

**TPB R16-2015  
March 18, 2015**

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

**RESOLUTION TO APPROVE  
CARRYOVER FUNDING FROM FY 2015 TO THE FY 2016  
UNIFIED PLANNING WORK PROGRAM (UPWP)**

**WHEREAS**, the Joint Planning Regulations issued February 14, 2007 by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) require a Unified Planning Work Program for Transportation Planning (UPWP); and

**WHEREAS**, the UPWP is required as a basis and condition for all funding assistance for transportation planning to state, local, and regional agencies by the FHWA and FTA; and

**WHEREAS**, the FY 2015 UPWP for the Washington Metropolitan Area was adopted by the TPB on March 19, 2014; and

**WHEREAS**, project work statements and budgets for carryover from FY 2015 to FY 2016 have been developed for seven projects in the core program and the Technical Assistance Programs of the District Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT), the Virginia Department of Transportation (VDOT), and the Washington Metropolitan Area Transit Authority (WMATA);

**NOW, THEREFORE, BE IT RESOLVED THAT:** THE NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD approves the work statements and budgets for carryover funding from FY 2015 to FY 2016 as described in the attached Memorandum of March 12, 2015 entitled "FY 2015 Carryover Work Statements and Budgets for the FY 2016 UPWP" (pages B-1 through B-11).





# NATIONAL CAPITAL REGION

---

## TRANSPORTATION PLANNING BOARD

### MEMORANDUM

March 12, 2015

**TO:** TPB Technical Committee

**FROM:** Kanti Srikanth  
Director, Department of Transportation Planning

**SUBJECT:** FY 2015 Carryover Work Statements and Budgets for eh the FY 2016 UPWP

---

Attached are pages excerpted from the draft FY 2016 UPWP with changes and additions shown in bold to reflect the carryover funding from FY 2015 to FY 2016. The FY 2016 work elements affected by the FY 2015 carryover funding are as follows:

- 1.E. Public Participation: Carryover of \$25,000 to provide additional funding to conduct an evaluation of the current public involvement process as recommended during the October 2014 Federal planning certification review.
- 2.B. Management, Operations, and Intelligent Transportation Systems (ITS) Planning: Carryover of \$75,000 which will be used to coordinate and implement MAP-21 federal performance measurement requirements at the national level regarding operations and to beginning an update of the Regional ITS Architecture.
- 2.F Regional Bus Planning: Carryover of \$50,000 to provide for a forum for discussion of the development of the performance measures and selection of performance targets required under MAP-21, in order to coordinate with relevant providers of public transportation to ensure consistency to the maximum extent practicable.
- 5.B. Congestion Monitoring and Analysis: Carryover of \$25,000 to complete follow-up staff analysis to the One-Second Time-Lapsed Aerial Photography pilot study of the triennial freeway congestion monitoring data collection project.
- 5.C. Travel Surveys and Analysis: Carryover of \$925,000 to collect household travel survey data from 2,400 households in the fall of 2015.
- 6. Technical Assistance
  - District of Columbia: Carryover of \$67,060 for two projects.
  - Maryland: Carryover of \$199,843 for five projects.
  - Virginia: Carryover of \$308,000 for four projects.

- WMATA: Add three projects and use carryover of \$54,483 for one of these projects.

The total FY 2015 funding to be carried over is: \$1,729,386 (\$1,100,000 in the basic work program and \$629,386 in technical assistance funds).

The final version of the FY 2016 UPWP will combine the carryover funding and new funding into one work program for submission to FTA and FHWA. The proposed budget levels for these carryover projects are shown in Table A.

Deletions are shown in ~~strikeout~~ and additions in **bold**.

**TABLE A DRAFT  
PROJECT CARRYOVER FROM FY 2015 TO FY 2016 BY FUNDING SOURCE**

WORK ACTIVITY	FY 2015 FUNDS	FTA/STATE/ LOCAL	FHWA/STATE/ LOCAL
<b>1. PLAN SUPPORT</b>			
E. Public Participation	<b>25,000</b>	5,922	19,078
<b>2. COORDINATION and PROGRAMS</b>			
B. Management, Operations, and ITS Planning	<b>75,000</b>	17,766	57,234
F. Regional Bus Planning	<b>50,000</b>	11,844	38,156
<b>5. TRAVEL MONITORING</b>			
B. Congestion Monitoring and Analysis	<b>25,000</b>	5,922	19,078
C. Travel Surveys and Analysis	<b>925,000</b>	219,114	705,886
Household Travel Survey			
<b>Total, Core Program (I to V)</b>	<b>1,100,000</b>	<b>260,568</b>	<b>839,432</b>
<b>6. TECHNICAL ASSISTANCE</b>			
A. District of Columbia	<b>67,060</b>	8,603	58,457
B. Maryland	<b>199,843</b>	25,638	174,205
C. Virginia	<b>308,000</b>	39,513	268,487
D. WMATA	<b>54,483</b>	54,483	
<b>Total, Technical Assistance</b>	<b>629,386</b>	<b>128,237</b>	<b>501,149</b>
<b>TOTAL</b>	<b>1,729,386</b>	<b>388,805</b>	<b>1,340,581</b>



## **CARRYOVER WORK STATEMENTS AND FUNDING FOR THE FY 2016 UPWP**

### **1.E. PUBLIC PARTICIPATION**

The Update of the Participation Plan which was approved by the TPB in September 2014 will guide all public involvement activities to support the development of the TIP, the CLRP, the Regional Transportation Priorities Plan, and all other TPB planning activities.

Work activities include:

- Support implementation of the TPB Participation Plan.
- Provide public outreach support for the Regional Transportation Priorities Plan. Through a variety of public outreach activities, citizens will discuss the benefits, desirability and feasibility of potential projects and plan components.
- Develop and conduct workshops or events, as needed, to engage the public and community leaders on key regional transportation issues, including challenges reflected in the CLRP and TIP.
- Ensure that the TPB's website, publications and official documents are timely, thorough and user-friendly.
- Develop new written materials, tools and visualization techniques to better explain to the public how the planning process works at the local, regional and state levels.
- Conduct at least one session of the Community Leadership Institute, a two-day workshop designed to help community activists learn how to get more actively involved in transportation decision making in the Washington region.
- Effectively use technology, including social media and other web-based tools, to spread information about regional transportation planning and engage the public in planning discussions and activities.
- Provide staff support for the TPB Citizens Advisory Committee (CAC), including organizing monthly meetings and outreach sessions, and drafting written materials for the committee.
- Provide staff support for the TPB Access for All Advisory (AFA) Committee that includes leaders of low-income, minority and disabled community groups.
- Prepare AFA Committee memo to the TPB with comments on the CLRP related to projects, programs, services and issues that are important to community groups, such as providing better transit information for limited English speaking populations, improved transit services for people with disabilities, pedestrian and bike access and safety, and potential impacts of transit-oriented development and gentrification.
- Conduct regular public involvement procedures, including public comment

sessions at the beginning of each TPB meeting and official public comment periods prior to the adoption of key TPB documents.

- **Complete an evaluation of the public involvement process which began in FY 2015 as recommended during the October 2014 Federal planning certification review. It is anticipated that a consultant will be utilized.**

Oversight:	Transportation Planning Board
Cost Estimate:	\$466,060 <b>\$25,000 carryover from FY 2015</b> <b>\$491,050 total</b>
Products:	TPB Participation Plan with a proactive public involvement process; CAC and AFA Committee Reports, Report on an evaluation of the TPB public involvement process.
Schedule:	On-going, with forums and meetings linked to preparation of CLRP and TIP

## 2.B. MANAGEMENT, OPERATIONS, AND INTELLIGENT TRANSPORTATION SYSTEMS (ITS) PLANNING

Regional transportation systems management and operations are vital considerations for metropolitan transportation planning, and have been emphasized in MAP-21. Under this work task, TPB will address these as well as coordination and collaborative enhancement of transportation technology and operations in the region, with a key focus on non-recurring congestion due to incidents or other day-to-day factors. The MOITS program includes planning activities to support the following major topics:

- MAP-21: Address MAP-21 requirements related to MOITS, including:
  - **Monitor upcoming needs regarding compiling and analyzing** data to support the “system reliability” National Goal for Performance Management
  - Coordinate with member states on system reliability targets
- ITS Data: The collection/compilation, processing, warehousing, and sharing of transportation systems usage and condition data from Intelligent Transportation Systems (ITS) sources
- Regional Transportation Management: Particularly in conjunction with the Metropolitan Area Transportation Operations Coordination (MATOC) Program (see also Task 2.I.); support the MOITS Technical Subcommittee in its long-range planning advisory role for the MATOC Program
- Multi-modal Coordination: Examination of traffic and transit management interactions in daily operations



- Coordination of day-to-day transportation operations planning with emergency preparedness in conjunction with the COG Regional Emergency Support Function 1 – Emergency Transportation Committee (see also Task 2.C.)
- Traveler Information: Real-time traveler information made available to the public, including addressing federal Section 1201 requirements on making real-time incident data available
- Congestion Management Process: Technology and operations strategies to address non-recurring congestion aspects of the regional Congestion Management Process (see also Task 2.A.)
- Maintenance and Construction Coordination: Regional sharing of available maintenance and construction information for coordination purposes, in conjunction with MATOC's regional construction coordination system
- Intelligent Transportation Systems (ITS) Architecture: **Begin development of an updated version of the regional ITS architecture in accordance with federal law and regulations**
- Traffic Signals: Assist member agencies in the exchange and coordination of interjurisdictional traffic signal operations information and activities; examine traffic signal systems and operations from the regional perspective, including in conjunction with emergency planning needs
- Climate Change Adaptation: Monitor local and national practices regarding transportation operational procedures to adapt to climate change effects. Coordinate with COG Regional Climate Adaption Plan activities to identify transportation operations-related climate change adaptation activities for the region's transportation agencies to consider
- MOITS Strategies: Analysis of strategies designed to reduce congestion, reduce emissions, and/or better utilize the existing transportation system.
- Member Agency Activities: Work as needed with the MOITS activities of the state and D.C. departments of transportation, the Washington Metropolitan Area Transit Authority, and other member agencies
- Coordinate with supra-regional management and operations activities of the Federal Highway Administration, the I-95 Corridor Coalition, and other relevant stakeholders
- Provide staff support to the MOITS Policy Task Force, MOITS Technical Subcommittee, MOITS Regional ITS Architecture Subcommittee, and MOITS Traffic Signals Subcommittee.

Oversight: Management, Operations, and Intelligent Transportation Systems (MOITS) Technical Subcommittee

Cost Estimate: \$354,050  
**\$75,000 carryover from FY 2015**  
**\$429,050 total**

Products: Agendas, minutes, summaries, outreach materials as needed; white paper(s) on technical issues as needed; revised regional ITS architecture; MOITS input to the CLRP as necessary; review and advice to MOITS planning activities around the region; documentation as necessary supporting MAP-21 requirements of MOITS planning

Schedule: Monthly

## 2.F. PUBLIC TRANSPORTATION PLANNING

This work activity will provide support to the Regional Public Transportation Subcommittee for the coordination of public transportation planning throughout the Washington region, and for incorporating regional public transportation plans into the CLRP and TIP. The Regional Public Transportation Subcommittee is a forum for local and commuter bus, rail transit, and commuter rail operators and other agencies involved in public transportation planning and operation. The Subcommittee focuses on bus planning as well as regional transit issues, such as data sharing and technical projects. The work activity will also support the Private Providers Task Force, and private provider of public transportation involvement will be documented in the TIP. Quarterly meetings of the TPB Regional Taxicab Regulators Task Force will also be supported.

The major topics to be addressed in FY 2016 include the following:

- **Evaluate federal rulemaking for the performance provisions of MAP-21, specifically transit safety and transit state of good repair, including changes in the metropolitan planning process in regard to performance-based project programming and planning.**
- Provide a forum for discussion of the development of the performance measures and selection of performance targets required under MAP-21, in order to coordinate with relevant providers of public transportation to ensure consistency to the maximum extent practicable.
- Development and publication of an annual report "State of Public Transportation" that will provide useful operations, customer, and financial data on regional public transportation services for TPB and public utilization, including recent accomplishments and upcoming activities in public transportation across the region and a summary of the Subcommittee's discussions and any recommendations for consideration by the TPB.
- Coordination and evaluation of CLRP and TIP proposals and amendments with regard to public transportation service plan implementation and capital projects for public transportation facilities and runningway improvements.
- Provide technical advice and input regarding regional transportation and land use coordination, including the development of transit assumptions for TPB planning studies.
- Facilitation of technology transfer and information sharing as it relates to regional, state and local public transportation services, including for Bus Rapid

Transit (BRT) and other projects, customer information, and other common issues.

- Coordination with other regional committees regarding public transportation participation in planning and training activities, including but not limited to the Regional Emergency Support Function (RESF) #1 at COG and the MATOC Transit Task Force.
- Coordination with the TPB Management, Operations, and Intelligent Transportation Systems (MOITS) Policy Task Force and MOITS Technical Subcommittee regarding integrated planning for public transportation services and street operations.
- Coordination with the TPB Access for All (AFA) Committee and the Human Services Transportation Coordination Task Force to enhance regional mobility for all populations.

Oversight: Regional Public Transportation Subcommittee

Cost Estimate: \$180,600  
**\$50,000 carryover from FY 2015**  
**\$230,600 total**

Products: Annual report, data compilation, reports on technical issues, and outreach materials

Schedule: Monthly

## 5.B. CONGESTION MONITORING AND ANALYSIS

Congestion Monitoring supplies data for the Congestion Management Process (CMP - Item 2.A.) and Models Development (Item 4.C.). The program monitors congestion on both the freeway and the arterial highway systems, to understand both recurring and non-recurring congestion. Data collection methods include a combination of aerial surveys, field data collection, and/or data procured from private sources. Examples of emerging technologies include probe-based data and Bluetooth-based data. Activities will include:

- Undertake analysis on regional roadway monitoring information as follow-up to the three-part report prepared in FY2015 (on the triennial survey of congestion on the region's freeway system, **the FY2015 One-Second Time-Lapsed Aerial Photography pilot study**, and associated regional travel trends).
- Compile, review, and format transportation systems condition information from sources including:
  - The data archive from the I-95 Corridor Coalition Vehicle Probe Project (VPP) and associated VPP Suite developed by the University of Maryland Center for Advanced Transportation Technology;
  - The Regional Integrated Transportation Information System (RITIS) of

the Metropolitan Area Transportation Operations Coordination in conjunction with (MATOC) Program;

- The FHWA's National Performance Management Research Data Set (NPMRDS)
- Private sector sources as available.
- Examine potential new sources of archived operations data.
- Provide data to the products of the Congestion Management Process (see also Task 2.A.)

Oversight: MOITS Technical Subcommittee

Estimated Cost: \$364,100  
**\$25,000 carryover from FY 2015**  
**\$389,100 total**

Product: Transportation systems monitoring data sets and analysis reports from archives, provided for the products of the Congestion Management Process (2.A.) and other regional transportation planning activities; research or white papers as needed; documentation as necessary supporting MAP-21 requirements of congestion monitoring and analysis

Schedule: June 2016

## 5.C. TRAVEL SURVEYS AND ANALYSIS

### **Household Travel Survey**

The 2007/2008 Regional Household Travel Survey data has been supplemented in FY 2012-FY 2015 by the collection of household travel survey data in focused geographic subareas throughout the region. In FY 2016, staff will continue to support users of TPB household travel survey data, update user documentation, provide technical assistance to the users of these survey data. Staff will also continue planning for the next region-wide household survey that will begin in 2016 and be conducted over three fiscal years. It is currently estimated that about \$3.0 million in funding will be needed to collect survey data from approximately 10,000-12,000 households in the TPB modeled area.

The following work activities are proposed for FY 2016:

- Provide data, documentation, and technical support to users of 2007/2008 Regional Household Travel Survey and 2011-2015 Geographically-Focused Household Travel Surveys. Update user documentation as required.
- Collect household travel survey data for 2,400 households in six focused geographic subareas of the region for more intensive analysis of specific growth and transportation issues. Examples of focused geographic subarea

could include Metrorail station areas of a specific type, highway corridors with recent or planned major improvements, proposed light rail study area, or regional activity centers of with specific characteristics. Proposed focused geographic subareas for FY 2016 include: (1) St Elizabeths/Anacostia (2) Fort Totten (3) Greenbelt (4) Kentlands (5) Tysons (6) Leesburg. The proposed geographic subareas will be reviewed and subject to refinement by the TPB Technical Committee and local jurisdiction planning staff.

- Complete the processing and analysis of data collected in the 2015 Geographically-Focused Household Travel Surveys to support analysis of regional growth and transportation issues of topical interest to the members of the TPB. Prepare information reports on various aspects of daily household and vehicle travel in the region.
- Continue planning for a large sample methodologically enhanced activity-based region-wide household travel survey that will begin in 2016 and continue over three fiscal years. A pre-test and evaluation of the survey methodology to conduct the enhanced activity-based region-wide household survey will be completed in FY 2016.

Oversight:	Travel Forecasting Subcommittee
Estimated Cost:	\$1,034,800 <b>\$925,000 carryover from FY 2015</b> <b>\$1,959,800 total</b>
Product:	Processing and Analysis of Household Travel Survey Analyses, Information Reports and Presentations, Planning for Large Sample Region-wide Household Travel Survey.
Schedule:	June 2016

## 6. TECHNICAL ASSISTANCE

### A. DISTRICT OF COLUMBIA

#### 4. Automated Transferal for CLRP, Conformity and TIP Data

This task is to automate the process by which DDOT provide project information to the Transportation Improvement Program (TIP) database, known as "iTIP". DDOT will provide its data sets pertaining to the Financially Constrained Long-Range Transportation Plan, Air Quality Conformity Analysis, and Transportation Improvement Program to TPB staff. Staff will review these data sets and develop an automated process by which DDOT can directly transfer its data to the TPB's "iTIP" database. Consultant assistance from AmericanEagle.com may be required for additional programming to the iTIP database tool.

Cost Estimate: \$0  
**\$15,000 carryover from FY 2015**  
**\$15,000 total**

5. Other Tasks Yet To Be Defined

This project is established to account for TPB staff time spent in responding to requests for technical assistance by DDOT or other modal agencies whose scope of work or characteristics do not conform to the other work tasks of the District Of Columbia Technical Assistance Program. Work under this project will be performed upon authorization by DDOT or other modal agencies.

Cost Estimate: \$8,316  
**\$52,060 carryover from FY 2015**  
**\$60,376 total**

**TOTAL DISTRICT OF COLUMBIA COST ESTIMATE: \$268,316**  
**\$67,060 carryover FY 2015**  
**\$335,376 total**

B. MARYLAND

2. Project Planning Studies

This work task will account for DTP staff time associated with the development of scopes of work for requested project. The work scope will account for technical support in travel demand modeling and alternative evaluations of ongoing and upcoming project planning studies. Work activities will also involve meeting with requesting agencies to discuss proposed projects, drafting and finalizing work statements and tasks, creating projects when authorized, attending project team meetings and progress reporting

Cost Estimate: \$85,000  
**\$5,000 carryover from FY 2015**  
**\$90,000 total**

Schedule: On-going activity

3. Feasibility/Special Studies

This work task will provide funding to support technical support on feasibility/special studies as requested by MDOT, SHA and other agencies. Work may include but not limited to technical support in ongoing corridor/subarea studies, initiation of new studies ranging from major new corridor analyses to the development of travel demand forecasts for individual facilities and scenario analyses. Project authorizations may occur throughout the fiscal year as priorities dictate to address transportation planning initiatives and strategic goals of MDOT, SHA and other agencies.

Cost Estimate: \$85,000  
**\$5,000 carryover from FY 2015**  
**\$90,000 total**

Schedule: On-going activity

#### 4. Transportation Performance Measures

This work task will provide funding to support technical support on assessing the performance of the transportation network by assessing the congestion levels of freeway and arterial segments in accordance with MAP-21 mandates. In addition, accessibility and connectivity issues at a subarea level of analysis may be assessed as well as network bottlenecks. Finally, operational assessments of the area network may be conducted in support of planning studies.

Cost Estimate: \$75,000  
**\$5,000 carryover from FY 2015**  
**\$80,000 total**

Schedule: On-going activity

#### 7. Human Services Transportation Study Follow-on and Support

In FY2013 a human service transportation coordination study identified alternate service delivery models and funding mechanisms for the regional MetroAccess paratransit service, with a focus on Suburban Maryland. The study identified potential human service transportation coordination models and recommended an action plan for a pilot project with non-profit agencies serving people with developmental disabilities in Suburban Maryland. The study was jointly funded under the FY2013 UPWP Maryland and WMATA Technical Assistance work elements and was facilitated by the TPB staff. **In FY2016, TPB staff will provide follow-up to the study, including additional work with MDOT, MTA, non-profit agencies, and private transportation providers to assist with implementation of the action plan. Additional work could include research, data collection, and stakeholder meetings to advance the action plan, and assessing existing MetroAccess alternatives in Suburban Maryland to support high quality and cost efficient transportation for people with disabilities.**

Cost Estimate: \$0  
**\$20,000 carryover from FY 2015**  
**\$20,000 total**

Schedule: June 2016

#### 9. Other Tasks Yet To Be Defined

Other tasks are anticipated but not yet defined. This project is established to account for TPB staff time spent in responding to requests for technical assistance by MDOT, SHA, other modal agencies and jurisdictions whose scope of work or characteristics do not conform to the other work tasks of the Maryland Technical Assistance Program. Work

under this project will be performed upon authorization by MDOT, SHA and/or other modal agencies and jurisdictions.

Cost Estimate:                   \$754  
**\$164,843 carryover from FY 2015**  
**\$165,597 total**

**TOTAL MARYLAND COST ESTIMATE:** \$488,754  
**\$199,843 carryover from FY 2015**  
**\$688,597 total**

C. VIRGINIA

6. Other Tasks Yet To Be Defined

Other tasks are anticipated but not yet defined. This project is established to account for TPB staff time spent in responding to requests for technical assistance by VDOT, DRPT other modal agencies and jurisdictions whose scope of work or characteristics do not conform to the other work tasks of the Virginia Technical Assistance Program. Work under this project will be performed upon authorization by VDOT, DRPT and/or other modal agencies and jurisdictions.

Cost Estimate:                   \$0  
**\$308,000 carryover from FY 2015**  
**\$308,000 total**

**TOTAL VIRGINIA COST ESTIMATE:** \$389,899  
**\$308,000 carryover from FY 2015**  
**\$697,899 total**

D. WMATA

~~4. Other Tasks Yet To Be Defined~~

~~Other tasks anticipated but not yet defined. This project is established to account for TPB staff time spent in responding to requests for technical assistance by WMATA whose scope of work or characteristics do not conform to the other work tasks of the WMATA Technical Assistance Program. Work under this project will be performed upon authorization by WMATA.~~

~~\_\_\_\_\_ Cost Estimate \_\_\_\_\_ \$155,838   **\$0**~~

**4. TPB Travel Demand Model Improvements**

**TPB is currently undertaking a strategic plan for the travel demand forecasting model. Once it is complete, WMATA and TPB staff will work together to identify improvements for transit that could be implemented in FY16.**

**Cost Estimate:           \$90,121**



**5. 2015 Metrobus and Metrorail Surveys**

TPB staff will provide WMATA's Customer Research staff with advice and a Technical Memorandum on recommended sampling, processing and weighting procedures for WMATA's planned three year rolling Metrobus Survey that will begin in 2015. Staff will also provide WMATA staff with detailed protocols for the geocoding of home and other addresses collected in WMATA's 2015 Metrobus and Metrorail Surveys. TPB staff will also be available to respond to questions by WMATA staff performing the geocoding of these addresses.

**Cost Estimate:      \$24,100**

**6. Regional Accessibility Strategy for Paratransit Service**

Consultants will be hired to develop a regional accessibility strategy for paratransit service that would build off the recommendations from a forthcoming George Mason University report and further analyze growth at the jurisdictional level.

**Cost Estimate:      \$41,617  
                             \$54,483 carryover from FY 2015  
                             \$96,100 total**

**TOTAL WMATA COST ESTIMATE: \$170,838  
   \$54,483 carryover from FY 2105  
   \$225,321**