

## **ITEM 8 - Information**

November 18, 2015

Briefing on the Draft Call for Projects and Schedule for the Air Quality Conformity Analysis of the 2016 Amendments to the CLRP and the FY 2017-2022 TIP

### **Staff**

**Recommendation:** Receive briefing

**Issues:** None

**Background:** The Board will be briefed on solicitation documents calling for the 2016 amendments to the CLRP and also on the proposed schedule for the air quality conformity analysis of the 2016 CLRP Amendments and the FY 2017-2022 TIP. The Board will be asked to approve the final call for projects document at its December 16 meeting.



National Capital Region  
Transportation Planning Board

# CALL FOR PROJECTS



For the Air Quality Conformity Analysis of  
the 2016 Amendments to the Financially  
Constrained Long-Range Transportation Plan (CLRP)  
and the  
FY 2017-2022 Transportation Improvement Program (TIP)

DRAFT  
November 18, 2015



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# CONTENTS

EXECUTIVE SUMMARY .....	3
INTRODUCTION.....	7
Overview of the Regional Policy Framework and Federal Requirements .....	7
Relationship between the Plan and TIP .....	8
Schedule for the 2016 CLRP AND the FY 2017-2022 TIP.....	9
SECTION 1: REGIONAL POLICY FRAMEWORK .....	10
The TPB Vision.....	10
The Regional Transportation Priorities Plan .....	11
Additional Policy Context.....	12
The Region’s Greatest Needs.....	12
SECTION 2: FEDERAL REQUIREMENTS .....	13
Air Quality Conformity .....	13
Financial Constraint .....	14
Non-Discrimination and Equity (Title VI and Environmental Justice).....	15
Congestion Management Documentation .....	16
Other Federal Requirements .....	17
Consideration of Federal Planning Factors .....	17
Public Participation .....	17
Interagency Consultation.....	18
Environmental Mitigation Discussion .....	18
Freight Planning Considerations .....	18
Annual Listing of Projects.....	18
Performance-Based Planning.....	19
SECTION 3: PROJECT SUBMISSION INSTRUCTIONS.....	20
The Online Database for the CLRP, TIP and air quality Conformity inputs.....	20
CLRP Project Description Form Instructions .....	21
TIP Project Description Form Instructions .....	26
Air Quality Conformity Input Instructions.....	28
Congestion Management Documentation Form for SOV Projects.....	29
Sample Forms.....	29





2016  
AMENDMENT

CLRP

## CALL FOR PROJECTS

Solicitation for New Projects and Changes to Existing Projects  
for Inclusion in the 2016 CLRP Amendment and FY 2017-2022 TIP

### 2016 CALL FOR PROJECTS

The 2016 Call for Projects is a broad solicitation for any new projects that area transportation agencies wish to submit for inclusion in the 2016 amendment of the region's Constrained Long-Range Transportation Plan (CLRP), or for changes to any projects already in the plan.

**ELIGIBLE AGENCIES** Municipal, county, state, regional, and federal agencies with the fiscal authority to fund transportation projects.

**ELIGIBLE PROJECTS** Any project deemed regionally significant for air quality purposes. This typically means any project that adds or removes highway or transit capacity. Agencies may also submit any other projects they wish to highlight at the regional level.

**SUBMISSION DEADLINE** Descriptions for new projects and updates to information for projects already in the plan are due January 22, 2016. Descriptions must include cost estimates and identification of available funding. Additional information, including required Congestion Management documentation, is due May 6, 2016.

**The TPB strongly encourages agencies to consider regional goals, priorities, and needs as they develop and select projects to submit for inclusion.**

### THE ANNUAL CLRP AMENDMENT

Each year, the TPB updates the CLRP to include new projects that area transportation agencies expect to build, operate, and maintain over the next 20 to 30 years. The TPB also invites changes to projects already in the plan.

The projects submitted for inclusion in the CLRP have been developed by local, state, and/or regional agencies consistent with local plans and with input from the public.

Under federal law, the CLRP can only include those projects for which funding is "reasonably expected to be available." As such, it paints a picture of the future transportation system that the region currently expects to be able to afford.

### UPDATING THE TIP

Every two years, the TPB also updates the region's six-year Transportation Improvement Program (TIP). The TIP identifies those projects from the CLRP which are expected to receive funding for planning, engineering, or construction within the next six years.

This year, agencies will be asked to provide project and funding information for the development of the FY 2017-2022 TIP.

For a list of all projects currently in the CLRP and/or TIP, please visit [www.mwco.org/clrp/projects](http://www.mwco.org/clrp/projects).

# THINK REGIONALLY, ACT LOCALLY

Agencies should consider regional goals, priorities, and needs when developing and selecting projects to submit for inclusion in the CLRP.

## TPB VISION: REGIONAL GOALS, OBJECTIVES, & STRATEGIES

The TPB Vision, adopted by the TPB in 1998, provides a comprehensive set of policy goals, objectives, and strategies to help guide transportation planning and investment decisions in the Washington region.

The Vision is the official policy element of the CLRP and was developed collaboratively by TPB members and technical staff from throughout the region.

1. **Provide reasonable access at reasonable cost to everyone.**
2. **Promote a strong regional economy, including a healthy core and dynamic Activity Centers.**
3. **Prioritize management, performance, maintenance, and safety of all modes and facilities.**
4. **Use the best available technology to maximize system effectiveness.**
5. **Enhance and protect the region's natural environmental quality, cultural and historic resources, and communities.**
6. **Achieve better interjurisdictional coordination of transportation and land use planning.**
7. **Achieve one or more enhanced funding mechanisms to support regional transportation priorities.**
8. **Support options for international and interregional travel and commerce.**

[www.mwcog.org/TPBvision](http://www.mwcog.org/TPBvision)

## REGIONAL PRIORITIES: MAINTENANCE, FAIRNESS, & EFFICIENCY



The Regional Transportation Priorities Plan, adopted by the TPB in January 2014, focuses attention on a handful of transportation strategies with the greatest potential to advance regional goals rooted in the TPB Vision.

The priorities, summarized below, were identified through a combination of technical analysis, stakeholder input, and public outreach.

### Meet Our Existing Obligations

Funding for maintenance and state-of-good-repair needs should continue to be prioritized over system expansion.

### Strengthen Public Confidence & Ensure Fairness

Efforts to increase accountability and address the needs of transportation-disadvantaged individuals should be considered in all stages of project planning, design, and implementation.

### Move More People & Goods More Efficiently

Projects should seek to alleviate congestion and crowding and accommodate future growth as efficiently as possible, with a focus on multimodal approaches and concentrating future growth in mixed-use Activity Centers.

[www.mwcog.org/PrioritiesPlan](http://www.mwcog.org/PrioritiesPlan)

## FEDERAL REQUIREMENTS

Development of the CLRP is governed by a number of federal requirements which must be met in order for the plan to be approved and for federal transportation dollars to continue flowing to the region.

### Air Quality Conformity

Under the CLRP, future vehicle-related emissions of four common air pollutants must remain below regional emissions budgets approved by the EPA.

### Financial Constraint

Sufficient funding from existing or anticipated revenue sources must be reasonably expected to be available to build, operate, and maintain the region's transportation system.

### Non-Discrimination & Equity

Transportation planning and funding decisions must not have disproportionate impacts on transportation-disadvantaged populations, including persons with disabilities and individuals with low incomes.

### Congestion Management Documentation

The TPB must undertake efforts to identify the location, extent, and severity of congestion in the region for the purpose of identifying alternative ways to use existing and future transportation facilities efficiently and effectively.

### Other Requirements

- Consideration of Federal Planning Factors
- Public Participation
- Interagency Consultation
- Environmental Mitigation Discussion
- Freight Planning Considerations

For the list of all federal requirements, see the full 2016 CLRP Call for Projects document at [www.mwcog.org/CLRP2016](http://www.mwcog.org/CLRP2016).



Agencies will specifically be asked to note how the projects they submit help support or advance these goals, priorities, and needs.

## ADDITIONAL POLICY CONTEXT

The following policy documents and studies, developed by the TPB or together with other regional policy committees, provide additional context to guide planning and decision making.

- **National Capital Region Climate Change Report (2008)**
- **Region Forward: A Comprehensive Guide for Regional Planning and Measuring Progress in the 21st Century (2010)**
- **CLRP Aspirations Scenario (2010)**
- **“What Would It Take?” Scenario Study (2010)**

These policy documents and studies focus attention on additional policy goals for the transportation sector, including reducing vehicle-related greenhouse gas emissions. And, while the region has achieved significant reductions in vehicle-related emissions of various pollutants in recent decades, tougher new federal air quality standards, which are expected in the next couple of years, are likely to require further reductions.

## THE REGION’S GREATEST NEEDS

In developing and selecting projects to submit for inclusion in the 2016 CLRP, agencies should give priority to projects that address the following regional needs.

- **Reduce congestion on the roadway and/or transit system**
- **Improve the operational efficiency of the existing roadway and/or transit system**
- **Provide high-quality transportation options between and/or within Activity Centers**
- **Reduce vehicle-miles traveled (VMT) per capita**
- **Reduce emissions of criteria pollutants**
- **Reduce emissions of greenhouse gases**
- **Increase use of travel modes other than driving alone**



## PUBLIC INVOLVEMENT

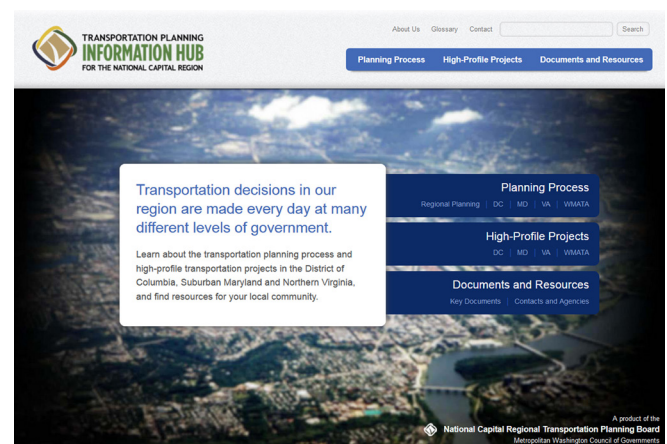
Projects submitted for inclusion in the CLRP have been developed by local, state, and/or regional agencies with input from the public. Additional public involvement opportunities occur during the annual CLRP update process.

## GETTING INVOLVED LOCALLY

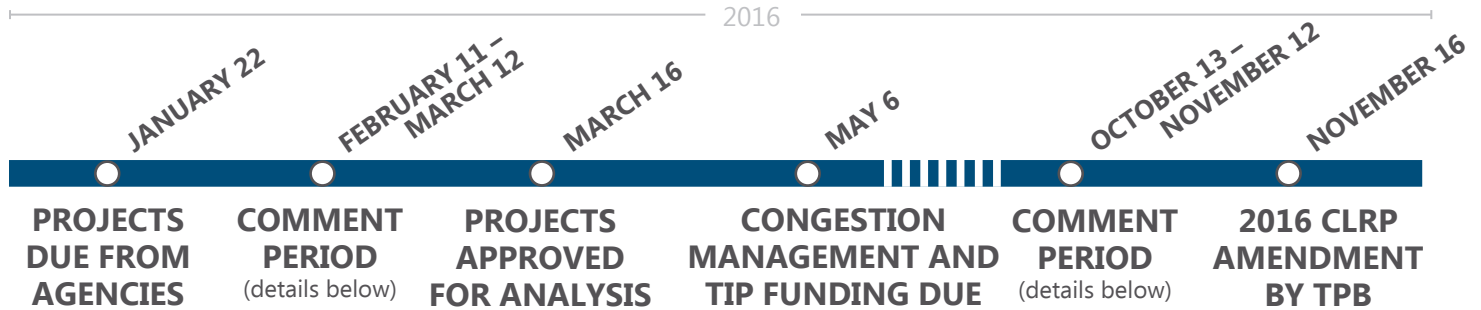
Transportation decisions in our region are made every day at many different levels of government. Those decisions help shape the projects submitted for inclusion in the CLRP.

The first timely opportunity for effective public input is during the local project development process, when ideas for future improvements are first being conceived and refined. The comment periods included as part of the CLRP update process provide additional opportunities to provide input.

Learn more about transportation planning in your community at [TransportationPlanningHub.org](http://TransportationPlanningHub.org).



# SCHEDULE FOR DEVELOPMENT & ADOPTION OF THE 2016 CLRP AMENDMENT AND FY 2017-2022 TIP



## DEADLINES FOR AGENCIES

To submit new projects or changes to existing projects, designated agency representatives must complete project description forms and provide inputs for the Air Quality Conformity Analysis.

**DEADLINE 1: JANUARY 22, 2016** Complete online project description forms and Air Quality Conformity Input information for projects deemed regionally significant for air quality purposes.

**DEADLINE 2: MAY 6, 2016** Provide all other required project information, including Congestion Management Documentation, for regionally significant projects and funding for the FY 2017-2022 TIP.

To submit required project information online, please visit <http://itip.mwcog.org>.

## COMMENT PERIODS

The 2016 CLRP amendment will include two 30-day comment periods during which the public and any TPB member or stakeholder can submit comments on the plan amendment.

### FEBRUARY 11 – MARCH 12, 2016

Comment on the projects submitted for inclusion in the 2016 CLRP amendment. The comment period takes place before the projects are included in the federally required Air Quality Conformity Analysis.

### OCTOBER 13 – NOVEMBER 12, 2016

Comment on the draft 2016 CLRP amendment, the results of the Air Quality Conformity Analysis, and any of the associated analyses of the 2016 CLRP amendment prior to adoption by the TPB.

To submit comments on the 2016 CLRP amendment, please visit [www.mwcog.org/TPBcomment](http://www.mwcog.org/TPBcomment).

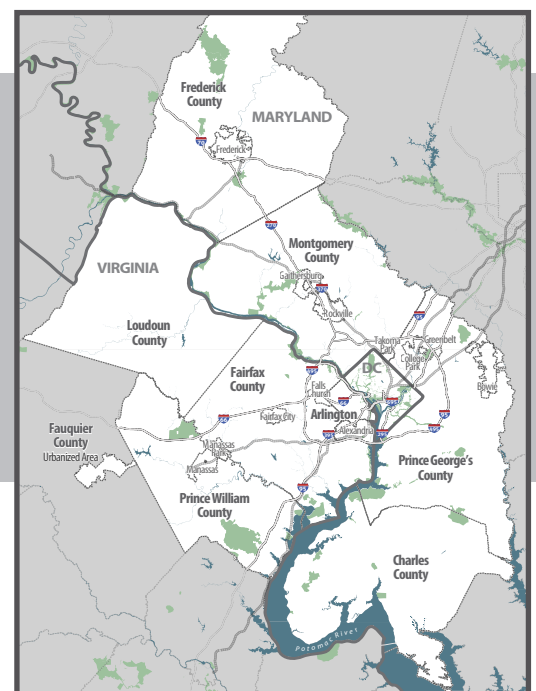
For the complete 2016 CLRP amendment schedule, see insert or visit [www.mwcog.org/CLRP2016](http://www.mwcog.org/CLRP2016).

## ABOUT THE TPB

The National Capital Region Transportation Planning Board (TPB) is the metropolitan planning organization (MPO) for the Washington region. The TPB is responsible for directing the continuing transportation planning process carried out cooperatively by the states and the local communities in the region. The TPB is staffed by the Department of Transportation Planning of the Metropolitan Washington Council of Governments.

## ACCESSIBILITY

Alternative formats of this publication can be made available. Please call 202.962.3300 or 202.962.3213 (TDD), email [accommodations@mwcog.org](mailto:accommodations@mwcog.org), or visit [www.mwcog.org](http://www.mwcog.org).



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# INTRODUCTION

The National Capital Region Transportation Planning Board (TPB), the designated Metropolitan Planning Organization (MPO) for the Washington region, has responsibilities for both long-term transportation planning covering the next two to three decades (the Financially Constrained Long Range Transportation Plan or CLRP) and short-term programming of projects covering the next six years (the Transportation Improvement Program or TIP). The planning horizon for the plan is from 2016 to 2040. The plan identifies transportation projects, programs and strategies that can be implemented by 2040, within financial resources “reasonably expected to be available.”

## Purpose of this Document

**This document is a broad solicitation for projects and programs to be included in the 2016 CLRP Amendment and the FY 2017-2022 TIP.** Individual counties, municipalities and state and federal agencies with the fiscal authority to fund transportation projects are invited to submit projects in response to the solicitation. The purpose of this document is to:

1. Describe the regional policy framework that should guide project development and selection;
2. Review federal requirements related to the Plan and TIP; and
3. Explain the project submission process for the Plan and the TIP.

## OVERVIEW OF THE REGIONAL POLICY FRAMEWORK AND FEDERAL REQUIREMENTS

The Plan and TIP should address the regional policy framework, the central element of which is the TPB Vision, as well as meet certain federal requirements. Together, the regional policy framework and the federal requirements make up the key criteria for the development of the Plan and TIP, as summarized in Figure 1 on the next page. The eight policy goals in the TPB Vision can be found on page 8.

The Plan and TIP must also meet federal requirements involving financial constraint, air quality conformity, public participation, a Congestion Management Process (CMP), non-discrimination and equity (Title VI and environmental justice), and other requirements. A financial plan must show how the updated long-range plan can be implemented with expected revenues. The plan and TIP need to demonstrate financial constraint and conformity with air quality standards set forth by the Environmental Protection Agency (EPA).

## PLANNING REGULATIONS

The Safe, Accountable, Flexible, Efficient Transportation Equity Act – a Legacy for Users or SAFETEA-LU became law in 2005 and the U.S. Department of Transportation issued final regulations for Metropolitan Transportation Planning on February 14, 2007. MAP-21 or Moving Ahead for Progress in the 21<sup>st</sup> Century is the successor to SAFETEA-LU and was signed into law on July 6, 2012. Federal planning regulations based on this law are under development and are

expected to be released within the next year. Until such time, the 2007 regulations remain in effect unless otherwise specified in MAP-21.

Some of the basic requirements pertaining to the CLRP and TIP process have remained unchanged between SAFETEA-LU and MAP-21, including:

- The Plan and TIP must still be updated every four years. The 2014 CLRP was a major Plan update with a new financial plan.
- A Congestion Management Process (CMP) is still required. The Congestion Management Process is a systematic set of actions to provide information on transportation system performance, and to consider alternative strategies to alleviate congestion, enhancing the mobility of persons and goods. MAP-21 enhances congestion and reliability monitoring and reporting.
- Eight federal planning factors to consider during Plan and TIP development. The TPB Vision incorporates all eight planning factors; security is addressed implicitly.
- During the development of the long-range plan, the TPB and state implementing agencies will have to consult with agencies responsible for land use management, natural resources, environmental protection, conservation, historic preservation, airport operations and freight movements on projects in the Plan. The Plan must include a discussion of potential environmental mitigation activities along with potential sites to carry out the activities to be included.

**Figure 1: Key Criteria for Developing the Plan and TIP**

<b>Regional Policy Framework:</b>	<b>Federal Requirements</b>
<ul style="list-style-type: none"> <li>• The TPB Vision</li> <li>• The Regional Transportation Priorities Plan</li> <li>• Additional Policy Context</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Constraint</li> <li>• Air Quality Conformity</li> <li>• Non-Discrimination and Equity</li> <li>• Environmental Mitigation</li> <li>• Congestion Management Process</li> </ul>

## **RELATIONSHIP BETWEEN THE PLAN AND TIP**

The TPB is responsible for preparing a program for implementing the plan using federal, state, and local funds. This document, known as the TIP, provides detailed information showing what projects are eligible for funding and implementation over a six-year period. Like the Plan, the TIP needs to address the TPB Vision and federal requirements. The TIP includes portions, or phases, of projects selected for implementation from the Plan. While the entire project is described in the Plan, in many instances only a portion of the project is included in the six-year TIP. The Plan is reviewed every year and the TIP is updated every two years. Under federal requirements the Plan and TIP must be updated at least every four years.

# SCHEDULE FOR DEVELOPMENT & ADOPTION

of the 2016 Amendment to the Financially Constrained Long-Range Transportation Plan (CLRP)  
& FY 2017-2022 Transportation Improvement Program (TIP)

2015	November 18*	TPB is briefed on the draft Call for Projects document and summary brochure.
	December 16*	TPB releases final Call for Projects. Transportation agencies begin submitting project information through online database.
2016	January 22	<b>DEADLINE:</b> Transportation agencies complete online submission of draft project inputs.
	February 5	Technical Committee reviews draft CLRP & TIP project submissions and draft Scope of Work for the Air Quality Conformity Analysis.
	February 11	CLRP & TIP project submissions and draft Scope of Work released for <b>30-day comment period.</b>
	February 17*	TPB is briefed on project submissions and draft Scope of Work.
	March (TBD)	TPB staff briefs Metropolitan Washington Air Quality Committee Technical Advisory Committee (MWAQC TAC) on submissions and Scope of Work.
	March 12	Comment period ends.
	March 16*	TPB reviews comments and is asked to approve project submissions and draft Scope of Work.
	May 6	<b>DEADLINE:</b> Transportation agencies finalize CLRP forms (including Congestion Management Documentation forms where needed) and inputs to the FY 2017-2022 TIP. Submissions must not impact conformity inputs. Note that the deadline for changes affecting conformity inputs was January 22, 2016.
	July 14	Public Forum on the development of the FY 2017-2022 TIP.
	October 7	Technical Committee reviews draft CLRP & TIP and Conformity Analysis.
	October 13	Draft CLRP, TIP and Conformity Analysis are released for <b>30-day comment period</b> at Citizens Advisory Committee (CAC) meeting. CLRP Performance Analysis also published.
	October 19*	TPB is briefed on the draft CLRP & TIP and Conformity Analysis.
	October (TBD)	TPB staff briefs MWAQC TAC on the draft CLRP & TIP and Conformity Analysis.
November 12	Comment period ends.	
November 16*	TPB reviews comments and responses to comments, and is presented with the draft CLRP & TIP and Conformity Analysis for adoption.	

\*Regular monthly TPB meeting

## SECTION 1: REGIONAL POLICY FRAMEWORK

The TPB Vision and the Regional Transportation Priorities Plan make up the regional policy framework meant to help guide transportation planning and decision-making in the Washington region. A small number of other TPB and COG policy documents and studies provide additional policy context. The TPB strongly encourages agencies to consider this regional policy framework as they develop and select projects to submit for inclusion. The regional policy framework will be used to review and assess the projects and programs under consideration for inclusion in the Plan and TIP.

### THE TPB VISION

To guide the planning and implementation of transportation strategies, actions, and projects for the National Capital Region the TPB adopted the Vision in October 1998 that includes a comprehensive set of policy goals, objectives, and strategies. The TPB Vision incorporates the eight planning factors specified in current federal regulations; security is addressed implicitly. The eight planning factors are provided in Section 2.

#### *Vision Statement*

*In the 21st Century, the Washington metropolitan region remains a vibrant world capital, with a transportation system that provides efficient movement of people and goods. This system promotes the region's economy and environmental quality, and operates in an attractive and safe setting—it is a system that serves everyone. The system is fiscally sustainable, promotes areas of concentrated growth, manages both demand and capacity, employs the best technology, and joins rail, roadway, bus, air, water, pedestrian and bicycle facilities into a fully interconnected network.*

### The Vision Goals

1. The Washington metropolitan region's transportation system will provide **reasonable access at reasonable cost** to everyone in the region.
2. The Washington metropolitan region will develop, implement, and maintain an interconnected transportation system that enhances quality of life and promotes a strong and growing economy throughout the entire region, including a **healthy regional core and dynamic regional activity centers** with a mix of jobs, housing and services in a walkable environment.
3. The Washington metropolitan region's transportation system will **give priority to management, performance, maintenance, and safety** of all modes and facilities.
4. The Washington metropolitan region will use the **best available technology** to maximize system effectiveness.
5. The Washington metropolitan region will plan and develop a transportation system that enhances and **protects the region's natural environmental quality, cultural and historic resources**, and communities.
6. The Washington metropolitan region will achieve better **inter-jurisdictional coordination of transportation and land use** planning.

7. The Washington metropolitan region will achieve an **enhanced funding mechanism(s) for regional and local transportation system priorities** that cannot be implemented with current and forecasted federal, state, and local funding.
8. The Washington metropolitan region will **support options for international and interregional travel** and commerce.

## **THE REGIONAL TRANSPORTATION PRIORITIES PLAN**

The Regional Transportation Priorities Plan, adopted by the TPB in January 2014, is the other main element of the TPB's regional policy framework. It is meant to focus attention on a limited number of specific strategies with the greatest potential to advance regional goals rooted in the TPB Vision.

The top priority identified in the Priorities plan is proper maintenance of the region's transportation system. The plan says that a well-maintained system is vital to ensuring traveler safety and in laying the groundwork for future improvements.

The Priorities Plan also calls attention to strategies to strengthen public confidence and ensure greater fairness throughout the region, mainly through efforts to improve accountability, efficiency, and accessibility during project planning, design, and implementation.

Finally, the Priorities Plan calls for a greater focus on moving more people and goods more efficiently, with an emphasis on promoting concentrated development in Activity Centers and providing more non-auto travel choices for more people.

The Priorities Plan was developed over the course of nearly three years with the help of technical analysis, stakeholder input, and public outreach. The TPB approved the Scope and Process for development of the plan in July 2011. Stakeholder listening sessions and a public forum held in 2012 helped evaluate an early draft of regional challenges and strategies. An online survey of a representative sample of the region's residents in 2013 helped identify strategies that the public were likely to support.

### **Regional Priorities Identified in the Regional Transportation Priorities Plan**

**Meet Our Existing Obligations:** Funding for maintenance and state-of-good-repair needs should continue to be prioritized over system expansion.

**Strengthen Public Confidence and Ensure Fairness:** Efforts to increase accountability and address the needs of historically transportation-disadvantaged populations should be considered in all stages of project planning, design, and implementation.

**Move More People and Goods More Efficiently:** Improvements to the transportation system should seek to do more with less—to make more efficient use of existing infrastructure and promote greater use of more efficient travel modes for both people and goods.

## **ADDITIONAL POLICY CONTEXT**

A number of other TPB and COG policy documents and studies provide additional policy context for the development and selection of projects to submit for inclusion in the Plan:

- National Capital Region Climate Change Report (2008)
- Region Forward: A Comprehensive Guide for Regional Planning and Measuring Progress in the 21<sup>st</sup> Century (2010)
- CLRP Aspirations Scenario (2010)
- “What Would It Take?” Scenario Study (2010)

These policy documents and studies focus attention on additional policy goals for the transportation sector, including reducing vehicle-related greenhouse gas emissions. And, while the region has achieved significant reductions in vehicle-related emissions of various pollutants in recent decades, tougher new federal air quality standards, which are expected in the next couple of years, are likely to require further reductions.

## **THE REGION’S GREATEST NEEDS**

In developing and selecting projects to submit for inclusion in the 2016 CLRP Amendment, agencies should give priority to projects that address the following regional needs:

- Reduce congestion on the roadway and/or transit system
- Improve the operational efficiency of the existing roadway and/or transit system
- Provide high-quality transportation options between and/or within Activity Centers
- Reduce vehicle-miles traveled (VMT) per capita
- Reduce emissions of criteria pollutants
- Reduce emissions of greenhouse gases
- Increase use of travel modes other than driving alone

Agencies will be asked to note how the projects they submit help support or advance these goals, priorities, and needs on the CLRP project description form.



## SECTION 2: FEDERAL REQUIREMENTS

### AIR QUALITY CONFORMITY

The Clean Air Act (CAA) requires that, in areas experiencing air quality problems, transportation planning must be consistent with air quality goals. Transportation conformity applies to transportation plans (CLRP), transportation improvement programs (TIP), and projects funded or approved by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA) in areas that do not meet or previously have not met air quality standards for ozone, carbon monoxide, particulate matter, or nitrogen dioxide. These areas are known as "nonattainment areas" or "maintenance areas," respectively.

### OZONE SEASON POLLUTANTS (VOC AND NO<sub>x</sub>)

On May 21, 2012 EPA designated the Washington, DC-MD-VA region as a marginal nonattainment area for the 2008 ozone. Until new mobile budgets are developed, the region must adhere to those currently approved by EPA under the old 1997 standard. The currently approved budgets for VOC and NO<sub>x</sub> were submitted to the EPA by the Metropolitan Washington Air Quality Committee (MWAQC) in 2007, as part of an 8-hour ozone SIP, responding to the 1997 Ozone Standard. On February 7, 2013 EPA found adequate the 2009 Attainment and 2010 Contingency budgets included in this SIP. The budgets are 66.5 tons/day of Volatile Organic Compounds (VOC) and 146.1 tons/day of Nitrogen Oxides (NO<sub>x</sub>) for the 2009 Attainment Plan and 144.3 tons/day of NO<sub>x</sub> for the 2010 Contingency Plan. On October 1, 2015 EPA announced a new ozone standard. That standard will be implemented over the next year, and will not have implications for the conformity analysis of the 2016 CLRP.

### FINE PARTICLES (PM<sub>2.5</sub>) POLLUTANTS

On December 17, 2004 EPA designated the Washington, DC-MD-VA region as nonattainment for the 1997 Fine Particles Standard. PM<sub>2.5</sub> standards refer to particulate matter less than or equal to 2.5 micrometers in diameter. On January 12, 2009, EPA determined that the region had attained the 1997 PM<sub>2.5</sub> standard and issued a clean data determination for the area. On May 22, 2013 MWAQC approved a PM<sub>2.5</sub> Resignation Request and Maintenance Plan for the Washington region. On November 5, 2015, EPA approved the Maintenance Plan. The Maintenance Plan includes two tiers of mobile budgets. Tier 1 budgets were based on mobile emission inventory projections for 2017 and 2025, and are applicable with EPA's adequacy finding. Tier 2 budgets were developed by adding a 20% buffer to the mobile emission inventory projections for 2017 and 2025. The Tier 2 mobile budgets will become effective if it is determined that technical uncertainties primarily due to model changes and to vehicle fleet turnover, which may affect future motor vehicle emissions inventories, lead to motor vehicle emissions estimates above the Tier 1 budgets. Tier 1 mobile budgets are 1,787 tons/year for 2017 PM<sub>2.5</sub> direct, 1,350 tons/year for 2025 PM<sub>2.5</sub> direct, 41,709 tons/year for 2017 PM<sub>2.5</sub> Precursor NO<sub>x</sub>, and 27,400 tons/year for 2025 PM<sub>2.5</sub> Precursor NO<sub>x</sub>. Tier 2 mobile budgets are 2,144 tons/year for 2017 PM<sub>2.5</sub> direct, 1,586 tons/year for 2025 PM<sub>2.5</sub> direct, 50,051 tons/year for 2017 PM<sub>2.5</sub> Precursor NO<sub>x</sub>, and 32,880 tons/year for 2025 PM<sub>2.5</sub> Precursor NO<sub>x</sub>. New mobile budgets are currently being developed to reflect the use of EPA's updated mobile emissions model (MOVES2014). Those budgets will not be used in a conformity analysis until they are approved by EPA.

## **FINANCIAL CONSTRAINT**

### **UPDATING THE PLAN**

The following financial requirements for the Plan are based upon the current federal planning regulations and MAP-21 requirements.

The long-range Plan must include a financial plan that demonstrates the consistency between reasonably available and projected sources of Federal, State, local, and private revenues and the cost of implementing proposed transportation system improvements. The plan must compare the estimated revenue from existing and proposed funding sources that can reasonably be expected to be available for transportation use, and the estimated costs of constructing, maintaining and operating the total (existing plus planned) transportation system over the period of the plan.

The estimated revenue by existing revenue source (Federal, State, local and private) available for transportation projects must be determined and any shortfalls shall be identified. Proposed new revenue and/or revenue sources to cover shortfalls must be identified, including strategies for ensuring their availability for proposed investments. Existing and proposed revenues shall cover all forecasted capital, operating, and maintenance costs. All revenue and cost estimates must use an inflation rate(s) to reflect "year of expenditure dollars" based upon reasonable financial principles and information developed cooperatively by the MPO, States and public transportation operators.

The Financial Analysis for the 2014 CLRP was adopted by the TPB in October 2014. This financial analysis produced the same financial "big picture" as in the 2010 analysis; the majority of currently anticipated future transportation revenues will continue to be devoted to the maintenance and operation of the current transit and highway systems. More information about the current financial plan is available at [www.clrp.mwco.org/elements/financial](http://www.clrp.mwco.org/elements/financial).

Agencies should review the timing, costs and funding for the actions and projects in the Plan, ensuring that they are consistent with the "already available and projected sources of revenues." Significant changes to the projects or actions in the current plan should be identified. New projects and programs, specifically addressing regional air quality conformity needs also should be identified. If new funding sources are to be utilized for a project or action, agencies should describe the strategies for ensuring that the funding will be available.

Other projects or actions above and beyond those for which funds are available or committed may be submitted to the Plan under illustrative status. A change in project status from illustrative to full status would require a Plan amendment. Illustrative projects will not be assumed in the air quality conformity determination of the Plan.

### **DEVELOPING INPUTS FOR THE TIP**

The following financial requirements for the TIP are based upon the current federal planning regulations and MAP-21 requirements.

The TIP must be financially constrained by year and include a financial plan that demonstrates which projects can be implemented using current revenue sources and

which projects are to be implemented using proposed revenue sources (while the existing transportation system is being adequately operated and maintained).

In developing the TIP, the MPO, the States and the public transportation operators must cooperatively develop estimates of funds that are reasonably expected to be available to support TIP implementation. The TIP shall include a project or a phase of a project only if full funding can reasonably be anticipated to be available for the project within the time period contemplated for completion of the project.

Only projects for which construction and operating funds can reasonably be expected to be available may be included under full status in the plan. In the case of new funding sources, strategies for ensuring their availability shall be identified. In developing the financial analysis, the MPO shall take into account all projects and strategies funded under Title 23, USC and the Federal Transit Act, other Federal funds, local sources, state assistance, and private participation. All revenue and cost estimates must use an inflation rate(s) to reflect "year of expenditure dollars" based upon reasonable financial principles and information developed cooperatively by the MPO, States and public transportation operators.

In non-attainment areas, projects included for the first two years of the current TIP shall be limited to those for which funds are available or committed.

To develop a financially constrained TIP, agencies should begin with the projects and actions committed in the previous TIP. After reviewing the estimates of available state and federal funds for the period, agencies can identify the actions and projects as inputs for the TIP, ensuring that projects for the first two years are "limited to those for which funds are available or committed."

## **NON-DISCRIMINATION AND EQUITY (TITLE VI AND ENVIRONMENTAL JUSTICE)**

The Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. The Federal Transit Administration (FTA) issued the Circular "Title VI and Title VI-Dependant Guidelines for Federal Transit Administration Recipients" (FTA C 4702.1A) on May 13, 2007. The Federal Highway Administration (FHWA) also has published guidance on how the TPB must ensure nondiscrimination in its plans, programs and activities: "FHWA Desk Reference: Title VI Nondiscrimination in the Federal Aid Highway Program".

The Metropolitan Washington Council of Governments (COG), as the administrative agent for the TPB, has developed a Title VI Plan to address the numerous Title VI requirements. On July 14, 2010 the COG Board adopted the "Title VI Plan to Ensure Nondiscrimination in all Programs and Activities" which includes a policy statement, Title VI assurances and nondiscrimination complaint procedures. The Title VI Plan describes how COG and the TPB meet a number of Title VI requirements, and is available at [www.mwcog.org/titlevi](http://www.mwcog.org/titlevi).

The TPB addresses these requirements in several ways. First, to ensure on-going input from transportation disadvantaged population groups, the TPB has a proactive public involvement process as described in the TPB's Public Participation Plan. The TPB established the Access for All Advisory Committee in 2001 to advise on issues, projects and programs important to low-income communities, minority communities and persons with disabilities. Second, each time the

Plan is updated, the AFA committee reviews maps of proposed major projects and comments on the long-range plan. The AFA chair, a TPB member, presents those comments to the TPB. Third, an analysis of travel characteristics and accessibility to jobs is conducted to ensure that disadvantaged groups are not disproportionately impacted by the long-range plan. The latest analysis and AFA report can be found on the [CLRP website](#). Fourth, The TPB has a Language Assistance Plan ([Language Assistance Plan: Accommodating Individuals with Limited English Proficiency in the Planning Process](#)) and follows the [COG accommodations policy](#) for people with disabilities and LEP persons to ensure access to documents and meetings.

## **CONGESTION MANAGEMENT DOCUMENTATION**

The Congestion Management Process (CMP) is a systematic set of actions to provide information on transportation system performance, and to consider alternative strategies to alleviate congestion, enhancing the mobility of persons and goods. The CMP impacts many aspects of the CLRP, including problem identification, analysis of possible actions, project prioritization and selection, and post-implementation monitoring. With the CMP, TPB aims to use existing and future transportation facilities efficiently and effectively, reducing the need for highway capacity increases for single-occupant vehicles (SOVs).

In accordance with federal law and regulations, the regional CMP must look at a number of separate components of congestion. The CMP must identify the location, extent, and severity of congestion in the region. Within the TPB work program, the CMP considers information and trend analysis on overall regional transportation system conditions, and undertakes a number of associated travel monitoring and analysis activities. A data collection and analysis program compiles transportation systems usage information, incorporates that information in its travel forecasting computer models, and publishes the information in reports. TPB's periodic aerial surveys of the region's freeways show the most congested locations and associated planning or project activities occurring at that location. Since there are only very limited sources of information at the regional level for non-freeway arterials, agencies or jurisdictions should use their own data sources to characterize congestion on those facilities.

The following additional CMP components should be addressed through this Call for Projects as follows:

1. The CMP must consider congestion and congestion management strategies directly associated with Plan projects. Requested in this Call for Projects is documentation of any project-specific information available on congestion that necessitates or impacts the proposed project. Submitting agencies are asked to cite whether congested conditions necessitate the proposed project, and if so, whether the congestion is recurring or non-recurring.
2. For any project providing a significant increase to SOV capacity, it must be documented that the implementing agency considered all appropriate systems and demand management alternatives to the SOV capacity. This requirement and its associated questions are substantially unchanged from what has been requested in recent years. A special set of SOV congestion management documentation questions must be answered for any project to be included in the Plan or TIP that significantly increases the single occupant vehicle carrying capacity of a highway. A copy of the Congestion Management Documentation Form is included in this Call for Projects document for reference. Note

that this form is not required to be filled out for all projects, only for projects meeting certain criteria. Non-highway projects do not need a form.

Certain highway projects may also be exempt from needing a form. The detailed instructions later in this Call for Projects document provide further instructions and exemption criteria. It is recommended to complete a form in association with all submitted, non-exempt projects to ensure compliance with federal regulations and with regional goals.

## **OTHER FEDERAL REQUIREMENTS**

The SAFTEA-LU Final Planning Rule adds several other federal requirements in addition to air quality conformity and financial constraint which are described briefly here.

### **CONSIDERATION OF FEDERAL PLANNING FACTORS**

MAP-21 reaffirms the eight planning factors in the SAFTEA-LU Final Planning Rule to consider while developing the Plan and TIP, listed below, and emphasizes safety, security and consistency between transportation and economic development. The TPB Vision incorporates all of the planning factors specified in the current federal regulations, except for explicitly addressing security. However, the TPB and the region have been very active in addressing security since 9/11 and have incorporated security and safety into the TPB's planning framework through a series of on-going planning activities. Implementing agencies will be asked to identify how each project addresses the eight planning factors in the project submission forms.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for all motorized and non-motorized users;
3. Increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

### **PUBLIC PARTICIPATION**

Metropolitan Planning Organizations (MPOs) are required to do the following based on the final planning regulations:

- Representatives of users of pedestrian walkways, bicycle transportation facilities, the disabled are specifically added as parties to be provided with the opportunity to participate in the planning process;

- The MPO is to develop a participation plan in consultation with interested parties that provides reasonable opportunities for all parties to comment; and
- To carry out the participation plan, public meetings are to be: conducted at convenient and accessible locations at convenient times; employ visualization techniques to describe plans; and make public information available in an electronically accessible format, such as on the Web.

The TPB adopted an update of its Participation Plan on September 17, 2014. The Plan can be found online at [www.mwcog.org/clrp/public/plan.asp](http://www.mwcog.org/clrp/public/plan.asp).

### **INTERAGENCY CONSULTATION**

During the development of the long-range plan, the TPB and state implementing agencies will have to consult with agencies responsible for land use management, natural resources, environmental protection, conservation, historic preservation, airport operations and freight movements on projects in the Plan. Consultation may involve comparison of a map of transportation improvements to conservation plans or maps and natural or historic resources inventories. The TPB's efforts on this requirement are described on the CLRP website at [www.mwcog.org/clrp/elements/environment/](http://www.mwcog.org/clrp/elements/environment/).

### **ENVIRONMENTAL MITIGATION DISCUSSION**

The Plan must include a discussion of potential environmental mitigation activities along with potential sites to carry out the activities to be included. The discussion is to be developed in consultation with Federal, State, and tribal wildlife, land management, and regulatory agencies. Implementing agencies will be asked to identify on the project description forms "types of potential mitigation activities" for major projects. Implementing agencies will be asked to identify on the project description forms "types of potential mitigation activities" for major projects. The TPB's efforts on this requirement are described on the CLRP website at [www.mwcog.org/clrp/elements/environment/envmitigation.asp](http://www.mwcog.org/clrp/elements/environment/envmitigation.asp).

### **FREIGHT PLANNING CONSIDERATIONS**

The ability to move freight and goods is a critical element of the Washington region's economy. All businesses and residences rely on freight. There is a strong emphasis on freight movement considerations in metropolitan transportation planning.

On July 21, 2010 the TPB approved the National Capital Region Freight Plan. This was the first Freight Plan for the metropolitan Washington area. It defines the role of freight in the region, provides information on current and forecasted conditions, identifies regional freight concerns such as safety and security, and includes a National Capital Region Freight Project Database.

Questions 27 and 28 on the CLRP Project Description Form address a number of planning factors, including economic competitiveness, truck and freight safety, accessibility and mobility of people and freight, and integration and connectivity of the transportation system for people and freight. Strong consideration should be given to projects that support these goals for freight.

### **ANNUAL LISTING OF PROJECTS**

Federal regulations require that the TPB must publish or otherwise make available an annual listing of projects, consistent with the categories in the TIP, for which federal funds have been

obligated in the preceding year. With the assistance of and in cooperation with the transportation implementing agencies in the region, the TPB has prepared a listing of projects for which federal funds have been obligated each year since 2001.

### **PERFORMANCE-BASED PLANNING**

MAP-21 put forth seven National Goals for Performance-Based Planning and Programming. Those goals include:

1. Safety
2. Infrastructure Condition
3. Congestion Reduction
4. System Reliability
5. Freight Movement and Economic Vitality
6. Environmental Sustainability
7. Reduced Project Delivery Delays

The TPB is awaiting the finalization of the federal regulations for MAP-21 before incorporating these into the CLRP and TIP development process.

## **SECTION 3: PROJECT SUBMISSION INSTRUCTIONS**

This section describes the process to be used by transportation implementing agencies when updating project information for the CLRP as well as the Air Quality Conformity inputs, the Transportation Improvement Program and the Congestion Management Process. The project description forms are designed to elicit information to enable policy makers, citizens and other interested parties and segments of the community affected by projects in the plan to understand and review them. Description forms must be completed for all projects to be included in the Plan and the TIP. All regionally significant projects, regardless of funding source, must be included in the Plan for Air Quality Conformity information purposes. A Congestion Management Process Form must be completed for all projects meeting the requirements described on page 33 of these instructions. The remainder of this section describes how to update Plan, TIP and Conformity project information using an online database application. TERM analysis and reporting procedures are not addressed here; see Section 4 for those instructions.

### **THE ONLINE DATABASE FOR THE CLRP, TIP AND AIR QUALITY CONFORMITY INPUTS**

An online database application is used to gather project information from each agency. Staff from implementing agencies will be assigned an account with a user name and password. There are two levels of access to the database; editors and reviewers. Each agency should decide which person on their staff should assume these roles. Once logged into the application users will have access to the most recent version of the Plan and TIP information that was approved by the TPB. TPB staff will offer training sessions to assist staff with the application as needed.



## CLRP PROJECT DESCRIPTION FORM INSTRUCTIONS

Projects should be described in sufficient detail to facilitate review by the TPB and the public. Specific information is needed on the project location and physical characteristics, purpose, projected completion date, total estimated costs, proposed sources of revenues, and other characteristics. Submissions for studies should indicate those cases where the design concept and scope (mode and alignment) have not been fully determined and will require further analysis. TERM projects or actions should also be identified. Project Description Forms should be used to describe the full scope of a facility's improvements.

### **Basic Project Information**

1. *Submitting Agency* .....The agency that is submitting the project information. Defined by the user's agency status.
2. *Secondary Agency* .....Other agency working in conjunction with primary agency
3. *Agency Project ID* .....Agencies can use this field to track projects with their own ID systems.
4. *Project Type*.....Identify the functional class or category on which projects will be grouped in reports. Options include: *Interstate, Primary, Secondary, Urban, Transit, Bike/Ped, Bridge, Enhancement, ITS, Maintenance, CMAQ, Other.*
5. *Project Category*.....Identify the nature of the project: *System Expansion* (adding capacity to a road or transit system), *System Preservation* (any work on the road or transit system that does not add capacity), *Management, Operations and Maintenance, Study, Other.*
6. *Project Name*.....Brief, user-friendly name of the project;
7. *Facility* .....These fields should be used to describe actual infrastructure or transit routes. Any of these fields may be left blank and there is no need for redundant entries. If a project can be described adequately in the *Project Title* field, it is not necessary to fill in these fields.
  - a. *Prefix*.....Interstate or State abbreviation for route type, e.g. I, VA, MD, US. Combinations such as VA/US are acceptable
  - b. *Number* .....The route number that corresponds with the above prefix. Again, combinations are acceptable.
  - c. *Name* .....Full name of facility; e.g. "Capital Beltway," "East Street" or "Red Line". To the extent possible, this field should be limited to actual street names or transit routes.
  - d. *Modifier* .....Any term that needs to be used to further describe a facility, such as "extended", "relocated" or "interchange".

8. *From (At)* .....The beginning project limit or location of a spot improvement. Use the *(At)* checkbox to indicate a spot or interchange improvement. Follow the conventions above for *Prefix, Number, Name* and *Modifier*.
9. *To*.....Terminal project limit. Follow conventions above for *Prefix, Number, Name* and *Modifier*.
10. *Description* .....Describe the project as clearly as possible. Use public-friendly phrasing and avoid technical jargon where possible.
11. *Projected Completion Year*.....Estimated year that the project will be open to traffic or implemented.
12. *Project Manager* .....Name of project manager or point-of-contact for information
13. *E-mail* .....E-mail address for project manager or point-of-contact for information
14. *Web Site* .....URL for further project information from implementing agency
15. *Total Mileage* .....If available; enter the total length of the project to the closest tenth of a mile.
16. *Map Image* .....If available, upload an image file to assist
17. *Documentation* .....If necessary, upload any extra documentation for the project. This could include financial plans or supplemental information materials.
18. *Jurisdiction* .....Select the appropriate jurisdictions for the project. Multiple jurisdictions can be selected by pressing the **CTRL** key while clicking.
19. *Baseline Cost/As of* .....Initially estimated cost of project (in \$1,000s) and approximate date of that estimate.
20. *Amended Cost/As of*.....Updates to project cost (in \$1,000s) can be entered here with date of the amended cost estimate.
21. *Sources* .....Indicate the sources of funds: Federal, State, Local, Private, Bonds, Other. Hold the **CTRL** key down to select multiple sources.

**Regional Policy Framework**

- 22. Provide Options .....Identify all travel mode options that this project provides, enhances, supports, or promotes.
- 23. Activity Centers .....Indicate if the project begins or ends within an activity center, connects two or more centers, and/or promotes non-auto travel within one or more centers
- 24. Maintenance .....Does this project contribute to enhanced system maintenance, preservation, or safety?
- 25. Operations .....Does this project reduce travel time on highways and/or transit without building new capacity, and does it enhance safety?
- 26. Environment .....Is the project expected to contribute to reductions in emissions of criteria pollutants and/or greenhouse gases?
- 27. Travel and Commerce .....Does the project support interregional and international travel and commerce (freight and passenger)?
- 28. Additional Framework .....Provide any additional information that describes how this project further supports or advances these and other regional goals.

**MAP-21 Planning Factors**

29. *Please identify any and all planning factors that are addressed by this project:*

Use the checkboxes to select all that apply:

- a. Supports the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- b. Increases the safety of the transportation system for all motorized and non-motorized users.
  - i. *Is this project being proposed specifically to address a safety issue?*  
Note: It is presumed that all new projects being constructed include safety considerations. Select “Yes” only if the primary reason the project is being proposed is to address a safety issue.
  - ii. *If so, please briefly describe (in quantifiable terms, where possible) the nature of the safety problem:*
- c. Increases the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users.
- d. Increase accessibility and mobility of people

- e. Increase accessibility and mobility of freight
- f. Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- g. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- h. Promote efficient system management and operation.
- i. Emphasize the preservation of the existing transportation system.

### **Environmental Mitigation**

30. Have any potential mitigation activities been identified for this project? If so, identify the types of activities below.

Use the checkboxes to select “Yes” or “No” and to identify any mitigation activities being planned for this project.

- Air Quality,
- Energy,
- Floodplains,
- Geology, Soils and Groundwater,
- Hazardous and Contaminated Materials,
- Noise,
- Rare, Threatened and Endangered Species,
- Socioeconomics,
- Surface Water,
- Vibrations,
- Visual and Aesthetic Conditions,
- Wetlands,
- Wildlife and Habitat

### **Congestion Management Process Documentation**

The following addresses the MAP-21 component called the Congestion Management Process. Please see the discussion on Congestion Management Documentation in Section 2 of this document for more information. Questions 25 and 26 should be answered for every project. In addition, a Congestion Management Documentation Form should be completed for each project or action proposing an increase in SOV capacity.

31. *Congested Conditions*

- a. Do traffic congestion conditions on this or another facility necessitate the proposed project or program?  
Check “Yes” if this project is being planned specifically to address congestion conditions.

- b. *If so, is the congestion recurring or incident-related non-recurring in nature?*  
Use the checkboxes to identify either option.
- c. *If the congestion is on a different facility, please identify it here:*  
Identify the name of the congested parallel or adjacent route that this project is intended to relieve.

### 32. Capacity

The federally-mandated Congestion Management Process requires that alternatives to major highway capacity increases be considered and, where reasonable, integrated into capacity-increasing projects. Except if projects fall under at least one of the exemption criteria listed under part (b), projects in the following categories require a Congestion Management Documentation Form:

- New limited access or other principal arterial roadways on new rights-of-way
  - Additional through lanes on existing limited access or other principal arterial roadways
  - Construction of grade-separated interchanges on limited access highways where previously there had not been an interchange.
- a. *Is this a capacity-increasing project on a limited access highway or other principal arterial?*  
Check “Yes” if the project will increase capacity on an SOV facility of functional class 1 (limited access highway), 2 (principal arterial) or 5 (grade-separated interchange on limited access highway).
- b. *If the answer to Question 26.a was “yes,” are any of the following exemption criteria true about the project? (Choose one, or indicate that none of the criteria apply):*
- *None of the exemption criteria below apply to this project – a Congestion Management Documentation Form is required.*
  - *The project will not use federal funds in any phase of development or construction (100% state, local, and/or private funding).*
  - *The number of lane-miles added to the highway system by the project totals less than one lane-mile*
  - *The project is an intersection reconstruction or other traffic engineering improvements, including replacement of an at-grade intersection with an interchange*
  - *The project, such as a transit, bicycle or pedestrian facility, will not allow private single-occupant motor vehicles.*
  - *The project consists of preliminary studies or engineering only, and is not funded for construction*
  - *Any project whose construction cost is less than \$10 million.*

Review the list of potential exemption criteria and determine if any of them are true, thus exempting the project from needing a separate Congestion Management Documentation Form. If more than one criterion is true, please select just one as the primary criterion. Use the pull-down menu to identify the exemption criterion.

- c. *If the project is not exempt and requires a Congestion Management Documentation Form, click on the link provided to open a blank Congestion Management Documentation Form.*

**Record Tracking**

- 33. *Completed Year* .....Use this field to indicate the year that the full scope of the project has been opened to traffic or implemented.
- 34. *Project Withdrawn* .....Use this checkbox to indicate that a project is being withdrawn from the Plan.
- 35. *Withdrawn Date*.....Provide an approximate date for the withdrawal of the project.
- 36. *Created by*.....Identification of who created the record originally.
- 37. *Created On* .....Date record was originally created on
- 38. *Last Updater*.....ID of last person to make modifications to record
- 39. *Last Updated On* .....Recorded date and time of last modifications to record
- 40. *Comments*.....General notes for agency or TPB staff to use.

**TIP PROJECT DESCRIPTION FORM INSTRUCTIONS**

Funding information should be completed for each project intended for programming in the current TIP. The TIP should show all funds (federal and non-federal) that are expected to be obligated between FY 2015 and FY 2020. Previous fiscal years are shown for historical purposes only and have no bearing on the current fiscal years.

- 1. *Submitting Agency* .....Automatically displayed based on user’s agency.
- 2. *CLRP Parent Project Name* .....Automatically filled in based on parent project.
- 3. *Project Name*.....A very brief, public-friendly description of the project phase; e.g. “East Market Street Widening” or “Downtown Circulator Bus.” This can be the same as the project name.
- 4. *Facility* .....These fields should be used to describe actual infrastructure or transit routes. Any of these fields may be left blank and there is no need for redundant entries. If a project can be described adequately in the *Project Title* field, it is not necessary to fill in these fields.
  - a. *Prefix*.....*Interstate or State abbreviation for route type, e.g. I, VA, MD, US. Combinations such as VA/US are acceptable.*
  - b. *Number*.....*The route number that corresponds with the above prefix.*

- c. *Name* .....Full name of facility; e.g. "Capital Beltway," "East Street" or "Red Line". To the extent possible, this field should be limited to actual street names or transit routes.
- d. *Modifier* .....Any term that needs to be used to further describe a facility, such as "extended", "off-ramp", or "interchange".
5. *From (At)* .....The beginning project limit or location of a spot improvement. Use the (At) checkbox to indicate a spot or interchange improvement. Follow the conventions above for *Prefix, Number, Name* and *Modifier*.
6. *To*.....Terminal project limit. Follow conventions above for *Prefix, Number, Name* and *Modifier*.
7. *Description* .....Describe the project as clearly as possible. Use public-friendly phrasing and avoid technical terms where possible.
8. *Agency Project ID* .....Agencies can use this field to track projects with their own ID systems.
9. *Projected Completion Year*.....Estimated year that the project will be complete.
10. *Project Status* .....Project is delayed, complete, withdrawn, or ongoing
11. *Completed*.....Date the project was completed (open to traffic) or implemented
12. *Environmental Review* .....Type of NEPA documentation required, if any
13. *Review Status* .....Current status of any required NEPA documentation
14. *Bike/Ped Accommodations* .....Indicate using the pull-down menu whether the project is:
- a) *Primarily a bicycle/pedestrian project,*
  - b) *Includes accommodations for bicycle/pedestrian users,*
  - c) *Does not include accommodations for bicycles/pedestrians.*
15. *Complete Streets Policy*.....Does your jurisdiction or agency have a Complete Streets Policy?
16. *Complete Streets Detail* .....Indicate if the project advances the Complete Streets goals of your agency, or if the policy is not applicable or is exempt, and for what reason.
17. *Capital Costs*
- a. *Amount*.....Funds shown in \$1,000s
  - b. *Phase* .....Funds obligated for: a) Planning and Engineering, b) R.O.W. acquisition, c) Construction, d) Studies and e) Other
  - c. *Fiscal Year* .....Fiscal year in which funds are expected to be obligated

- d. *Source*.....Federally recognized source of funds
- e. *Fed/State/Local Share*.....Percentage distribution of federal, state and local funds
- 18. *Creator* .....Recorded ID of the user that created the record
- 19. *Created On* .....Date record was originally created on
- 20. *Last Updated On* .....Recorded date and time of last modifications to record
- 21. *Last Updater*.....Recorded ID of last person to make modifications to record

**AIR QUALITY CONFORMITY INPUT INSTRUCTIONS**

- 2. *Conformity ID*.....TPB Staff will assign each project a Conformity ID
- 3. *Agency ID* .....Agencies can use this field to track projects with their own ID systems.
- 4. *Improvement*.....Pull-down field to identify type of improvement being made to the facility (e.g. construct, widen, upgrade, etc.)
- 5. *Facility*.....These fields should be used to describe actual infrastructure or transit routes. Any of these fields may be left blank and there is no need for redundant entries. If a project can be described adequately in the *Project Title* field, it is not necessary to fill in these fields.
  - a. *Prefix*.....Interstate or State abbreviation for route type, e.g. I, VA, MD, US. Combinations such as VA/US are acceptable.
  - b. *Number*.....The route number that corresponds with the above prefix.
  - c. *Name* .....Full name of facility; e.g. “Capital Beltway,” “East Street” or “Red Line”. To the extent possible, this field should be limited to actual street names or transit routes.
  - d. *Modifier* .....Any term that needs to be used to further describe a facility, such as “extended”, “off-ramp”, or “interchange”.
- 6. *From (At)*.....The beginning project limit or location of a spot improvement. Use the (At) checkbox to indicate a spot or interchange improvement. Follow the conventions above for Prefix, Number, Name and Modifier.
- 7. *To*.....Terminal project limit. Follow conventions above for Prefix, Number, Name and Modifier.
- 8. *Description* .....This field is not required but can be used to provide additional information beyond the data in the other fields.
- 9. *Facility Type From/To*
  - a. *Facility Type From*.....Functional class of facility before improvement



- b. *Facility Type To* .....Functional class of facility after improvement
- 10. *Lanes From/To*
  - a. *Lanes From* .....Number of lanes on facility before improvement
  - b. *Lanes To*.....Number of lanes on facility after improvement
- 11. *R.O.W. Acquired* .....Right-of-way has been acquired for the facility
- 12. *Under Construction?* .....Construction has begun on the facility
- 13. *Projected Completion Year*.....Estimated year that the project will be complete.
- 14. *Completed* .....Date the project was completed (open to traffic) or implemented
- 15. *Creator* .....Recorded ID of the user that created the record
- 16. *Created On* .....Date record was originally created on
- 17. *Last Updated On* .....Recorded date and time of last modifications to record
- 18. *Last Updater*.....Recorded ID of last person to make modifications to record

**CONGESTION MANAGEMENT DOCUMENTATION FORM FOR SOV PROJECTS**

A Congestion Management Documentation Form should be completed for each project or action intended for the Plan that involves a significant increase in single-occupant vehicle (SOV) carrying capacity of a highway.

Brief and complete answers to all questions are recommended. A reference to an external document or an attachment without further explanation on the form itself is not recommended; findings of studies, Major Investment Studies, for example, should be summarized on the form itself. References to other documents can be made if desired *in addition to* the answer provided on the form.

As a rule of thumb, the scale and detail in the responses to the questions should be in proportion to the scale of the project. For example, a relatively minor project needs less information than a major, multi-lane-mile roadway construction project.

The form can summarize the results of EISs or other studies completed in association with the project, and can also summarize the impact or regional studies or programs. It allows the submitting agency to explain the context of the project in the region's already-adopted and implemented programs, such as the Commuter Connections program, and to go on to explain what new and additional strategies were considered for the project or corridor in question.

**SAMPLE FORMS**

The following pages are samples for the CLRP Project Description Form, TIP Project Description Form, and Congestion Management Documentation Form.