

National Capital Region Transportation Planning Board

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MEMORANDUM

July 8, 2011

TO: Technical Committee

FROM: Gerald Miller
Director, Program Coordination
Department of Transportation Planning

SUBJECT: Briefing on Amendments to the FY 2012 Unified Planning Work Program (UPWP) to Revise the Budget and to Respond to the Federal Certification Review of the Transportation Planning Process for the Washington, DC-VA-MD Transportation Management Area (TMA)

Overview of Amendments

Since the FY 2012 UPWP was approved in March, the funding allocations provided by DDOT, MDOT and VDOT have been revised to reflect changes in new FY 2012 funding and adjustments in the unobligated FY 2010 funding. Part A of this memorandum describes an amendment to revise the budget to reflect the funding changes.

At its May 18 meeting, the TPB was briefed on the recent FTA and FHWA certification review of the transportation planning process for the Washington DC-VA-MD Transportation Management Area. Part B beginning on page 5 describes proposed amendments to the FY 2010 UPWP to implement the recommendations and corrective actions included in the federal certification report. The TPB will be asked to approve these amendments at its meeting on September 21.

A. Proposed FY 2010 UPWP Budget Revisions

On March 16, 2011, the TPB approved the budget for the FY 2012 UPWP which includes “new FY 2012 funds” that come from the federal FY 2011 budget and “unobligated FY 2010 funds” that are unexpended funds from the completed FY 2010 UPWP. As described below, the new funding total need to be increased by about \$486,000 and the unobligated FY 2010 total need to be decreased by about \$417,000. **The net result, however, is only a small increase of \$69,000 for the total FY 2012 UPWP budget.**

Changes to the New FY 2012 Funding Totals

Because the federal FY 2011 budget had not approved in February, we assumed the allocations of new FY 2012 FTA Section 5303 and FHWA PL funding to be provided by the DOTs would be similar to the previous year. In April, the final FHWA PL funding allocations provided by the DDOT, MDOT, VDOT and VDRPT were determined. The commitments are shown in bold for each New FY 2012 row in the attached program funding source Table 1 from the FY 2012 UPWP that was approved by the TPB in March. These allocations provide **a net increase of \$486,198** (including state and local matching funds) in new FY 2012

TABLE 1 Draft 6.17.11
FY 2012 TPB PROPOSED FUNDING BY FEDERAL STATE AND LOCAL SOURCES
 (July 1, 2011 to June 30, 2012)

CHANGE IN FTA FUNDING	FTA SECT 5303 80% FED & 20% STA/ LOC	FHWA SECT 112 80% FED & 20% STA/ LOC	CHANGE IN FHWA FUNDING	TOTALS	CHANGE IN TOTAL FUNDING
ALLOTMENTS PROVIDED BY DDOT					
NEW FY 2012	441,149	1,899,791	+411,800	2,340,940	+ 411,800
UNOBLIGATED FY 2010 +34,961	47,686	271,323	-309,402	319,009	- 274,441
CARRYOVER FY 2011	36,366	156,611		192,977	
SUBTOTAL +34,961	525,201	2,327,725	102,398	2,852,926	+ 137,359
ALLOTMENTS PROVIDED BY MDOT					
NEW FY 2012 -2,236	1,077,700	3,708,490	+117,457	4,786,190	+ 115,221
UNOBLIGATED FY 2010 -195,109	75,922	375,544	+ 35,669	451,466	- 159,440
CARRYOVER FY 2011	171,902	591,536		763,438	
SUBTOTAL -197,345	1,325,524	4,675,570	+153,126	6,001,094	- 44,219
ALLOTMENTS PROVIDED BY VDRPT & VDOT					
NEW FY 2012	912,243	2,900,449	-40,823	3,812,692	- 40,823
UNOBLIGATED FY 2010 -126	78,291	271,940	+17,177	350,231	+ 17,051
CARRYOVER FY 2011	129,965	413,219		543,184	
SUBTOTAL -126	1,120,499	3,585,608	-23,646	4,706,107	- 23,772
TPB BASIC PROGRAM					
TOTAL NEW FY 2012 -2,236	2,431,092	8,508,730	488,434	10,939,822	+ 486,198
UNOBLIGATED FY 2010 -160,274	201,899	918,807	-256,556	1,120,706	- 416,830
SUBTOTAL -162,510	2,632,991	9,427,537	231,878	12,060,528	+69,368
TOTAL CARRYOVER FY 2011	338,233	1,161,366		1,499,599	
TOTAL BASIC PROGRAM-162,510	2,971,224	10,588,903	231,878	13,560,127	+ 69,368
GRAND TOTAL -162,510	2,971,224	10,588,903	231,878	13,792,005	+ 69,368

"New FY2012 funds" are newly authorized funds for the FY2012 UPWP

"Unobligated FY2010 funds" are unexpended funds from the completed FY2010 UPWP

"Carryover FY2011 funds" are programmed from the FY2011UPWP to complete specific work tasks in the FY2012 UPWP

funding for the UPWP.

Changes to the Unobligated FY 2010 Funding Totals

In the Spring of 2011, COG Accounting staff discovered discrepancies in COG reports showing the FTA and FHWA balances for the DOTs dating back to the FY 2008 report. An investigation of these discrepancies with staff of the DOTs and an internal reconciliation of prior balances, showed that COG has overstated the FTA and FHWA remaining unobligated carryover balances beginning in FY 2008. The correct FY 2010 funding balances have been confirmed with DDOT, MDOT, VDRPT and VDOT. The adjustments to the FTA and FHWA totals are shown in bold for each unobligated FY 2010 row in the attached Table 1 from the FY2012 UPWP. These adjustments result in a **net decrease of \$416,830** in the total unobligated FY2010 funding for the UPWP.

Proposed Work Activity Budget Increases

As shown in Table 1, the FY 2012 UPWP budget is increased by a total of \$69,368. The technical assistance funding level for each state is an agreed percentage of the total new FY 2012 funding provided through the respective state. Therefore, the budgets for the technical assistance programs in the District and Maryland will increase by \$55,596, \$15,555 while the Virginia program will decrease by \$5,511. The increase in total funding for the core work program is \$3,728.

The proposed budget changes for the Technical Assistance Program and for the DTP Management work activity in the core work program are shown in bold on the attached Table 2 from the approved FY 2012 UPWP.

TABLE 2
TPB FY 2012 WORK PROGRAM BY FUNDING SOURCES

WORK ACTIVITY	TOTAL COST	FTA/STATE/ LOCAL	FHWA/STATE/ LOCAL	OTHER FUND
1. PLAN SUPPORT				
A. Unified Planning Work Program (UPWP)	70,700	15,491	55,209	
B. Transp Improvement Program (TIP)	240,600	52,719	187,881	
C. Constrained Long-Range Plan	588,400	128,927	459,473	
D. Financial Plan	64,000	14,023	49,977	
E. Public Participation	371,900	81,489	290,411	
F. Private Enterprise Participation	18,300	18,300		
G. Annual Report	80,100	17,551	62,549	
H. Transportation/Land Use Connection Progr	395,000	86,550	308,450	
I. DTP Management +3,728	452,100	99,062	353,038	
Subtotal	2,281,100	514,113	1,766,987	
2. COORDINATION and PROGRAMS				
A. Congestion Management Process (CMP)	205,000	44,919	160,081	
B. Management, Operations, and ITS Planning	340,300	74,565	265,735	
C. Emergency Preparedness Planning	75,400	16,521	58,879	
D. Transportation Safety Planning	125,000	27,389	97,611	
E. Bicycle and Pedestrian Planning	108,700	23,818	84,882	
F. Regional Bus Planning	100,000	21,911	78,089	
G. Human Service Transportation Coordination	134,828	29,543	105,285	
H. Freight Planning	150,000	32,867	117,133	
I. MATOC Program Planning Support	120,000	26,294	93,706	
Subtotal	1,359,228	297,827	1,061,401	
3. FORECASTING APPLICATIONS				
A. Air Quality Conformity	563,200	123,405	439,795	
B. Mobile Emissions Analysis	640,100	140,255	499,845	
C. Regional Studies	566,300	124,085	442,215	
D. Coord Coop Forecasting & Transp Planning	806,800	176,782	630,018	
Subtotal	2,576,400	564,527	2,011,873	
4. DEVELOPMENT OF NETWORKS/MODELS				
A. Network Development	769,700	168,653	601,047	
B. GIS Technical Support	548,800	120,250	428,550	
C. Models Development	1,321,200	289,494	1,031,706	
D. Software Support	178,900	39,200	139,700	
Subtotal	2,818,600	617,597	2,201,003	
5. TRAVEL MONITORING				
A. Cordon Counts	250,800	54,954	195,846	
B. Congestion Monitoring and Analysis	350,000	76,690	273,310	
C. Travel Surveys and Analysis				
Household Travel Survey	1,136,300	248,980	887,320	
D. Regional Trans Data Clearinghouse	317,900	69,657	248,243	
Subtotal	2,055,000	450,281	1,604,719	
Core Program Total (I to V) + 3,728	11,090,328	2,444,345	8,645,983	
6. TECHNICAL ASSISTANCE				
A. District of Columbia + 55,596	341,000	38,514	302,486	
B. Maryland + 15,555	1,066,100	120,409	945,691	
C. Virginia - 5,511	783,200	88,457	694,743	
D. WMATA	279,500	279,500		
Subtotal + 65,640	2,469,800	526,879	1,942,921	
Total, Basic Program + 69,368	13,560,128	2,971,224	10,588,904	
7. CONTINUOUS AIRPORT SYSTEM PLANNING				
A. Ground Access Travel Time Study - Phase 2	85,000			85,000
B. Update Ground Access Forecasts - Phase 2	100,000			100,000
C. Ground Access Element Update - Phase 1	40,000			40,000
D. Conduct 2011 Regional Air Passenger Survey	300,000			300,000
E. Process 2011 Air Passenger Survey - Phase 1	85,000			85,000
Subtotal	610,000			610,000
GRAND TOTAL + 69,368	14,170,128	2,971,224	10,588,904	610,000

B. Proposed Responses to the Federal Certification Review

TPB staff and FAMPO staff have reviewed the recommendations and actions and will work cooperatively to implement them by the compliance deadlines. At the July 20 meeting, the TPB will be briefed proposed amendments to the FY 2012 UPWP to implement the TPB recommendations. In September, the TPB will be asked to amend the FY 2012 UPWP to include text to identify actions that will be taken by end of FY 2012 (June 30, 2012) to implement the recommendations. Any additional implementation actions beyond June 30 will be specified in the FY 2013 UPWP which the TPB is scheduled to adopt in March 2012. By June 30, 2012, TPB staff will produce a report documenting the TPB and FAMPO implementation of the recommendations and corrective actions.

Background on the Federal Certification Review Recommendations and Corrective Actions

In April 2010, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) conducted a certification review of the transportation planning process for the Washington, DC-VA-MD Transportation Management Area (TMA). The review included the Fredericksburg Area Metropolitan Planning Organization (FAMPO) because a small portion of the TMA extends into part of Stafford County which is in the FAMPO area.

The certification review is documented in a May 5, 2011 report. FTA staff briefed the Technical Committee and the TPB on this report at their May meetings. Seven TPB planning elements received commendations and four FAMPO planning elements were commended. The report includes 11 TPB recommendations and 3 FAMPO recommendations.

The report also has 4 corrective actions that FAMPO must address. The first action requires that FAMPO and the Virginia Commonwealth Transportation Board submit a joint letter by August 5, 2011 confirming the FAMPO project selection process for RSTP and CMAQ projects. The next two actions require FAMPO staff to receive Title VI training and FAMPO to establish a Title VI/Nondiscrimination Plan by May 5, 2012. The final action requires FAMPO to establish a process for assessing the impacts of the investments in the plan and TIP on different socio-economic groups by six months following the adoption of the Title VI Plan.

The certification statement in the report is as follows:

The FHWA and FTA have determined that the metropolitan planning process of the Washington, DC-VA-MD TMA, conducted by the MWCOG Transportation Planning Board and the Fredericksburg Metropolitan Area Metropolitan Planning Organization, conditionally meets the requirements of the Metropolitan Planning Rule at 23 CFR Part 450 Subpart C and 49 CFR Part 613. The FHWA and the FTA are, therefore, jointly certifying the transportation planning process, subject to implementation of the Recommendations and Corrective Actions within the next 18 months.

Proposed Implementation of the Recommendations and Corrective Actions

Attached are tables summarizing the proposed actions to implement the recommendations and corrective actions. Recommendations 1 for TPB and 12 for FAMPO are essentially the same concerning FAMPO and TPB planning processes and call for a review of their 2004 planning agreement for the TMA. Table 1 presents the TPB implementation actions for its 11 recommendations.

Table 2 presents the FAMPO actions responding to its 3 recommendations and 4 corrective actions. It is anticipated that the first corrective action requiring FAMPO and the Virginia Commonwealth Transportation Board to submit a joint letter confirming the FAMPO project selection process for RSTP and CMAQ projects will be accomplished by August 5, 2011. TPB staff are working with FAMPO staff to implement the remaining 3 FAMPO corrective actions to address receiving Title VI training, producing a Title VI plan, and analyzing Title VI impacts on different socio-economic groups.

Proposed TPB Responses to the Recommendations in the Transportation Planning Certification Review

Table 1: TPB Recommendations

Recommendation	Responsible	Action
Agreement		
<p>1 TPB should coordinate the planning process and products for the metropolitan area in accordance with the terms of the 2004 agreement with FAMPO and update the agreement if necessary to clearly define the agencies' respective planning process roles and responsibilities, as described in the Agreements/ Certification discussion in the FAMPO section of this report. (See #12 recommendation.)</p>	<p>Ron Kirby, Gerald Miller Lloyd Robinson, FAMPO</p>	<p>Add text on page 5 in FY 2012 UPWP in section on Responsibilities for Transportation Planning:</p> <p>In early FY 2012, the TPB and FAMPO processes and products will be reviewed for coordination as specified in the 2004 agreement. TPB staff will meet with FAMPO staff to review the CMP, UPWP, TIP and CLRP planning cycles and products to identify any necessary coordination clarifications or updates. Any necessary clarifications or updates to the agreement that are mutually agreed to TPB and FAMPO staff will be presented to their respective boards for approval by written agreement. Any amended agreement will be presented to FTA and FHWA for review.</p>
Self Certification		
<p>2 The State DOTs should revisit their procedures for certifying the Federal metropolitan planning process to ensure their review and approval of the certifications are clearly defined and the DOT's basis for the certification is documented: for example, that Title VI and ADA requirements are being executed.</p>	<p>DDOT -Mark Rawlings MDOT-Lyn Erickson VDOT-Kanti Srikanth</p>	<p>Add text on page 5 in FY 2012 UPWP in section on Responsibilities for Transportation Planning:</p> <p>DOTs will document their procedures for certifying TPB planning self- certification.</p>

Proposed TPB Responses to the Recommendations in the Transportation Planning Certification Review

Table 1: TPB Recommendations

Recommendation	Responsible	Action
Transportation Improvement Program		
<p>3 The TPB TIP should further clarify project selection and prioritization – citing instances for which the TPB actually does prioritization and selection. In addition, a narrative should be included to explain how TPB’s role in the CLRP and TIP selected projects improves the transportation system’s performance and meets regional air quality goals and needs. The states should work with TPB to create high standards of transparency and accountability for State project selection and prioritization processes conducted as part of the metropolitan planning process, including DOT decisions that are incorporated in the TIP.</p>	<p>Andrew Austin DDOT -Mark Rawlings MDOT-Lyn Erickson VDOT-Kanti Srikanth</p>	<p>Add text on page 29 in FY 2012 UPWP in activity <u>B. Transportation Improvement Program:</u></p> <p>TPB staff will meet with DOTs staff to review documentation of states’ project selection processes. The TIP web site will be updated to provide linkages to the project selection and prioritization processes at the DOTs and transit agencies.</p> <p>The Program Development Process and Project Development Process sections of the TIP describe the processes at the DOTs and WMATA and then moves on to discussing “Addressing Federal Requirements”. This portion for the next TIP will be restructured to explicitly discuss TPB actions in the project selection process:</p> <ul style="list-style-type: none"> • Reviewing project inputs for consistency with the Air Quality Conformity Analysis • Producing a financial summary of all funding sources proposed by an agency • Bicycle and Pedestrian, Freight, and Regional Bus Subcommittees have developed priority project lists for inclusion on the TIP • TIGER, JARC and New Freedom project development

Proposed TPB Responses to the Recommendations in the Transportation Planning Certification Review

Table 1: TPB Recommendations

Recommendation	Responsible	Action
Transportation Improvement Program (continued)		
<p>4 The states should work with TPB to enhance verification of the reasonableness of funding sources for TIP amendments, including a process to define “reasonableness” for different types of project amendments. TPB also should ensure that each jurisdiction provides adequate documentation to justify funding availability when requesting amendments.</p>	<p>Andrew Austin DDOT -Mark Rawlings MDOT-Lyn Erickson VDOT-Kanti Srikanth WMATA- Tom Harrington</p>	<p>All letters from DOTs or WMATA requesting an amendment will include language stating that the proposed funding is available and committed. This language will clarify if the funds are from additional, “new” monies, or if the funds are being diverted from another project.</p> <p>The Financial Plan for the TIP will be expanded to include a table for each DOT and WMATA, showing estimated revenues from federal, state, and local sources, and proposed commitments.</p>
<p>The TIP should demonstrate that estimates of system level revenues and costs are adequate for the DOTs to operate and maintain Federal-aid routes and public transportation systems. This documentation of available funding resources and O&M estimates can be amended into the TIP as soon as this information is available.</p>		<p>The DOTs will provide documentation of system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain federal-aid routes and WMATA to be amended into the TIP.</p>
Financial Planning/Fiscal Constraint		
<p>5 TPB should increase the transparency of financial planning and fiscal constraint through improved documentation to make analysis and results more comprehensible to the public. Areas to address include:</p> <ul style="list-style-type: none"> • Organization of financial data and estimates to facilitate direct comparison of costs and revenues for projects and continuing and recurrent expenditures on operations, maintenance, and asset rehabilitation; • Key assumptions (e.g., inflation, increases or shifts in allocations, fare increases, and population growth) affecting all projects, cost categories, and revenue sources; and • Estimation methods and strategies for addressing projected financial shortfalls and policy trade-offs. 	<p>Gerald Miller</p>	<p>Add text on page 32 in FY 2012 UPWP in activity <u>1 D Financial Plan:</u></p> <p>Clear and concise descriptions of the financial analysis for the 2010 CLRP which was completed in October 2010 and the fiscal constraint will be prepared for the CLRP web site. The financial information will be organized to facilitate comparisons of capital costs and revenues for major projects and on-going expenditures for operations, maintenance and system preservation. The key analysis parameters and estimating assumptions, including inflation rates and population growth will be documented. The strategies and estimation methods for addressing projected financial shortfalls will be documented and referenced.</p>

Proposed TPB Responses to the Recommendations in the Transportation Planning Certification Review

Table 1: TPB Recommendations

Recommendation	Responsible	Action
Outreach/Public Participation		
<p>6... The Federal team recommends several actions that could enhance the TPB Public Participation Plan and practices:</p> <ul style="list-style-type: none"> • Convene the CAC, AFA, and the WMATA Riders Advisory Council together at reasonable intervals to share ideas, concerns, and ask questions of one another. Continue to convene all TPB and Committee members, similar to the May 26th, 2010 Conversation on Regional Transportation Priorities. 	<p>John Swanson</p>	<p>Proposed text for page 33 to activity <u>1 E Public Participation.</u></p> <ul style="list-style-type: none"> • At least one meeting in FY2012 will bring together members of the CAC, AFA and the WMATA Riders Advisory Council to discuss a topic of common interest. • As part of the development of the new Regional Transportation Priorities Plan, the TPB will convene at least one large meeting of stakeholders in the TPB process, including TPB members, the CAC, AFA and Technical Committee.
<ul style="list-style-type: none"> • Limit the time that each AFA meeting spends discussing quality of service, to allow for time to provide productive feedback regarding transportation planning. 		
<ul style="list-style-type: none"> • Consider conducting meetings at locations and times that may be more convenient to the general public. Seek opportunities to participate in community events, such as local fairs or open houses, to educate and inform the public of TPB activities as well as look for opportunities to link transportation issues to other prevalent issues (education, housing, employment, etc.). 		<p>As part of the development of the Regional Transportation Priorities Plan, the TPB will seek to engage the public by participating in community events and attending community meetings. The outreach for the priorities plan will seek to connect regional transportation issues with broader interests of affected communities.</p>
<ul style="list-style-type: none"> • Explore other methods and media to provide information to the public other than email. 		<p>Staff will use a variety of media to inform citizens about key milestones and activities, including public input opportunities for the new Regional Transportation Priorities Plan.</p>
<ul style="list-style-type: none"> • Consider recording meetings and making them available over a public cable channel, and on websites, or hold online (Web 2.0) public meetings to allow folks to ‘attend’ the meeting within a specified period of time of the actual meeting. TPB could also increase its use of newspaper columns, such as “Doctor Gridlock.” 		<ul style="list-style-type: none"> • The TPB will be asked to make available a webcast of its monthly meeting on the COG website. • The TPB will conduct webinars and use other web-based tools to share information among its stakeholders and the public.
<ul style="list-style-type: none"> • Establish a Public-Involvement Management Team with Public Information Officers from each jurisdiction that coordinates among their agencies for transportation planning, programming, and operations activities. This would help to harmonize the individual public outreach efforts and increase media coverage of TPB’s work. 		<p>The TPB will develop an online clearinghouse with information on public involvement activities among its member jurisdictions. Drawing from the TPB Citizens guide, this clearinghouse will provide an explanation of how decisions are made at the state, local and regional and will provide information and links regarding various planning activities that effect the decisions that are reflected in the Constrained Long-Range Plan. In developing this clearinghouse, TPB staff will coordinate with public information officers from its member jurisdictions.</p>

Proposed TPB Responses to the Recommendations in the Transportation Planning Certification Review

Table 1: TPB Recommendations

Recommendation	Responsible	Action
Outreach/Public Participation (continued)		
<p>...6</p> <ul style="list-style-type: none"> • Gather information to evaluate the effectiveness of public outreach strategies. This could include: adding a column to public-speaking sign-in sheets that asks each commenter how they learned about the meeting, posting a small survey on the website each month, or sending a postcard survey asking about the process. 		<p>TPB staff will investigate methods to gather information to evaluate the effectiveness of public outreach strategies and then test and implement the effective ones.</p>
<ul style="list-style-type: none"> • Consider opportunities to involve college or high school students in the planning process: <ul style="list-style-type: none"> ○ Develop a CLI for students that could be held during the summer months, and perhaps be eligible for academic credit or recognition. ○ Consider expanding the CAC and AFA membership to include a student interested in transportation or urban planning. ○ Create an outreach program to young students using surveys, games, puzzles, and safety tips, or hold an annual poster contest for the cover page of a particular document, or as the screensaver of the TPB transportation webpage. ○ Engage high-school and/or college students interested in a career in communications by coordinating a Public Service Announcement Contest. The purpose would be to educate students about the role of the TPB and have them utilize their creativity to promote a specific transportation project or topic in 30-second TV spots. ○ Develop a blog to inform the public of current issues, discussions, and decisions. 		<p>Add to the FY 2012 UPWP:</p> <ul style="list-style-type: none"> • The TPB will conduct a session of the Community Leadership Institute for high school students. • The TPB’s Citizens Advisory Committee (CAC) will add at least one alternate member who is either a college or high school student. • The TPB will use social media, develop a blog or use some other form of web communication to provide information to the public about regional transportation issues and engage the public in a dialogue about key topics.
<p>The tasks for meeting this recommendation should be included for review and approval in the next UPWP.</p>		<p>Propose to transfer \$100,000 from the Regional Transportation Priorities Plan in activity in 3.C Regional Studies to activity 1.E to support implementation of enhanced outreach activities pursuant to the recommendations. The budget for the FY 2013 UPWP will be developed to support these enhanced activities.</p>
<p>7 TPB should develop and amend the Plan to include procedures, strategies and desired outcomes for the use of visualization techniques.</p>	<p>John Swanson</p>	<p>The TPB Participation Plan will be amended to show how visualization techniques will be used in various public involvement activities. Visualization may range from simple techniques such as using pictures and graphics more frequently to more sophisticated approaches such as the use of computer simulation programs.</p>

Proposed TPB Responses to the Recommendations in the Transportation Planning Certification Review

Table 1: TPB Recommendations

Recommendation	Responsible	Action
Outreach/Public Participation (continued)		
8 TPB should develop a formal process for selecting an information delivery method that is appropriate to the needs of a project, activity, or audience, and the desired type of public engagement.	John Swanson	The TPB Participation Plan will be amended to indicate that staff will establish a system to explicitly and deliberately determine what types of information sharing should be used for different types of public involvement and outreach requirements. For example, this system will specify the desired targets and potential methods that might be used to announce public comment periods. A different approach would be used to seek input for the new Regional Transportation Priorities Plan.
9 TPB should develop a formal process to review, evaluate, and improve current public engagement techniques and activities regularly or at certain intervals of time.	John Swanson	The TPB Participation Plan will be amended to establish a multi-faceted and easily replicable system for evaluating the effectiveness of the TPB's public involvement activities.
Title VI and Environmental Justice		
10 TPB should provide a signed Standard Title VI Assurance, Title VI Plan/program/ method of administration with implementation, compliance, monitoring, enforcement and review procedures. Provide documented procedures regarding how Title VI training will be provided to or obtained by employees, recipients, sub recipients and other stakeholders.	Wendy Klancher	The signed assurance and plan has been provided. The procedures for training will be documented.
11 TPB should seek and receive, and its affiliated Federal aid recipients must endeavor to provide, Title VI training and appropriate technical assistance pursuant to 23 CFR 200.9(b)(9). It is further recommended that VDOT especially, checks its Title VI questionnaire to TPB to make sure that the date they are sent out and the due date are sequential.	Wendy Klancher VDOT Title VI staff	TPB and VDOT staff are scheduled for this training in late July.

Proposed TPB Responses to the Recommendations in the Transportation Planning Certification Review

Table 2: FAMPO Recommendations & Corrective Actions

Recommendation	Responsible	Proposed Action or Response
Agreement (FAMPO)		
<p>12 TPB and FAMPO should coordinate their planning processes and planning products to align with the current agreement, or revise the agreement to clearly define and reaffirm their respective planning process roles and responsibilities. In addition, TPB and FAMPO should consider an addendum to the existing agreement that would provide clarification (where needed) of the roles and responsibilities of each MPO per CFR 450.314(f). (See #1 recommendation.)</p>	<p>Ron Kirby, Gerald Miller Lloyd Robinson, FAMPO</p>	<p>Review process and products in 2004 agreement; meet with FAMPO staff to review CMP, UPWP, TIP & CLRP planning cycles and agreement; update agreement if necessary</p>
Outreach/Public Participation (FAMPO)		
<p>13 The Federal Team strongly recommends that FAMPO conduct a thorough review and update of the PPP, including all advisory committee structures and responsibilities. The update should include an evaluation of the PPP and TAG to determine their effectiveness in meeting the needs of the intended audiences (including low-income and minority populations). The tasks for meeting this recommendation should be included for review and approval in the next UPWP.</p>	<p>FAMPO staff</p>	
Certification (FAMPO)		
<p>14 As part of the MPO Self-Certification process, the Federal Team recommends that FAMPO establish procedural guidance for verifying the process and implementation of self-certification.</p>	<p>FAMPO staff</p>	

Proposed TPB Responses to the Recommendations in the Transportation Planning Certification Review

Table 2: FAMPO Recommendations & Corrective Actions

Corrective Action	Responsible	Action
Agreements (FAMPO)		
<p>1 FHWA and FTA request that the FAMPO's RSTP and CMAQ project selection process be consistent with 23 U.S.C. section 134(j)(3)(5)(a) and 23 CFR 450.330(b). Please submit a joint letter signed by the FAMPO (MPO Chairperson/ representative) and State (CTB Chairperson/representative) confirming that the FAMPO project selection process for RSTP and CMAQ projects to be implemented utilizing 23 U.S.C. funds and/or funds under 49 U.S.C Chapter 53 is consistent with federal regulation for the non-TMA MPO. If the State delegated RSTP and/or CMAQ project selection responsibilities to the FAMPO, please provide clarification in the letter. The compliance deadline for this request is within 3 months following the release of the certification report.</p>	<p>VDOT Kanti Srikanth FAMPO Lloyd Robinson</p>	<p>CTB and FAMPO letter by August 5, 2011</p>
Title VI and Environmental Justice (FAMPO)		
<p>2 The MPO Title VI coordinator must acquire needed Title VI training and knowledge in implementing Title VI obligations.</p>	<p>FAMPO</p>	
<p>3 The MPO must establish a Title VI/Nondiscrimination Plan. The Plan must include a public outreach and education plan; staff training plan; procedures for processing complaints; procedures for identifying and addressing Title VI/ Nondiscrimination issues; process for identifying and eliminating discrimination; process for review of programs and grant applications; and a process for collecting and analyzing statistical data (including LEP and EJ populations). <u>The compliance deadline for this request is one year following the release of the certification report.</u></p>	<p>FAMPO</p>	

Proposed TPB Responses to the Recommendations in the Transportation Planning Certification Review

Table 2: FAMPO Recommendations & Corrective Actions

Corrective Action	Responsible	Action
Title VI and Environmental Justice (FAMPO) (continued)		
4 Within the Title VI/Nondiscrimination Plan, the Federal Team requests that the MPO have a documented process for assessing the distribution of impacts on different socioeconomic groups for the investments identified in the transportation plan and TIP. <u>The compliance deadline is six months following the establishment and adoption of the MPO Title VI Plan.</u>	FAMPO	

From the FY 2012 UPWP

E. PUBLIC PARTICIPATION

The Participation Plan, which was adopted in December 2007, will guide all public involvement activities to support the development of the new TIP and CLRP as well as all other TPB planning activities. Much of the TPB's public participation work in FY 2012 will focus on developing and implementing tools and activities that explain to the public how transportation decisions are made in the Washington region.

Work activities include:

- Support implementation of the TPB Participation Plan.
- **Provide public outreach support for the development of the new 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. This public involvement process will incorporate the following features:**
 - Use a variety of tools and media, ranging from social media to public forums. The TPB will consider using innovative visualization techniques to allow the public to better understand the concepts under consideration.
 - Reach out to a variety of constituencies, including community leaders and ordinary citizens not normally involved in the TPB process, as well as citizen partners such as members of the Citizen Advisory Committee and Access for All Advisory Committee.
 - Ensure public involvement is woven into the entire process for developing the Priorities Plan, especially at key milestones in the plan's development.
- **Outreach for the new Regional Transportation Priorities Plan, will include, but will not be restricted to, the following activities and approaches:**
 - The TPB will convene at least one large meeting of stakeholders in the TPB process, including TPB members, the CAC, AFA and Technical Committee.
 - The TPB will seek to engage the public by participating in community events and attending community meetings. The outreach for the priorities plan will seek to connect regional transportation issues with broader interests of affected communities.
 - Staff will use a variety of media to inform citizens about key milestones and activities, including public input opportunities for the new Regional Transportation Priorities Plan.

- Develop and conduct workshops or events 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 materials, tools and visualization techniques to better explain to the public how the planning process works at the local, regional and state levels.
 - **Develop an online clearinghouse with information on public involvement activities among its member jurisdictions. Drawing from the TPB Citizens guide, this clearinghouse will provide an explanation of how decisions are made at the state, local and regional and will provide information and links regarding various planning activities that effect the decisions that are reflected in the Constrained Long-Range Plan. In developing this clearinghouse, TPB staff will coordinate with public information officers from its member jurisdictions.**
- 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.
 - Seek to conduct a session of the Community Leadership Institute for high school students.
- Provide staff support for the TPB Citizens Advisory Committee (CAC), including organizing monthly meetings and outreach sessions, and drafting written materials for the committee.
 - **At least one meeting in FY2012 will bring together members of the CAC, AFA and the WMATA Riders Advisory Council to discuss a topic of common interest.**
 - **Seek to include student representation on the CAC, including potentially identifying an alternate member slot specifically for a student.**
- **Effective use of technology will include, but will not be restricted to, the following methods:**
 - **Conduct webinars and use other web-based tools, as appropriate, to share information among stakeholders and the public.**
 - **Make available a webcast of the TPB's monthly meeting on the COG website.**
 - **Use social media, develop a blog or use some other form of web communication to provide information to the public about regional**

transportation issues and engage the public in a dialogue about key topics.

- 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.
- Implement 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.
- **Identify and implement methods for regular evaluation of the TPB’s public involvement activities.**
- **Amend the TPB Participation Plan to include the following:**
 - **Identify procedures, strategies and desired outcomes for how visualization techniques will be used in various public involvement activities. Visualization may range from simple techniques such as using pictures and graphics more frequently to more sophisticated approaches such as the use of computer simulation programs.**
 - **Establish a process to explicitly and deliberately determine what types of information sharing should be used for different types of public involvement and outreach requirements. For example, this system will specify the desired targets and potential methods that might be used to announce public comment periods. A different approach would be used to seek input for the new Regional Transportation Priorities Plan.**
 - **Establish a multi-faceted and easily replicable system for evaluating the effectiveness of the TPB’s public involvement activities.**

Oversight:	Transportation Planning Board
Cost Estimate:	\$374,900 \$471,900
Products:	TPB Participation Plan with a proactive public involvement process; CAC and AFA Committee Reports
Schedule:	On-going, with forums and meetings linked to preparation of CLRP and TIP