

National Capital Region Transportation Planning Board

777 North Capitol Street, N.E., Suite 300, Washington, D.C. 20002-4290 (202) 962-3310 Fax: (202) 962-3202

Item #5

MEMORANDUM

December 9, 2009

To: Transportation Planning Board

From: Ronald F. Kirby
Director, Department of
Transportation Planning

RE: Steering Committee Actions

At its meeting of December 4, 2009, the TPB Steering Committee approved the following resolutions:

- TPB SR9-2010 on an amendment to the FY2010-2015 Transportation Improvement Program (TIP) that is exempt from the Air Quality Conformity Requirement to include the St. Elizabeths Campuses Access Improvements Project, as requested by the District of Columbia Department of Transportation (DDOT).
- TPB SR10-2010 on an amendment to the FY2010-2015 TIP that is exempt from the Air Quality Conformity Requirement to include funding for the widening of Route 7 from Rolling Holly Drive to East of Reston Avenue in Fairfax County, as requested by the Virginia Department of Transportation (VDOT).
- TPB SR11-2010 on an amendment to the FY 2010 Commuter Connections Work Program (CCWP), as requested by DDOT.

The TPB Bylaws provide that the Steering Committee “shall have the full authority to approve non-regionally significant items, and in such cases it shall advise the TPB of its action.”

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

**RESOLUTION ON AN AMENDMENT TO
THE FY 2010- 2015 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) THAT IS
EXEMPT FROM THE AIR QUALITY CONFORMITY REQUIREMENT TO INCLUDE THE ST
ELIZABETHS CAMPUSES ACCESS IMPROVEMENTS PROJECT, AS REQUESTED BY
THE DISTRICT OF COLUMBIA DEPARTMENT OF TRANSPORTATION (DDOT)**

WHEREAS, the National Capital Region Transportation Planning Board (TPB), which is the metropolitan planning organization (MPO) for the Washington Region, has the responsibility under the provisions of Safe, Accountable, Flexible, and Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU) for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

WHEREAS, on July 15, 2009 the TPB adopted the FY 2010-2015 TIP; and

WHEREAS, in the attached letter of December 4, 2009, DDOT has requested an amendment to the FY 2010-2015 TIP to include the St. Elizabeths Campuses Access Improvements Project with \$42.5 million in federal earmark funding, as described in the attached materials; and

WHEREAS, this access improvement is not regionally significant regarding air quality conformity analysis;

NOW, THEREFORE, BE IT RESOLVED THAT the Steering Committee of the National Capital Region Transportation Planning Board amends the FY 2010-2015 TIP to include the St. Elizabeths Campuses Access Improvements Project with \$42.5 million in federal earmark funding, as described in the attached materials.

Adopted by the Steering Committee of the Transportation Planning Board at its regular meeting on December 4, 2009.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DISTRICT DEPARTMENT OF TRANSPORTATION



Transportation Policy and Planning Administration

December 4, 2009

The Honorable Charles Jenkins, Chairman
National Capital Region Transportation Planning Board
Metropolitan Washington Council of Governments
777 North Capitol Street, N.E., Suite 300
Washington DC 20002-4290

Dear Chairman Jenkins and members of the TPB,

The District Department of Transportation (DDOT) requests an amendment to the FY 2010-2015 Transportation Improvement Program (TIP). The purpose of this amendment is to reinstate the St. Elizabeths Campuses Access Improvements project back into the TIP. A copy of the TIP project description form is attached.

The proposed DDOT Project includes one improvement, the Shephard Parkway – Access Road. The purpose of the Shephard Parkway access road is to provide access to the St. Elizabeths West Campus gate on the west side of the site. The facility will connect Firth Sterling to Malcolm X. This access road will be utilized by Department of Homeland Security (DHS) employees in personal vehicles, DHS shuttles, and by MetroBus. This facility will be closed to the public. The facility will be open by 2013. Design work will begin in 2010.

Following are funding details for the St. Elizabeths Campuses Access Improvements project:

- Previous Funding - \$7 million for acquisition (source: GSA earmark)
- For FY 2010 - \$4 million for acquisition, \$3.5 million for design and \$35 million for construction of the access road (source: GSA earmark)

The proposed project was in an earlier TIP (FY 2009-2014) and is now being reinstated into the TIP. The project does not require conformity analysis or public review and comment. The funding source has been identified, and the TIP will remain fiscally constrained. Therefore, DDOT requests that the TPB Steering Committee approve this amendment at its December 4th meeting. We appreciate your cooperation in this matter.

Should you have questions regarding this amendment, please contact either me at (202) 671-2542 or by e-mail at karina.ricks@dc.gov or Mark Rawlings at (202) 671-2234 or by e-mail at mark.rawlings@dc.gov.

Thank you for your consideration of and action on this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karina Ricks', with a large, stylized loop at the end.

Karina Ricks
Associate Director, Transportation Policy and Planning Administration (TPPA)

cc: Gabe Klein, DDOT (via e-mail)
Leah Treat, DDOT (via e-mail)
Mark Rawlings, DDOT (via e-mail)
Ron Kirby, COG/TPB (via e-mail)

**DISTRICT OF COLUMBIA
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

Source	Fed/St/Loc	Previous Funding	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	Source Total
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Primary

Anacostia Waterfront Initiative

TIP ID: 5723 Agency ID: AW003 Title: **St. Elizabeths Campuses Access Improvements** Complete: 2015

Facility: Earmark 80//20 7,000 b 3,500 a 42,500

From: 4,000 b

To: 35,000 c

Total Funds: 42,500



Description: The project includes one improvements, the Shephard Parkway – Access Road The purpose of the Shephard Parkway access road is to provide access to the St. Elizabeths West Campus gate on the west side of the site. The facility will connect Firth Sterling to Malcolm X. This access road will be utilized by Department of Homeland Security (DHS) employees in personal vehicles, DHS shuttles, and by MetroBus. This facility will be closed to the public. The facility will be open by 2013. Design work will begin in 2010.

Amendment

Reinstate the project into the FY 2010-2015 TIP with \$42.5 million in Earmark funds.

Approved on: 12/4/2009

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

**RESOLUTION ON AN AMENDMENT TO
THE FY 2010- 2015 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) THAT IS
EXEMPT FROM THE AIR QUALITY CONFORMITY REQUIREMENT TO INCLUDE FUNDING
FOR THE WIDENING OF ROUTE 7 FROM ROLLING HOLLY DRIVE TO EAST OF RESTON
AVENUE IN FAIRFAX COUNTY, AS REQUESTED BY THE VIRGINIA DEPARTMENT OF
TRANSPORTATION (VDOT)**

WHEREAS, the National Capital Region Transportation Planning Board (TPB), which is the metropolitan planning organization (MPO) for the Washington Region, has the responsibility under the provisions of Safe, Accountable, Flexible, and Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU) for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

WHEREAS, on July 15, 2009 the TPB adopted the FY 2010-2015 TIP; and

WHEREAS, in the attached letter of November 30, 2009, VDOT has requested an amendment to the FY 2010-2015 TIP to include \$2.796 million for right of way in FY 2010 and \$29.986 million for construction in FY 2012 of the Route 7 project to widen to six lanes from Rolling Holly Drive to 0.15 mile East of Reston Avenue in Fairfax County, as described in the attached materials; and

WHEREAS, this project is in the air quality conformity determination for the 2009 CLRP;

NOW, THEREFORE, BE IT RESOLVED THAT the Steering Committee of the National Capital Region Transportation Planning Board amends the FY 2010-2015 TIP to include \$2.796 million for right of way in FY 2010 and \$29.986 million for construction in FY 2012 of the Route 7 project to widen to six lanes from Rolling Holly Drive to 0.15 mile East of Reston Avenue in Fairfax County, as described in the attached materials.

Adopted by the Steering Committee of the Transportation Planning Board at its regular meeting on December 4, 2009.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

14685 Avion Parkway
Chantilly, VA 20151
(703) 383-VDOT (8368)

DAVID S. EKERN, P.E.
COMMISSIONER

November 30, 2009

National Capital Region: FY 2010-2015
Transportation Improvement Program Amendment

The Honorable Charles A. Jenkins
Chairman, National Capital Region
Transportation Planning Board
Metropolitan Washington Council of Governments
777 North Capitol Street, N.E.; Suite 300
Washington, DC 20002-4201

Dear Chairman Jenkins:

On behalf of Fairfax County and itself, VDOT's Northern Virginia District Office requests amending the FY 2010-2015 Transportation Improvement Program (TIP) to add one project. The proposed project is included in the Metropolitan Washington Regions Air Conformity Determination for the 2009 Constrained Long Range Plan. The proposed amendment provides federal funding allocated by the Commonwealth's Transportation Board in its currently approved FY 2010-2015 Six Year Improvement Program. The project was in an earlier TIP with funds obligated for right of way and construction and this amendment provides for a continuation of these phases. The project is outlined below.

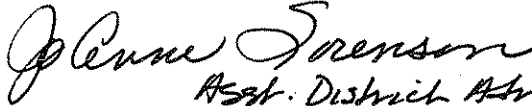
- Rte. 7 Widen to Six (6) Lanes (UPC# 52327). This project is the widening of a 1.2 mile stretch of Rte. 7 (Leesburg Pike) to six (6) lanes from Rolling Holly Drive to 0.15 MI. East of Reston Avenue. The proposed TIP Amendment adds \$2.796M. in FY 2010 for the RW phase and \$29.986M in FY2012 for the Construction phase. The source of funding is \$11.803M in Federal AC-Other and \$20.980M in NVTB Bonds.

The attached table presents the revised project funding for the FY 2010-2015 TIP document.

VDOT requests that this amendment be reviewed and acted upon by the TPB's Steering Committee at its December 4th 2009 meeting. VDOT's representative will be in attendance at the meeting to answer any questions the Committee may have. Upon approval of this amendment, please furnish copies of the approval to Ms. Jo Anne Sorenson (VDOT's Northern Virginia office) and to Mr. Chad Tucker in VDOT's Transportation and Mobility Planning Division in Richmond.

Thank you for your consideration of and action on this request.

Sincerely,


Asst. District Admin.

Morteza Salehi
District Administrator
VDOT – Northern Virginia District

for

**NORTHERN VIRGINIA
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

TIP AMENDMENT 12/16/2009

FY 2010 - 2015 TIP

Agency Project	ID	Facility, Location, Description	Phase	Previous Funding	FY10	FY11	FY12	FY13	FY14	FY15	Program Total	Funding Source	Funding Shares		
													Fed	Sta	Loc
	VDOT - Primary														
52327		Title: Rte. 7 - Widen to 6 lanes Facility: Leesburg Pike (0007) From: Rolling Holly Drive To: 0.15 MI East of Reston Avenue (1.1720 MI) Jurisdiction: Fairfax County	PE.	\$0	\$0	0	\$0	0	0	0	\$14,803	Fed-AC-Other	80%	20%	0%
			ROW	0	\$2,796	0	0	0	0	0	\$20,980	Bond	0%	100%	0%
			Const	\$0	\$0	\$0	\$29,986	\$0	\$0	\$0	\$0				
		Description: To widen Rte 7 (Leesburg Pike) from Rolling Holly Drive to 0.15 East of Reston Avenue. Reason for Amendment: To update previous obligation for PE and to add \$830,797 AC-Other, \$1,758,371 NVTD Bond for RW Phase FFY10;\$8,611,754 AC-Air Quality The project is included in the Air Quality Determination of the 2009 CLRP.													

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

**RESOLUTION APPROVING AN AMENDMENT TO
THE FY 2010 COMMUTER CONNECTIONS WORK PROGRAM AS REQUESTED BY
THE DISTRICT OF COLUMBIA DEPARTMENT OF TRANSPORTATION (DDOT)**

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

WHEREAS, on March 18, 2009, the TPB approved the FY 2010 Commuter Connections Work Program (CCWP); and

WHEREAS, in the attached letter of November 23, 2009, DDOT has requested that the \$235,520 in funding it provides as designated pass thru funding for consultant services for the Employer Outreach Program budget in the FY 2010 CCWP be removed because it will now perform the procurement and contracting for these consultant services; and

WHEREAS, the proposed changes in the budget and work activity narrative are shown in the attached pages from the FY 2010 CCWP;

NOW, THEREFORE, BE IT RESOLVED THAT the Steering Committee of the National Capital Region Transportation Planning Board amends the FY 2010 Commuter Connections Work Program to remove \$235,520 in funding it provides as designated pass thru funding for consultant services for the Employer Outreach Program budget in the FY 2010 CCWP as shown in the attached materials.

Adopted by the Steering Committee of the Transportation Planning Board at its regular meeting on December 4, 2009.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF TRANSPORTATION



Transportation Policy and Planning Administration

Mr. Ronald Kirby
Director of Transportation
Metropolitan Washington Council of Governments
777 North Capitol Street, NE, Suite 300
Washington, DC 20002

Dear Mr. Kirby,

This letter serves as follow-up to a previous DDOT letter dated July 16, 2009 committing \$978,997 to the Commuter Connections Program for Fiscal Year 2010.

The Employer Outreach Project of the Commuter Connections Program is funded at \$265,401 with \$235,520 designated as pass thru funding for jurisdictional employer outreach. This money has previously been administered by COG/TPB staff to hire a consultant to perform work for DDOT. Due to contractual requirements, DDOT will perform the contracting and procurement directly for jurisdictional employer outreach services for FY2010 and beyond instead of passing these funds to a contractor thru the Commuter Connections Program.

DDOT is fully committed to the Employer Outreach Project and the Commuter Connections Program as a whole and will perform employer outreach tasks outlined in the attached Scope of Work. This is an administrative change to simplify billing and will not directly impact the Commuter Connections operating budget.

If you have any questions, please contact Anna McLaughlin at 202-478-9121.

Sincerely,


Karina Ricks
Associate Director

cc: Nick Ramfos
Mark Rawlings
Anna McLaughlin
Sandra Jackson

V. EMPLOYER OUTREACH

The Employer Outreach program provides and supports outreach efforts in ten jurisdictions located in the region's MSA. This program contains regional and jurisdictional components.

COG's Commuter Connections staff provides overall administration and arranges for sales training and support for the jurisdictional components of the program and technical training on the regional sales contact management database. The local jurisdictions provide outreach to employers and work with employers to develop and implement new, or expand existing employer-based alternative commute programs.

The following local jurisdictions provide employer outreach services:

District of Columbia
Frederick County
Montgomery County
Tri-County Council for Southern Maryland
Prince George's County
City of Alexandria
Arlington County
Fairfax County
Loudoun County
Prince William County

Most employers who promote commute alternatives do so for practical reasons associated with the operation of their businesses. But the community as a whole benefits from commute alternatives programs, which improve air quality, reduce traffic congestion, and support economic development. For this reason, many local governments in the region continue to offer programs that encourage commute options at the employment site. These programs range from marketing efforts and incentive programs conducted through ridesharing programs to "adequate public facilities ordinances" that have trip reduction requirements for affected employers.

The Commuter Connections program's ongoing goal has been to weave existing local employer and government programs into a coherent, voluntary regional network, and to promote ways in which worksite commute alternatives programs may grow, without imposing burdensome mandates upon employers.

Regional Components of the Employer Outreach Program include:

- 1) Maintaining and updating a web-based regional employer/employee sales contact database to facilitate local efforts and avoid duplication.
- 2) Coordination with WMATA's SmartBenefits program sales staff, and/or their assigned consultant(s).

- 3) Review of individual local sales contact databases on a continuing basis to ensure quality control.
- 4) Providing bicycling information to area employers to help and support bicycling to work by their employees.
- 5) Providing a regional "Live Near Your Work" program to assist both employers and prospective employees with information regarding housing near their respective work location.
- 6) Coordinating technical training for the regional sales database on an as needed basis.
- 7) Supporting the Employer Outreach Committee of the Commuter Connections Subcommittee which provides guidance to the program

The regional components of the program are listed in the three project tasks below. The total annual cost for the regional components of the Employer Outreach program is \$191,531.

Jurisdictional Components of the Employer Outreach Program include:

- 1) Contacting individual employers in each locality, (carried out by the local sales and service representatives) through the regional contact sales database which Commuter Connections maintains and updates.
- 2) Accomplishing local program goals in Maryland jurisdictions via staff, contractors, TMA's, or other entities. A scope of work is submitted to COG to expedite an annual program contract for each locality, and funding is allocated to localities based upon guidance to COG from the state funding agencies.
- 3) Providing coordinated marketing materials for the program.
- 4) Providing information on voluntary commuting actions that can be taken by employers and the general public to reduce mobile source emissions, particularly on Air Quality Action days, through the Clean Air Partners program.
- 5) Offering sales support and training for the sales and service representatives in each of the participating jurisdictions.
- 6) COG/TPB support for overseeing pass-thru funding to local sales jurisdictions for the implementation of voluntary transportation demand management strategies at private sector employment sites.
- 7) COG/TPB staff support for updating and printing customized sales materials and employer case studies both in hard copy and for inclusion on the Commuter Connections Web site.

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Schedule: July 1, 2000 - June 30, 2010

The jurisdictional components of the program are outlined in the project task below. The total annual costs for the jurisdictional components of the Employer Outreach program are \$374,264.

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Jurisdictional Component Project Tasks

A. MARYLAND LOCAL AGENCY FUNDING AND SUPPORT

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Local jurisdictions work with employers to develop and implement new, or expand existing employer-based commuter benefit programs such as transit and vanpool benefits, preferential parking for carpools and vanpools, carpool and vanpool formation, and telework and flexible work schedules. Results from these efforts are recorded in the regional employer database.

Cost Estimate: Pass-thru to Local Jurisdictions: \$312,840

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Total Project Budget: \$312,840

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Services: New or expanded employer-based TDM programs in Maryland.

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Schedule: July 1, 2009 - June 30, 2010

B. DC, MARYLAND, AND VIRGINIA PROGRAM ADMINISTRATION

This project task includes the management and monitoring of pass-thru funding by COG/TPB staff to local sales jurisdictions in DC and Maryland for contract compliance. It also includes support to DC and Maryland jurisdictions, consultants, or TMA staff in implementing voluntary transportation demand management strategies at private and/or non-profit sector employment sites. This task also involves the review and approval of an annual Scope of Work by COG/TPB staff for each of the DC and Maryland sales jurisdictions and day to day contract management. This task also includes COG/TPB staff support for updating and printing sales materials and employer case studies in DC and Maryland.

Cost Estimate: Printing/Postage: \$ 13,664
COG/TPB Staff Oversight: \$47,760

Total Project Budget: \$ 61,424

Products:

Electronic and printed updates of sales materials and case studies.

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Services:

Oversight to local sales jurisdictions in DC and Maryland to implement voluntary transportation demand management strategies at private sector employment sites.

Bi-annual sales support conference calls to DC and Maryland jurisdictions. Employer site visits by COG/TPB staff as requested or needed by DC and Maryland jurisdictions.

Staff the Employer Outreach Committee for DC, Maryland, and Virginia Employer Outreach Representatives.

Schedule:

July 1, 2009 - June 30, 2010

**Table 1
FY 2010 COMMUTER CONNECTIONS BUDGET AND WORK PROGRAM EXPENDITURES**

WORK ACTIVITY	DIRECT SALARIES STAFF	M & A 25%	LEAVE BENEFITS 19%	FRINGE BENEFITS 20%	INDIRECT COSTS 36 %	DATA & PC COSTS	CONTRACT SERVICES	DIRECT COSTS	TOTAL
Commuter Operations Center	\$124,173	\$30,668	\$29,135	\$36,495	\$79,370	\$49,500	\$45,145	\$24,546	\$419,032
Guaranteed Ride Home Marketing	\$97,358	\$24,340	\$23,123	\$28,964	\$63,102	\$3,500	\$121,487	\$222,569	\$584,443
Monitoring and Evaluation	\$141,527	\$35,382	\$32,853	\$41,152	\$90,328	\$3,000	\$625,000	\$1,551,691	\$2,520,933
	\$162,413	\$40,603	\$38,573	\$48,318	\$104,367	\$0	\$390,000	\$15,726	\$800,000
Employer Outreach	\$37,688	\$9,799	\$9,022	\$12,432	\$24,818	\$8,000	\$15,000	\$445,627	\$562,366
Maryland Telework	\$6,709	\$1,677	\$1,593	\$1,996	\$4,311	\$0	\$60,000	\$4,777	\$81,063
TOTAL	\$569,868	\$142,469	\$134,299	\$169,357	\$366,296	\$64,000	\$1,256,632	\$2,264,936	\$4,967,856

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**Table 2
 COMMUTER CONNECTIONS FISCAL YEAR 2010 BUDGET
 BY STATE FUNDING AGENCY AND PROGRAM ELEMENT**

FUNDS SOURCE	Commuter Operations Center	Guaranteed Ride Home	Marketing*	Monitoring & Evaluation	Employer Outreach	Maryland Telework	TOTALS
District of Columbia	\$43,235	\$68,380	\$336,485	\$93,600	\$29,881	\$0	\$571,581
State of Maryland	\$168,137	\$265,922	\$1,123,665	\$364,000	\$448,778	\$81,063	\$2,451,565
Commonwealth of Virginia	\$158,160	\$250,141	\$1,060,783	\$342,400	\$83,726	\$0	\$1,895,210
Other**	\$49,500						\$49,500
TOTAL	\$419,032	\$584,443	\$2,520,933	\$800,000	\$562,385	\$81,063	\$4,967,856

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*Note: Project funds include \$192,000 for the Carpool Incentive Demonstration project which will come from the FY 2009 CCWP underrun dollars.

**Software User Fees