

ITEM 9 – Action
March 16, 2016

Approval of Amendment to the FY 2016 UPWP and
Approval of FY 2016 UPWP Carryover Funding To FY 2017

Staff

Recommendation: Adopt resolutions

Issues: None

Background:

At the February 17 meeting, the board was briefed on certain projects and budgets in the current FY 2016 Unified Planning Work Program (UPWP) that have been identified to be carried over to FY 2017. At the March 16 meeting the Board will be briefed on the enclosed amendment to the FY 2016 UPWP and associated FY 2016 carryover funding to FY 2017.

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

**RESOLUTION TO AMEND
THE FY 2016 UNIFIED PLANNING WORK PROGRAM (UPWP) TO REVISE THE BUDGET AND
WORK ELEMENTS**

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 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 Joint Planning Regulations issued in February 2007 by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) require a Unified Planning Work Program (UPWP) for Transportation Planning; 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 2016 UPWP for the Washington Metropolitan Area was first approved by the TPB on March 18, 2015 and subsequently amended on November 18, 2015; and

WHEREAS, revised work statements and budgets for projects in the FY 2016 UPWP have been developed by staff, 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) to modify projects and identify funding which will be carried over into FY 2017, as described in the attached materials; and

WHEREAS, at its March 4, 2016 meeting, the TPB Technical Committee was briefed on the proposed revised work statements and budgets for projects in the FY 2016 UPWP and recommended approval by the TPB;

NOW, THEREFORE, BE IT RESOLVED THAT the NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD amends the FY 2016 UPWP to include revised work statements and budgets, as described in the attached Memorandum of March 10, 2016 entitled: "FY 2016 UPWP Amendments to Include Revised Work Statements and Budgets."



MEMORANDUM

TO: Transportation Planning Board

FROM: Robert Griffiths
Director
Planning and Programming

SUBJECT: FY 2016 UPWP Amendments to Include Revised Work Statements and Budgets

DATE: March 10, 2016

This memorandum describes an amendment to revise the budget of the TPB's FY 2016 Unified Planning Work Program (UPWP) to carryover previously approved work activities and budgets into the next fiscal year (FY 2017) and UPWP. The recommended amendment was reviewed by the State Departments of Transportation (providing the funding for the UPWP) and the TPB's Technical Committee earlier this month.

SUMMARY OF BUDGET REVISIONS

Staff recommends that the current FY 2016 UPWP be amended to reduce the total budget by \$2,164,537 to reflect work activities that are not anticipated to be completed during the remaining part of this fiscal year (ends June 30, 2016). Staff also recommends that this amount be carried over to the FY 2017 UPWP to support continued work on these activities in FY 2017. The attached resolution to be approved by the Board during its March 16, 2016 meeting will amend the FY 2016 UPWP to reflect this reduction in budget and change to work statements while authorizing the amounts and work activities to be carried to the FY 2017 UPWP.

CHANGES TO FY 2016 UPWP ACTIVITIES AND BUDGETS

Of the \$2,164,537 recommended reduction in budget, the Household Travel Survey work activity budget will be reduced by \$1,500,000 and the combined Technical Assistance program budget will be reduced by \$664,537. These amounts will be carried over to the FY 2017 UPWP.

The Carryover Funding for the Household Travel Survey has been planned to provide a significant portion of the funding needed to carry out a major "once in a decade" region-wide household travel survey in FY 2017 and FY 2018. It is currently estimated that a total of at least \$3 million will be required to conduct this survey. The FY 2016 UPWP had a budget of \$1,959,600 for this work activity of which \$459,600 is anticipated to be spent during the current fiscal year for on-going Household Travel Survey work activities including preparatory work for the region-wide household travel survey in FY 2017. The carryover funds plus additional funds proposed in the FY 2017 UPWP will provide the funding needed to carry out the first significant phase of the survey activity.

The Technical Assistance program provides funding to the three state Departments of Transportation (DOT) and WMATA to assist in planning studies and travel monitoring activities that support regional planning. Working with the DOTs, staff has identified budget amounts that will not be expended during the remaining part of this fiscal year. Of the total \$664,537 in funds being carried over: the DC Technical Assistance budget will be reduced by \$75,376, the MD technical Assistance budget by \$315,539 and the VA Technical Assistance budget by \$273,622. It is being recommended that these same amounts be added to the FY 2017 UPWP DC, MD and VA Technical Assistance budgets.

The FY 2016 Carryover Funding for DC Technical Assistance is planned to be used for traffic monitoring of DC load zone and truck restriction areas in FY 2017. The FY 2016 Carryover Funding for MD Technical Assistance is planned be used for some additional traffic monitoring of HOV facilitates and other activities to be determined in FY 2017. The FY 2016 Carryover Funding for VA Technical Assistance is planned to be used for a long distance commuter bus study and other activities to be determined in FY 2017.

BACKGROUND INFORMATION ON THE FY 2016 UPWP

The TPB approved the FY 2016 UPWP on March 18, 2015 and subsequently amended it on November 18, 2015 to reflect changes in new FY 2016 funding and adjustments in the unobligated FY 2014 funding amounts.

Revised budgets and work statements from the FY 2016 UPWP documents are attached.

PROPOSED AMENDMENTS TO THE FY 2016 UPWP

5C. 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.

Cost Estimate: ~~\$8,316~~ New Funds
~~\$52,060~~ carryover from FY 2015
~~\$60,376~~ total
\$0 total

TOTAL DISTRICT OF COLUMBIA COST ESTIMATE: \$268,316
~~\$67,060~~ carryover from FY 2015
~~\$335,376~~ total **\$260,000 total**

B. MARYLAND

1. Project Planning Studies

This work task will account for DTP staff time associated with the development of scopes of work, interagency coordination, and technical analyses associated with travel demand modeling, evaluation of alternatives and coordination with other governmental entities and consultants. It is anticipated that technical work will continue on the MD 586 and MD 97 BRT transit corridors and potentially start work on the I-495 multimodal corridor. This work element also anticipates technical work on new planning studies administered by MDOT, MD SHA and other agencies.

Cost Estimate: \$85,000
\$5,000 carryover from FY 2015
~~\$90,000~~ total **\$55,000 total**

Schedule: On-going activity

2. 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 **\$15,000 total**

Schedule: On-going activity

3. Miscellaneous Technical Support:

This work task will support technical work associated with several pursuits of MDOT and MD SHA that cannot fit into the previous work tasks. It is envisioned that Transit Oriented Development (TOD) studies, statewide model support, GIS Applications, scenario studies, SHRP2 Capacity and Reliability Product Implementation assessments, and possibly freight/special generator studies may be conducted as part of this work task.

Cost Estimate: ~~\$50,000 total~~ **\$2,500 total**

Schedule: On-going activity

~~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 New funds
\$164,843 carryover from FY 2015
\$165,597 total \$158,039 (11/18/2015 UPWP Amendment)
\$ 0 total~~

TOTAL MARYLAND COST ESTIMATE: \$488,754
~~\$199,843 carryover from FY 2015
\$688,597 total \$681,039 (11/18/2015 UPWP Amendment)
\$365,500 total~~

C. VIRGINIA

~~5. Other Tasks Yet to Be Defined~~

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

performed upon authorization by VDOT, DRPT and/or other modal agencies and jurisdictions.

Cost Estimate: \$0—New funds
 ~~\$308,000~~ carryover from FY 2015
 ~~\$308,000~~ total
 ~~\$303,622~~ total (11/18/2015 UPWP Amendment)
\$ 30,000 total

TOTAL VIRGINIA COST ESTIMATE: ~~\$389,899~~
 ~~\$308,000~~ carryover from FY 2015
 ~~\$697,899~~ total **\$693,521** (11/18/2015 UPWP Amendment)
\$419,899 total

TPB R10-2016
March 16, 2016

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

RESOLUTION TO APPROVE
CARRYOVER FUNDING FROM FY 2016 TO THE FY 2017
UNIFIED PLANNING WORK PROGRAM (UPWP)

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 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 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 2016 UPWP for the Washington Metropolitan Area was first approved by the TPB on March 18, 2015 and subsequently amended on November 18, 2015; and

WHEREAS, project work statements and budgets for carryover from FY 2016 to FY 2017 have been developed for 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 2016 to FY 2017 as described in the attached Memorandum of March 10, 2016 entitled "FY 2016 Carryover Work Statements and Budgets for the FY 2017 UPWP."



MEMORANDUM

TO: Transportation Planning Board

FROM: Robert Griffiths
Director
Planning and Programming

SUBJECT: FY 2016 Carryover Work Statements and Budgets for the FY 2017 UPWP

DATE: March 10, 2016

Attached are pages excerpted from the draft FY 2017 UPWP with changes and additions shown in bold to reflect the carryover funding from FY 2016 to FY 2017. The FY 2017 elements affected by the FY 2016 carryover funding are as follows:

- 6. Travel Monitoring and Data Programs – Household Travel Survey: Carryover of \$1,500,000 for the conduct of a large scale region-wide household travel survey and the incorporation of geographically focused sub-area samples into this survey.
- Technical Assistance Program
 - District of Columbia Carryover of \$75,376 for two projects
 - Maryland Carryover of \$ 315,539 for one project
 - Virginia Carryover of \$273,622 for two projects

The total FY 2016 funding to be carried over is: \$2,164,537 (\$1,500,000 for the Core Program and \$664,537 for the Technical Assistance Program). The final version of the FY 2017 UPWP will combine the carryover and new funding into one work program for submission to FTA and FHWA.

CARRYOVER FUNDING AND WORK STATEMENTS FOR THE FT 2017 UPWP

6. Travel Monitoring and Data Programs – Household Travel Survey:

A new large scale region-wide household travel data is needed to obtain updated information on the travel patterns of persons residing in the TPB modeled area and the key factors influencing their current travel choices and travel behavior. The last large scale region-wide household travel survey was conducted in 2007/2008. The data collected in this new regional household travel survey will also be used to develop and calibrate the next generation TPB regional travel demand forecasting model that will be used to forecast future travel demands based on projected household and employment growth and planned improvements to the regional transportation system. In FY 2017, a professional survey firm, selected in FY 2016, will begin the full scale data collection for this new household travel survey. This survey will be designed to obtain the participation of approximately 12,000 households in TPB modeled area jurisdictions. It is expected that the full data collection for this survey will be completed in FY 2018.

This task includes:

- Data collections for a large sample methodologically enhanced activity-based region-wide household travel survey designed to collect detailed information on the characteristics and daily travel of approximately 12,000 households in the TPB modeled area.
- **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 could 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.**
- **Prepare information reports on various aspects of daily household and vehicle travel in the geographically focused subareas to support analysis of regional growth and transportation issues.**
- Staff supervision of the survey contractor to ensure that all survey procedures and protocols are being correctly carried out and that survey quality control procedures are being maintained. Staff will also coordinate the conduct of survey activities with state and local government staff as appropriate.
- Continued provision of 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.

FY 2016 Carryover Funding: \$1,500,000

3. DC Technical Assistance - 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.

FY 2016 Carryover Funding: \$15,000

4. DC Technical Assistance – Loading zone and Truck Restriction Data Collection

This work task is to collect field data on activities and vehicle movements in DC loading zone and truck restricted areas to develop an accurate and robust database of truck counts and movements at specific locations in the District. This database will be used to facilitate data driven decisions regarding loading zone and truck restrict requests.

FY 2016 Carryover Funding: \$60,376

7. MD Technical Assistance - Other Tasks yet to be defined

This work element is established to respond to requests by MDOT and SHA for anticipated technical assistance work tasks that are not yet defined. These work tasks will be performed upon further specific authorization from MDOT and MMDSHA in FY 2017.

Cost Estimate: \$4,828 New Funds
FY 2016 Carryover Funding: \$315,539
\$320,367 total

5. VA Technical Assistance – Long Distance Commuter Bus Study

The purpose of this study is to determine demand for public commuter bus service into Northern Virginia from areas beyond the urbanized area. Specific tasks will include reviewing previous studies and best practices, documenting existing commuter bus, intercity bus and train, carpools and vanpools, estimating travel demand, and identifying strategies to provide publicly operated commuter bus service from outside the region into the region.

Cost Estimate: \$ 0 New Funds
FY 2016 Carryover Funding: \$100,000
\$100,000 total

6. Virginia Technical Assistance - Other Tasks to be Defined

This work element is established to respond to requests by VDOT and VDRPT for anticipated technical assistance work tasks that are not yet defined. These work tasks will be performed upon further specific authorization from VDOT and VDRPT in FY 2017.

Cost Estimate: \$102,806 New Funds
FY 2016 Carryover Funding: **\$173,622**
\$276,428 total