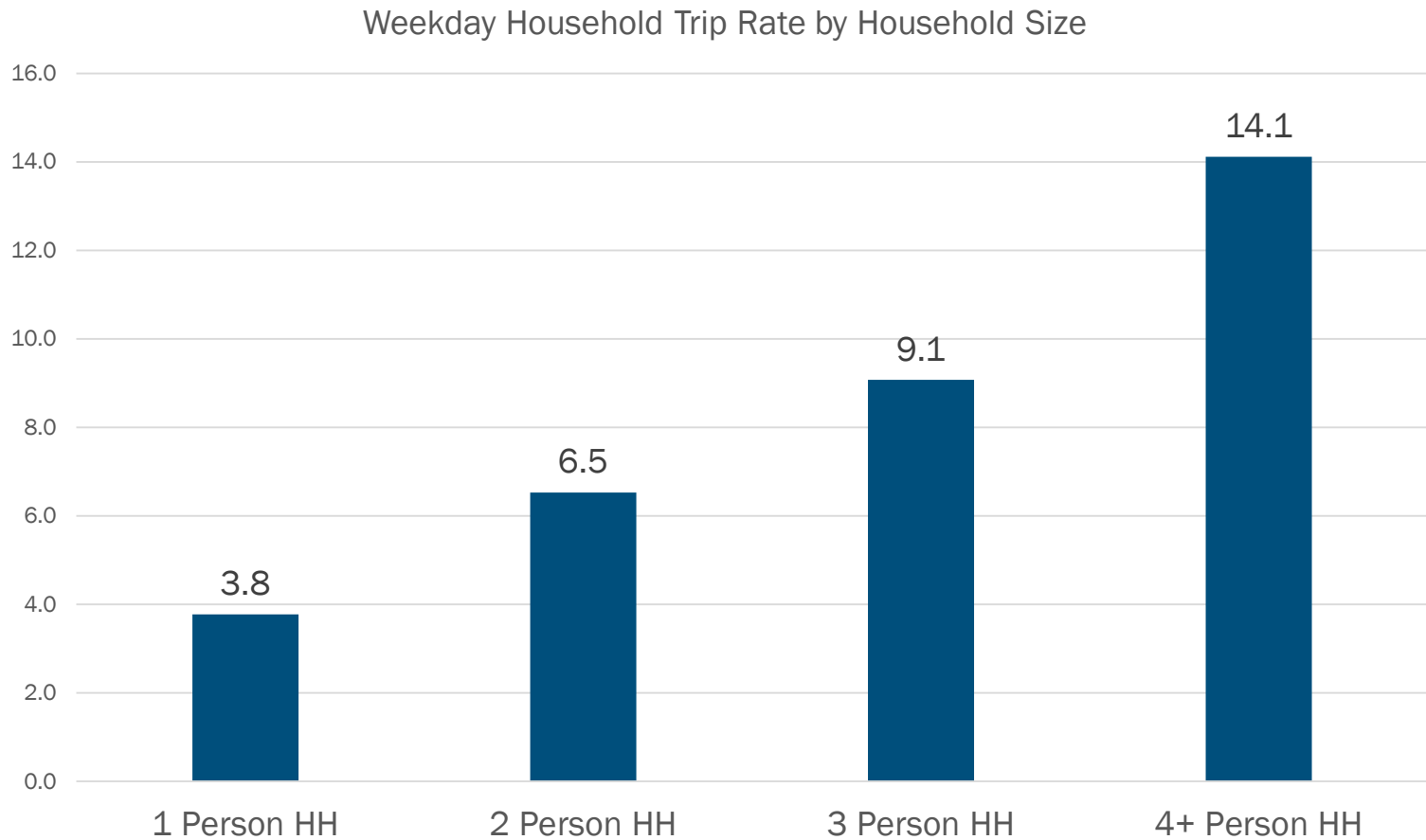
There are 2.1 million households in the TPB region



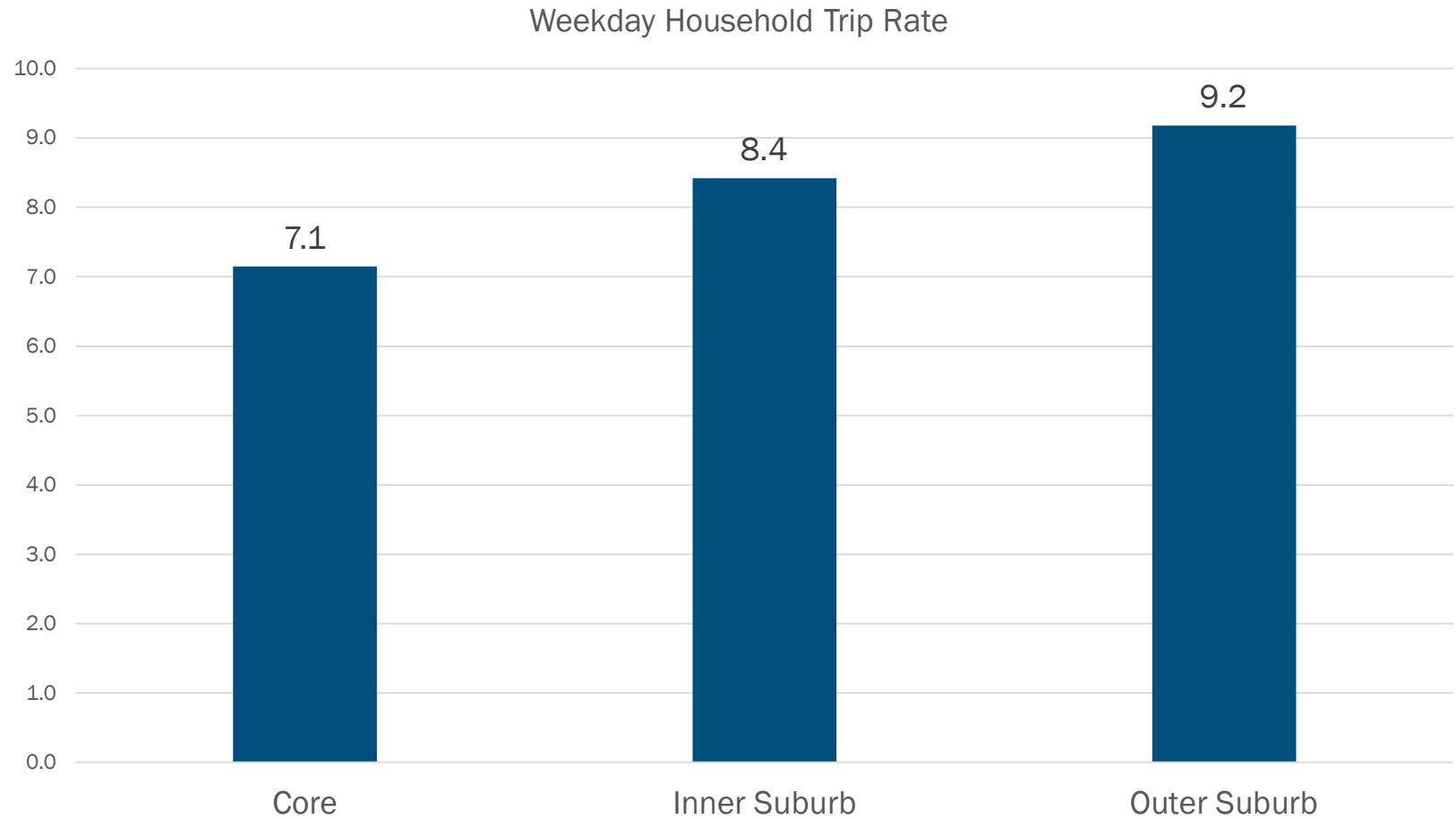
Households in the Core Are Smaller on Average



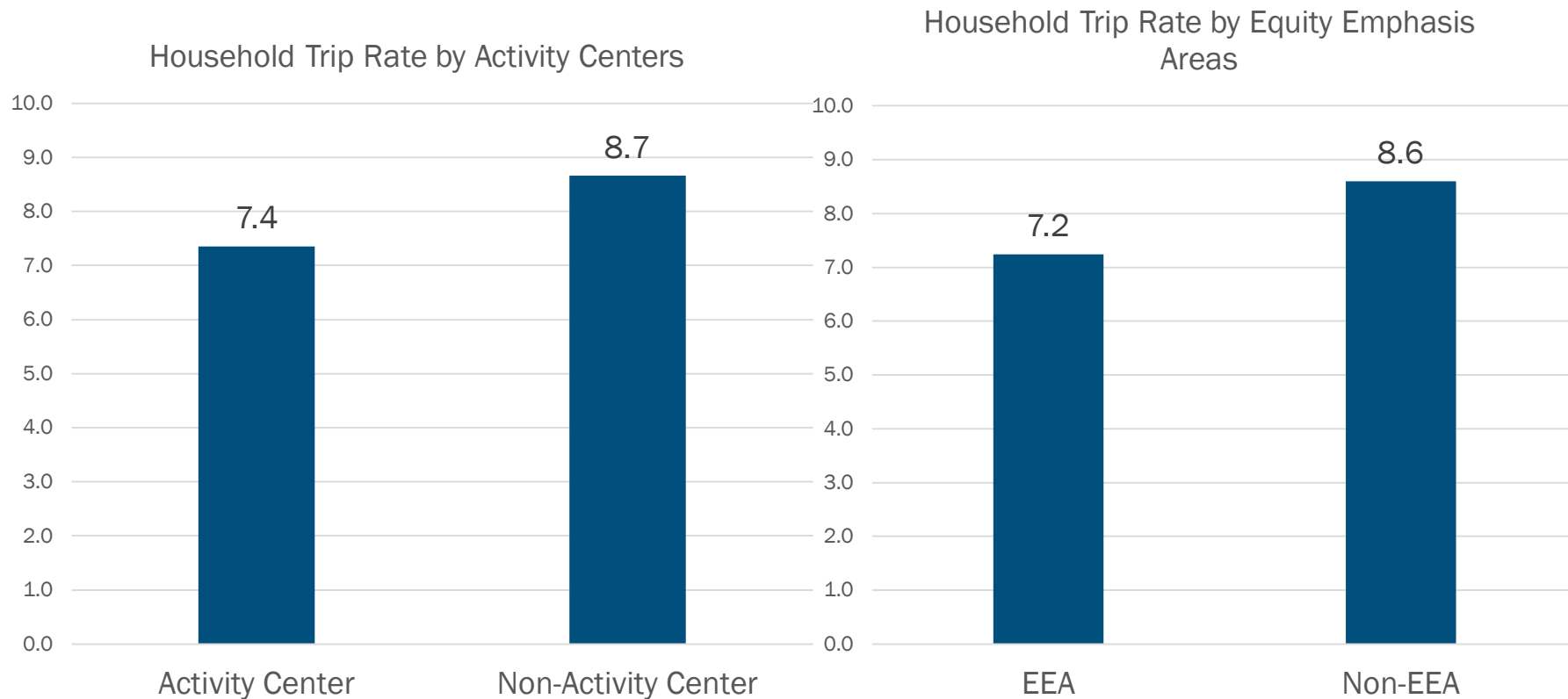
Household Trip Rates Increase with Household Size



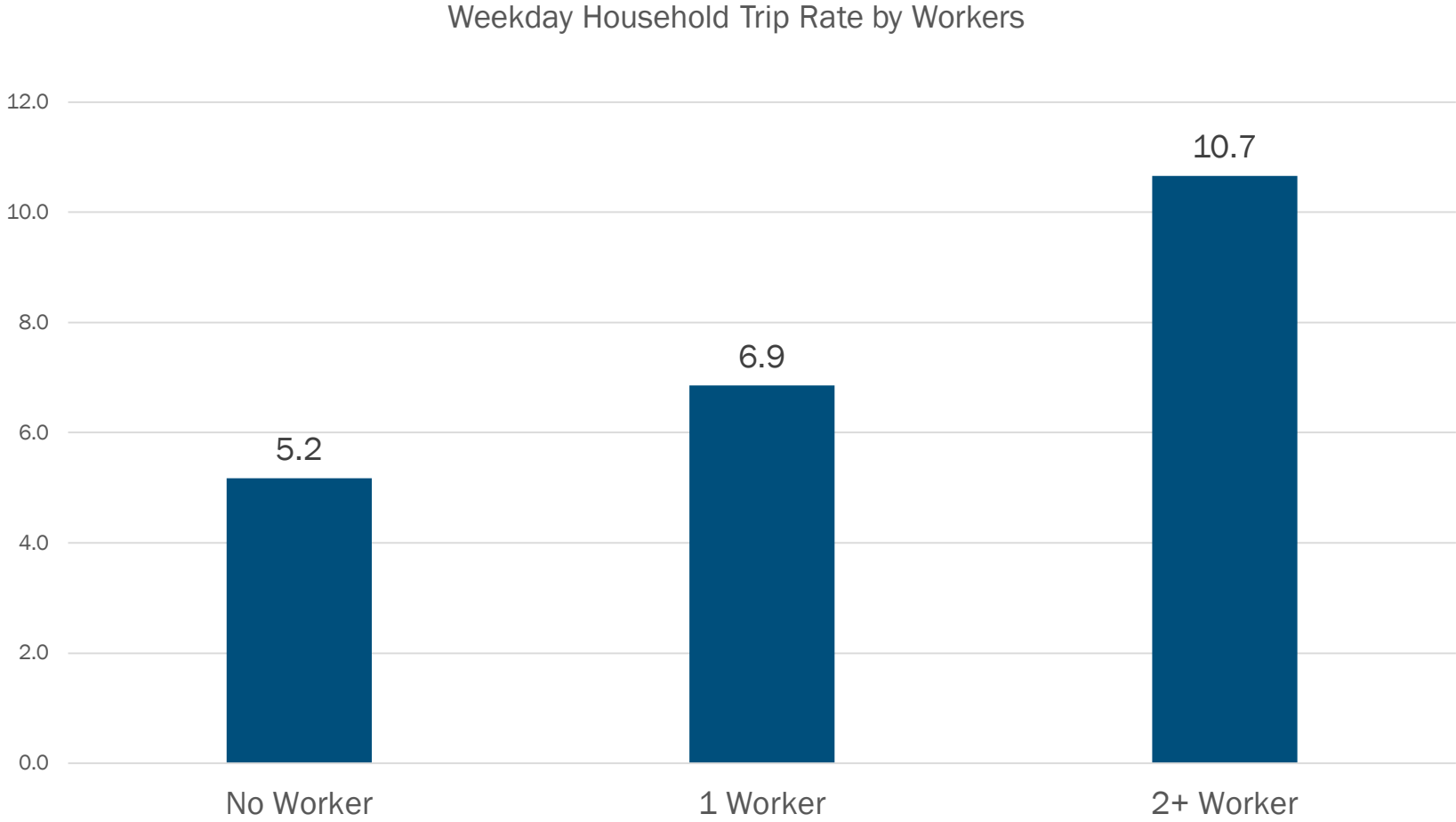
Household Trip Rate Increases from Core to Suburbs



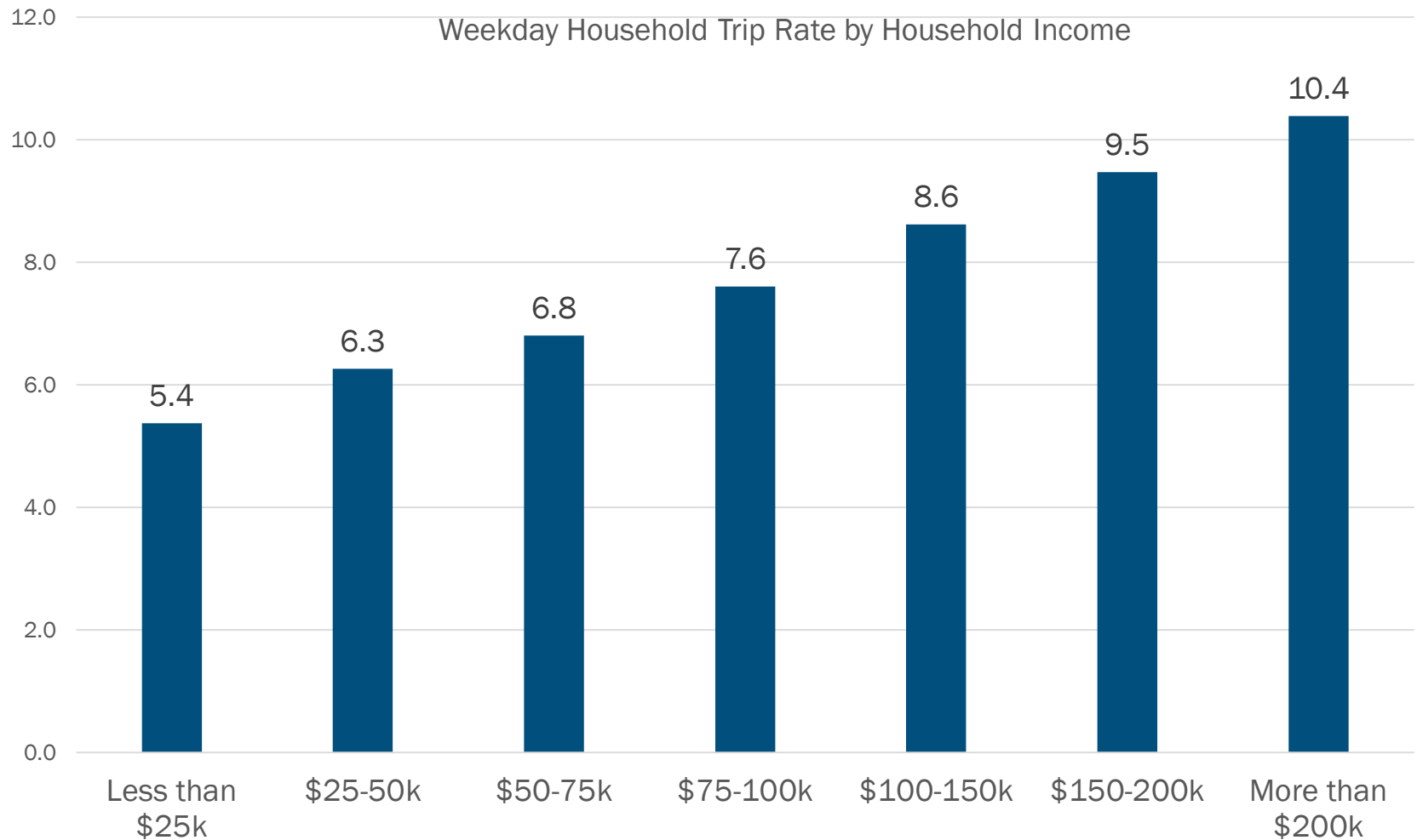
Lower Household Trip Rates in Activity Centers and Equity Emphasis Areas



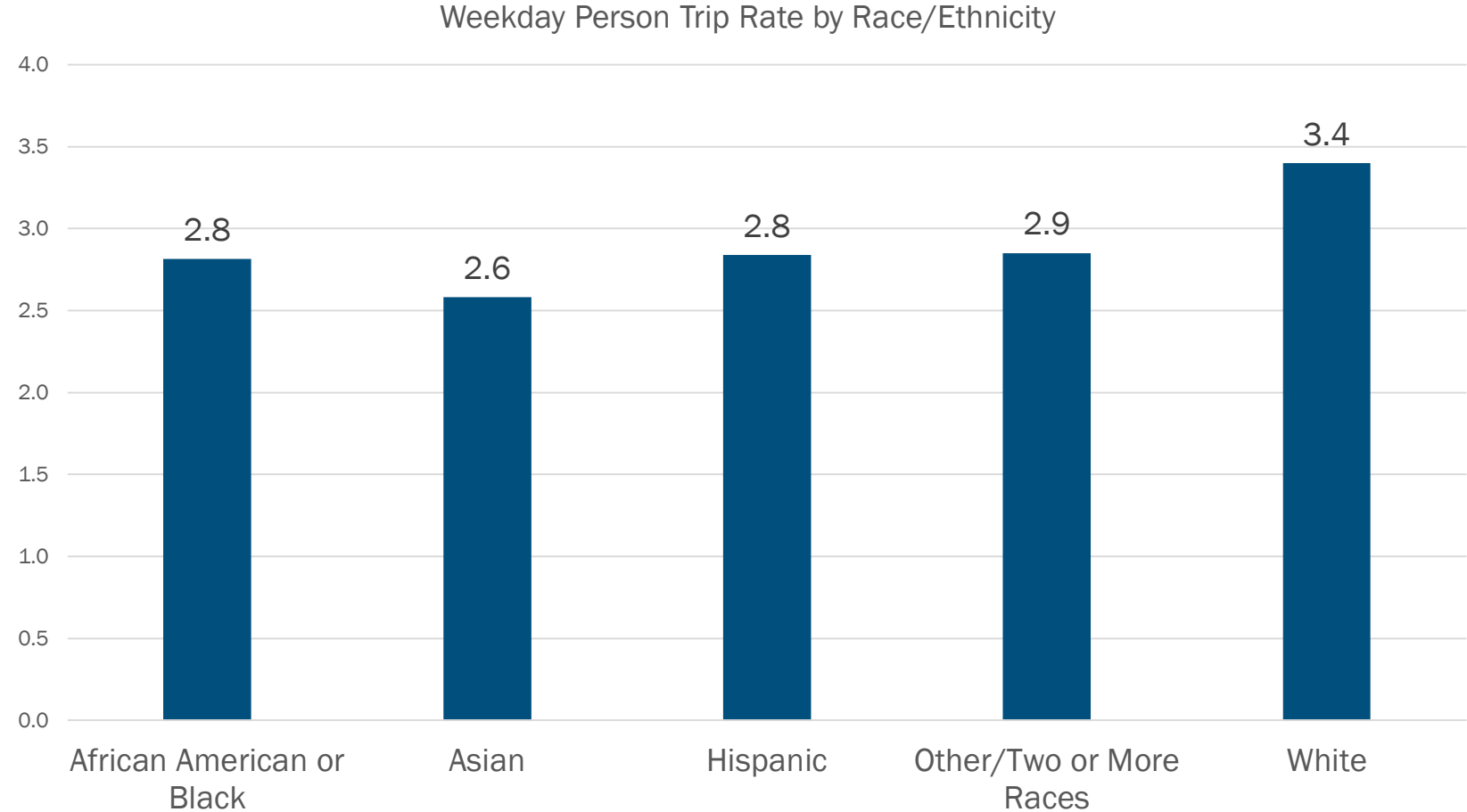
Household Trip Rate Increases with Number of Workers



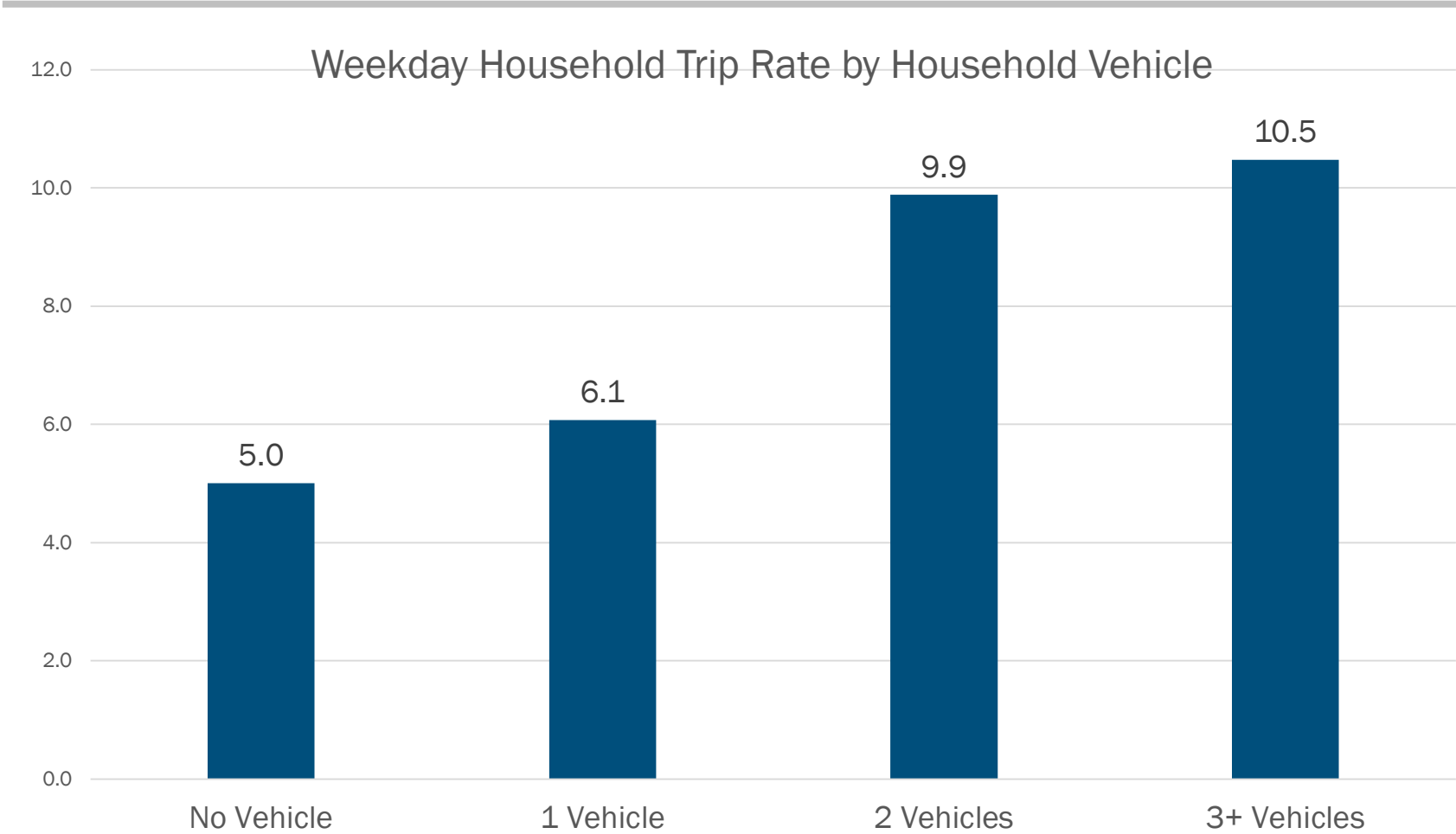
Household Trip Rate Increases with HH Income



Weekday Person Trip Rate Varies by Race/Ethnicity

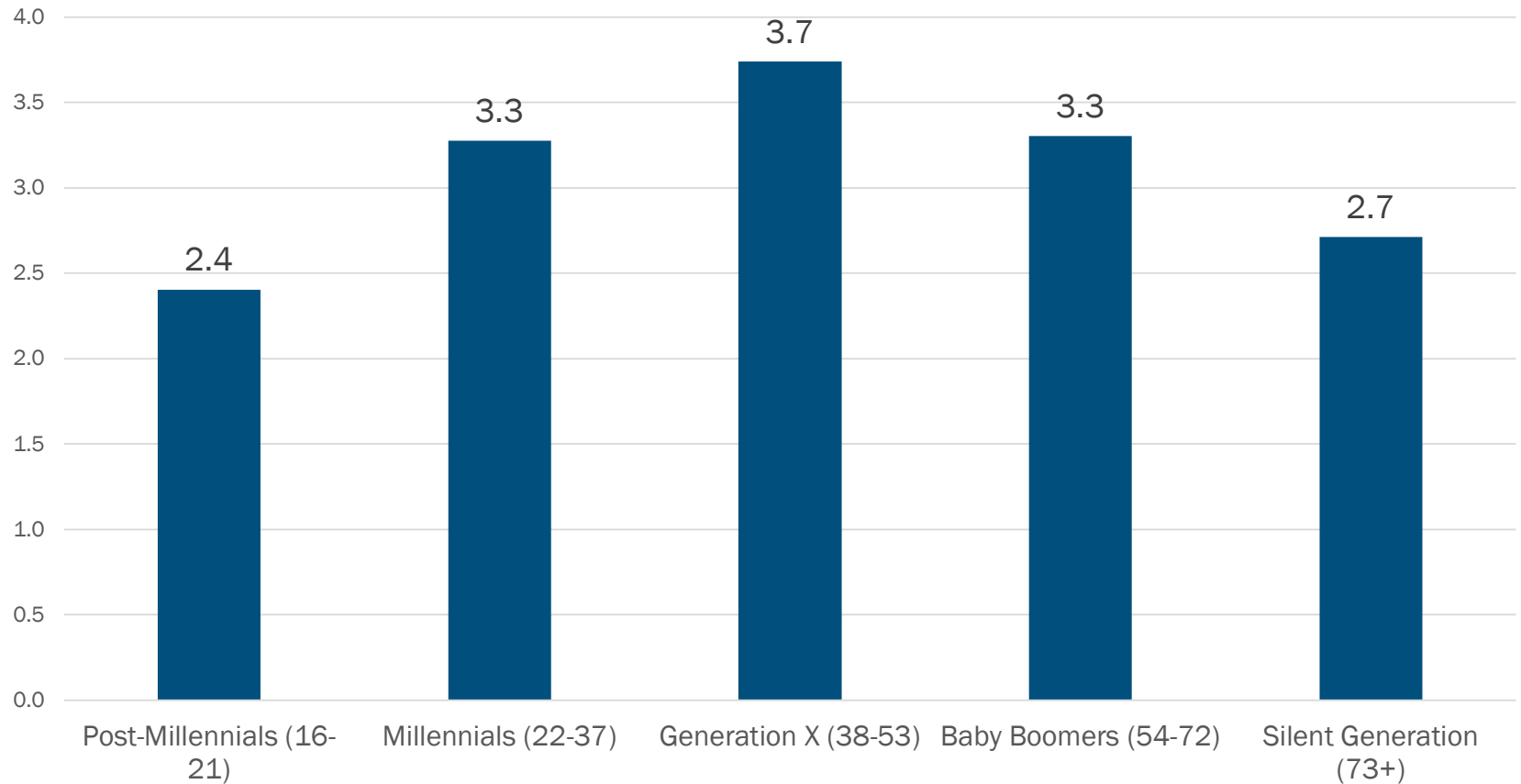


Household Trip Rate Increases with Vehicle Availability



Life Stage Influences Weekday Person Trip Rate

Weekday Person Trip Rate by Age Group



Females and Persons in Households without Children Produce a Slightly Higher Trip Rate



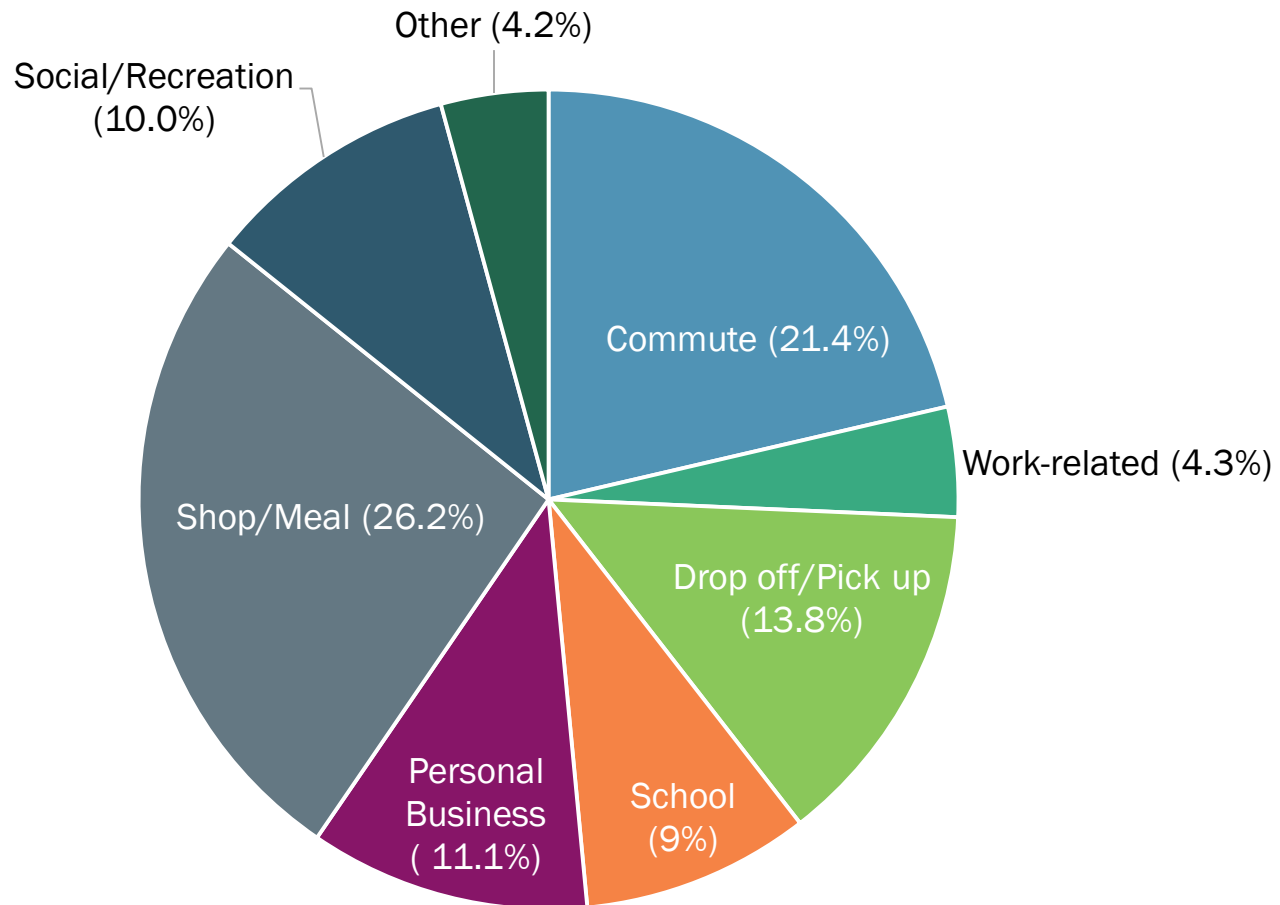
Summary of Weekday Person/Household Trip Rates

- Household trip rates increase from core to outer suburbs
- Household trip rates lower in equity emphasis areas and regional activity centers
- Trips per household increase with household income and size
- Non-Hispanic whites take more trips per person than other race/ethnic groups
- No vehicle households take fewer trips per household than households with vehicles
- Post-millennials take fewer trips per person than other age groups



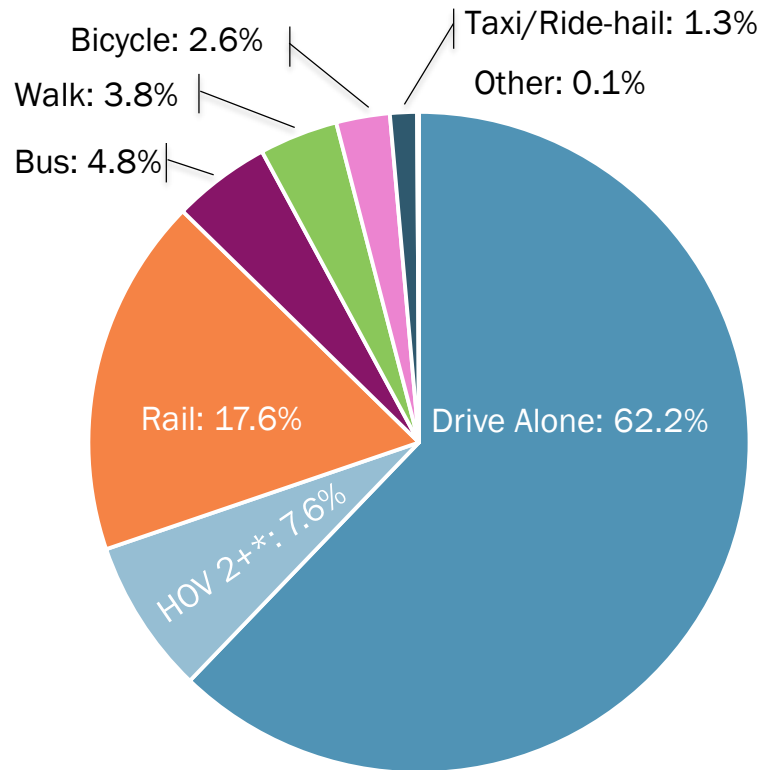
Daily Trip Share by Purpose (All Modes – TPB Region)

An estimated 17.1 million trips are made on a typical weekday in this region

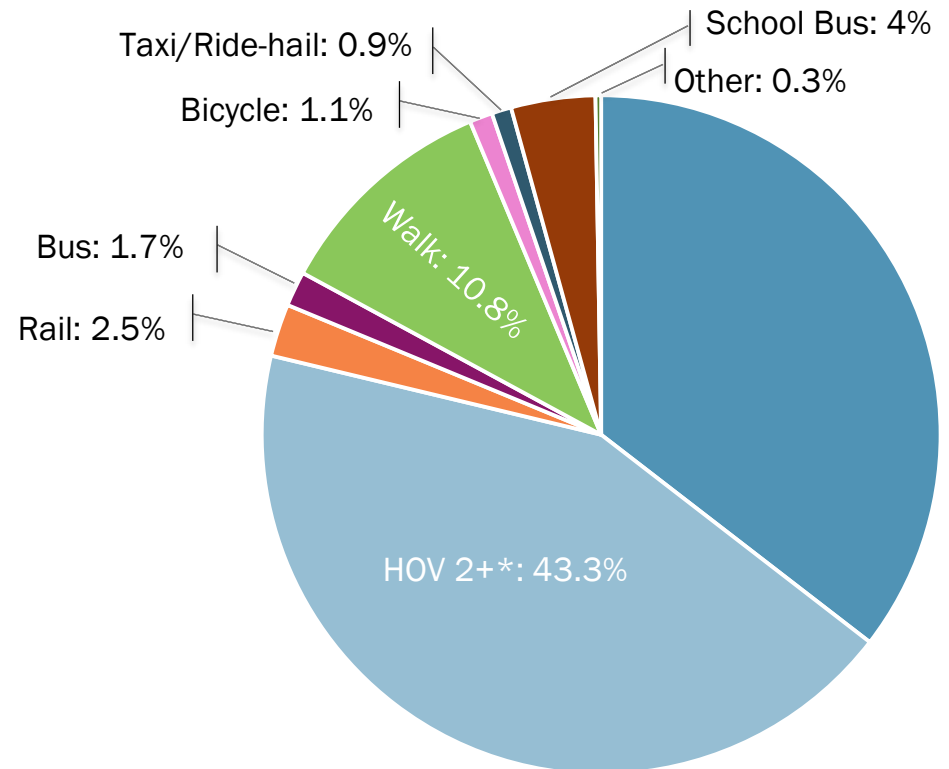


Mode Share of Weekday Trips (TPB Region)

Commuter Trips



Non-Commuter Trips



* Includes Drive Others and Auto Passenger Trips



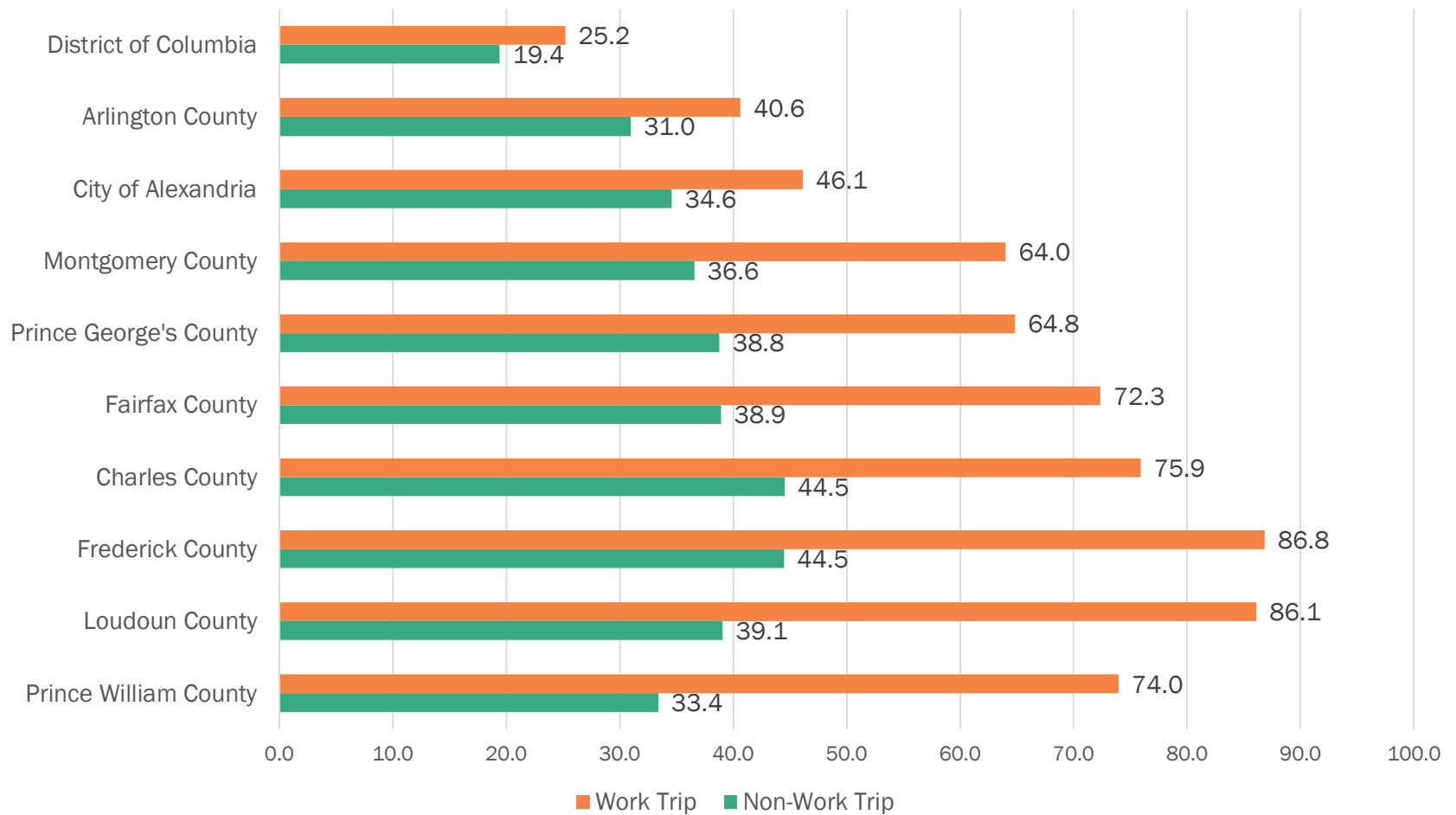
Mode Share of Commuter Trips by Sub-Area, Activity Center, and Equity Emphasis Area

Commuter Mode	Core	Inner Suburb	Outer Suburb	Not in Activity Centers	Activity Centers	Not in EEAs	EEAs
Drive Alone	31.9	67.4	80.3	67.8	49.1	65.0	52.3
Drive Others and Auto Passenger	4.2	7.6	11.0	8.3	6.0	7.4	8.3
Rail	31.7	17.0	4.4	14.7	24.2	16.8	20.2
Bus	9.8	3.4	3.2	4.1	6.4	3.8	8.2
Walk	11.2	2.2	0.5	0.9	2.3	3.4	5.3
Bicycle	7.6	1.4	0.4	2.2	7.8	2.5	3.1
Taxi/Ride-Hail	3.4	0.9	0.1	2.0	4.1	0.9	2.7
Other	0.1	0.1	0.1	0.1	0.0	0.0	0.0

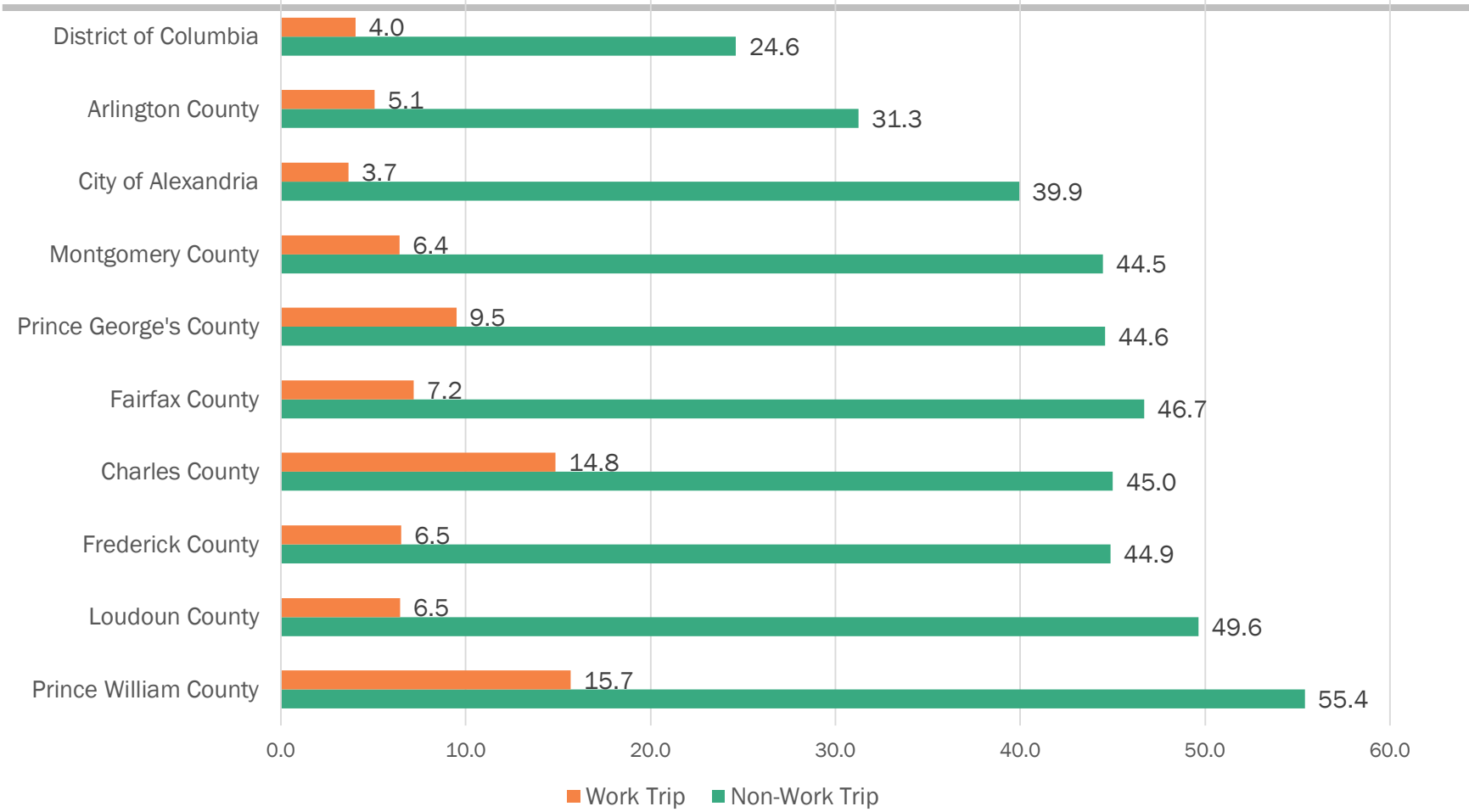
Mode Share of Non-Commute Trips by Sub-Area, Activity Center, and Equity Emphasis Area

Non-Commute Mode	Core	Inner Suburb	Outer Suburb	Not in Activity Centers	Activity Centers	Not in EEAs	EEAs
Drive Alone	24.6	38.0	38.5	36.9	31.1	36.6	31.1
Drive Others and Auto Passenger	28.6	45.3	50.5	45.6	36.2	44.2	39.4
Rail	6.5	1.8	0.7	2.0	4.1	2.1	4.2
Bus	4.3	1.3	0.3	1.4	2.4	0.9	4.9
Walk	28.3	7.4	4.1	8.0	19.3	10.0	13.9
Bicycle	2.9	0.8	0.2	0.9	1.6	1.0	1.5
School Bus	1.4	4.4	5.4	4.3	3.2	4.2	3.4
Taxi/Ride-Hail	2.9	0.6	0.2	0.7	1.7	0.8	1.4
Other	0.5	0.2	0.1	0.2	0.4	0.3	0.2

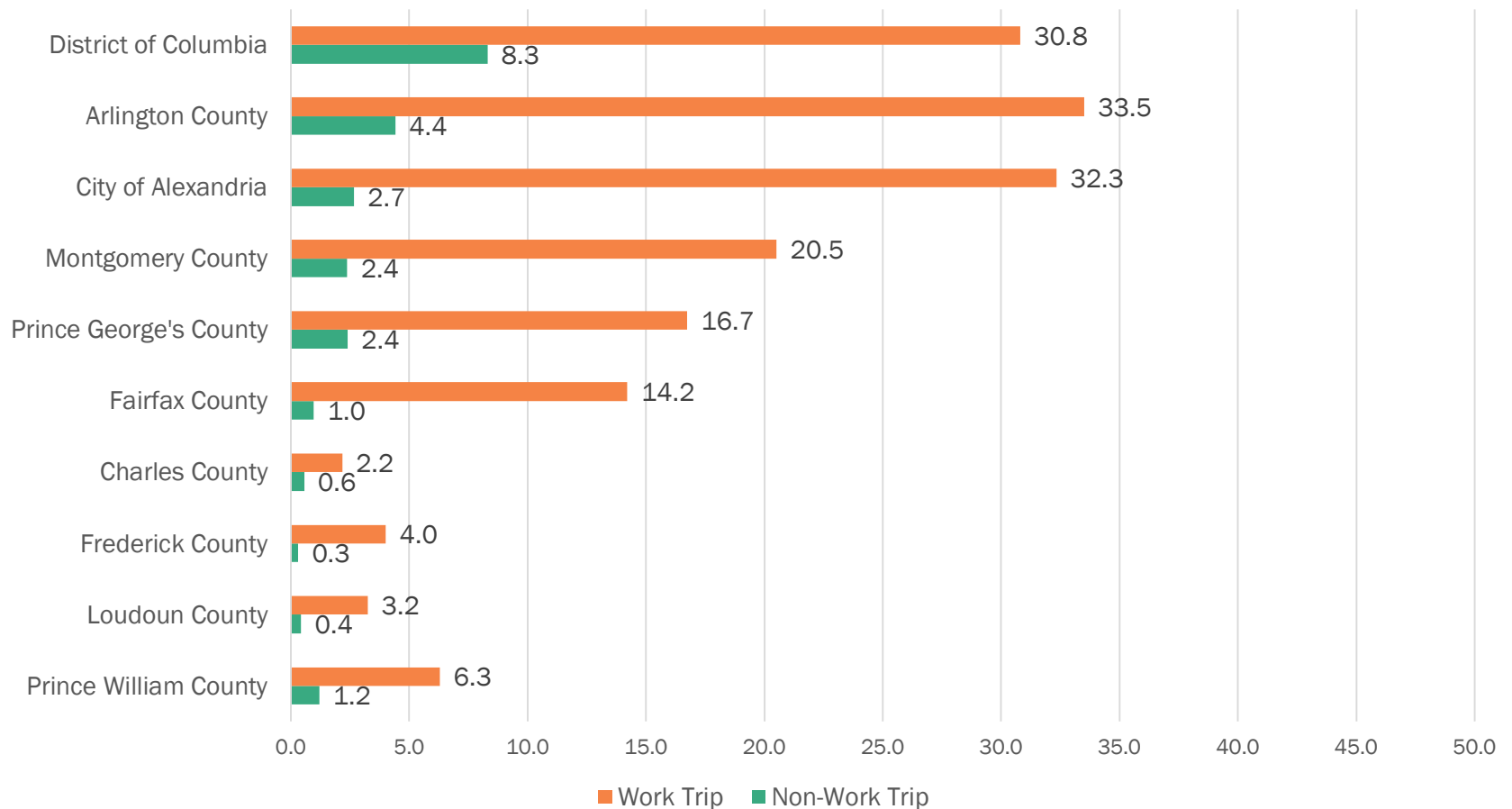
Mode Share of Weekday Trips – Drive Alone



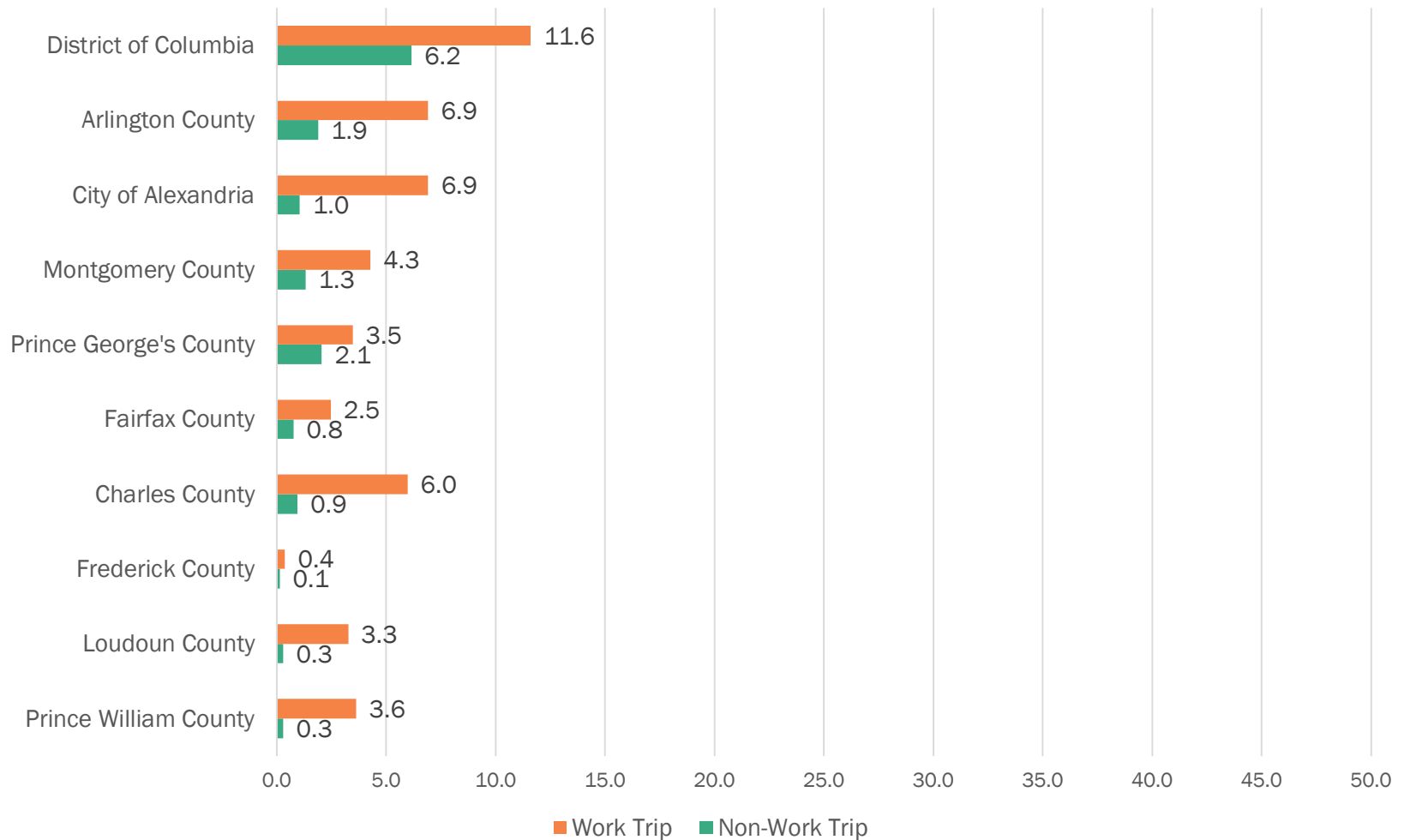
Mode Share of Weekday Trips – Drive Others and Auto Passenger



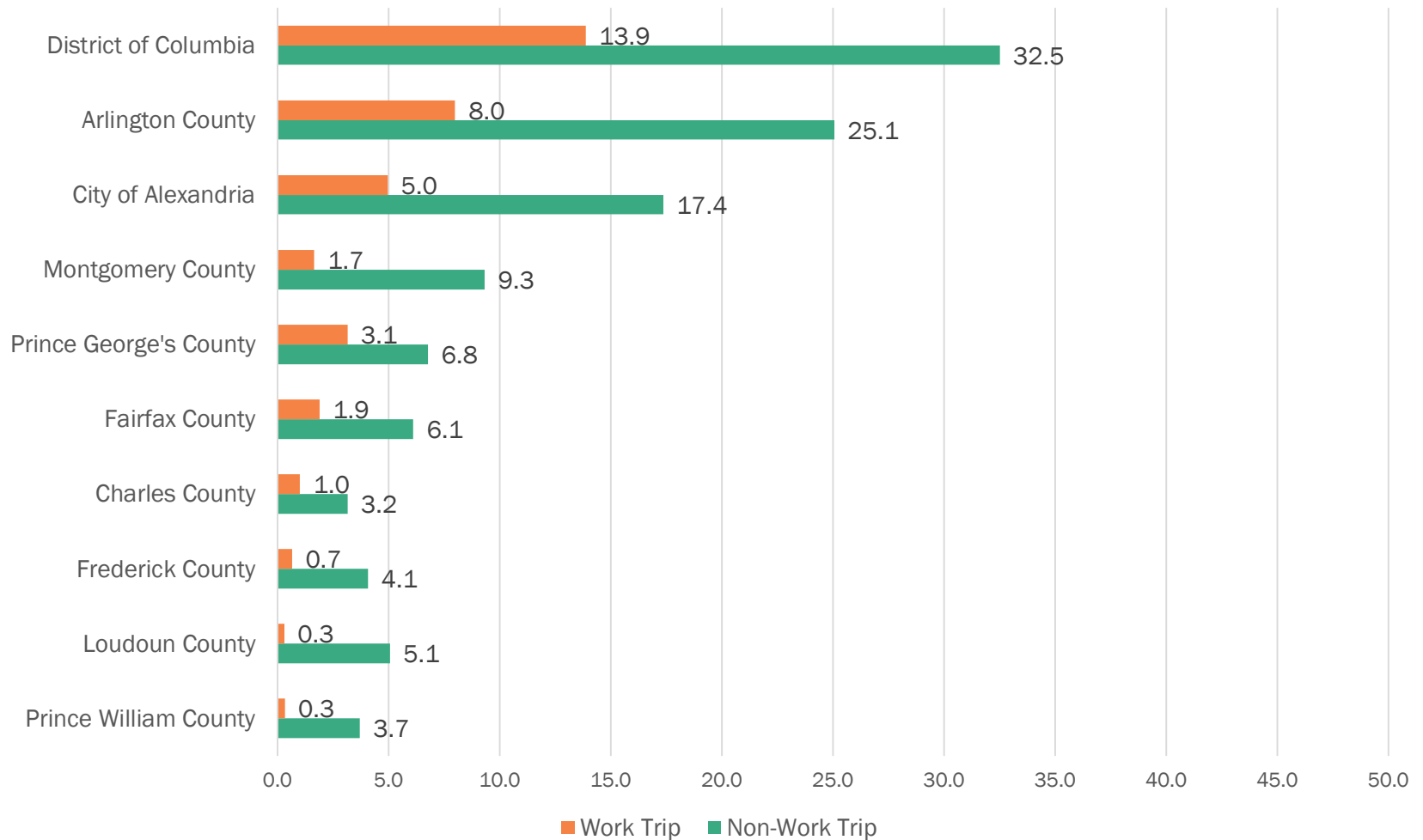
Mode Share of Weekday Trips – Rail



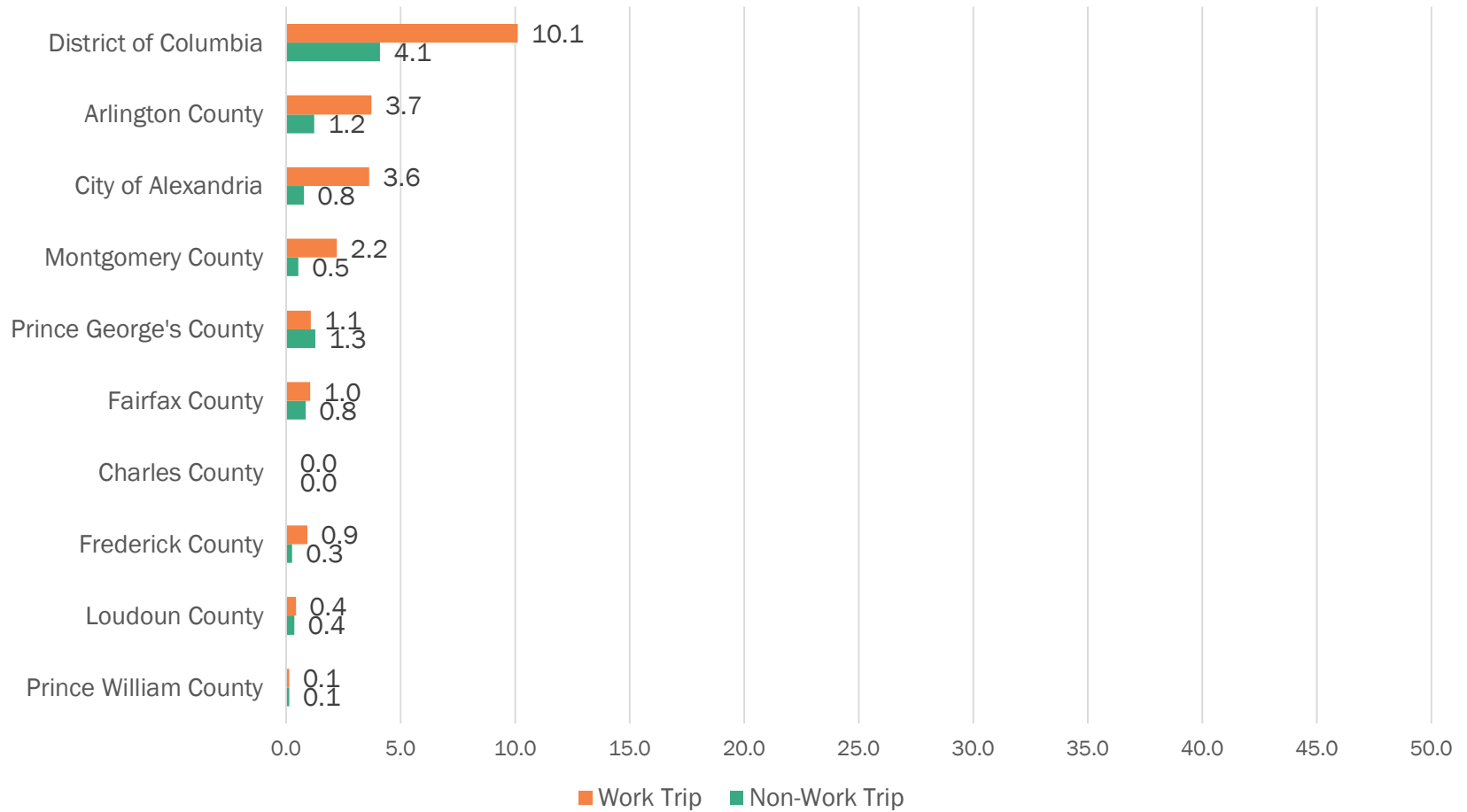
Mode Share of Weekday Trips – Bus



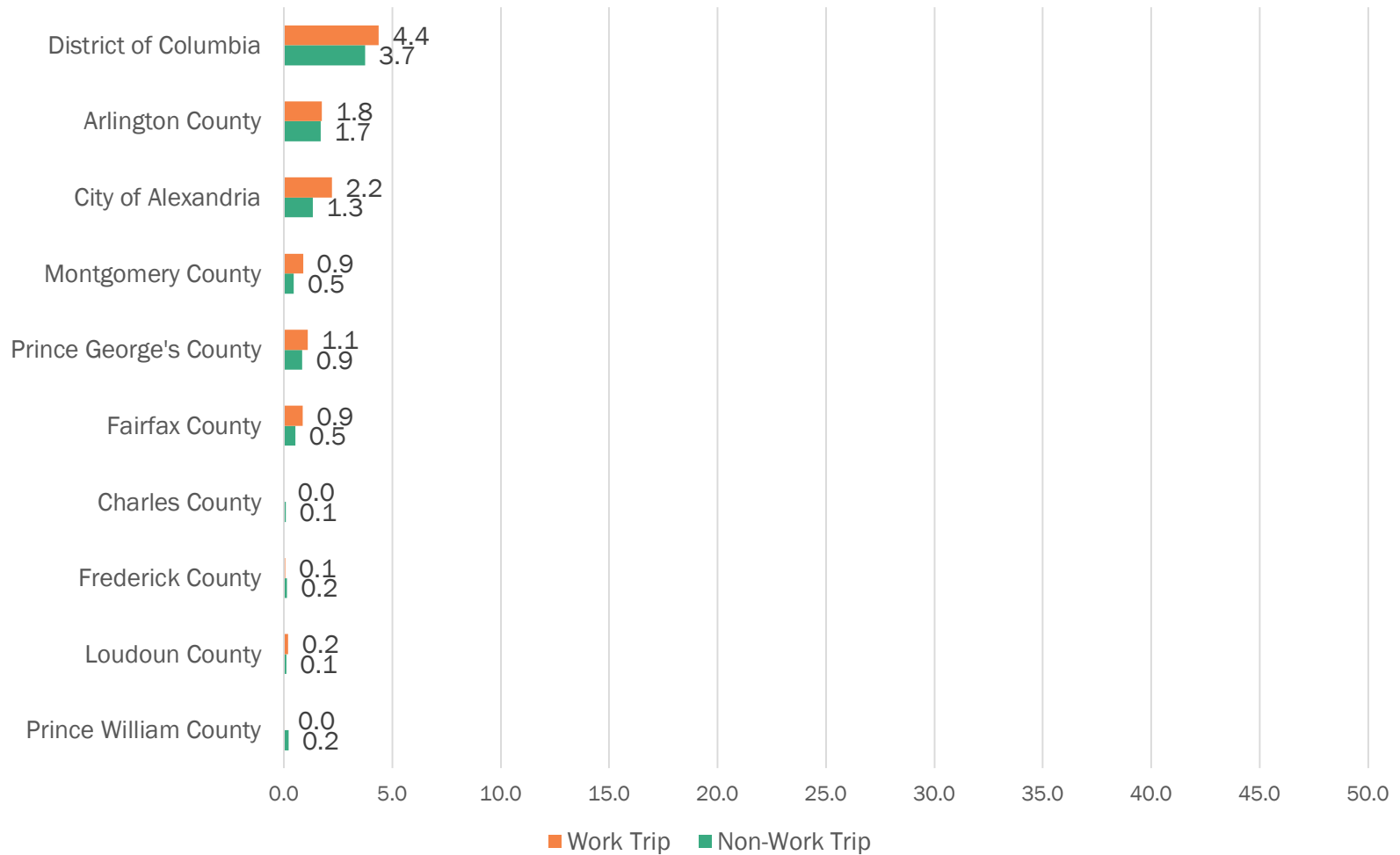
Mode Share of Weekday Trips – Walk



Mode Share of Weekday Trips – Bicycle



Mode Share of Weekday Trips – Taxi/Ride-Hail



Summary of Mode Share of Weekday Trips

- Highest share of bus, rail, walk/bike, and taxi/ride-hail in the core, largest share of auto trips in the outer suburbs
- Higher share of bus, rail, walk/bike, and taxi/ride-hail in activity centers and equity emphasis areas
- More drive alone and bus/rail trips for work trips; more walk trips for non-work trips
- More than one-third of commute trips in the TPB region are non-SOV (single occupancy vehicle) trips
- Nearly one-quarter of commute trips are bus and rail trips
- Nearly one-fifth of work trips in the core are by walk/bike



Looking Ahead: Next Steps

- Continue analysis of the RTS trip file
- Examine changes in observed travel between 2007/2008 and 2017/2018 for the TPB region
- Prepare technical documentation and the public release version of the RTS data files



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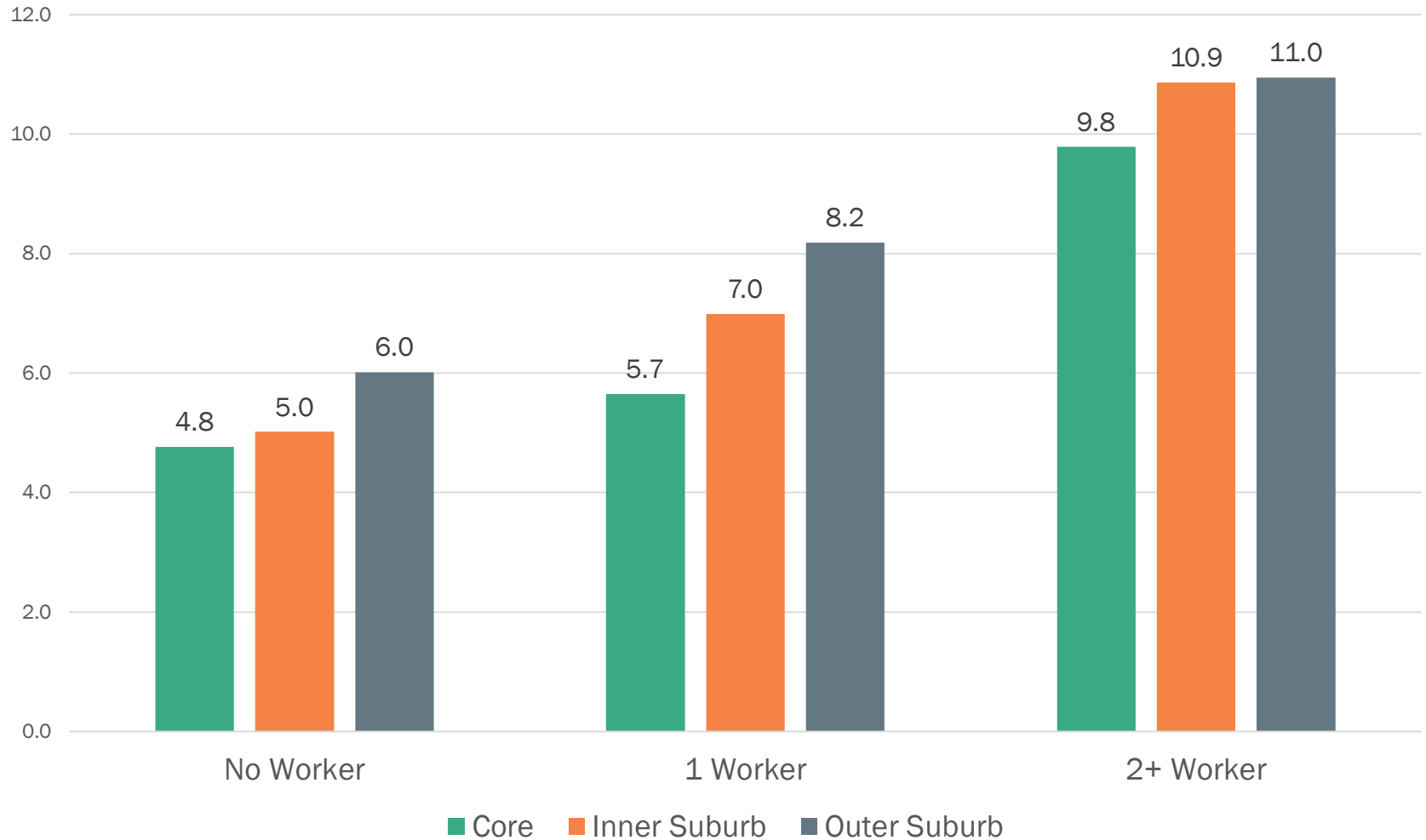
National Capital Region
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REGIONAL
TRAVEL SURVEY



Planning Our Future Together

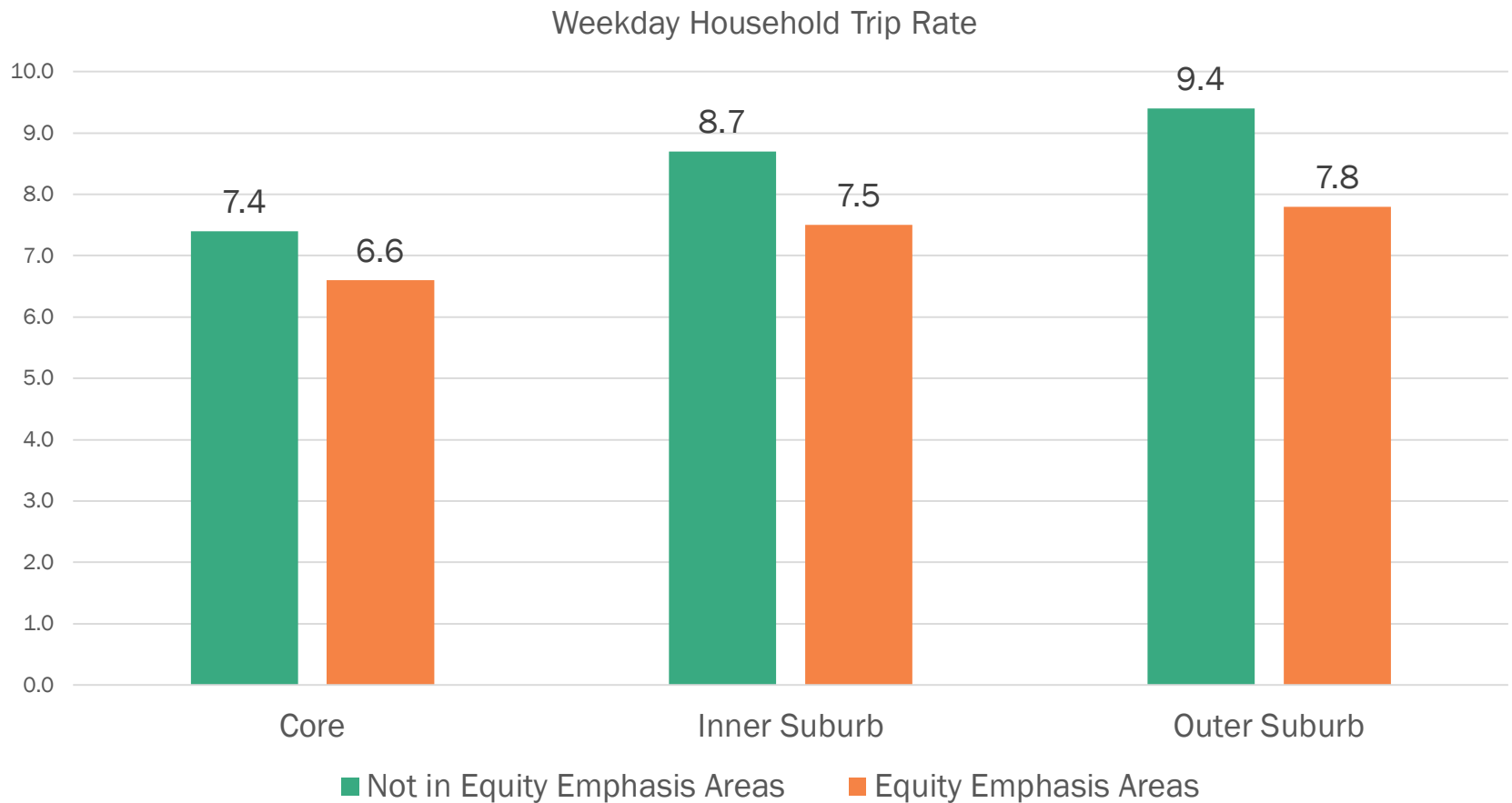
Weekday Household Trip Rate by Workers



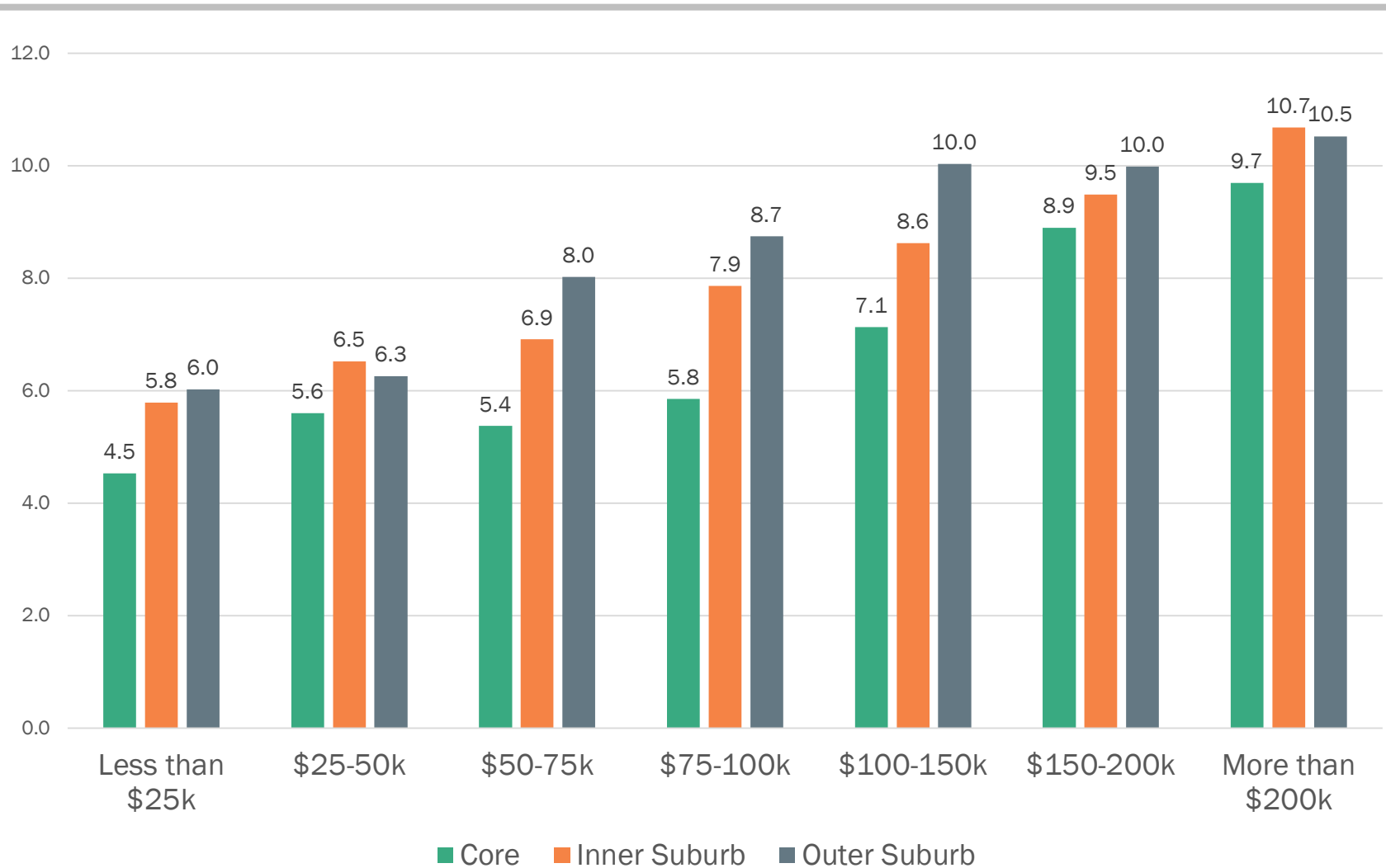
Households in Activity Centers Produce Lower Trip Rates



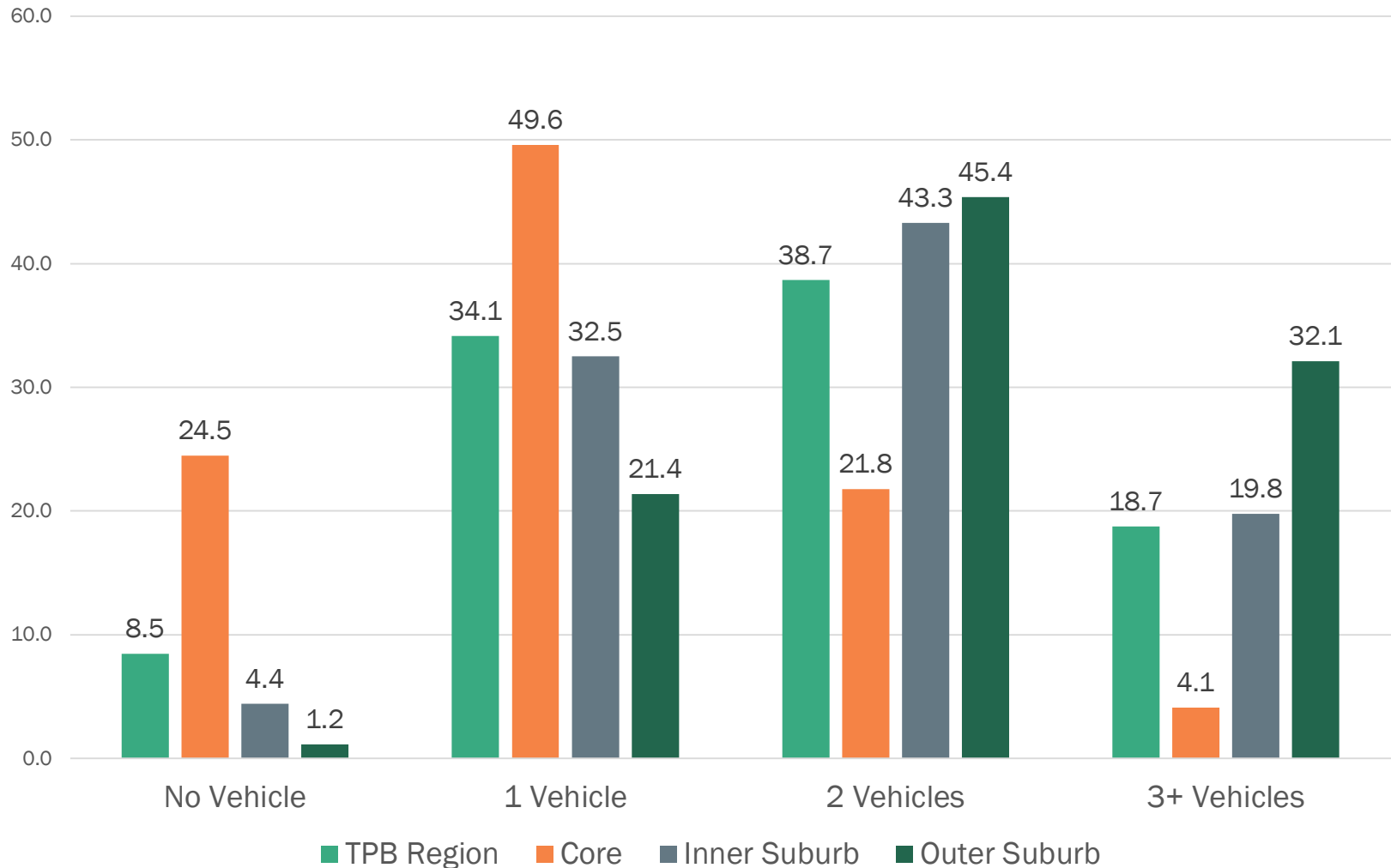
Households in Equity Emphasis Areas Produce Lower Trip Rates



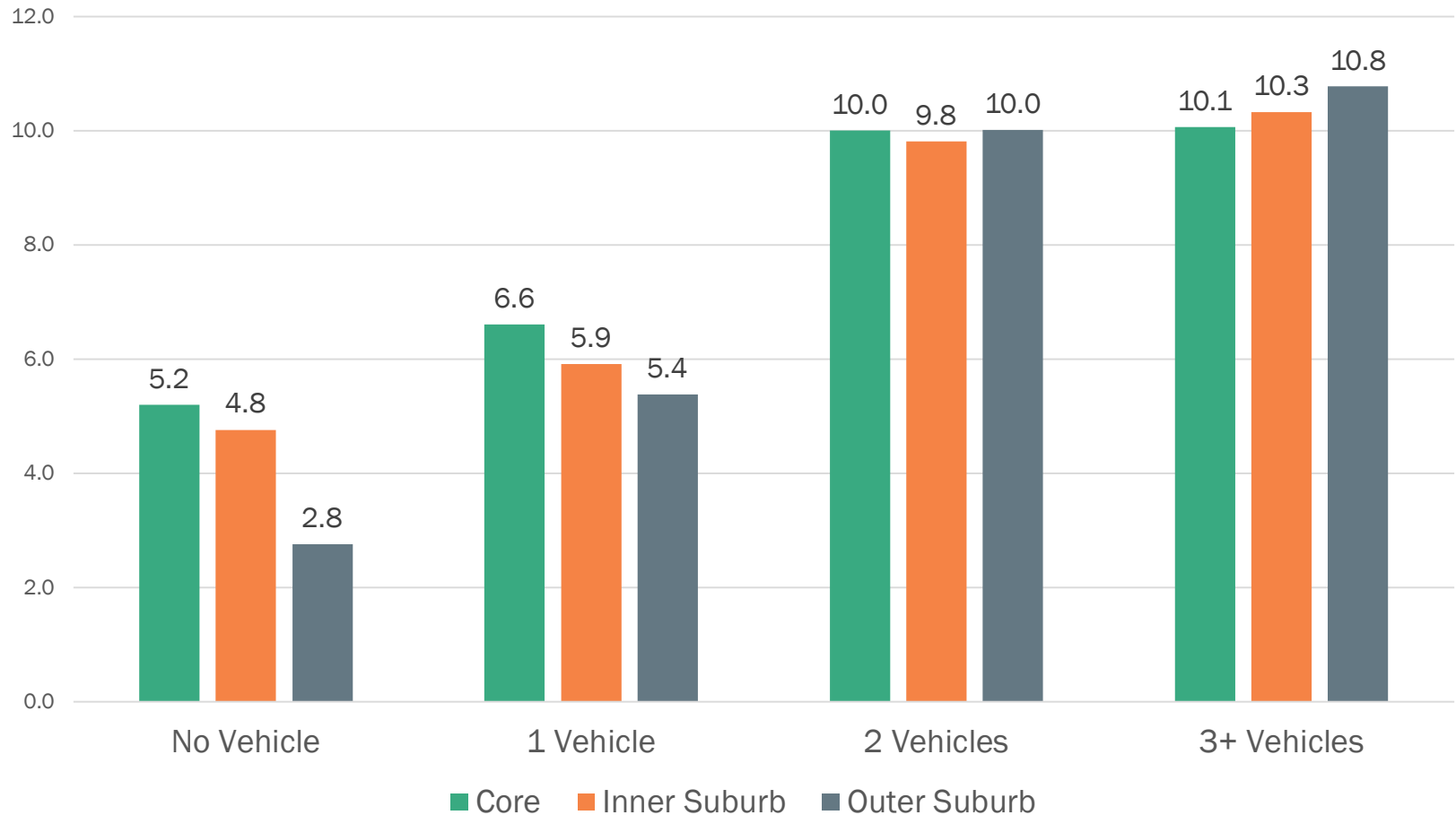
Weekday Household Trip Rate by Household Income



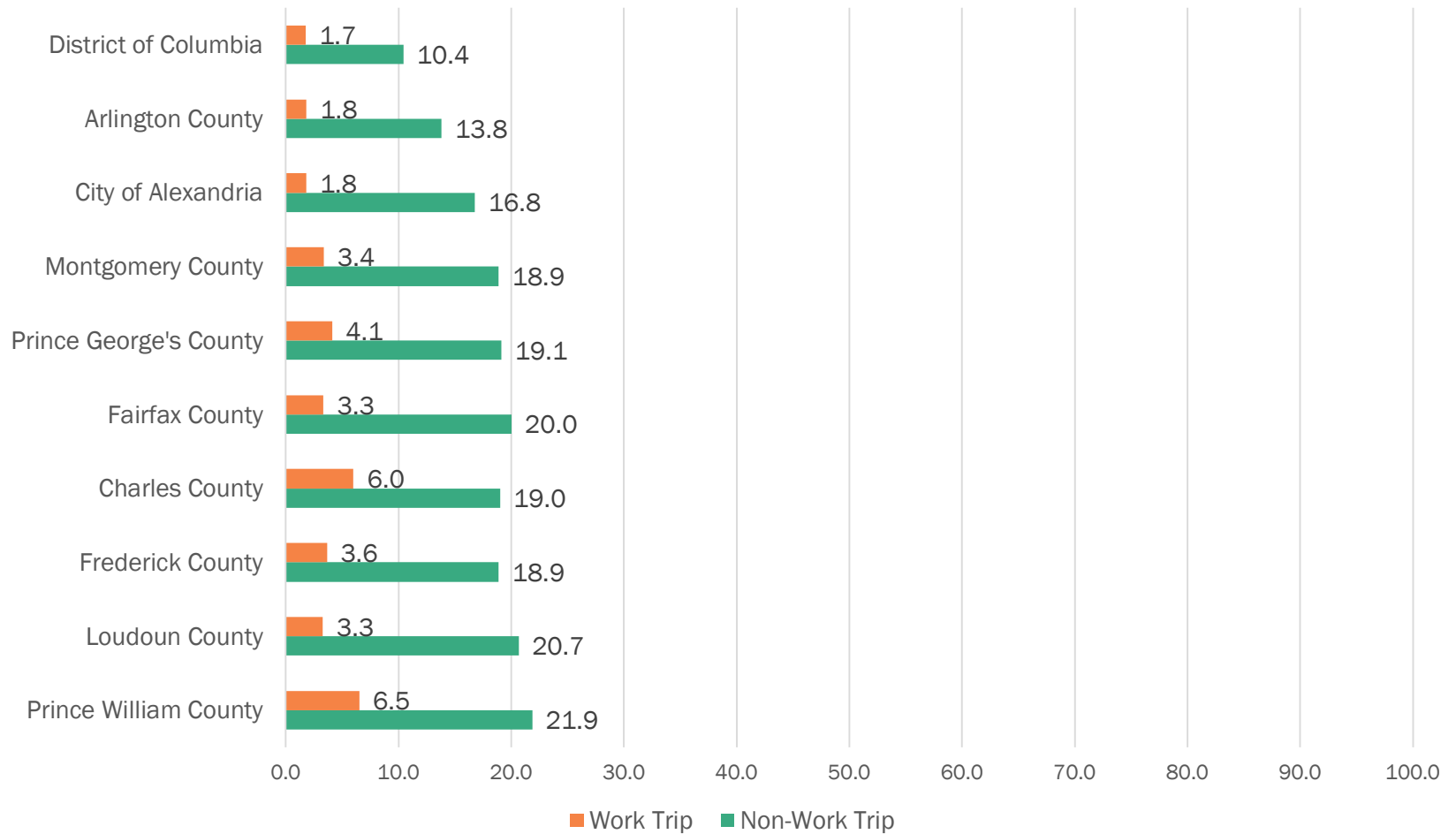
Household Vehicle Distribution by Sub-Area



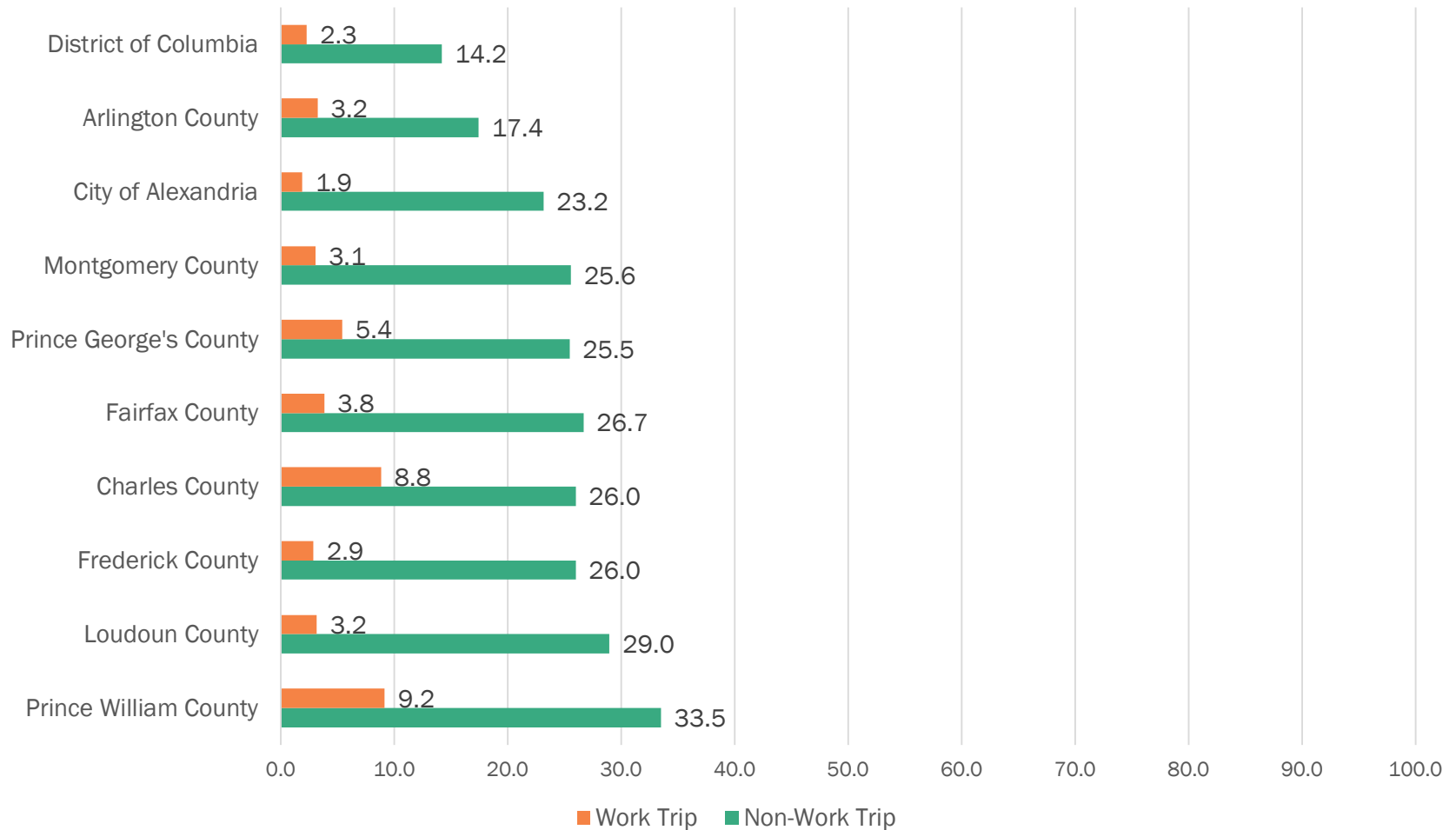
Weekday Household Trip Rate by Household Vehicle



Mode Share of Weekday Trips – Drive Others



Mode Share of Weekday Trips – Auto Passenger



Commute Destinations of Households

Commute Mode	Core to Core	Core to Inner Suburb	Inner Suburb to Core	Inner Suburb to Inner Suburb
Drive Alone	27.5	66.3	44.4	72.0
Drive Others	1.7	1.8	3.5	3.6
Auto Passenger	2.5	2.2	4.0	4.0
Rail	33.2	19.5	42.3	11.5
Bus	10.6	3.6	3.3	4.5
Walk	12.4	1.7	0.4	2.7
Bike	8.4	1.9	1.9	1.4
Taxi/Ride-Hail	3.5	3.0	0.2	0.2



ITEM 10 – Information

October 21, 2020

Transit-Oriented Communities: High-Capacity Transit Station Area Interactive Map

Background:

As part of TPB’s focus on transit-oriented communities, TPB staff developed an interactive map that identifies high-capacity transit station areas, classifies them according to various geographic filters, and summarizes selected planning data. This planning tool can support local planning agencies’ efforts to identify opportunities for projects, programs, and policies that support the development of transit-oriented communities in the region. Staff will demonstrate the interactive map.



MEMORANDUM

TO: Transportation Planning Board
FROM: Timothy Canan, Transportation Planning Data and Research Program Director
SUBJECT: Transit-Oriented Communities: High-Capacity Transit Station Areas
DATE: October 15, 2020

At the January 15, 2020 TPB meeting, Chair Russell identified work activities to support and advance transit oriented communities (TOCs) in the region as one of the focus areas for this year. At this meeting, staff briefed TPB members on potential activities that could further support member jurisdictions' efforts to enhance housing and transportation connectivity in areas served by transit. These activities are part of an effort to identify opportunities to help the region reach its housing targets, support the development of TOCs, and advance the region's long-range transportation plan, *Visualize 2045*. The regional housing targets adopted by COG align with and advance TPB's aspirational initiative, "Bring Jobs and Housing Closer Together," which seeks to optimize the region's complex land use and transportation system in a manner that will favorably address traffic congestion and support increased accessibility as well as housing availability and affordability throughout the region.

The proposed TPB activities focused on analyzing land use and transportation interactions in areas served by High-Capacity Transit (HCT), which is defined as Metrorail; commuter rail (MARC and VRE); light rail (e.g., Purple line); and Bus Rapid Transit (BRT)/Streetcars. Staff proposed conducting several analyses grouped into three distinct phases, or milestones:

1. Identify and Classify High Capacity Transit (HCT) Station Areas
2. Summarize Population, Households, and Employment in HCT Station Areas
3. Examine Transportation Connectivity in HCT Station Areas – Alternative Modes

Additionally, staff proposed developing a GIS-based interactive tool that contains the above analyses and making the tool available in a user-friendly interactive manner to staffs and members of the public. As stated during the January COG Board briefing:

"The purpose of this tool will be to build understanding of HCT Station Areas and their geographic distribution and presence throughout the region. Such a tool can help focus the discussion and efforts to examine potential projects, programs, and policies that promote the development of successful TOCs within each jurisdiction. The tool can also overlay two other types of geographically-focused areas the region uses to inform its planning and programming actions: Regional Activity Centers and Equity Emphasis Areas—census tracts with higher concentrations of low-income and minority residents. Specifically, the HCT Station Area tool can identify which HCT Station Areas are contained within a Regional Activity Center and/or in an Equity Emphasis Area. This knowledge can help inform both housing and transportation investment discussions and decisions."

Staff completed the basic TOC tool identifying the locations of all HCT Station Areas anticipated in the region by 2030, including the type of transit service offered, and listing them under the various geographic groupings of the region. A briefing of the TOC tool was planned for the TPB in March 2020 but was deferred as the disruptions of COVID-19 prompted changes in the March TPB agenda. Since then, staff has continued to build additional functionality into this TOC tool as work on tasks two and three (above) is completed. As of this date staff has completed tasks one, two, and the first of three parts of task three.

The three parts of task three are (1) walkshed analysis (identifying areas within a 10 minute of a transit station), (2) micro-mobility shed (identifying areas around a transit station reachable via bicycle/e-scooters), and (3) micro-transit shed (areas around a high capacity transit station best suited for micro transit service). The work delineating “walksheds” around transit station areas is intended to identify and help prioritize station areas where investments could improve accessibility to transit.

Staff will present the *High Capacity Transit in the National Capital Region Web Map* to the TPB at its October 21, 2020 meeting; demonstrate how it can be used to identify the stations areas within each of these classifications throughout the region; and view the Cooperative Forecast summaries and walksheds in each of the station areas. The map is accessible at the following location: <https://www.mwcog.org/maps/map-listing/hct-map-tool/>. This web map is hosted on the COG website and accessible by COG and TPB members, Technical Committee and Subcommittee members, state and local planning agency staffs, and members of the public. The interactive tool is scalable, enabling expansion and enhancements over time in response to input received from stakeholders and in accordance with the system’s technical capabilities.

TRANSIT-ORIENTED COMMUNITIES

HIGH-CAPACITY TRANSIT STATION AREA INTERACTIVE MAP

Timothy Canan, AICP
TPB Planning Data and Research Program Director

Transportation Planning Board
October 21, 2020

Transit-Oriented Communities

- COG Board Chairman, Derrick Davis, identified Transit-Oriented Communities (TOCs) as a focus of the Board of Directors during 2020
- TPB Chair, Kelly Russell, identified transportation elements of TOCs as a focus of the TPB work activities during 2020
- COG and TPB staff identified a series of TOC-supportive work activities and products that can be undertaken by COG and TPB staff to help member jurisdictions' efforts to enhance housing and transportation connectivity in areas served by transit
 - Help reach regional housing targets
 - Support development of TOCs
 - Advance Aspirational Initiatives of *Visualize 2045*



Optimize and Balance Land Use initiative

- More housing in the region
 - Identify ways to develop more housing in the region to provide workers to meet forecast regional job growth
- Optimize and coordinate transit investments and land use
 - Identify ways to increase jobs and housing around underutilized transit stations and Activity Centers with high-capacity transit
- Balance future growth in jobs and housing regionwide
 - Achieve a better-balanced distribution of future growth in jobs and housing between the eastern and western portions of the region



Activity Centers and High-Capacity Transit

Activity Centers – locations that will accommodate the majority of the region’s future growth in the coming decades. They include existing urban centers, priority growth areas, traditional towns, and transit hubs.

- First Activity Centers Map approved in 2002
- Updates in 2007 and 2012

High-Capacity Transit – defined in *Visualize 2045* as Metrorail, Commuter Rail, Light Rail, Bus Rapid Transit (BRT), and Streetcar.

Why?

- By 2045, the number of jobs are forecasts to increase faster than the number households
 - This will result in more commute trips originating from outside the region; increasing demand on congested roadways and make achieving region's livability, sustainability, accessibility and prosperity goals
- The Regional Housing Targets advance the *Visualize 2045* Aspirational Initiative, “Bring Jobs and Housing Closer Together”
 - Seek to address these challenges by optimizing the region's complex land use and transportation system to favorably address traffic congestion and support increased accessibility



Regional Housing Targets

- Adopted by the COG Board of Directors in September 2019:
 - **Amount** – At least 320,000 new housing units needed between 2020 and 2030 to accommodate employment forecasts (75,000 more than in current forecasts)
 - **Location** – 75% should be in Activity Centers or near High-Capacity Transit
 - **Affordability** – 75% should be affordable to low- and middle-income households
- Developed in conjunction with COG'S Housing Strategy Group, the Planning Directors Technical Advisory Committee (PDTAC), and the Housing Directors Advisory Committee (HDAC)



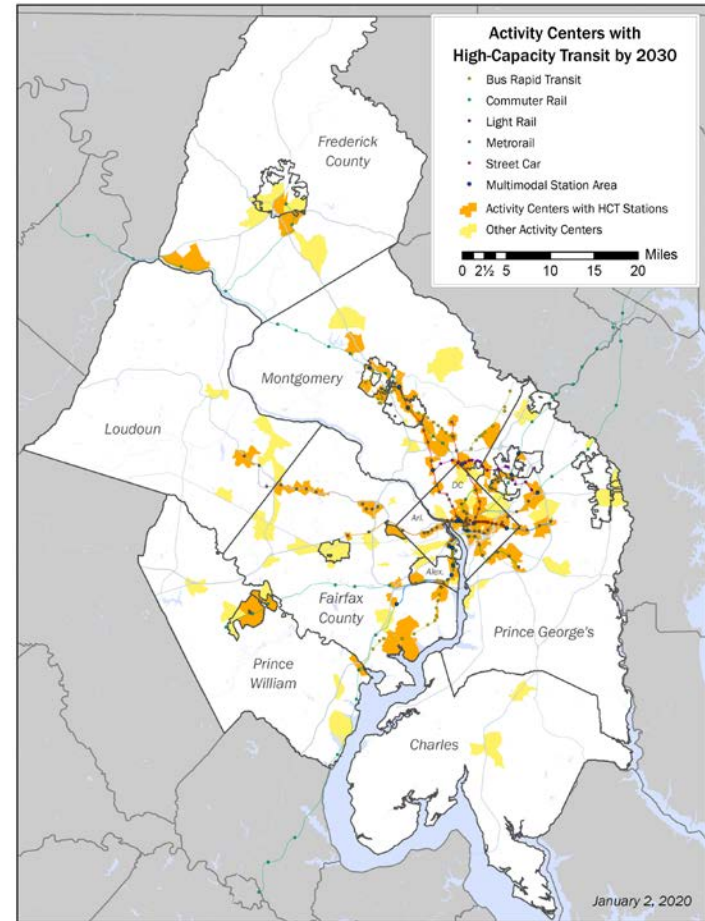
TOC Activities

1. **Identify and Classify High Capacity Transit (HCT) Station Areas**
2. **Summarize Population, Households, and Employment in HCT Station Areas**
3. Examine Transportation Connectivity in HCT Station Areas – Alternative Modes
 - a. **Walkshed analysis**
 - b. “Micromobility” shed analysis
 - c. “Micro-transit” shed analysis



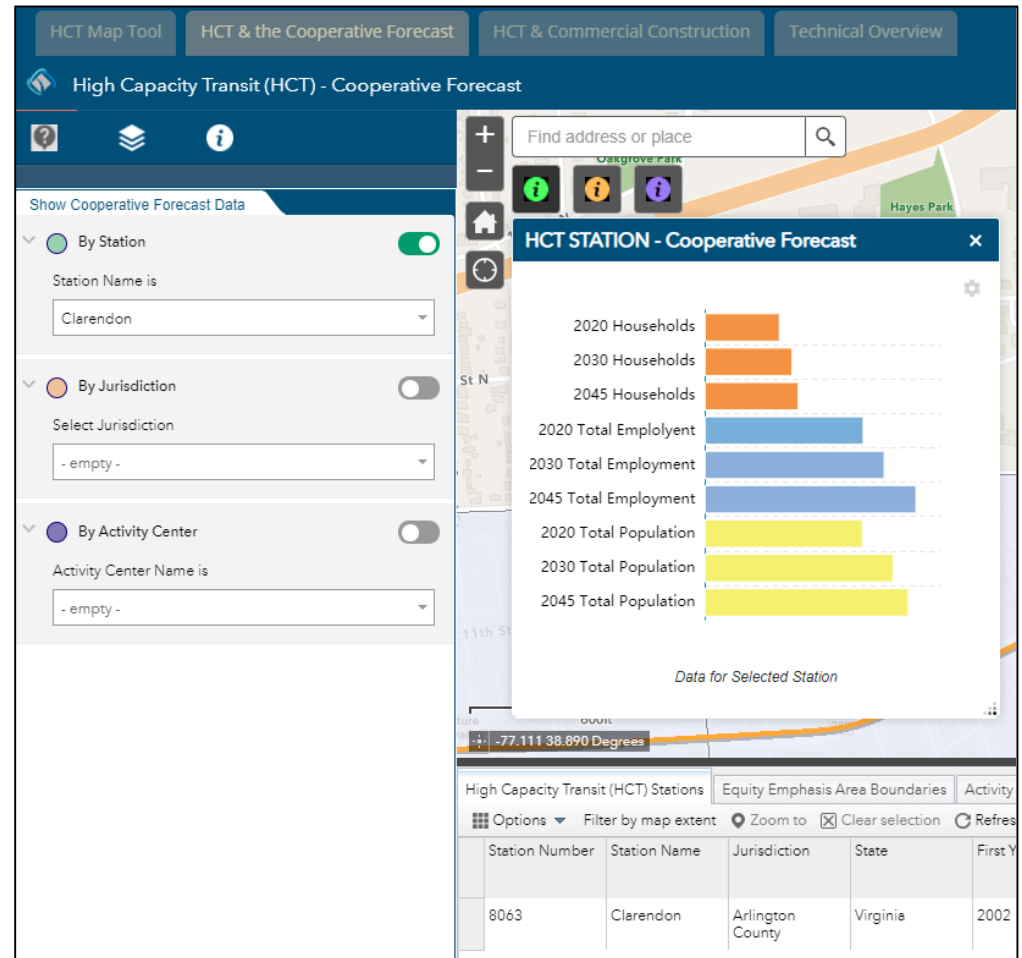
1. Identify and Classify High Capacity Transit (HCT) Station Areas

- GIS-based interactive web map that identifies the **HCT Station Areas anticipated in the region by 2030**
- Build understanding of HCT Station Areas and their locations in the region
- Focus discussion and efforts to examine projects, programs, and policies that promote development of successful TOCs
- Expandable to include additional TOC activities



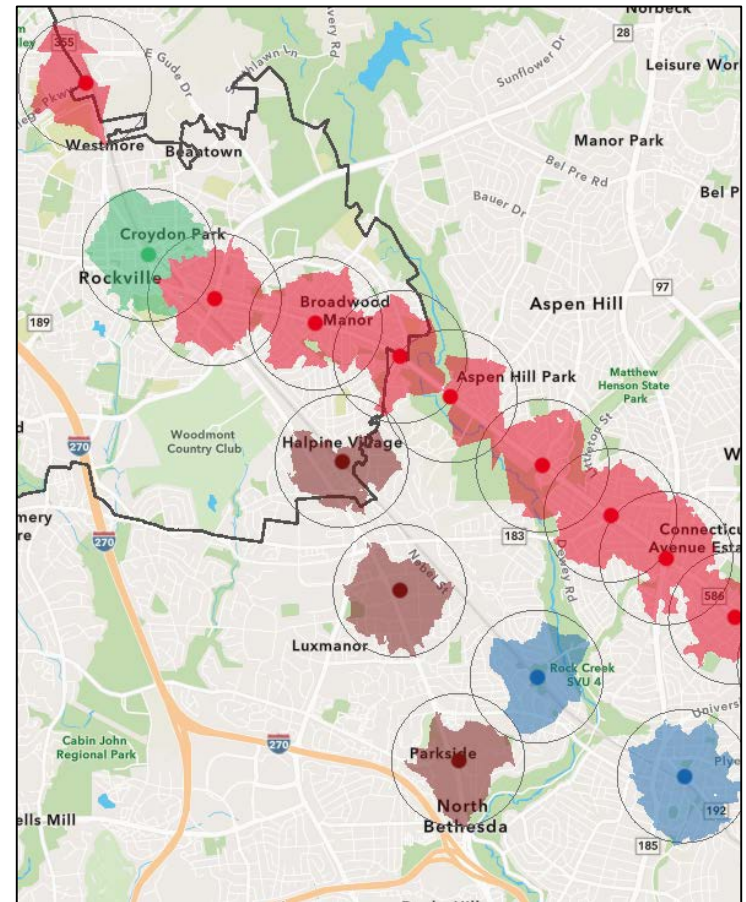
2. Summarize Population, Households, and Employment in HCT Station Areas

- Round 9.1a Cooperative Forecast summaries are available for each HCT Station Area
- Includes Population, Households, and Employment
- Available for 2020, 2030, and 2045



3a. Alternative Modes – Walkshed Analysis

- Walksheds are the distance a person is willing to walk to reach transit
- Generally accepted to be $\frac{1}{2}$ mile, or a 10-minute walk
- “Theoretical” walkshed is a circle with a $\frac{1}{2}$ -mile radius from the transit station
- Physical barriers and constraints, however, result a smaller area
- The Transit Access Focus Areas (TAFA) developed in the Transit Within Reach project identified $\frac{1}{2}$ -mile walksheds using available network information



Who can use it?

- Elected officials and policy makers
- Local land use and transportation planners
- State DOT and regional transit planners
- Interested members of the public



How do I access the web map?

<https://www.mwcog.org/maps/map-listing/hct-map-tool/>

High Capacity Transit (HCT) Map Tool

Identify Stations

- IN An Activity Center
- NOT in an Activity Center
- IN An Equity Emphasis Area (EEA)
- NOT IN An Equity Emphasis Area (EEA)
- IN a Core Jurisdiction
- IN an Inner Suburban Jurisdiction
- IN an Outer Suburban Jurisdiction

Select Jurisdiction (optional)

Jurisdiction is: - empty -

Show Stations by Mode (optional)

Select Stations with Mode

- Metro
- Commuter Rail
- Street Car / Bus Rapid Transit
- Light Rail

ID	Station Number	Station Name	First Year	Mode Type (Detailed)	Jurisdiction	State	In an Activity Center
1	8040	Anacostia	2002	Metro	District of Columbia	District of Columbia	1
2	8036	Archives-Navy Memorial-Penn Quarter	2002	Metro	District of Columbia	District of Columbia	1
3	10811	Bennina & 42nd NE	2023	Street Car / Bus Rapid	District of Columbia	District of Columbia	1



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National Capital Region
Transportation Planning Board

ITEM 11 – Information

October 21, 2020

Citizens Advisory Committee: Update and Recruitment

Background:

The board will be briefed on recommendations for updating the Citizens Advisory Committee and will be asked to approve the recommended changes in November. The goal is to have the updated committee start in January 2021.



MEMORANDUM

TO: Transportation Planning Board
FROM: Bryan Hayes, TPB Transportation Planner
SUBJECT: Recommendations for updating the Citizens Advisory Committee and committee operating procedures
DATE: October 15, 2020

This memo describes recommendations for updating the TPB's Citizens Advisory Committee, or CAC. The committee was established by the TPB in 1992 and its current structure was formalized by board resolution in 1999.

The recommendations include changing the committee name; updating the mission; making meetings more accessible; increasing the term length and meeting schedule; providing more training; clarifying member expectations; updating committee structure; and updating member selection. These recommendations reflect input received from the CAC at their September meeting and the State Technical Working Group, Technical Committee, and Streeting Committee at their October meetings. The board will be asked to approve a final set of recommendations at the November TPB meeting.

Recruitment for the 2021 CAC is expected to start the week of October 19. Members of the Technical Committee and Transportation Planning Board will be called upon to raise awareness about the application process in their jurisdictions and identify possible candidates from their planning areas. Recruitment will occur concurrent with the update so the new CAC can begin its work in January 2021.

UPDATING THE COMMITTEE

When the current structure of the Citizens Advisory Committee was formalized by board resolution in 1999, the committee served as the primary focus of TPB public engagement efforts. In the following 21 years, the TPB has expanded the scope of its public engagement and refined the role of advisory committees in its process. While there have been small operational changes to the committee during that time, there have been no significant updates to committee structure or operations.

Now is a good time to update the CAC. Staff are completing an update to the TPB Participation Plan, which is expected to be approved by the board in October 2020. The updated Participation Plan provides policy guidance for staff interactions with the public and the role of advisory committees in the TPB's process. The role of the CAC was also a subject of a consultant-led evaluation of TPB participation activities that was conducted in 2019. One of the recommendations from that evaluation – supported by committee members and staff – was to update the CAC to clarify member roles and committee purpose at the TPB.

RECOMMENDATIONS

The following recommendations draw from discussion with current and past CAC members, discussion from the consultant-led evaluation of participation activities, and the 2020 TPB Participation Plan update.

The goals of these recommendations are to: ensure that committee members represent the variety of jurisdictions and communities in the National Capital Region, strengthen the relationship between elected officials on the board and the committee, and modernize operating procedures and member expectations.

Change committee name

Staff recommend marking a new era for the advisory committee by updating its name. The new name should be inclusive of members and communicate who sits on the committee. Names that were considered include: Public Advisory Committee (PAC), Resident Advisory Committee (RAC), and Community Advisory Committee (CAC). Community Advisory Committee received the most positive feedback.

Update the mission

At the July 2020 TPB meeting, the board renewed and clarified its commitment to equity. Staff recommend that the mission should be updated to reflect this commitment to equity. The recommended addition to the mission is bold in the text below.

The CAC's mission is:

- *to promote public involvement in transportation planning for the National Capital Region;*
- ***to advance equitable representation in regional transportation planning;***
- *and to provide independent, region-oriented **community** 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 matters.*

Make meetings more accessible

Historically, committee meetings were only held in-person at a COG meeting room. Due to the TPB's large geographic planning area, this makes it difficult and time consuming for members who live in the outer jurisdictions to participate in committee meetings. Staff recommend making meetings more accessible by hosting a mix of in-person and online meetings. In-person meetings are preferred because they create more comradery and robust discussion, but there is also a benefit to hosting meetings online, from time-to-time, to increase participation.

Increase term-length and meeting schedule

The current term for CAC members is one-year. Based on input from current and past committee members, staff recommend extending the term-length to two-years. This will allow the committee to track TPB work over multiple years. It will also help smooth the learning-curve for new members.

Staff recommend that the committee meet 21 times during the two-year term. In the first year, the committee will meet ten times (February, March, April, May, June, July, September, October, November, and December). During the second year, the committee will also meet in January.

Provide more training

Members report that it can take a year or more before they confidently understand TPB process. To help get new members up to speed, staff recommend providing more training between the time members are selected and start their first meeting. This training should cover topics including: Metropolitan Planning Organizations, the TPB and its role in the region, past committee accomplishments, understanding their role as a committee member, and how to get their communities involved.

Clarify member expectations

Starting in 2020, CAC members were asked to agree to a list of participation expectations for being a member on the committee. These expectations covered behavior and attendance. Staff recommend further clarifying and adding to these expectations so that members understand what is expected from them. This would include expectations around attendance and behavior, but also provide more clarity around what it means to be a CAC member, and who CAC members represent.

Staff are also considering making it a requirement that CAC members work with TPB staff to prepare a briefing for the committee once during their term about the transportation issues that are important to their community. Staff could facilitate a discussion between Technical Committee and board members with the CAC member, and then assist summarizing remarks to share with the CAC.

Update committee structure

Currently, the 15 members of the committee are equally distributed, based on state-level jurisdictions, among the District of Columbia, Maryland, and Virginia. For each of the three states, two committee members (a total of 6) are selected by the current committee, and three members (a total of 9) are nominated by the incoming TPB officers. An additional 3 members from each jurisdiction (9 in total) are nominated as alternates by the TPB officers. The TPB votes to approve the entire slate of members and alternates.

Staff recommends increasing the total number of members and treating all participants as members. Specifically, staff recommends having a total of 21 members. Instead of allocations by state, staff recommend distributing the membership based on the TPB's three subregional geographies: core, inner suburbs, and outer suburbs.¹ Years of TPB survey data show that the transportation experiences of the region's residents correlate more to their proximity to the regional core than they do to a person's state of residence. These experiences include people's mobility and accessibility needs, modal experiences, priorities for alternative mobility, and accessibility strategies. Shifting to appointments by TPB subregion will maximize and balance the transportation perspectives shared by committee members and the feedback it provides to the board.

To ensure that the committee represents the diversity of the region, staff are considering setting aside seats to function as "at-large" appointments. In addition to making sure that these appointments help the committee maintain its racial and ethnic diversity, they also can be used to represent different modal priorities, jurisdictions, and perspectives.

¹ The three TPB subregions are defined as follows:

- *Core*; D.C., Arlington Co., and Alexandria
- *Inner Suburbs*: Fairfax Co, Montgomery Co., Prince George's Co., Bowie, College Park, Falls Church, City of Fairfax, Gaithersburg, City of Laurel, Rockville, Takoma Park
- *Outer Suburbs*: Charles Co., Fauquier Co. (urbanized area), Frederick Co., Loudoun Co., Prince William Co., City of Frederick, Manassas, Manassas Park

Update member selection

Historically, the incoming TPB officers review all completed applications and select CAC members for their state. Staff recommend updating this process to include more staff involvement and selection criteria, like the process used in selecting projects for the TLC and TAP programs. Staff will solicit applications in the fall before a new term starts. Once the incoming TPB officers have been appointed, staff will share all completed applications with the officers. Additionally, staff will recommend committee membership based on selection criteria. The officers will be asked to make nominations to the board at the January TPB meeting. These nominations can include changes to staff recommendations. The board will vote to approve nominations at the January meeting and the new committee will begin in February.

The selection criteria will be designed to select members to represent the TPB subregions and as many member jurisdictions as possible. They will also seek to balance racial and ethnic diversity and a variety of transportation perspectives. Possible criteria include: TPB member jurisdiction, service on CAC, familiarity with transportation planning, demographics, and community leadership experience.

PROPOSED UPDATE TO CAC OPERATING PROCEDURES

The following proposed operating procedures update the procedures detailed in the 2014 Participation Plan. These proposed procedures reflect the recommendations made above.

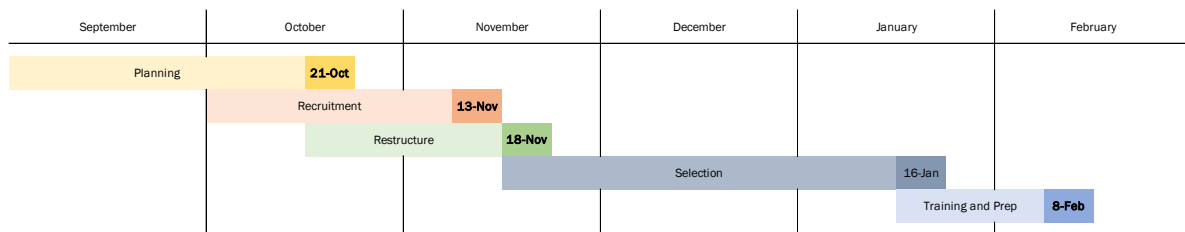
Draft CAC Operating Procedures

The Community Advisory Committee (CAC) shall have 21 members approved by the TPB. Membership appointments shall be recommended to the TPB as follows:

- A two-year term of membership in the CAC will begin in February and end in December of the following calendar year. During a term the committee will meet 21 times – every month except August.
- Staff shall solicit applications in October and November and present the completed applications to the incoming TPB officers after their appointment in December. Staff will make recommendations for committee membership to the TPB officers who will formally nominate committee membership for approval by the board at the January TPB meeting.
- All 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 by the incoming TPB chair for that year. The CAC chair shall select two vice-chairs so that the chair and two vice-chairs represent the TPB sub-regions.
- The appointments to the CAC for each term 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.

TIMELINE



Milestones

- October 19 – Open application window
- October 21 – Present recommendations for updating CAC to TPB
- November 18 – Board approves changes to CAC
- November 20 – Close application window
- January 20, 2021 – Board approves appointments
- February 8, 2021 – First committee meeting

NEXT STEPS

Following the presentation and discussion with the TPB, staff will update and finalize the recommendations. The board will be asked to approve these recommendations at the November TPB meeting.

Recruitment for the 2021 CAC is expected to start on October 15. Members of the Technical Committee and TPB will be called upon to raise awareness about the application process in their jurisdictions and identify possible candidates from their planning areas.

TPB CITIZENS ADVISORY COMMITTEE

Recommendations for updating the CAC

Bryan Hayes
TPB Transportation Planner

Transportation Planning Board
Agenda Item 11
October 21, 2020



History of the CAC



1992 – Committee established by TPB

1999 – Formalized by board resolution

2007 & 2014 - Operating procedures codified in Participation Plan



Updating the committee

The goals of these recommendations are to:

- ensure that committee members represent the variety of jurisdictions and communities in the National Capital Region,
- strengthen the relationship between elected officials on the board and the committee,
- and modernize operating procedures and member expectations.



Recommendations

Change committee name

Staff recommend marking a new era for the advisory committee by updating its name. The most popular new name is Community Advisory Committee (CAC).

Update the mission

Staff recommend that the mission should be updated to reflect this commitment to equity.

The CAC's mission is:

- *to promote public involvement in transportation planning for the National Capital Region;*
- *to advance equitable representation in regional transportation planning;*
- *and to provide independent, region-oriented **community** 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 matters.*



Recommendations

Make meetings more accessible

Staff recommend making meetings more accessible by hosting a mix of in-person and online meetings.

Increase term-length and meeting schedule

Staff recommend extending the term-length to two-years. Staff also recommend that the committee meet 21 times during the two-year term, starting in February 2021 and ending in December 2022.

Provide more training

Staff recommend providing more training between the time members are selected and start their first meeting. This training should cover topics including: Metropolitan Planning Organizations, the TPB and its role in the region, past committee accomplishments, understanding their role as a committee member, and how to get their communities involved.



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Staff recommend further clarifying and adding to these expectations so that members understand what is expected from them. This would include expectations around attendance and behavior, but also provide more clarity around what it means to be a CAC member, and who CAC members represent.

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Recommendations

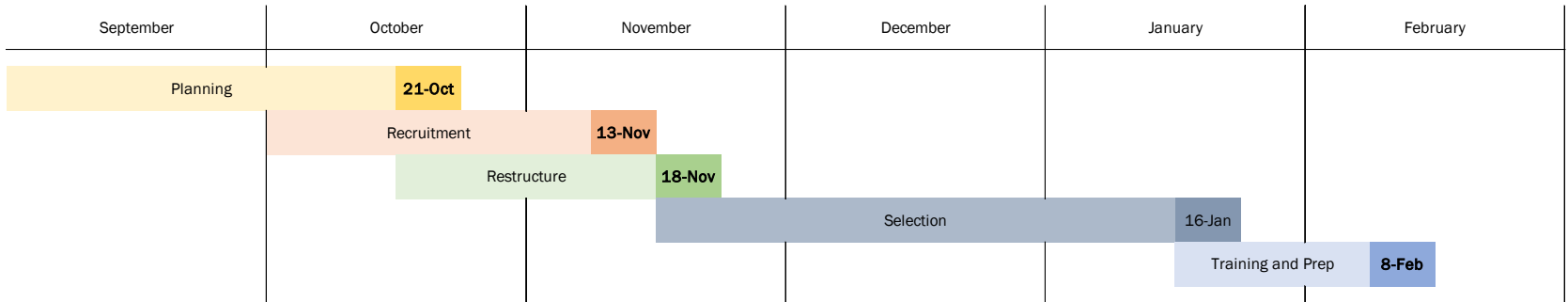
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Timeline & Next Steps



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