

National Capital Region Transportation Planning Board

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MEETING NOTICE

Date: February 15, 2012
Time: 12 noon
Place: COG Board Room

10:45 am **Special Work Session on Air Quality and Transportation**
to

11:45 am Staff from COG's Departments of Environmental Programs (DEP) and Transportation Planning (DTP) will provide overview presentations on the status of air quality planning for the Washington DC-MD-VA non-attainment area, and on the linkages to transportation planning through the air quality conformity process. In addition, detailed presentations will be provided on current planning activities for fine particle pollution as background for Item 11 of the TPB agenda.

AGENDA (BEGINS PROMPTLY AT NOON)

- 12 noon 1. **Public Comment on TPB Procedures and Activities**
.....Chairman Turner

Interested members of the public will be given the opportunity to make brief comments on transportation issues under consideration by the TPB. Each speaker will be allowed up to three minutes to present his or her views. Board members will have an opportunity to ask questions of the speakers, and to engage in limited discussion. Speakers are asked to bring written copies of their remarks (65 copies) for distribution at the meeting.
- 12:20 pm 2. **Approval of Minutes of January 18 Meeting**
.....Chairman Turner
- 12:25 pm 3. **Report of Technical Committee**
.....Mr. Rawlings
Chair, Technical Committee
- 12:30 pm 4. **Report of the Citizen Advisory Committee**
..... Ms. Slater
Chair, Citizens Advisory Committee
- 12:40 pm 5. **Report of Steering Committee**
.....Mr. Kirby
Director, Department of
Transportation Planning (DTP)
- 12:45 pm 6. **Chair's Remarks**
..... Chairman Turner

Alternative formats of this agenda and all other meeting materials are available upon request. Email: accommodations@mwkog.org. Phone: 202-962-3300 or 202-962-3213 (TDD). Please allow seven working days for preparation of the material. Electronic versions are available at www.mwkog.org.

ACTION ITEMS

- 12:50 pm 7. **Review of Comments Received and Approval of Project Submissions for the Air Quality Conformity Assessment for the 2012 Financially Constrained Long Range Transportation Plan (CLRP) and the FY 2013-2018 Transportation Improvement Program (TIP)**

..... Mr. Kirby, DTP
At the January 18 meeting, the Board was briefed on the major project changes submitted for inclusion in the air quality conformity assessment for the 2012 CLRP and FY 2013-2018 TIP which were released for a 30-day public comment period that ended February 11. The Board will be briefed on the comments received and recommended responses, and asked to approve the project submissions for inclusion in the air quality conformity assessment for the 2012 CLRP and FY 2013-2018 TIP.

Action: Adopt Resolution R8-2012 to approve the project submissions for inclusion in the air quality conformity assessment for the 2012 CLRP and FY 2013-2018 TIP.

- 12:55 pm 8. **Approval of Scope of Work for the Air Quality Conformity Assessment for the 2012 CLRP and the FY 2013-2018 TIP**

..... Ms. Posey, DTP
At the January 18 meeting, the Board was briefed on the draft scope of work for the air quality conformity assessment for the 2012 CLRP and FY 2013-2018 TIP which was released for a 30-day public comment period that ended February 11. The Board will be briefed on the comments received and recommended responses, and asked to approve the scope of work for the air quality conformity assessment for the 2012 CLRP and FY 2013-2018 TIP.

Action: Approve the enclosed scope of work for the air quality conformity assessment for the 2012 CLRP and FY 2013-2018.

- 1:00 pm 9. **Approval of Amendment to the FY 2011-2016 TIP that is Exempt From the Air Quality Conformity Requirement to Include Funding for the Construction of the I-95 HOV/HOT Lanes project, as Requested by the Virginia Department of Transportation (VDOT)**

..... Ms. Hamilton, VDOT

In the enclosed letter of February 7, 2011, the Virginia Department of Transportation (VDOT) has requested an amendment to the FY 2011-2016 TIP to include funding for the construction of Bus/HOV/HOT lanes on I-95 between Garrisonville Road in Stafford County and a point on I-395 one mile north of Edsall Road, as described in the attached materials. The Board will be briefed on this amendment and asked to approve it.

Action: Adopt Resolution R9 -2012 to amend the FY 2011-2016 TIP to include funding for the construction of the I-95 HOV/HOT Lanes project, as described in the attached materials.

- 1:05 pm 10. **Approval of Application for Funding Under the FY 2012 Transportation Investments Generating Economic Recovery (TIGER) Competitive Grant Program**

..... Mr. Randall, DTP
On January 31, USDOT released in the Federal Register the Final Notice of Funding Availability (NOFA) for \$500 million in discretionary surface

transportation grant funding for the FY 2012 TIGER program, with pre-applications due on February 20 and final applications due on March 19. The Board will be briefed on the recommended local projects for the application, which is based upon the TPB's FY 2011 submission to implement multimodal access improvements in rail station areas. The Board will be asked to approve the recommended projects and pre-application for submission by February 20 and the final application for submission by March 19.

Action: Adopt Resolution R10-2012 to approve the FY 2012 TIGER pre-application for submission by February 20, and the final application by March 19, as described in the attached materials.

INFORMATION ITEMS

- 1:15 pm
11.

Briefing on Mobile Emissions Inventories for Fine Particle Pollution (PM2.5) for the 2012 Redesignation Request and Maintenance Plan

..... Ms. Rohlf, COG/DEP
Ms. Constantine, DTP

The Metropolitan Washington Air Quality Committee (MWAQC) is preparing a request to EPA for redesignation of the Washington DC-MD-VA nonattainment area to attainment status for PM2.5, along with a maintenance plan demonstrating compliance with PM2.5 standards through 2025. The Board will be briefed on the scope and schedule for the redesignation request and maintenance plan, and on the mobile emission inventories that have been prepared as part of the maintenance plan.
- 1:25 pm
12.

Update on COG Incident Management and Response (IMR) Action Plan Transportation Recommendations

..... Mr. Meese, DTP

At the November 16 meeting, the Board was briefed on the IMR Action Plan developed by the COG IMR Steering Committee in response to the disruptive January 26, 2011 storm. The Board will be briefed on activities addressing transportation recommendations in the plan, including the status of MATOC operating hours; a recent MATOC snow storm mobilization coordination effort; and a recently conducted regional survey on traffic signal emergency power back-up systems.
- 1:35 pm
13.

Update on Reauthorization of Federal Surface Transportation Legislation

..... Mr. Kirby

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) enacted on August 10, 2005 has been extended eight times since it expired on September 30, 2009, most recently through March 31, 2012. On November 9, 2011 the Senate Environment and Public Works Committee unanimously approved MAP-21, a two-year reauthorization proposal. On February 3, the House Transportation and Infrastructure Committee approved a five-year reauthorization proposal entitled the "American Energy and Infrastructure Jobs Act." The Board will be briefed on the key features of the House and Senate proposals and the likely schedule for further Congressional action.

1:45 pm 14. **Review of the Draft FY 2013 Commuter Connections Work Program (CCWP)**
.....Mr. Ramfos, DTP
The Board will be briefed on the enclosed draft CCWP for FY 2013 (July 1, 2012 through June 30, 2013). The Board will be asked to approve the FY 2013 CCWP at its March 21 meeting.

1:50 pm 15. **Review of the Draft FY 2013 Unified Planning Work Program (UPWP)**
.....Mr. Kirby
The Board will be briefed on the enclosed draft UPWP for FY 2013 (July 1, 2012 through June 30, 2013). The Board will be asked to approve the FY 2013 UPWP at its March 21 meeting.

1:55 pm 16. **Other Business**

2:00 pm 17. **Adjourn**

2 hours

Lunch will be available for Board members and alternates at 11:30 am

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD

777 North Capitol Street, NE
Washington, D.C. 20002-4226
(202) 962-3200

**MINUTES OF THE
TRANSPORTATION PLANNING BOARD
January 18, 2012**

Members and Alternates Present

Monica Backmon, Prince William County
Melissa Barlow, FTA
Andrew Beacher, Loudoun County
Marc Elrich, Montgomery County
Lyn Erickson, MDOT
Jason Groth, Charles County
Rene'e Hamilton, VDOT
Tom Harrington, WMATA
Cathy Hudgins, Fairfax County
Sandra Jackson, FHWA
John Jenkins, Prince William County
Emmett Jordan, City of Greenbelt
Carol Krimm, City of Frederick
Peter May, National Park Service
Phil Mendelson, DC Council
Garrett Moore, VDOT
Mark Rawlings, DC-DOT
Rodney Roberts, City of Greenbelt
Paul Smith, Frederick County
Linda Smyth, Fairfax County Board of Supervisors
Reuben Snipper, City of Takoma Park
David Snyder, City of Falls Church
Kanti Srikanth, VDOT
Harriet Tregoning, DC Office of Planning
Todd M. Turner, City of Bowie
Jonathan Way, Manassas City
Victor Weissberg, Prince George's County
Tommy Wells, DC Council
Patrick Wojahn, City of College Park
Scott K. York, Loudoun County
Sam Zimbabwe, DDOT
Chris Zimmerman, Arlington County

MWCOG Staff and Others Present

Ron Kirby
Gerald Miller
Robert Griffiths
Nicholas Ramfos
Andrew Meese
Rich Roisman
John Swanson
Jane Posey
Wendy Klancher
Sarah Crawford
Gareth James
Karin Foster
Eric Randall
Ben Hampton
Dan Sonenklar
Debbie Leigh
Deborah Etheridge
David Roberston COG/EO
Nicole Hange COG/EO
Paul DesJardin COG/DCPS
Betsy Self COG/DPSH
Bill Orleans Citizen
Jim Maslanka City of Alexandria
Randy Carroll MDE
Judi Gold Councilmember Bowser's Office
Cody Christensen STV Incorporated
Bob Grow Board of Trade
Patrick Durany Prince William County
Nick Alexandrow PRTC
Alex Verzosa City of Fairfax
Ray Johnson FC DOT
Janet Nguyen FC DOT
Dan Malouff Arlington

1. Public Comment on TPB Procedures and Activities

Chair Turner called the meeting to order and invited members of the public to comment on the TPB's procedures and activities. No members of the public chose to comment.

2. Approval of Minutes of December 21 Meeting

Ms. Tregoning made a motion to approve the minutes of the December 21 TPB meeting. Ms. Krimm seconded the motion, which passed. Vice-Chairman York abstained from the vote.

3. Report of Technical Committee

Mr. Rawlings reported that the Technical Committee met on January 6 and received briefings on five items to be reviewed for inclusion in the agenda for the TPB's January meeting: the major projects submitted by the transportation agencies for the Air Quality Conformity Assessment for the 2012 CLRP and FY 2013-2018 TIP; the draft scope of work for the Air Quality Conformity Assessment; the development of the Regional Transportation Priorities Plan (RTPP); the findings and recommendations from the assessment of the TPB's Job Access and Reverse Commute (JARC) and New Freedom programs; and an outline and preliminary budget for the Unified Planning Work Program (UPWP) for FY 2013. He also reported that two items were presented for information and discussion: a briefing on the progress toward developing a draft regional Complete Streets policy (including an upcoming stakeholders workshop to help develop the policy); and a briefing on the recently initiated Metropolitan Area Transportation Operations Coordination Program (MATOC) and National Capital Region News and Information web portal websites (www.matoc.org and www.capitalregionudpates.gov, respectively). He pointed out that the purpose of the new National Capital Region News and Information web portal website is to aid communications with the public during weather events and other emergencies.

4. Report of Citizens Advisory Committee

Chair Turner thanked Mr. Mandle for serving as chair of the Citizens Advisory Committee (CAC) and asked him to report.

Mr. Mandle said that the January 12 meeting of the CAC was primarily spent participating in a TPB staff-led "listening session" on the performance measures being developed for the Regional Transportation Priorities Plan (RTPP). The CAC also discussed its end-of-year report to be presented to the TPB in a later agenda item. He explained that the purpose of the listening session on performance measures for the RTPP was to "test-drive" public outreach methods staff will use to solicit input from the wider public on the performance measures. He reported that the listening session was a good chance for the CAC to offer its input and that it generated a great conversation. He pointed out two general concerns that emerged quickly from the listening session: that the performance measures needed more clarification and explanation if they were to be understandable by the general public; and that discussing performance measures in isolation from the strategies that will be included in the plan might not be the right approach. He also described the CAC's end-of-year report, which includes items that were of particular interest to the CAC throughout the year. The four main issues addressed in the report were the RTPP, the regional Complete Streets policy, improving access to information about the regional planning process, and WMATA governance.

Mr. Mandle said that the CAC viewed the beginning of the process for developing the RTPP as an exciting development, noting that four CAC members participated in the scoping task force for the RTPP. He also said that the CAC views the RTPP process as an important public involvement tool, that it provides an opportunity to generate genuine interest and enthusiasm amongst the public, that feedback loops for decision-making within the RTPP can be established to ensure that input is received from the public and that the public feels like they've been heard, and that a big challenge will be not losing the big picture. He explained that the CAC thought the use of performance measures was important, but that they should not be so narrowly defined or over-emphasized as to cause people to forget about the broader regional benefits of transportation investments. He said that the CAC still thinks it is important to use a systems approach in developing regional priorities, pulling together different packages of priorities that provide synergistic and mutually supportive benefits.

Mr. Mandle pointed out that the regional Complete Streets policy originated from recommendations by the CAC, and he said that the CAC is excited to see the policy moving forward so quickly. He also described in greater detail the CAC's interest in improving access to information about the regional planning process and how projects make it into the Constrained Long-Range Plan (CLRP). He said that the end goal is to have a regional transportation planning clearinghouse that provides information on the process as well as a portal into the state and local governments in the region. He said that the CAC is also excited about this project moving forward. Finally, Mr. Mandle explained that, while the CAC did not make any official recommendations pertaining to the WMATA governance study, it is generally supportive of the state work group and holds the broad position that the recommendations of the state work group should be implemented quickly.

Mr. Mandle concluded by encouraging the Board to read through the end-of-year report in greater detail, and he thanked Chair Turner and the Board for allowing him to serve as Chair of the CAC.

Chair Turner welcomed questions for Mr. Mandle from the Board. Ms. Tregoning expressed her gratification that the CAC has received as much attention and response from the Board on its primary issues in the last year, and she thanked Mr. Mandle and former chair Mr. Dobelbower for their leadership of the committee.

5. Report of Steering Committee

Mr. Kirby reported that the Steering Committee met on January 6 and, in addition to reviewing the agenda for the January 18 TPB meeting, approved one resolution: an amendment to the Constrained Long-Range Plan (CLRP) to modify the intersection of Boundary Channel Drive and Old Jefferson Davis Highway adjacent to I-395. He explained that the amendment was requested by VDOT on behalf of Arlington County to deal with traffic associated with the construction of a regional aquatic center.

Mr. Kirby also provided an overview of the letters packet, beginning with a memo announcing the launch of “TPB Weekly Report” on January 17, a renewed presence on Facebook, and the launch of a new TPB Twitter feed. He explained that these outreach initiatives came in response to the Federal certification review by USDOT in May 2011 urging the TPB to explore other methods and media for providing information to the public.

Mr. Kirby also explained a memo to the TPB providing vehicle registration data (originally presented at the December 21 TPB meeting) by local jurisdiction and on a per capita basis (per the request of Board members). He pointed out one main caveat on the data, which is that the vehicle registration data are based on where cars are registered, not where they’re actually used.

Ms. Tregoning asked Mr. Kirby whether the data for 2011 was current through the end of 2011. Mr. Kirby explained that the 2011 data is a snapshot as of July 1, 2011. Ms. Tregoning said it appeared that the population data being used for the per capita registration calculations was from 2010 for local jurisdictions. She asked whether staff could update the population data to be current as of July 2011. Mr. Kirby said that staff could go back and look at that.

Mr. Kirby also highlighted a letter to Board Member Patrick Wojahn from Christian Kent at WMATA commenting on the activities of the Human Service Transportation Coordination program. And he explained that the TPB will be resubmitting an application made last year to the USDOT’s Transportation, Community, and System Preservation (TCSP) program, following the theme developed for the most recent grant application for USDOT’s TIGER program. The TCSP grant application seeks \$160,000 in Federal funds to look more closely at opportunities for promoting mixed-use development around the region’s rail stations.

Chair Turner asked Mr. Kirby to speak to the memo in the letters packet that addressed the status of the regional Complete Streets policy. Mr. Kirby reported that the policy was drafted by the TPB Bicycle and Pedestrian Subcommittee and has been discussed by the Technical Committee, and he said that there has been some concern that this has, so far, been too much of a top-down effort and doesn’t reflect what has already been done at the state and local level. He said that the conversation seems to be moving in the direction of developing a policy template for jurisdictions to use if they don’t already have a Complete Streets policy, and that a workshop is scheduled for January 30 to help develop a template.

Ms. Erickson commented that there’s a lot of work that still needs to be done on the policy, as she is still not certain how compatible the language that’s been written so far is with Maryland state law and local laws. She said it’s about making sure that state and local jurisdictions are actually capable of meeting the requirements of the policy.

Chair Turner thanked Ms. Erikson for her comments and expressed support for the idea that the policy should be a model document for jurisdictions and should serve mainly as an educational opportunity for the TPB.

6. Chair's Remarks

Chair Turner began by wishing everyone a Happy New Year and said he hopes to follow in the footsteps of the previous Chair, Ms. Bowser. He recognized and thanked the two vice-chairs— Supervisor York from Loudoun County, and Council Member Tommy Wells from the District of Columbia—for volunteering to serve in 2012, and he welcomed Charles County as an official member of the TPB as of January 1.

Chair Turner shared his thoughts for the upcoming year, which included a desire for the TPB to focus on the ongoing regional and national discussion about funding of transportation needs, as well as an intention to set aside time each quarter for jurisdictions in the region to highlight something they're working on so that the TPB can have a better discussion and understanding of some of the projects that come before it. He also said that the Board will continue to advance the Regional Transportation Priorities Plan and continue the annual work program, and he said that the Board should continue to follow the model of working together that was used in developing regional applications for Federal grant programs and participating in the WMATA governance study in 2011. He also expressed his confidence that the Citizens Advisory Committee (CAC) and its new chair, Tina Slater (if approved), will play an important and necessary role in the TPB's public input and decision-making process. He concluded with one housekeeping item, which was a reminder that only regular voting members have an opportunity to sit at the TPB table. Only when regular members are not in attendance should alternate members be seated at the table.

ACTION ITEMS

7. Approval of Funding and Transmittal Letter for TPB's 2012 Membership in the Association of Metropolitan Planning Organizations

Mr. Kirby briefed the Board on a letter from the Executive Director of the Association of Metropolitan Planning Organizations (AMPO) requesting payment of annual dues in the amount of \$22,000. He explained that the TPB has been a member of AMPO for approximately 15 years and that, in his view, TPB has received very good value from its membership. He requested that the Board approve paying the AMPO dues for the coming year.

Mr. Mendelson moved to approve payment of the dues. The motion was seconded by Mr. Zimmerman.

Ms. Krimm expressed an interest in the TPB partnering more closely with AMPO in participating in national discussions about transportation funding opportunities, given the proximity of the TPB to Capitol Hill. Mr. Kirby said that TPB members and staff are often invited to accompany AMPO staff to meetings on Capitol Hill.

The Board voted to approve paying dues to AMPO for 2012.

8. Approval of Appointments to the TPB Citizens Advisory Committee (CAC) for the Year 2012

Chair Turner entertained a motion to appoint the proposed slate of 15 members, the alternates, as well as Tina Slater as chair, to the Citizens Advisory Committee (CAC) for 2012.

Mr. York made a motion to approve the appointments. Mr. Wells seconded the motion, which passed unanimously.

INFORMATION ITEMS

9. Briefing on Project Submissions for the Air Quality Conformity Assessment for the 2012 CLRP and the FY 2013-2018 TIP

Mr. Austin provided a presentation that reviewed the project submissions for the air quality analysis for the 2012 CLRP update and FY 2013-2018 TIP. He provided a summary of the six significant changes to both documents, which included new projects, changes to existing projects, and removal of existing projects. He said the project submissions, conformity tables, and air quality scope of work were released for a 30-day public comment period on Thursday, January 12. He said the public comment period will close on February 11 and the TPB will be asked on February 15 to approve the project submissions for inclusion in the air quality conformity assessment. He said the results of the assessment would be released to the public on June 14, the TPB will be briefed on the results on June 20, and the TPB will be asked to approve the 2012 CLRP update and FY 2013-2018 TIP on July 18.

Ms. Smyth asked for confirmation that the Jones Branch Connector is included in the project submissions for the 2012 CLRP.

Mr. Moore said he believes it is included in the air quality conformity table since it is not considered a regionally significant project.

Ms. Posey confirmed that the project is included in the project submission package.

10. Briefing on Draft Scope of Work for the Air Quality Conformity Assessment for the 2012 CLRP and the FY 2013-2018 TIP

Ms. Posey reviewed the scope of work for the conformity analysis of the 2012 CLRP and FY 2013-2018 TIP. She said the technical approach is similar to the previous conformity analysis in 2011, and will use the version 2.3 travel demand model and Mobile 6.2 for emissions modeling. She highlighted two new technical items: staff will use the Round 8.1 Cooperative Forecast and the 2011 vehicle registration data. She said the analysis years will be 2007, 2017, 2020, 2030, and 2040.

Ms. Tregoning asked Ms. Posey to confirm that the region is in nonattainment for PM2.5. She asked if staff expects the modeling work to show any improvement to this status, as well as if staff has a general sense of whether the region will come into attainment for air quality standards.

Ms. Posey responded that the region is in nonattainment for PM2.5. She said the potential to come into attainment varies for the different pollutants. She said that for PM2.5, staff is working with the Metropolitan Washington Air Quality Committee (MWAQC) to request re-designation by EPA to attainment status and to establish a maintenance plan, which should be approved by MWAQC in the spring. She said attainment status is more complicated for ozone season pollutants. She said staff expects to hear information on new guidance for those levels soon. She said the region will have to set new budgets for the ozone season pollutants using the MOVES model so that emissions results and budgets can be more easily compared.

Ms. Tregoning asked if the region is in nonattainment for just two pollutants.

Ms. Posey said the region is in nonattainment for ozone season VOC and NOx, and for fine particles pollutant precursor NOx and direct fine particles. She said the region is in maintenance for wintertime CO.

Ms. Tregoning asked if staff expects the model changes to exacerbate the region's nonattainment or ameliorate it.

Ms. Posey said that use of the MOVES model has shown an increase in the amount of pollutants relative to the previous Mobile 6.2 model. She said that in the future, mobile emissions in the region are decreasing by quite a lot according to both MOVES and Mobile 6.2.

Ms. Tregoning noted that one of the recent trends identified in the VIN data is that the vehicle fleet in the region is aging, which means there will be less vehicle efficiency than previously predicted. She said it would be helpful for future conformity updates to provide greater context to the TPB in terms of how the region has progressed regarding nonattainment and any predictions for future attainment. She noted it is the factor of nonattainment that puts pressure on which transportation projects can be funded, assuming money is available.

11. Briefing on Proposed Performance Measures for the TPB Regional Transportation Priorities Plan (RTPP)

Mr. Kirby referred members to the Draft Interim Report 1 on the RTPP, and gave a presentation to describe the work that had been conducted to date. The first five slides provided background information to the RTPP, including the federal government's increasing focus on performance measurement, and the results of an 'International Scan' carried out by the U.S. DOT in 2009 to research how other countries link transportation performance and accountability. Slides 6 to 12 charted TPB staff's preliminary work on the RTPP, from the development of potential performance measures based on regional goals to examples of strategies that might be used to

meet one or more regional challenges. The final slide described the planned public outreach and schedule through July 2012.

Mr. Kirby asked members to consider whether the process, goals, performance measures, and strategies made sense, whether the measures were meaningful, and whether there were better measures that should be considered. He shared with members a couple of points that had been raised at the CAC's January 12th Listening Session on the RTPP. First, he said he had been asked if the current set of potential measures, challenges and strategies was designed to be the beginning of an iterative process. He said he had confirmed this to be the case, as the intention was to refine and improve the "straw man" until it was the best it could be. Secondly, he said a CAC member had asked what an activity center was. He said this question illustrated the challenge of communicating the RTPP process in terms that will engage the general public.

Mr. Snyder said that the RTPP is a very important exercise for the region, and expressed his appreciation for the work that had already gone into it. He welcomed the importance placed on some objectives, such as environmental improvement and congestion management, but he said he believed safety was receiving third-tier treatment. He stated that a recent study by the AAA had concluded that the cost of congestion to this region is about \$4 billion annually. He said that the cost for motor vehicle crashes, including lost time at work and health care costs is \$7.5 billion, almost double. He said that if one of the aims of the RTPP is to reduce costs, safety should be right at the top of the list, and that there is nothing more important to members of the public than arriving safely at their destination. He suggested that safety might deserve its own category, and said there were lots of ways to measure performance besides those that had been proposed. He said that fatality rates and injury rates are certainly important, but that measures such as accidents per licensed driver, accidents per capita, and overall safety costs, should also be considered. He stated that the data are readily available, and said he hoped to see a greater emphasis on safety in the next iteration of the report. He also stated that motor vehicle crashes contribute substantially to congestion, with about one half of nationwide congestion resulting from non-recurring causes, and he did not believe the salience of this issue was reflected in the initial report.

Mr. Roberts asked if it seemed likely that federal transportation funding would be based on performance measures in the future.

Mr. Kirby replied that funding for the state DOTs and transit agencies would almost certainly be tied to performance monitoring. He added that it was possible, depending on the final language in the bill, that agencies would be held to certain performance targets, with restrictions placed on the way they can use their funding if they do not meet those targets.

Mr. Roberts asked if the federal government would set the requirements, or whether it would be the responsibility of the DOTs and transit agencies.

Mr. Kirby said the intention was not that the federal government would set the targets, but that it would hold the DOTs and transit agencies accountable for meeting performance targets that they would set for themselves based on federal guidance.

Ms. Hudgins said that measures in the TPB's Priorities Plan that focused on the right areas could lead to the right outcomes, but she was concerned that the potential measures for Goal 2 did not include one that was directly related to affordability.

Mr. Kirby replied that the cost of housing and transportation as a percentage of income listed in Figure 3 could be a very important measure, but that some of the necessary local data, such as from the household travel survey, had not yet been finalized. He also stated that the concept of activity centers, which he described as an integral part of this effort and Region Forward, would need to be effectively communicated to ensure that measures of activity center performance would be meaningful. Mr. Kirby added that the link between activity centers and rail stations is another critical measure, as the initial analysis had highlighted a mismatch between the two, and there seem to be opportunities for improving that match.

Ms. Hudgins said that activity centers without rail, but with affordable housing and other good transportation alternatives, could be more valuable than those that have rail but which are lacking those other components. She said rail can help elevate the performance of an activity center, but that the affordability of housing and transportation has to be another major focus of this effort.

Mr. Kirby agreed that this was the case. He said it was clear that not all of the activity centers would have rail transit, but he said they should still have good transit and other transportation options.

Mr. Zimmerman stated that the housing aspect of activity centers was a key issue for long-term planning, as the houses are physically there, but are unaffordable for local people, which adds to the regional transportation problem. He said it was vital to have measures relating to this issue in the RTPP, and that there was plenty of data available for the region, such as a recent study by Brookings and the Center for Neighborhood Technologies and a forthcoming study by the Department of Housing and Urban Development. He said he did not fully understand what is meant by the term "meaningful to the interested public," and that while it is good to think about how to communicate the TPB's work to the public, this is mostly about setting priorities and having the transportation planners figure out how to evaluate different things. He said the most important thing is to be able to communicate why one project might be more important than another project, based on a full understanding of the criteria. He also asked for clarification regarding the meaning of the term activity center, given that it is such an important part of the RTPP effort.

Mr. Kirby responded that the Region Forward report described activity centers as "areas of concentrated employment," which is how they were defined initially. He added that mixed-use activity was desirable in these centers, which meant the inclusion of housing and commercial activity, but he said the current activity center list was primarily based on employment density.

Mr. Zimmerman said this clarification highlighted the problem a little bit, but that it is even worse than that. He said that many years ago he had been on the Metropolitan Development Policy Committee, the precursor to the Region Forward Coalition, when the concept of activity

centers had first been developed. He said that the problem was that everybody had to have an activity center, so they were all over the place, and there was no consistency - in some cases the activity center might have been a very large area, while others were small, compact areas. He said that while defining activity centers in terms of employment might help explain the “activity,” it does not explain what qualifies as a “center.” He said that in the absence of a geographic constraint, the list of activity centers includes very large areas that meet the employment density criterion but serve little use for transportation planning, as what is actually needed are centers. He said the region must take advantage of existing centers and build new ones in other places, not codify sprawl patterns and risk exacerbating the problem. He agreed that activity centers are important to the RTPP effort, but he said that the measures need to include whether housing is affordable on a range of different incomes, and that the definitions of terms need to be discussed and settled upon before engaging the broader public.

Mr. Wojahn commented that he was excited to see the progress of the RTPP effort, but that he was surprised by the scant mention of access to public transportation. He said he meant access in a number of ways. He said that it may be more meaningful to consider what percentage of jobs and affordable housing is located within a quarter of a mile of public transit throughout the region, rather than focusing solely on activity centers. He said the affordability of public transportation was a key accessibility concern, and that as Metro fares continue to increase every year, there is a risk of forgetting that one of the goals of public transportation is to make sure it is accessible to everyone in the community. He said that for access for people with disabilities, he appreciated that accessible bus stops were mentioned, but that accessible public transportation goes far beyond bus stops and it is necessary to more broadly consider whether people with disabilities have access to some means of transportation to get to where they need to go every day.

Ms. Tregoning agreed that access to transit was missing from the initial list of performance measures, and she said several other things were also missing. She suggested including a walk score measure, and perhaps including walkability in the definition of activity centers, adding that rail to Tysons Corner would not have been feasible were it not for the fact that it had so much development already concentrated there. She said that some of the tenor of previous discussions about the RTPP did not seem to be reflected in this first set of measures, as too many seem to be about transportation for transportation's sake rather than about transportation's ability to support the region's economy. She said that housing and transportation cost as a percentage of income is something that should be measured across the region, not just in activity centers, and that analyzing that data could provide a better understanding of the form, pattern, and types of transportation that would be needed to improve people's access to jobs and education, making the region's economy more resilient. She said that some measures should be per capita, as an enormous increase in the number of pedestrians or bicyclists would result in an increase in the number of injuries, even if the number of injuries per unit of use were improving. She said that for the efficiency measures, an off-peak transit ridership should be considered, as that is when the system is already running but not generating enough revenue. She said that with regard to WMATA, she found it strange that the only rail-related measure for maintenance and preservation of the existing system is whether the escalators work. She suggested that other measures that are more directly related to safety and the maintenance of the rails should be

included. She said she would like to know more about why certain performance measures that had been considered were deemed not to meet the criteria for inclusion on the short-list, citing storm-water and public health as examples. She said she thought both of these would be easy to measure, are in the public interest, are costly to every jurisdiction in the region, and can be positively or negatively impacted by the transportation system. She said that there was a lot to be considered, that the District would be likely to put some feedback together, and that it might be useful to set up a TPB subgroup to bring together those members who are particularly interested in this effort.

Chair Turner thanked everybody for their comments, and said that he had spoken with Mr. Kirby regarding the idea of a working group along the lines of the original RTPP scoping task force. He agreed with Ms. Tregoning that this was something they should pursue, but he added that the public outreach opportunities would be vital to get beyond the “inside baseball” discussions about the proposed measures. He said that members rely not only on professional staff, but also on the public, to make a determination regarding priorities, whether that be for transportation, education, or any other activity. He said it might be too soon to ascertain the level of public interest in the process as a whole or in specific measures, but that this would be resolved through the scheduled outreach opportunities. He reminded members that no performance measures had been excluded at this point, as what had been presented to them was a good faith effort to produce an initial set of measures for them to react to. He said that this had been a good discussion, and that a pre-meeting to continue it would be scheduled for those who wished to participate.

12. Briefing on an Assessment of the Job Access and Reverse Commute for Low Income Individuals (JARC) Program and the New Freedom Program for Persons with Disabilities in the National Capital Region

Mr. Wojahn, Chair of the TPB’s Human Service Transportation Coordination Task Force, said the assessment of the JARC/New Freedom Program in the National Capital Region was conducted in 2011. He said the TPB has been the federally designated recipient of JARC/New Freedom funding since 2006 and developed the Human Service Transportation Plan to govern this process. He said each program provides approximately \$1 million each year to the region. He said that between 2007 and 2010, 35 JARC and New Freedom grants were awarded, totaling \$10.3 million - \$7 million in federal funds and \$3.3 million in matching funds. He said the purpose of the assessment was to review the TPB’s administration and oversight of the program, to assess the 35 grants funded, and to compare this program to other agencies across the nation. He asked Ms. Klancher of TPB staff to review the major findings and recommendations of the assessment.

Ms. Klancher provided a summary presentation of the assessment. She said the assessment found that there was a wide variety of grants funded, from fixed-route services, travel-training for people with disabilities, and auto loan programs for low-income individuals. She provided details on the composition of the grant recipients and status of the grants. She added that the real bonus from these grants is that if persons with specialized transportation needs can be matched to a

mode that provides them with more independence and mobility, the region can save public transit money, especially on paratransit.

Ms. Klancher reviewed how the TPB's administration of the two programs compares with that of the agencies around the county. She said nine peer agencies were chosen, from MPOs to transit agencies. She reported the following findings relative to the peer agencies:

- The TPB has been successful in obligating all the funds, which is unique;
- The TPB has funded a greater range of project types and has had a larger variety of sponsors;
- The TPB's selection committee tends to be more robust than that of its peers;
- The peer agencies found similar challenges with the federal requirements, including that the activities eligible for funding are too limited (in particular, that the money cannot be used to provide transit passes), and that the 50 percent match on operating projects is too large for many potential applicants.

Ms. Klancher reviewed other key findings from the assessment, which did not call for any major changes to the way the TPB administers the program. She said the report identified many different customer benefits from the programs, ranging from the impact on a client's quality of life to cost savings on paratransit trips. She said the assessment learned from the grantees that match funding is hard to find, the administration and management of the grant took longer than anticipated, and potential applicants are reluctant to commit to a new program if they cannot guarantee a funding source for the program after the federal grant is spent.

Ms. Klancher highlighted some of the recommendations from the assessment that TPB staff plans to initiate for the project solicitation in April 2012. She said the selection committee members will be rotated more often. She said TPB staff will strengthen grant performance measurements and monitoring, which will help TPB staff identify if the grantee is having trouble meeting the requirements. She said the report recommended that the project solicitation occur every two years, rather than annually, so that a larger amount of funding would be available for grantees, and more time would be available to develop effective regional applications. She said the report also provided recommendations related to the federal program, which could be timely given the status of reauthorization. She said two recommendations for the federal program include lowering the match requirement for operating projects and expanding the activities eligible for funding.

Mr. Smith said he likes the current frequency of the grants, noting that annual grants give an opportunity for more grants spread around the region over time, allowing jurisdictions to compete each year.

Ms. Hudgins said she appreciates the recommendation on expanding the eligibility of projects for this funding. She said the ability to subsidize the cost of transit trips for lower income people, which are not just bus trips, but often a combination of rail and bus trips, provides greater mobility and job opportunities for those who often struggle to reach employment locations.

Chair Turner asked if the Board needs to act on the recommendation to implement a two-year project solicitation.

Ms. Klancher said the report recommended the task force discuss this item. She said the task force is in favor of the idea and she does not believe it would exclude any jurisdiction from participating.

Mr. Wojahn said that given the recommendations regarding the federal aspect of the program, it would be prudent to send a letter transmitting those recommendations to the Association of Metropolitan Planning Organizations and the American Public Transportation Association. He made a motion to do so. The motion was seconded by Ms. Hudgins and was approved.

13. Review of Outline and Preliminary Budget for the FY 2013 Unified Planning Work Program (UPWP)

Mr. Kirby provided a brief summary on the outline of the FY 2013 Unified Planning Work Program. He said the TPB will receive a draft of the UPWP in February and be asked to approve the FY 2013 UPWP in March. He said one outstanding uncertainty is the total budget that will be available on July 1, which depends on details of the federal appropriation for FY 2012. The best estimate is a flat line budget of approximately \$12 million. He noted that the SAFETEA-LU authorizing legislation will expire on March 31, but that there appears to be bipartisan support for maintaining the federal transportation program at or above the current funding level. He said the TPB would likely have to amend the approved FY 2013 UPWP in the late summer, once the details of the authorizing legislation and the federal FY 2012 appropriations are finalized.

14. Other Business

Chair Turner said that he would like to use this time over the course of the year to invite board members to discuss any issues, events, or activities that are regionally relevant. He invited the Board to submit any possible TPB agenda items for consideration to himself and Mr. Kirby.

15. Adjourn

The meeting was adjourned at 2:02 p.m.

TPB Technical Committee Meeting Highlights February 3, 2012

The Technical Committee met on February 3 at COG. Eight items were reviewed for inclusion on the TPB agenda on February 15.

- TPB agenda Item 7

The Committee was updated on the major projects released for a 30-day public comment period that will end February 11. At the February 15 meeting, the Board is scheduled to approve the project submissions for the air quality conformity analysis of the 2012 CLRP.

- TPB agenda Item 8

The Committee was updated on the draft scope of work for the air quality conformity assessment, which was released for a 30-day public comment period that will end February 11.

- TPB agenda Item 10

On January 31, USDOT released in the Federal Register the Final Notice of Funding Availability (NOFA) for \$500 million in discretionary surface transportation grant funding for the FY 2012 TIGER program, with pre-applications due on February 20 and final applications on March 19. The Committee reviewed local projects for a FY 2012 TIGER application which is based upon the TPB's FY 2011 submission to implement multimodal access improvements in rail station areas. The Board will be asked to approve the projects for the pre-application and the final application at its meeting on February 15.

- TPB agenda Item 11

The Metropolitan Washington Air Quality Committee (MWAQC) is preparing a request to EPA for redesignation of the Washington DC-MD-VA nonattainment area to attainment status for PM_{2.5}, along with a maintenance plan demonstrating compliance with PM_{2.5} standards through 2025. The Committee was briefed on the scope and schedule for the redesignation request and maintenance plan, the mobile emission inventories that have been prepared as part of the maintenance plan, and the implications of new emissions budgets to be included in the plan by MWAQC for future TPB air quality conformity assessments.

- TPB agenda Item 12

The Committee was briefed on activities that address transportation recommendations in the Incident Management and Response Action Plan developed by the COG IMR Steering Committee in response to the disruptive January 26, 2011 storm. The activities included the status of MATOC operating hours; a recent MATOC snow storm transportation interagency mobilization

coordination effort; and a recently conducted regional survey on traffic signal emergency power back-up systems.

- TPB agenda Item 13

The Committee was updated on key features of the recently released House and Senate bills and the likely schedule for further Congressional action on the reauthorization of Federal surface transportation legislation.

- TPB agenda Item 14

Staff reviewed the draft Commuter Connections Work Program (CCWP) for FY 2013 (July 1, 2012 through June 30, 2013). The FY 2013 CCWP will be presented to the Board for approval at its March 21 meeting.

- TPB agenda Item 15

Staff reviewed the draft Unified Planning Work Program (UPWP) for FY 2013 (July 1, 2012 through June 30, 2013). The FY 2013 UPWP will be presented to the Board for approval at its March 21 meeting.

Three items were presented for information and discussion:

- The Committee was briefed on progress on developing a draft regional Complete Streets policy template, including activities at the January 30 stakeholders workshop.
- The Committee was briefed on current and upcoming activities as well as on the proposed theme of the Spring 2012 Street Smart Pedestrian and Bicycle Safety Campaign. The spring campaign is scheduled to take place in March. The Committee also reviewed the new draft campaign advertising materials.
- The Committee was updated on the development of the TPB Regional Transportation Priorities Plan (RTPP) which will use performance measures to identify regional challenges and potential near and long term strategies to address them.

**TPB TECHNICAL COMMITTEE MEMBERS AND ALTERNATES
ATTENDANCE - February 3, 2012**

DISTRICT OF COLUMBIA

DDOT Mark Rawlings
DCOP Art Rodgers

MARYLAND

Charles County -----
Frederick Co. Ronald Burns
City of Frederick Tim Davis
Gaithersburg -----
Montgomery Co. Gary Erenrich
Prince George's Co. Vic Weissberg
Rockville -----
M-NCPPC
 Montgomery Co. -----
 Prince George's Co. Faramarz Mokhtari
 Abul Hassan
MDOT Lyn Erickson
 Vaughn Lewis
MTA Mark Baskin
Takoma Park -----

VIRGINIA

Alexandria -----
Arlington Co. Dan Malouff
City of Fairfax Alexis Verzosa
Fairfax Co. Mike Lake
Falls Church -----
Loudoun Co. -----
Manassas -----
Prince William Co. Monica Backmon
NVTC Claire Gron
PRTC Nick Alexandrow
VRE Christine Hoeffner
VDOT Kanathur Srikanth
VDRPT Anthony Foster
NVPDC -----
VDOA -----

WMATA

WMATA Mark Kellogg

FEDERAL/OTHER

FHWA-DC -----
FHWA-VA -----
FTA -----
NCPC -----
NPS -----
MWAQC -----

COG Staff

Ronald Kirby, DTP
Gerald Miller, DTP
Mark Pfoutz, DTP
Karin Foster, DTP
Robert Griffiths, DTP
Rich Roisman, DTP
Andy Meese, DTP
Dusan Vuksan, DTP
Sarah Crawford, DTP
Michael Farrell, DTP
Jane Posey, DTP
Ben Hampton, DTP
Yu Gao, DTP
William Bacon, DTP
Jim Yin, DTP
Mark Moran, DTP
Ron Milone, DTP
Elena Constantine, DTP
Andrew Austin, DTP
Eric Randall, DTP
Johathan Rogers, DTP
Jinchul Park, DTP
Daivamani Sivasailam, DTP
Gareth James, DTP
Joan Rohlf's, DEP
Sunil Kumar, DEP

Other Attendees

Carey Roessel, Marquise Management
Bill Orleans, HACK

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 TDD: (202) 962-3213

Item #5

MEMORANDUM

February 9, 2012

To: Transportation Planning Board

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

Re: Steering Committee Actions

At its meeting of February 3, 2012, the TPB Steering Committee approved the following resolutions:

- Resolution on an amendment to the FY 2011- 2016 Transportation Improvement Program (TIP) that is exempt from the air quality conformity requirement to include funding for the purchase of replacement buses for the Ride On bus system, as requested by the Montgomery County Department of Transportation (MCDOT).
- Resolution on an amendment to the FY 2011- 2016 Transportation Improvement Program (TIP) that is exempt from the air quality conformity requirement to include funding for the Long Bridge Integrity and Capacity Study, as requested by the District of Columbia Department of Transportation (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 2011- 2016 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
THAT IS EXEMPT FROM THE AIR QUALITY CONFORMITY REQUIREMENT
TO INCLUDE FUNDING FOR THE PURCHASE OF REPLACEMENT BUSES FOR
THE RIDE ON BUS SYSTEM, AS REQUESTED BY THE MONTGOMERY COUNTY
DEPARTMENT OF TRANSPORTATION (MCDOT)**

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, the TIP is required by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as a basis and condition for all federal funding assistance to state, local and regional agencies for transportation improvements within the Washington planning area; and

WHEREAS, on November 17, 2010 the TPB adopted the FY 2011-2016 TIP; and

WHEREAS, in the attached letter of January 25, 2012, MCDOT has requested an amendment to the FY 2011-2016 TIP to include \$57.677 million in Section 5307 funding, with state and local matching funds, and \$3.576 million in Section 5309 funding, with local matching funds for the purchase of 60 small and 90 full-size replacement buses in the RideOn fleet, as described in the attached materials; and

WHEREAS, the replacement of buses is exempt from the air quality conformity requirement, as defined in Environmental Protection Agency (EPA) regulations "40 CFR Parts 51 and 93 Transportation Conformity Rule Amendments: Flexibility and Streamlining; Final Rule," issued in the May 6, 2005, *Federal Register*;

NOW, THEREFORE, BE IT RESOLVED THAT the Steering Committee of the National Capital Region Transportation Planning Board amends the FY 2011-2016 TIP to include \$57.677 million in Section 5307 funding, with state and local matching funds, and \$3.576 million in Section 5309 funding, with local matching funds for the purchase of 60 small and 90 full-size replacement buses in the RideOn fleet, as described in the attached materials.

Adopted by the Transportation Planning Board Steering Committee at its regular meeting on February 3, 2012.



DEPARTMENT OF TRANSPORTATION

Isiah Leggett
County Executive

Arthur Holmes, Jr.
Director

January 25, 2012

The Honorable Todd Turner, Chairman
National Capital Region Transportation Planning Board
Metropolitan Washington Council of Governments
777 North Capitol Street, ND, Suite 300
Washington, DC 20002-4290

Dear Chairman Turner:

The Montgomery County Department of Transportation (MCDOT) requests an amendment to the Montgomery County portion of the FY 2011-2016 Transportation Improvement Program (TIP) to include the Ride On Bus Fleet Project. The 61,253,000 Ride On Bus Fleet Project provides for the purchase of replacement buses in the Ride On fleet in accordance with the MCDOT's Division of Transit Services bus replacement plan. This funding had been programmed in previous TIPs.

This amendment reflects the addition of \$2,458,537 in Federal Aid funding for the purchase of 4 additional full-size Ride On buses. The increase in Federal Aid allows Montgomery County to expand its original plan to purchase 8 buses in FY 12 to a new plan to purchase an additional 4 full size buses, for a total of 12 new buses that year.

A copy of the supplemental appropriation request to the Montgomery County Council to add \$2,458,527 in Federal funds to the Ride On Bus Fleet CIP project, and amend the Montgomery County FY 2011-2016 Capital Improvement Program for this purpose, is attached. This supplemental appropriation request was transmitted to the Council on January 20, 2012. It is expected that the Council will take action on this request within six weeks of the transmittal. A copy of the State of Maryland Department of Transportation Fiscal Year 2012 Capital Grant Agreement is also attached.

MCDOT requests that this amendment be approved by the Transportation Planning Board Steering committee at its February 3, 2012 meeting. We appreciate your cooperation in this matter. If you have any questions or comments, please do not hesitate to contact Gary Erenrich, at 240-777-7156 or gary.erenrich@montgomerycountymd.gov. Of course, feel free to contact me directly.

Sincerely,

Edgar Gonzalez
Deputy Director for Transportation Policy

EG:ar

cc: Ronald Kirby, Director of Transportation, Metropolitan Washington Council of Governments

Office of the Director

101 Monroe Street, 10th Floor • Rockville, Maryland 20850 • 240-777-7170 • 240-777-7178 FAX
www.montgomerycountymd.gov

Located one block west of the Rockville Metro Station

**SUBURBAN MARYLAND
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

| Source | Fed/St/Loc | Previous Funding | FY 11 | FY 12 | FY 13 | FY 14 | FY 15 | FY 16 | Source Total |
|--------|------------|------------------|-------|-------|-------|-------|-------|-------|--------------|
|--------|------------|------------------|-------|-------|-------|-------|-------|-------|--------------|

Montgomery County

Transit

RideOn Bus System

| TIP ID: 3072 | Agency ID: | Title: RideOn Bus System | Complete: | |
|---------------------|--------------|--------------------------|-----------|---------------|
| Facility: | Section 5307 | 80/0/20 | 2,000 e | 2,000 |
| From: | Section 5307 | 7/2/91 | | 22,249 |
| To: | Section 5307 | 22/5/73 | 7,363 e | 7,363 |
| | Section 5307 | 76/19/5 | 2,100 e | 2,100 |
| | Section 5307 | 47/12/41 | | 3,415 e |
| | Section 5307 | 8/2/90 | | 20,550 e |
| | Section 5309 | 80/0/20 | 3,576 e | 3,576 |
| Total Funds: | | | | 61,253 |

Description: This project provides for the purchase of replacement buses in the Ride On fleet in accordance with the Division of Transit Services' bus replacement plan. The FY 11-16 plan calls for the following:

- FY 11: 5 full-size
- FY 12: 12 full-size buses
- FY 13: 8 full-size and 11 small buses
- FY 14: 24 full-size and 32 small buses
- FY 15: 33 full-size and 17 small buses
- FY 16: 8 full-size buses

Full-size transit buses have an expected useful life of twelve years. Smaller buses have an expected useful life of five to seven years

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Amendment - Add New Project | Approved on: 2/33/2012 |
| Amend this project into the FY 2011-2016 TIP with \$61.253 million in federal (Section 5307 and Section 5309) funds with matching state and local funds. | |

MEMORANDUM

January 13, 2012

TO: Roger Berliner, President, County Council

FROM: Isiah Leggett, County Executive

SUBJECT: Amendment to the FY11-16 Capital Improvements Program and Supplemental Appropriation #7-S12-CMCG-2 to the FY12 Capital Budget
Montgomery County Government
Department of Transportation
Ride On Bus Fleet (No. 500821), \$2,458,537

I am recommending a supplemental appropriation to the FY12 Capital Budget and amendment to the FY11-16 Capital Improvements Program in the amount of \$2,458,537 for Ride On Bus Fleet (No. 500821). Appropriation for this project will fund the purchase of transit buses to support Ride On operations in Montgomery County.

This increase is needed to support an effective and efficient transportation network. The Maryland Department of Transportation has granted Montgomery County additional capital funds to purchase transit buses. The Montgomery County Department of Transportation will use capital grant funds to replace Ride On buses. New transit buses will enable Ride On to maintain a modern bus fleet. A modern bus fleet is essential to run efficient and effective transit services.

I recommend that the County Council approve this supplemental appropriation and amendment to the FY11-16 Capital Improvements Program in the amount of \$2,458,537 and specify the source of funds as Federal.

I appreciate your prompt consideration of this action.

IL: cgb

Attachment: Amendment to the FY11-16 Capital Improvements Program and Supplemental Appropriation #7-S12-CMCG-2

Cc: Arthur Holmes, Jr., Director, Department of Transportation
Jennifer Hughes, Director, Office of Management and Budget

Resolution: _____
Introduced: _____
Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: Council President at the Request of the County Executive

SUBJECT: Amendment to the FY11-16 Capital Improvements Program and Supplemental Appropriation #7-S12-CMCG-2 to the FY12 Capital Budget
Montgomery County Government
Department of Transportation
Ride On Bus Fleet (No. 500821), \$2,458,537

Background

1. Section 307 of the Montgomery County Charter provides that any supplemental appropriation shall be recommended by the County Executive who shall specify the source of funds to finance it. The Council shall hold a public hearing on each proposed supplemental appropriation after at least one week's notice. A supplemental appropriation that would comply with, avail the County of, or put into effect a grant or a Federal, State or County law or regulation, or one that is approved after January 1 of any fiscal year, requires an affirmative vote of five Councilmembers. A supplemental appropriation for any other purpose that is approved before January 1 of any fiscal year requires an affirmative vote of six Councilmembers. The Council may, in a single action, approve more than one supplemental appropriation. The Executive may disapprove or reduce a supplemental appropriation, and the Council may reapprove the appropriation, as if it were an item in the annual budget.
2. Section 302 of the Montgomery County Charter provides that the Council may amend an approved capital improvements program at any time by an affirmative vote of no fewer than six members of the Council.
3. The County Executive recommends the following capital project appropriation increases:

| Project Name | Project Number | Cost Element | Amount | Source of Funds |
|-------------------|----------------|--------------|-------------|-----------------|
| Ride On Bus Fleet | 500821 | Other | \$2,458,537 | Federal |
| TOTAL | | | \$2,458,537 | |

Amendment to the FY11-16 Capital Improvements Program and Supplemental Appropriation
#7-S12-CMCG-2

Page Two

4. This increase is needed to support an effective and efficient transportation network. The Maryland Department of Transportation has granted Montgomery County additional capital funds to purchase transit buses. The Montgomery County Department of Transportation will use capital grant funds to replace Ride On buses. New transit buses will enable Ride On to maintain a modern bus fleet. A modern bus fleet is essential to run efficient and effective transit services.
5. The County Executive recommends an amendment to the FY11-16 Capital Improvements Program and a supplemental appropriation in the amount of \$2,458,537 for Ride On Bus Fleet (No. 500821), and specifies that the source of funds will be Federal.
6. Notice of public hearing was given and a public hearing was held.

Action

The County Council for Montgomery County, Maryland, approves the following action:

The FY11-16 Capital Improvements Program of the Montgomery County Government is amended as reflected on the attached project description form and a supplemental appropriation is approved as follows:

| <u>Project Name</u> | <u>Project Number</u> | <u>Cost Element</u> | <u>Amount</u> | <u>Source of Funds</u> |
|---------------------|-----------------------|---------------------|---------------|------------------------|
| Ride On Bus Fleet | 500821 | Other | \$2,458,537 | Federal |
| TOTAL | | | \$2,458,537 | |

This is a correct copy of Council action.

Linda M. Lauer, Clerk of the Council

Ride On Bus Fleet -- No. 500821

Category
Subcategory
Administering Agency
Planning Area

Transportation
Mass Transit
Transportation
Countywide

Date Last Modified
Required Adequate Public Facility
Relocation Impact
Status

January 10, 2012
No
None.
On-going

EXPENDITURE SCHEDULE (\$000)

| Cost Element | Total | Thru FY10 | Rem. FY10 | Total 6 Years | FY11 | FY12 | FY13 | FY14 | FY15 | FY16 | Beyond 6 Years |
|-----------------------------------|----------------|---------------|---------------|---------------|--------------|--------------|--------------|---------------|---------------|--------------|----------------|
| Planning, Design, and Supervision | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Site Improvements and Utilities | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Construction | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 103,890 | 29,624 | 13,013 | 61,253 | 2,100 | 5,576 | 7,363 | 22,249 | 20,550 | 3,415 | 0 |
| Total | 103,890 | 29,624 | 13,013 | 61,253 | 2,100 | 5,576 | 7,363 | 22,249 | 20,550 | 3,415 | * |

FUNDING SCHEDULE (\$000)

| | | | | | | | | | | | |
|---------------------------------|----------------|---------------|---------------|---------------|--------------|--------------|--------------|---------------|---------------|--------------|----------|
| Bond Premium | 956 | 956 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contributions | 475 | 0 | 475 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fed Stimulus (State Allocation) | 6,550 | 0 | 6,550 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Federal Aid | 18,699 | 1,246 | 4,995 | 12,458 | 1,600 | 4,458 | 1,600 | 1,600 | 1,600 | 1,600 | 0 |
| Mass Transit Fund | 47,788 | 0 | 993 | 46,795 | 100 | 1,118 | 5,363 | 20,249 | 18,550 | 1,415 | 0 |
| Short-Term Financing | 22,682 | 22,682 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| State Aid | 6,740 | 4,740 | 0 | 2,000 | 400 | 0 | 400 | 400 | 400 | 400 | 0 |
| Total | 103,890 | 29,624 | 13,013 | 61,253 | 2,100 | 5,576 | 7,363 | 22,249 | 20,550 | 3,415 | 0 |

DESCRIPTION

This project provides for the purchase of replacement buses in the Ride On fleet in accordance with the Division of Transit Services' bus replacement plan.

ESTIMATED SCHEDULE

The FY11-16 plan calls for the following:

- FY11: 5 full-size
- FY12: 12 full-size
- FY13: 8 full-size and 11 small
- FY14: 24 full-size and 32 small
- FY15: 33 full-size and 17 small
- FY16: 8 full-size

COST CHANGE

Cost change due to the reduction of federal and state funding in FY11 through FY16 and to reflect current implementation plan.

JUSTIFICATION

The full-size transit buses have an expected useful life of twelve years. Smaller buses have an expected useful life of five to seven years.

FISCAL NOTE

- Reduce current revenue by \$426,000 in FY11 for savings plan
- Per bus costs based on current contract which expires at the end of FY11.
- Replace Mass Transit funding in FY10 with Bond Premium.

OTHER DISCLOSURES

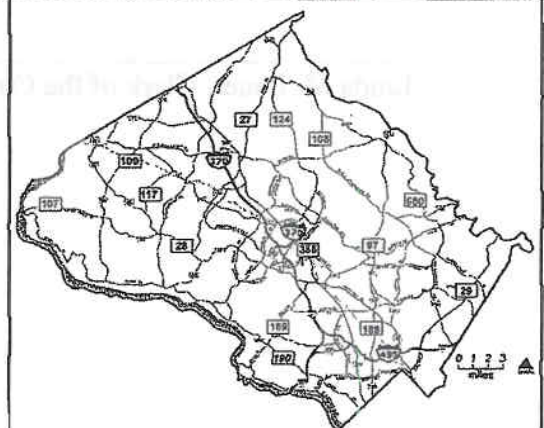
- The Executive asserts that this project conforms to the requirements of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.
- * Expenditures will continue indefinitely.

APPROPRIATION AND EXPENDITURE DATA

| | | |
|------------------------------------|------|---------|
| Date First Appropriation | FY09 | (\$000) |
| First Cost Estimate | | |
| Current Scope | FY12 | 101,432 |
| Last FY's Cost Estimate | | 121,484 |
| Appropriation Request | FY12 | 1,018 |
| Supplemental Appropriation Request | | 2,458 |
| Transfer | | 0 |
| Cumulative Appropriation | | 46,837 |
| Expenditures / Encumbrances | | 36,315 |
| Unencumbered Balance | | 10,522 |
| Partial Closeout Thru | FY09 | 0 |
| New Partial Closeout | FY10 | 0 |
| Total Partial Closeout | | 0 |

COORDINATION

Department of General Services



STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION

FISCAL YEAR 2012
CAPITAL GRANT AGREEMENT

| | |
|-----------------------------------|----------------------------------------------------|
| PROJECT NUMBERS | MO095309C2012 MO095307WC2012 |
| PUBLIC BODY | Montgomery County Maryland |
| PROJECT TIME PERIOD | 7/1/11-6/30/15 |
| PROJECT DESCRIPTION | Purchase 40' Rplc Buses Purchase 40' Rplc Buses |
| CFDA # | 20.500 |
| ESTIMATED NET PROJECT COST | 5,573,171 |
| FEDERAL SHARE | 4,458,537 |
| STATE SHARE | 0 |
| LOCAL SHARE | 1,114,634 |

This Grant Agreement by and between Montgomery County Maryland (hereinafter referred to as the "PUBLIC BODY" and the MARYLAND DEPARTMENT OF TRANSPORTATION (hereinafter referred to as "MDOT"), an instrumentality of the State of Maryland, and the Maryland Transit Administration (hereinafter referred to as "MTA"), a modal agency of MDOT.

WITNESSETH:

WHEREAS, pursuant to Section 2-103 (i) (2) of the Transportation Article, Annotated Code of Maryland, the Secretary of Transportation (hereinafter referred to as "the Secretary"), to the extent permitted by the State budget, is authorized to make grants-in-aid to any governmental transportation agency within the State of Maryland, including any county agency, bi-county agency, multi-jurisdictional agency or municipal agency, or any other person for any transportation related purpose; and

WHEREAS, pursuant to Section 2-103 (i) (1) of the Transportation Article, Annotated Code of Maryland, the Secretary has the authority to apply for and receive grants; and

WHEREAS, pursuant to Section 7-204(e) of the Transportation Article, Annotated Code of Maryland, the MTA has the authority to apply for and receive grants; and

WHEREAS the MTA has been designated as the recipient of Federal Transit Act grant funds to local political subdivisions to fund operating expenses associated with the provision of transportation services; and

WHEREAS, pursuant to Section 7-202(b)(2) of the Transportation Article, Annotated Code of Maryland, the Secretary has delegated to and authorized the Administrator of the MTA (hereinafter referred to as "Administrator") to be the authorized agent to act on behalf of the Secretary to administer the Federal Transit Administration (FTA)'s grant programs and to administer grants to the designated recipients; and

WHEREAS, in accordance with Maryland's Operating Assistance Program and with the public transportation programs for Maryland's urban and non-urbanized areas, the MTA will provide to qualifying local public agencies within the State of Maryland federal funds granted to the MTA by Federal Transit Administration (FTA) together with State funds to assist in financing the net costs of approved public transportation capital improvement/acquisition projects in accordance with MDOT's program pursuant to Section 2-103.3 of the Transportation Article, Annotated Code of Maryland and with MTA's program formulas; and,

WHEREAS, the PUBLIC BODY has applied to the MTA for capital assistance under the terms and conditions of the MTA's capital program to assist in providing improved transportation services; public capital improvements/acquisitions and,

WHEREAS, the MTA has applied for and received Federal Grants from the FTA under the provision of Section(s) 5307, 5311 of the Federal Transit Act, Amendments of 1991, to assist the funding of the project described above; and

WHEREAS, the MTA has reviewed the application and the supporting documents submitted by the PUBLIC BODY and has approved the application as submitted and the Secretary has agreed to make this grant; and

WHEREAS, the Secretary has authorized the Administrator (a) to execute grant agreements on behalf of the Maryland Transit Administration with the U.S. Department of Transportation for aid in the financing of operating and planning expenses and capital improvements of projects and budgets; and (b) to enter into grant agreements and award grants to sub-grantees for aid in the financing of the sub-grantees' operating and planning expenses and capital improvement projects.

The MTA HEREBY makes a grant to the PUBLIC BODY for the purpose stated herein and subject to all the conditions set forth herein. Pursuant to its delegated authority, MTA will administer the grant as provided in this Agreement. MTA is committed to carrying out the federal grant program and ensuring that all applicable federal requirements are met.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations herein, the parties hereto agree as follows:

SECTION 1 – PURPOSE OF GRANT

The purpose of this Grant is for the undertaking of capital purchase(s), of a public transportation capital improvement/acquisition project (hereinafter referred to as the "Project") with financial assistance (hereinafter referred to as "Capital Assistance" to the PUBLIC BODY. This Grant Agreement states the terms and conditions upon which such Capital Assistance will be provided and the manner in which the Project will be undertaken to assure that the Grant is used for the intended project. The Capital Assistance under this grant consists of a combination of federal funds, as provided for in a contract executed between FTA and the MTA, and State funds provided by the MDOT and local funds provided by Montgomery County Maryland.

With respect to the federal funds provided to the MTA for the Project, the PUBLIC BODY is deemed by FTA to be a "sub-grantee".

SECTION 2 – THE PROJECT

The Project involves the purchase of capital equipment, and capital improvements/acquisitions for the transportation system of the PUBLIC BODY described on the first page of this Grant.

The PUBLIC BODY shall undertake and complete the Project substantially as described in its application, filed with and approved by the MTA and the Secretary, incorporated in this Grant by reference, and in accordance with the terms and conditions of this Grant.

SUBGRANTEE understands and agrees that the Federal Government retains a Federal interest in any real property, equipment, and supplies financed with Federal assistance (Project Property) until, and to the extent, that the Federal Government relinquishes its Federal interest in that Project Property. Title to Project Property acquired pursuant to this SUBGRANT AGREEMENT will vest upon acquisition with the SUBGRANTEE.

SECTION 3 – CAPITAL ASSISTANCE

In order to assist the PUBLIC BODY in financing the eligible net cost of its Project, such net project cost estimated to be the amount appearing on page one (1) of this Grant, the MTA will provide Capital Assistance for the period 7/1/11-6/30/15 as follows:

- A. Federal funds granted to the MDOT/MTA by FTA are not to exceed 4,458,537 and,
- B. State funds are not to exceed 0.

The PUBLIC BODY agrees that it will provide local public funds in an amount sufficient, together with the Capital Assistance provided by this Grant Agreement, to assure payment of the actual Net Project Cost. The local public funds shall be provided from sources other than federal funds (except approved unrestricted federal funds), receipts from the use of the Project's facilities/equipment, or revenue from the public transportation system in which such facilities/equipment are used.

SECTION 4 – NET PROJECT COST

The Net Project Cost shall be the amount of the total eligible project expenses that exceed the total eligible project income, as determined by the MTA. The estimated Net Project cost is shown on the first page of this Agreement.

SECTION 5 – THE PROJECT BUDGET

The Project Budget and Allocation of Capital Assistance is incorporated herein as Appendix A. Reallocation of Capital Assistance funds between budget items during the Project Time Period which does not increase the maximum amount of funds provided, will require prior approval by the MTA.

SECTION 6 – COMPENSATION AND METHOD OF PAYMENT

The total amount of Capital Assistance will be paid by the MTA on behalf of MDOT to the PUBLIC BODY. Payment will be made upon receipt and approval by the MTA of a Request for Payment submitted by the PUBLIC BODY in conformity with Section D, paragraph two, of the "Guidelines for Project Administration," which is attached as Exhibit A to this Grant Agreement.

Notwithstanding anything herein to the contrary, the MTA shall not provide the Capital Assistance described in Section 3 in the event that:

1. the PUBLIC BODY has not executed a contract for the Project as described in Appendix A within the fiscal year of the Project Budget; or
2. the PUBLIC BODY has not presented to and received approval from the MTA, of a plan obligation and expenditures of the Project in the specific case where contracting for procurement will take place after the fiscal year of the Project Budget (Appendix A); or
3. the PUBLIC BODY does not submit a Request for Payment under Section 3 of this Agreement within sixty (60) days after delivery/completion and acceptance of the Project.

SECTION 7 – CONTRACTS UNDER THIS GRANT

Prior to execution, the PUBLIC BODY shall submit to the MTA for its review and approval any third party contract proposed to be executed in accordance with this section in conformity with Section C, paragraph 2 of the "Guidelines for Project Administration," which is attached as Exhibit A to this Grant Agreement.

SECTION 8 – NO MTA OBLIGATIONS TO THIRD PARTIES

Neither MDOT nor the MTA shall be subject to any obligations or liabilities by contractors of the PUBLIC BODY or their subcontractors or any other person not a party to this Grant in connection with the performance of the Project pursuant to the provisions of this Grant without the specific consent of the MTA and MDOT and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof.

SECTION 9 – REPORTS AND RECORDS

The PUBLIC BODY shall submit to the MTA such progress narrative, financial and statistical reports relative to the Project in a form and at such times as prescribed by the MTA in Section D, paragraph 3 of the "Guidelines for Project Administration," which is attached as Exhibit A to this Grant Agreement.

SECTION 10 – DOCUMENTATION OF PROJECT COSTS

The PUBLIC BODY shall assure that all costs charged to the Project, including any approved services contributed by the PUBLIC BODY or others, are supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in detail the nature and propriety of the charges as described in Section D, paragraph 4 of the "Guidelines for Project Administration," which is attached as Exhibit A to this Grant Agreement.

SECTION 11 – PROJECT ADMINISTRATION

The PUBLIC BODY shall designate a Project Director to act on its behalf in the negotiation of matters arising out of the Grant Agreement and to assume supervisory responsibility for the administration of the Project.

The PUBLIC BODY shall administer the Project in accordance with the *Guidelines for Project Administration*, which is incorporated by reference in this Grant Agreement and attached as Exhibit A.

The Administrator of the MTA or his designee shall be the authorized agent to act on behalf of the Secretary, MDOT, and the MTA in the administration of this Grant. The Administrator's designee for the project is named in Exhibit B to this Agreement.

SECTION 12 – PROJECT SETTLEMENT AND CLOSE-OUT

The MTA may utilize a final audit of the Project to determine the final financial settlement of the Project. If it is determined, as a result of audit, that the MTA has made payments in excess of the amount provided for in Section 3 above, the PUBLIC BODY shall promptly remit to the MTA such excess amounts. PUBLIC BODY's covenant to repay such excess amounts shall survive the termination of this Agreement. The PUBLIC BODY shall retain on file all records relating to the Project for three (3) years after project settlement and closeout. The retention period starts upon notification by the MTA that the federal project has been closed out on a statewide basis regardless of the close of the project period.

SECTION 13 – FEDERAL REGULATIONS

Exhibit D, Special Section 5333 (b) Warranty, also a part of this Agreement, establishes requirements concerning the impact of the Project upon employees of the GRANTEE or other surface transportation providers.

SECTION 14 – THE GRANT AGREEMENT

This Grant Agreement consists of:

- This Public Transportation Capital Grant Agreement (Section 1 – 25)
- Appendix A, Project Budget and Description
- Exhibit A: *Guidelines for Project Administration*
- Exhibit B: Authorized Designee for the Project
- Exhibit D: Special Section 5333(b)Warranty
- FTA Master Agreement

SECTION 15 – APPLICABLE LAWS

The PUBLIC BODY shall comply with all applicable Federal, State and local laws in expending Grant funds and in conducting the Project.

The term of this Agreement shall commence upon signing hereof and shall terminate when all payments of the Grant, as defined in Section 2, have been paid.

SECTION 16 – SUSPENSION AND TERMINATION

MTA reserves the right to suspend or terminate all or part of the financial assistance herein provided and to terminate all or in part, if:

- (a) PUBLIC BODY fails to fulfill any of the terms of this Agreement;
- (b) PUBLIC BODY violates or fails any of the terms of this Agreement; or
- (c) Funds are not appropriated by the General Assembly of Maryland to fund this Grant.

Termination of this Agreement will not invalidate obligations properly incurred by the PUBLIC BODY prior to the date of termination if such obligations are unable to be canceled. The acceptance of a remittance from MTA (on behalf of MDOT) of any or all funds, or the closing out of MDOT and/or MTA's financial participation under this Agreement, shall not constitute a waiver of any claim which MDOT and/or MTA may otherwise have arising out of this Agreement. If, upon termination of this Agreement, it is determined by the MDOT and/or MTA that funds are due to MDOT and/or MTA, the PUBLIC BODY shall promptly remit such amount to MTA within forty-five (45) days following written notification to the PUBLIC BODY. The PUBLIC BODY's agreement to remit any excess Grant funds to the MDOT and/or MTA shall survive the termination of this Agreement.

In addition to the MDOT and/or MTA's remedies under Section 15, MDOT and/or MTA may proceed to protect and enforce all rights available to it, by suit in equity, action in law or by any other appropriate proceedings, any or all which may be exercised contemporaneously with each other and all of which rights and remedies shall survive termination of this Agreement.

SECTION 17 – HOLD HARMLESS

The PUBLIC BODY shall, to the extent permitted by law, defend, indemnify, and hold harmless the MDOT and MTA, its officers, agents, and employees from all suits, actions, liability, or claims of liability (including reasonable attorney's fees) arising out of any negligent or intentionally tortious act of the PUBLIC BODY or any of its agents or employees, or any injury to, or death of any person or damage to any property occurring as a direct or indirect result of the PUBLIC BODY's negligent or intentionally tortious activities in connection with the Project.

The PUBLIC BODY's indemnification under this section is subject to the availability of funds appropriated by the PUBLIC BODY for such purpose.

SECTION 18 – MARYLAND LAW

The parties hereby agree that this Agreement shall be construed in accordance with the law of the State of Maryland.

SECTION 19 - PAYMENTS

All payments hereunder by the MDOT and/or MTA to the PUBLIC BODY are subject to the budgetary and appropriation requirements of Section 3-216(d)(2) of the Transportation Article of the Annotated Code of Maryland, as amended and supplemented.

SECTION 20 – STATE DRUG AND ALCOHOL

MDOT and MTA and the PUBLIC BODY comply with the State's policy concerning drug and alcohol free workplaces, as set forth in COMAR 01.01.1989.18 and 21.11.08, and must remain in compliance throughout the term of this Agreement.

SECTION 21 – NON-DISCRIMINATION

MDOT, MTA and the PUBLIC BODY certify that they prohibit, and covenant that they will continue to prohibit discrimination on the basis of:

- a. age, ancestry, color, creed, marital status, national origin, race or religious or political affiliation, belief or opinion, or sexual orientation,
- b. sex or age, except when age or sex constitutes a bona fide occupational qualification; or
- c. the physical or mental disability of a qualified individual with a disability.

Upon the request of the other party, MDOT, MTA or the PUBLIC BODY will submit to the other party information relating to its operating policies and procedures with regard to age, ancestry, color, creed, marital status, mental or physical disability, national origin, race, religious or political affiliation, belief or opinion or sex or sexual determination.

SECTION 22 – PROVISIONS

If any provisions of this Agreement is held to be illegal, invalid or unenforceable by a court of competent jurisdiction,

- (a) such provision shall be fully severable;
- (b) this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and
- (c) the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement.

SECTION 23 – AMENDMENTS

This Grant Agreement as described in Section 14 constitutes the entire agreement between MDOT and the PUBLIC BODY. Any amendments to this Grant Agreement, including amendments to the Project Description or the Project Budget must be made by formal amendment to the Grant Agreement, except that reallocations of funds among budget items which do not increase the total amount of the Grant shall only require prior written authorization from the MTA and the issuance of a new Project Budget.

SECTION 24 – ASSIGNMENT

This Agreement shall inure to and bind upon parties hereto, their agents, successors, and, to the extent an assignment has been approved pursuant to Section 7 of this Agreement, their assigns.

SECTION 25 – OFFER AND ACCEPTANCE

A. Execution of Grant

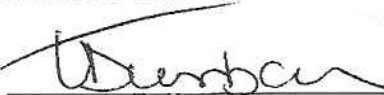
This Grant may be simultaneously executed in duplicate or several counterpart originals, each of which shall be deemed to be an original having identical legal effect.

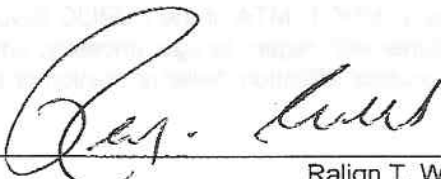
B. Offer

When dated and signed by the MTA, this instrument shall constitute an offer which should be accepted by the PUBLIC BODY by execution within sixty (60) days of such date. The MTA may withdraw any offer not accepted within the above sixty (60) days period. Upon acceptance of the offer, the effective date of the Grant shall be the date on which this offer was executed by the MTA.

The MTA has duly executed this offer this 10th day of September 2011

WITNESS BY:



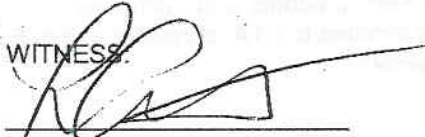


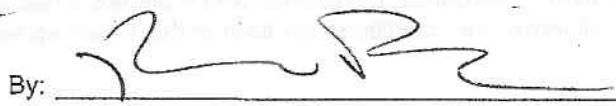
Ralign T. Wells
Administrator
Maryland Transit Administration

C. Acceptance

The PUBLIC BODY does hereby ratify and adopt all statements, representations, warranties, covenants and agreements contained in the Application and supporting materials submitted to it, and does hereby accept the MTA'S offer and agrees to all of the terms and conditions thereof.

This 2012 day of December, 2011.

WITNESS: 


By: 

Title: Assistant Chief Administrative Officer

Kathleen M. Boucher
Assistant Chief Administrative Officer 12/20/11

Approved as to form and legal sufficiency:

Funds Available:


T. Byron Smith
Assistant Attorney General
and Deputy Counsel
Maryland Transit Administration


Christine Romans
Acting Chief Financial Officer
Maryland Transit Administration


D. Certificate of PUBLIC BODY'S Attorney

I, _____, acting as Attorney for the PUBLIC BODY, do hereby certify that I have examined this Grant and the proceedings taken by the PUBLIC BODY relating thereto, and find that the acceptance of the MDOT'S and MTA'S offer by the PUBLIC BODY has been duly authorized and that the execution of this grant is in all respect due and proper and in accordance with applicable State and local law and further that, in my opinion, said Grant constitutes a legal and binding obligation of the PUBLIC BODY in accordance with the terms thereof. I further certify that to the best of my knowledge, there is no legislation or litigation pending or threatened, which might affect the performance of the Project in accordance with the terms of this Grant.

Dated this _____ day of _____, 2011

By: _____

Title: _____

APPROVED AS TO
FORM AND LEGALITY
OFFICE OF COUNTY ATTORNEY
BY 
DATE 12/8/11

EXECUTION OF GRANT AGREEMENT

There are several identical counterparts of this Grant Agreement in typewritten hard copy; each counterpart is to be fully signed in writing by the duly authorized officials of FTA or the Federal Government and the Grant Recipient, and each counterpart is deemed to be an original having identical legal effect. Upon full execution of this Grant Agreement by the Grant Recipient, the Effective Date will be the date FTA or the Federal Government awarded Federal assistance for this Grant Agreement.


The Grant Recipient, by executing this Grant Agreement, affirms this FTA Award; adopts and ratifies all statements, representations, warranties, covenants, and materials it has submitted to FTA; consents to this FTA Award; and agrees to all terms and conditions set forth in this Grant Agreement.

Executed by the Grant Recipient this 20th day of December, 2011.

ATTEST: 

Signature: _____

Name (Print/Type): Lisa Austin

BY: 

Signature: _____

Name (Print/Type): Kathleen M. Boucher
Assistant Chief Administrative Off

12/20/11

TITLE AND ORGANIZATION

Assistant Chief Administrative Officer

TITLE AND ORGANIZATION

PUBLIC BODY: Montgomery County Maryland
BUDGET NO: One (1) -- Dated 10/31/2011
PROJECT NO: MO095309C2012
 MO095307WC2012
PROJ. PERIOD: 7/1/11-6/30/15
CFDA #: 20.500

**Program Budget
 And
 Allocation of Grant Funds
 Fiscal Year 2012**

| <u>Project No.</u> | <u>Description</u> | <u>Line Item</u> | <u>ESTIMATED Net Project Funds</u> | <u>Federal Funds</u> | <u>State Funds</u> | <u>Local Funds</u> |
|--------------------|-------------------------|------------------|--------------------------------------------|--------------------------|------------------------|------------------------|
| MO095309C2012 | Purchase 40' Rplc Buses | 11.12.01 | 3,573,171 | 2,858,537 | 0 | 714,634 |
| MO095307WC2012 | Purchase 40' Rplc Buses | 11.12.01 | 2,000,000 | 1,600,000 | | 400,000 |
| | | | 0 | | | |
| | | | 0 | | | |
| | | | 0 | | | |
| | | | 0 | | | |
| | | | 0 | | | |
| | | | 0 | | | |
| | | | 0 | | | |
| | | | 0 | | | |
| Total | | | 5,573,171 | 4,458,537 | 0 | 1,114,634 |

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

**RESOLUTION ON AN AMENDMENT TO
THE FY 2011- 2016 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
THAT IS EXEMPT FROM THE AIR QUALITY CONFORMITY REQUIREMENT
TO INCLUDE FUNDING FOR THE LONG BRIDGE INTEGRITY AND
CAPACITY STUDY, 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, the TIP is required by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as a basis and condition for all federal funding assistance to state, local and regional agencies for transportation improvements within the Washington planning area; and

WHEREAS, on November 17, 2010 the TPB adopted the FY 2011-2016 TIP; and

WHEREAS, in the attached letter of January 26, 2012, DDOT has requested an amendment to the FY 2011-2016 TIP to include \$2.9 million in American Recovery and Reinvestment Act funds and \$100,000 in private funds from CSX to examine the structural integrity of the Long Bridge and to study the feasibility of adding additional rail capacity to the bridge, as described in the attached materials; and

WHEREAS, studies are exempt from the air quality conformity requirement, as defined in Environmental Protection Agency (EPA) regulations "40 CFR Parts 51 and 93 Transportation Conformity Rule Amendments: Flexibility and Streamlining; Final Rule," issued in the May 6, 2005, *Federal Register*;

NOW, THEREFORE, BE IT RESOLVED THAT the Steering Committee of the National Capital Region Transportation Planning Board amends the FY 2011-2016 TIP to include \$2.9 million in American Recovery and Reinvestment Act funds and \$100,000 in private funds from CSX to examine the structural integrity of the Long Bridge and to study the feasibility of adding additional rail capacity to the bridge, as described in the attached materials.

Adopted by the Transportation Planning Board Steering Committee at its regular meeting on February 3, 2012.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF TRANSPORTATION



d. Policy, Planning and Sustainability Administration

January 26, 2012

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

Dear Chairperson Turner:

The District Department of Transportation (DDOT) requests that the FY 2011-2016 Transportation Improvement Program (TIP) be amended to include additional funding for the Long Bridge Integrity and Capacity Study. The TIP project listing for the Long Bridge Integrity and Capacity Study project is attached.

The Long Bridge, owned by CSX, carries freight and passenger rail traffic over the Potomac River between Virginia and the District of Columbia. The Long Bridge Integrity and Capacity Study will analyze the Long Bridge for structural integrity and prepare short term structural remediation requirements and analyze the necessary long-term multi-modal capacity improvements to support future transit and freight traffic.

DDOT therefore requests that the Long Bridge Integrity and Capacity Study project (TIP ID #5711) be amended as follows:

1. Change the project description to read:

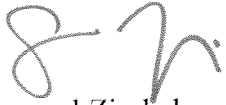
The Study will analyze the Long Bridge for structural integrity and prepare short term structural remediation requirements and analyze the necessary long-term multi-modal capacity improvements to support future transit and freight traffic.

2. Add project funding:

The project will be funded by the American Reinvestment and Recovery Act (ARRA) grant. The project received 2.9 million dollars as well as a 100,000 dollar contribution from CSX to be distributed as follows: FY 12 = \$500,000 (ARRA), \$100,000 (Private); FY 13= \$1.2 million (ARRA) and FY 14 = \$1.2 million.

The proposed project is not adding additional capacity for motorized vehicles and 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 recommends that the TPB Steering Committee approve this amendment at its February 3, 2012 meeting. We appreciate your cooperation in this matter. Should you have questions regarding this amendment, please contact Mark Rawlings at (202) 671-2234 or by e-mail at mark.rawlings@dc.gov.

Sincerely,



Samuel Zimbabwe

Associate Director, Policy, Planning and Sustainability Administration (PPSA)

cc: Eulois Cleckley, DDOT - PPSA (via e-mail)
Mark Rawlings, DDOT - PPSA (via e-mail)
Matt Brown, DDOT – Resource Management (via e-mail)
Eric Stults, DDOT – Resource Management (via e-mail)

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

| | | Source | Fed/St/Loc | Previous Funding | FY 11 | FY 12 | FY 13 | FY14 | FY 15 | FY 16 | Source Total |
|---------------------------------------------------|------------|-----------------------------------------------|------------|------------------|-------|---------|---------|------|-------|---------------------|--------------|
| Bridge | | | | | | | | | | | |
| Long Bridge Integrity & Capacity Study | | | | | | | | | | | |
| TIP ID: 5711 | Agency ID: | Title: Long Bridge Integrity & Capacity Study | | | | | | | | Complete: 2011 | |
| Facility: Long Bridge | | ARRA | 100/0/0 | | 500 d | 1,200 d | 1,200 d | | | | 2,900 |
| From: Virginia Interface | | | | | | | | | | | |
| To: 12th Street, SW | | PRIV | 0/0/100 | | 100 d | | | | | | 100 |
| | | | | | | | | | | Total Funds: | 3,000 |

Description: The CSX Long Bridge carries freight and passenger rail traffic over the Potomac River between Virginia and the District of Columbia. This structure is very old and needs to be thoroughly examined regarding its structural integrity. According to the Mid-Atlantic Rail Operations (MAROps) study, this two-track segment constitutes a major bottleneck for both freight and passenger rail traffic along the Northeast Corridor. The study should examine the feasibility of adding a third track to the existing structure or, if the structure needs replacement, the feasibility of replacing the old structure with a three-track bridge. Adding a bike-pedestrian connection should be considered also.

| | | |
|---------------------------------------------------------------------------------------------------------------------------|---------------------|----------|
| Amendment - Add Project | Approved on: | 2/3/2012 |
| Amend this project into the FY 2011-2016 TIP with \$2.9 million in ARRA funding and \$100,000 from private sources (CSX). | | |

ITEM 7 - Action
February 15, 2012

Review of Comments Received and Approval of Project Submissions for the Air Quality Conformity Assessment for the 2012 Financially Constrained Long Range Transportation Plan (CLRP) and the FY 2013-2018 Transportation Improvement Program (TIP)

Recommendation: Receive briefing on the comments received and recommended responses, and adopt Resolution R8-2012 to approve project submissions for inclusion in the air quality conformity assessment for the 2012 CLRP and FY 2013-2018 TIP.

Issues: None

Background: At the January 18 meeting, the Board was briefed on the major project changes submitted for inclusion in the air quality conformity assessment for the 2012 CLRP and FY 2013-2018 TIP which were released for a 30-day public comment period that ended February 11. The projects were reviewed by the Technical Committee on February 3.

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 TDD: (202) 962-3213

MEMORANDUM

February 9, 2012

To: Transportation Planning Board

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

Re: Proposed Significant Additions and Changes to the 2012 Constrained Long-Range Plan and FY 2013-2018 Transportation Improvement Program (TIP) for Air Quality Conformity Analysis

On January 12, 2012 the Transportation Planning Board (TPB) released the draft project submissions for the 2012 Update to the National Capital Region's Financially Constrained Long-Range Transportation Plan (CLRP) and the FY 2013-2018 Transportation Improvement Program (TIP) for public comment. The 30-day public comment period ends at midnight on Saturday, February 11, 2012. Interested parties may submit their comments online at www.mwcog.org/transportation/public/, by phone at (202) 962-3262 or TDD: (202) 962-3213, or in person at the TPB meeting on February 15.

Information on the project submissions is presented in two pieces. First, in this memo, is a list of proposed significant additions and changes to the 2012 CLRP. These include new projects and changes to existing projects. This summary covers changes only to those projects that are considered to be regionally significant, i.e., interstates, principal arterials and some minor arterials, as well as transit facilities. The second piece is a complete listing of all proposed projects and changes titled, "2012 CLRP and FY 2013-2018 TIP Air Quality Conformity Inputs." This document is available for review online at <http://www.mwcog.org/clrp/resources/>.

There are four new regionally significant projects proposed for inclusion in the 2012 CLRP as well as date changes for two projects, and a proposed withdrawal of a third project currently included in the plan.

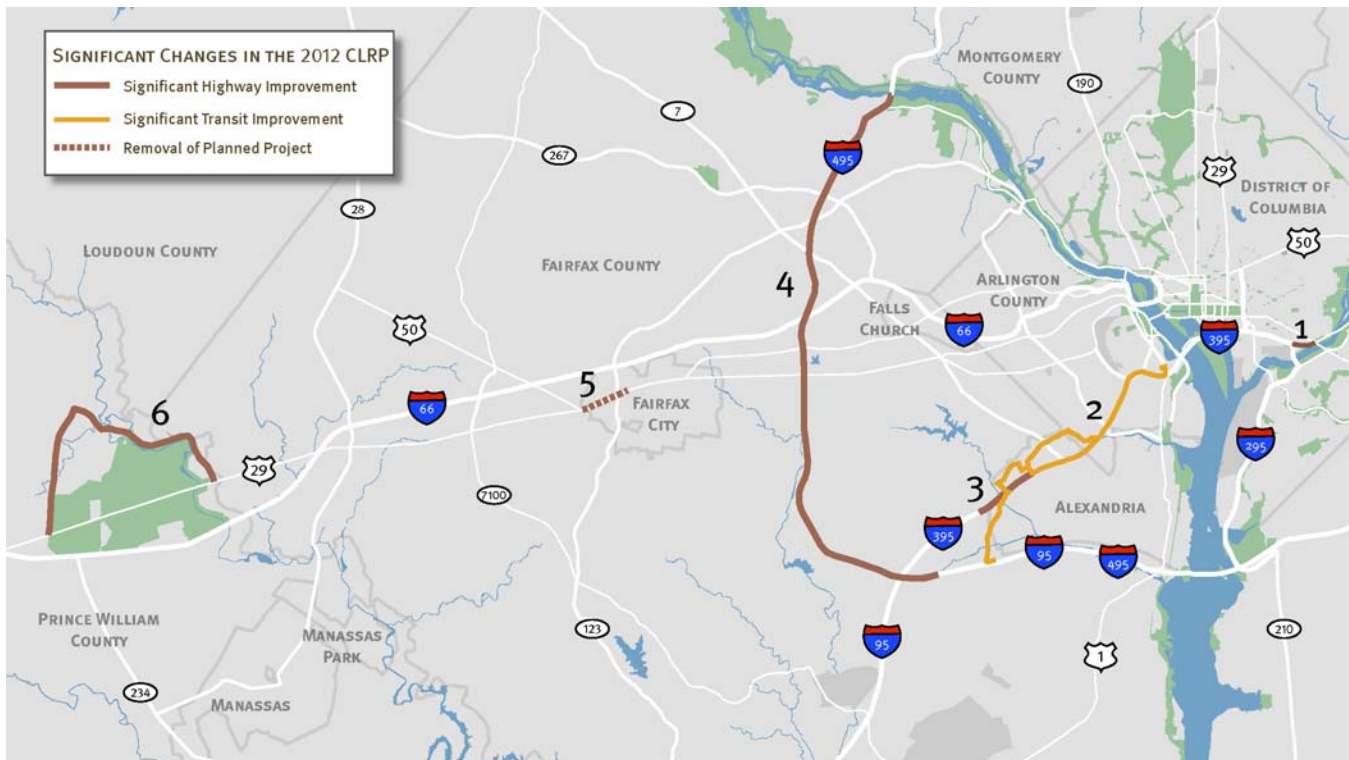
The District of Columbia Department of Transportation is proposing to transform a portion of the Southeast Freeway into an urban boulevard between the 11th Street Bridge and Barney Circle. The Virginia Department of Transportation (VDOT) is proposing to construct a general purpose auxiliary lane on northbound I-395 between

Duke Street and Seminary Road, to build the Manassas National Battlefield Park Bypass, and to implement a new Bus Rapid Transit service between the Van Dorn Metro Station and the Pentagon Metro Station.

VDOT is proposing to accelerate the completion dates from 2030 to 2013 for some segments of two existing CLRP projects on the Capital Beltway: the I-495 HOT Lanes project and the I-495 Auxiliary Lanes project. VDOT is also proposing to remove the planned widening of US 29 within the City of Fairfax.

The TPB is scheduled to approve the project submissions and the Air Quality Conformity Scope of Work at its meeting on February 15. After approval, these projects will be included in the Air Quality Conformity Analysis of the 2012 CLRP and FY 2013-2018 TIP. This process takes several months and is done to ensure that the proposed projects do not prevent the region from meeting its air quality improvement goals in the decades ahead. Once the conformity modeling process is complete, the projects along with the results of the Conformity Analysis will be released for a final 30-day comment period, currently scheduled for June 14 through July 14, 2012.

Significant Additions and Changes to The 2012 Update to the Financially Constrained Long-Range Transportation Plan and the FY 2013-2018 Transportation Improvement Program



Significant Additions and Changes to the CLRP and FY 2013-2018 TIP

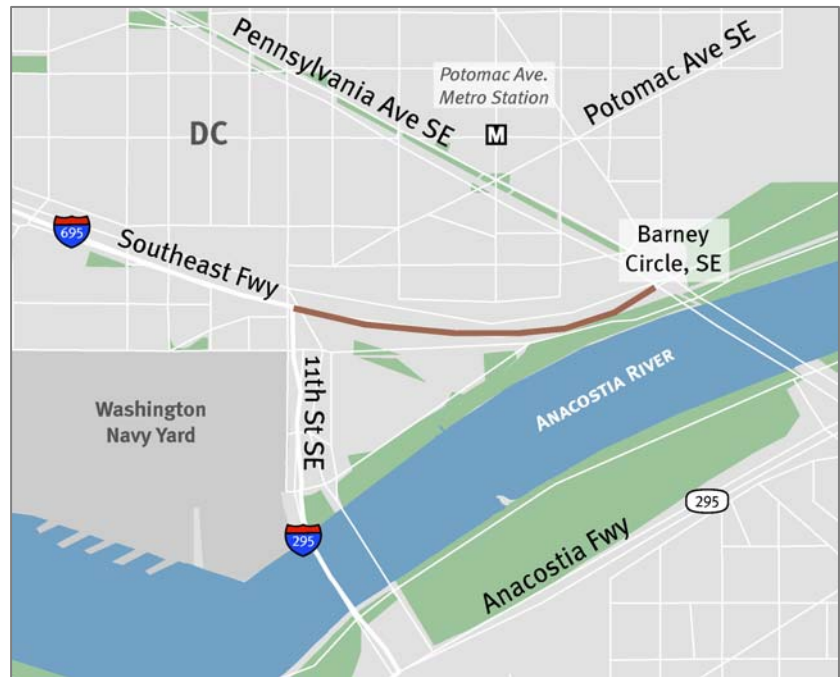
1. CREATE SOUTHEAST BOULEVARD FROM 11TH STREET BRIDGE TO BARNEY CIRCLE
2. BUS RAPID TRANSIT FROM VAN DORN METRO STATION TO PENTAGON METRO STATION
3. I-395 AUXILIARY LANE, NORTHBOUND FROM DUKE STREET TO SEMINARY ROAD
4. DATE CHANGE ON SEGMENTS OF I-495 HOT LANES AND AUXILIARY LANES (~~2030~~ 2013)
5. REMOVE WIDENING OF US 29 FROM US 50 TO EATON PLACE
6. MANASSAS NATIONAL BATTLEFIELD PARK BYPASS

1. Create Southeast Boulevard from 11th Street Bridge to Barney Circle

Once the 11th Street SE Bridge fully connects I-695 (Southeast Freeway) and I-295 in both directions, the segment between 11th Street SE and Barney Circle/ Pennsylvania Avenue will become obsolete. This project proposes to convert that segment of the Southeast Freeway to an urban boulevard, connected to Barney Circle, with an at-grade intersection.

Complete: 2015
Length: 0.5 mile
Cost: \$80 million
Funding: Federal, Local and Private

See the project description in Attachment A for more information.



2. Bus Rapid Transit from the Van Dorn Metro Station to the Pentagon Metro Station

This project will construct and operate a Bus Rapid Transit (BRT) service that will connect the Van Dorn Metro Station to the Pentagon Metro Station via the Mark Center. The line will split into two spurs at the Mark Center. The BRT spur will continue north on Beauregard Street, serving the Northern Virginia Community College at Braddock Road, turn east on S. Arlington Mill Drive to serve the Shirlington Transit Center, then continue on I-395 to the Pentagon. A separate rapid bus spur will travel on the I-395 HOV lanes from the Mark Center directly to the Pentagon.

The BRT alignment will operate in dedicated lanes where possible, and may include additional elements such as pre-board payment, transit signal priority, improved bus shelters/stops, and branded vehicles. The rapid bus alignment will contain some of the same features as BRT but will operate in shared lanes. Buses will run every 7.5 minutes during peak periods.

Complete: 2016
Length: 6.5 miles
Cost: \$100 million
Funding: Federal, Local and Private

See the project description in Attachment A for more information.

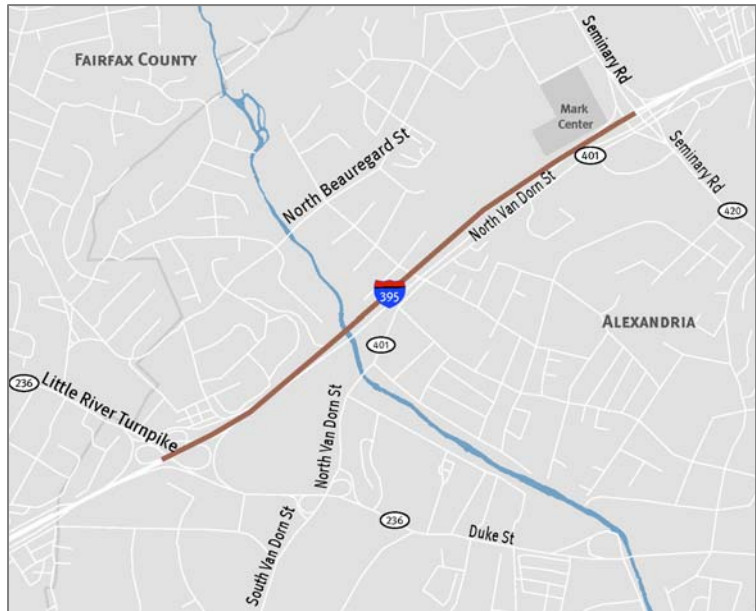


3. I-395 Auxiliary Lane, Northbound from Duke Street to Seminary Road

This project will construct an auxiliary lane on northbound I-395 connecting the Duke Street on ramp to the off ramp at Seminary Road.

Complete: 2015
 Length: 1 mile
 Cost: \$20 million
 Funding: Federal and state

See the project description in Attachment A for more information.

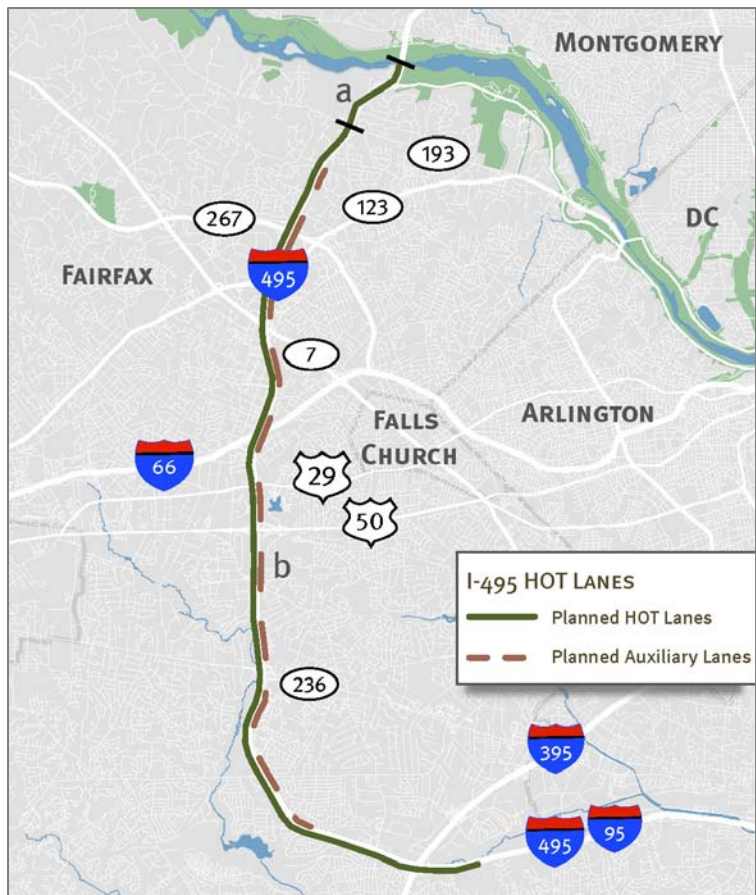


4. Date Change on Segments of I-495 HOT and Auxiliary Lanes

The 2011 CLRP includes two projects on the Capital Beltway in Virginia: the construction of a system of HOT lanes from the American Legion Bridge to the Backlick Road Underpass, and a series of auxiliary lanes in each direction connecting the on and off ramps adjacent to the general purpose lanes. VDOT is proposing to advance the completion dates of multiple segments of these two projects as follows:

- a) HOT lanes from the American Legion Bridge to south of Old Dominion Drive – ~~2030~~ 2013
- b) Various segments of auxiliary lanes (see Air Quality Conformity Table for complete listing) – ~~2030~~ 2013

Length: 14 miles
 Complete: 2013



5. Remove Widening of US 29 from US 50 to Eaton Place

The 2011 CLRP includes the widening of US 29, Lee Highway from four to six lanes in the City of Fairfax between US 50 and Eaton Place. VDOT proposes to remove this project from the CLRP.

Complete: ~~2013, 2040~~
 Cost: ~~\$30.2 million~~



6. Manassas National Battlefield Park Bypass

This project will construct a four lane bypass for US 29 to the north of the Manassas National Battlefield Park. Two segments of the project are already included in the plan:

- a portion of the Tri-County Parkway (improvements to Pageland Lane),
- and widening of VA 234, Sudley Road.

The remaining portion will construct a new four lane facility from Sudley Road to east of the intersection of US 29 and Paddington Lane. Once the Bypass is complete, about four miles of US 29 and three miles of Sudley Road located inside the Park will be closed.



Complete: 2035
 Length: 9 miles
 Cost: \$305 million
 Funding: Federal and state

See the project description in Attachment A for more information.

Attachment A: CLRP Project Descriptions

FINANCIALLY CONSTRAINED LONG-RANGE TRANSPORTATION PLAN FOR 2040 PROJECT DESCRIPTION FORM



1. Create Southeast Boulevard from 11th Street Bridge to Barney Circle

BASIC PROJECT INFORMATION

1. Submitting Agency: DDOT
2. Secondary Agency:
3. Agency Project ID: New DC 4
4. Project Type: Interstate Primary Secondary Urban_Bridge Bike/Ped Transit CMAQ
 ITS Enhancement Other Federal Lands Highways Program
 Human Service Transportation Coordination TERMS
5. Category: System Expansion; System Maintenance; Operational Program; Study; Other

6. Project Name: Barney Circle and Southeast Boulevard

| | Prefix | Route | Name | Modifier |
|------------------|--------|-------|----------------------------|----------|
| 7. Facility: | | | | |
| 8. From (_ at): | | | 11 th Street SE | |
| 9. To: | | | Pennsylvania Avenue | |

10. Description: Reuse of excess right-of-way when 11th Street Bridge connection to I-295 makes the SE/SW Freeway obsolete and reduces traffic from 11th Street to Barney Circle. Project reconfigures Barney Circle to L'Enfant vision with an at-grade intersection and converts SE/SW Freeway to an urban boulevard.

11. Projected Completion Date: 2015
12. Project Manager: Ravi Ganvir
13. Project Manager E-Mail: ravi.ganvir@dc.gov
14. Project Information URL: N/A
15. Total Miles: Less than 1 mile
16. Schematic: See below



CLRP PROJECT DESCRIPTION FORM

17. Documentation: N/A
18. Bicycle or Pedestrian Accommodations: Not Included; Included; Primarily a Bike/Ped Project; N/A
19. Jurisdictions: Washington DC
20. Total cost (in Thousands): 80,000
21. Remaining cost (in Thousands): 80,000
22. Funding Sources: Federal; State; Local; Private; Bonds; Other

SAFETEA-LU PLANNING FACTORS

23. Please identify any and all planning factors that are addressed by this project:
- a. Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
 - b. Increase 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? Yes; No
 - ii. If yes, briefly describe (in quantifiable terms, where possible) the nature of the safety problem:
 - c. Increase 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

24. Have any potential mitigation activities been identified for this project? Yes; No
- a. If yes, what types of mitigation activities have been identified?
 Air Quality; Floodplains; Socioeconomics; Geology, Soils and Groundwater; Vibrations;
 Energy; Noise; Surface Water; Hazardous and Contaminated Materials; Wetlands

CONGESTION MANAGEMENT INFORMATION

25. Congested Conditions
- a. Do traffic congestion conditions necessitate the proposed project or program? Yes; No
 - b. If so, is the congestion recurring or non-recurring? Recurring; Non-recurring
 - c. If the congestion is on another facility, please identify it:
26. Capacity
- a. Is this a capacity-increasing project on a limited access highway or other principal arterial? Yes; No
 - 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 exemption criteria apply):
 - None of the exemption criteria 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)

CLRP PROJECT DESCRIPTION FORM

- 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 improvement, 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
 - The construction costs for the project are less than \$10 million.
- c. If the project is not exempt and requires a Congestion Management Documentation Form, click here to open a blank Congestion Management Documentation Form.

INTELLIGENT TRANSPORTATION SYSTEMS

27. Is this an Intelligent Transportation Systems (ITS) project as defined in federal law and regulation, and therefore subject to Federal Rule 940 Requirements? Yes; No
- a. If yes, what is the status of the systems engineering analysis compliant with Federal Rule 940 for the project? Not Started; Ongoing, not complete; Complete
- b. Under which Architecture:
- DC, Maryland or Virginia State Architecture
 - WMATA Architecture
 - COG/TPB Regional ITS Architecture
 - Other, please specify:

FINANCIALLY CONSTRAINED LONG-RANGE TRANSPORTATION PLAN FOR 2030 PROJECT DESCRIPTION FORM



2. Bus Rapid Transit from Van Dorn Metrorail Station to Pentagon Metrorail Station

BASIC PROJECT INFORMATION

1. Submitting Agency: City of Alexandria
2. Secondary Agency:
3. Agency Project ID:
4. Project Type: Interstate Primary Secondary Urban Bridge Bike/Ped Transit CMAQ
 ITS Enhancement Other Federal Lands Highways Program
 Human Service Transportation Coordination TERMS
5. Category: System Expansion; System Maintenance; Operational Program; Study; Other
6. Project Name: Van Dorn-Pentagon BRT

| | Prefix | Route | Name | Modifier |
|------------------|--------|-------|----------------------------|----------|
| 7. Facility: | | | Van Dorn-Pentagon BRT | |
| 8. From (_ at): | | | Van Dorn Metrorail Station | |
| 9. To: | | | Pentagon Metrorail Station | |

10. Description: This would build a bus rapid transit service from the Van Dorn Metrorail Station to the Pentagon Metrorail Station using Van Dorn, Sanger, Beauregard, Mark Center Drive, Southern Towers Drive, Beauregard, Walter Reed, Arlington Mill, and I-395. This service will initially have 7.5 minute peak hour headways and 15 minute off-peak headways. The preliminary alignment and amount of dedicated lanes were determined in a study which was ratified by the Alexandria City Council on September 17, 2011. This project was awarded \$800,000 of FTA Section 5339 funds and \$200,000 of local matching funds to perform an Alternatives Analysis study of the alignment. This project has been assigned funds from the 2.2 cent property tax increment adopted by Alexandria City Council in May, 2011 to fund transportation improvements. These funds, together with developer contributions should fund this new service.

11. Projected Completion Date: 2016
12. Project Manager: Jim Maslanka
13. Project Manager E-Mail: Jim.Maslanka@alexandriava.gov
14. Project Information URL:
15. Total Miles: 6.5
16. Schematic:
17. Documentation: City's Master Transportation Plan
18. Bicycle or Pedestrian Accommodations: Not Included; Included; Primarily a Bike/Ped Project; N/A
19. Jurisdictions: City of Alexandria
20. Total cost (in Thousands): \$100,000
21. Remaining cost (in Thousands): \$38.500
22. Funding Sources: Federal; State; Local; Private; Bonds; Other

The City will provide \$17.700 million from a 2.2 cent property tax increment for transportation improvements. We are also receiving \$44.0 from private developers to cover construction and right-of-way acquisition. The City will request \$38.5 million from the FTA's Section 5309 (Small Starts of

CLRP PROJECT DESCRIPTION FORM

SAFETEA-LU PLANNING FACTORS

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

- Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the **safety** of the transportation system for all motorized and non-motorized users.
 - a. Is this project being proposed specifically to address a safety issue? Yes; No
 - b. If yes, briefly describe (in quantifiable terms, where possible) the nature of the safety problem:
- Increase the ability of the transportation system to support **homeland security** and to safeguard the personal security of all motorized and non-motorized users.
- Increase **accessibility and mobility** of people and freight.
- 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.
- Enhance the **integration and connectivity** of the transportation system, across and between modes, for people and freight.
- Promote efficient system **management and operation**.
- Emphasize the **preservation** of the existing transportation system.

ENVIRONMENTAL MITIGATION

24. Have any potential mitigation activities been identified for this project? Yes; No

a. If yes, what types of mitigation activities have been identified?

- Air Quality; Floodplains; Socioeconomics; Geology, Soils and Groundwater; Vibrations;
- Energy; Noise; Surface Water; Hazardous and Contaminated Materials; Wetlands

CONGESTION MANAGEMENT INFORMATION

25. Do traffic congestion conditions necessitate the proposed project? Yes; No

a. If so, is the congestion recurring or non-recurring? Recurring; Non-recurring

b. If the congestion is on another facility, please identify it:

c. What is the measured or estimated Level of Service on this facility? ____ ; Measured; Estimated

26. Is this a capacity-increasing project on a limited access highway or other arterial highway of a functional class higher than minor arterial? Yes; No

a. If yes, does this project require a Congestion Management Documentation form under the given criteria (see *Call for Projects* document)? Yes; No

b. If not, please identify the criteria that exempt the project here:

- The number of lane-miles added to the highway system by the project totals less than 1 lane-mile
- The project is an intersection reconstruction or other traffic engineering improvement, 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
- The project will not use federal funds in any phase of development or construction (100% state, local and/or private funding).
- The construction costs for the project are less than \$10 million.

CLRP PROJECT DESCRIPTION FORM

INTELLIGENT TRANSPORTATION SYSTEMS

27. Is this an Intelligent Transportation Systems (ITS) project as defined in federal law and regulation, and therefore subject to Federal Rule 940 Requirements? Yes; No
28. If yes, what is the status of the systems engineering analysis compliant with Federal Rule 940 for the project? Not Started; Ongoing, not complete; Complete
29. Under which Architecture:
- DC, Maryland or Virginia State Architecture
 - WMATA Architecture
 - COG/TPB Regional ITS Architecture
 - Other, please specify:

FINANCIALLY CONSTRAINED LONG-RANGE TRANSPORTATION PLAN FOR 2040 PROJECT DESCRIPTION FORM



3. I-395 Auxiliary Lane, Northbound from Duke Street to Seminary Road

BASIC PROJECT INFORMATION

| |
|----------------|
| 12/16/11 Draft |
|----------------|

1. Agency Project ID: New Secondary Agency:
2. Project Type: System Expansion; System Maintenance; Operational Program; Study; Other
 (check all that apply) Freeway; Primary; Secondary; Urban; Bridge; Bike/Ped; Transit; CMAQ;
 ITS; Enhancement; Other
3. Project Title: NB I-395 Auxiliary Lane (Duke St. to Seminary Road) UPC 102437

| | Prefix | Route | Name | Modifier |
|------------------|--------|-------|--------------------------|----------|
| 4. Facility: | | I-395 | Shirley Memorial Highway | |
| 5. From (_ at): | | 236 | Duke Street | |
| 6. To: | | 420 | Seminary Road | |

7. Jurisdiction(s): City of Alexandria
8. Description: Provide final design and construction of auxiliary lane and noise walls (if required) on northbound I-395 between northbound Duke Street on ramp and Seminary Road off ramp.
9. Bicycle or Pedestrian Accommodations: Not Included; Included; Primarily a Bike/Ped Project; N/A
10. Total Miles: 1.1 miles
11. Project Manager: Susan Shaw 12. E-Mail:
13. Project Information URL:
14. Projected Completion Year: 2015
15. Actual Completion Year: Project is ongoing. Year refers to implementation.
16. This project is being withdrawn from the Plan as of:
17. Total cost (in Thousands): \$20,000,000
18. Remaining cost (in Thousands): \$20,000,000
19. Funding Sources: Federal; State; Local; Private; Bonds; Other

CONGESTION MANAGEMENT INFORMATION

20. Do traffic congestion conditions necessitate the proposed project? Yes; No
21. If so, describe those conditions: Recurring congestion; Non-site specific congestion;
 Frequent incident-related, non-recurring congestion; Other
22. Is this a capacity-increasing project on a limited access highway or other arterial highway of a functional class higher than minor arterial? Yes; No
23. If yes, does this project require a Congestion Management Documentation form under the given criteria (see *Call for Projects* document)? Yes; No
24. If not, please identify the criteria that exempt the project here:
 The number of lane-miles added to the highway system by the project totals less than 1 lane-mile
 The project is an intersection reconstruction or other traffic engineering improvement, including replacement of an at-grade intersection with an interchange

CLRP PROJECT DESCRIPTION FORM

- The project will not allow motor vehicles, such as a bicycle or pedestrian facility
- The project consists of preliminary studies or engineering only, and is not funded for construction
- The project received NEPA approval on or before April 6, 1992
- The project was already under construction on or before September 30, 1997, or construction funds were already committed in the FY98-03 TIP.
- The construction costs for the project are less than \$5 million.

SAFETEA-LU PLANNING FACTORS

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

X Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.

X Increase the safety of the transportation system for all motorized and non-motorized users.

a. Is this project being proposed specifically to address a safety issue? Yes; X No

b. Please identify issues: High accident location; Pedestrian safety; Other
 Truck or freight safety; Engineer-identified problem

c. Briefly describe (in quantifiable terms, where possible) the nature of the safety problem:

- Increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users.
- Increase accessibility and mobility of people and freight.
- 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.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.

ENVIRONMENTAL MITIGATION

26. Have any potential mitigation activities been identified for this project? TBD

27. If yes, what types of mitigation activities have been identified? TBD

- Air Quality; Floodplains; Socioeconomics; Geology, Soils and Groundwater; Vibrations;
- Energy; Noise; Surface Water; Hazardous and Contaminated Materials; Wetlands

INTELLIGENT TRANSPORTATION SYSTEMS

28. Is this an Intelligent Transportation Systems (ITS) project as defined in federal law and regulation, and therefore subject to Federal Rule 940 Requirements? Yes; X No

29. If yes, what is the status of the systems engineering analysis compliant with Federal Rule 940 for the project? Not Started; Ongoing, not complete; Complete

30. Under which Architecture:

- DC, Maryland or Virginia State Architecture
- WMATA Architecture
- COG/TPB Regional ITS Architecture
- Other, please specify:

31. Other Comments: This project was identified as a potential mitigation improvement within the I-95 HOT lanes Interchange Justification Report

CLRP PROJECT DESCRIPTION FORM

above project in the TPB's 2012 CLRP and the air quality conformity analysis for the 2012 CLRP will facilitate the completion of the FEIS and assist in developing the project for construction.

There are several major transportation investments that are being considered by the state and the counties in the vicinity of the project including the construction of the Tri County Parkway (aka Rte. 234 Bypass Extension), improvements to I 66 and the I 66/US 29 interchange at Gainesville.

9. Bicycle or Pedestrian Accommodations: Not Included; Included; Primarily a Bike/Ped Project; N/A
10. Total Miles: 8.9 miles
11. Project Manager: Ed Clark
12. E-Mail: ed_w_clark@nps.gov
13. Project Information URL: <http://parkplanning.nps.gov/mnbb>
14. Projected Completion Year: 2035
15. Actual Completion Year:
16. This project is being withdrawn from the Plan as of:
17. Total cost: \$305 million
18. Remaining cost (in Thousands):
19. Funding Sources: Federal; State; Local; Private; Bonds; Other

In November 1988 the US Congress passed into law the Manassas National Battlefield Park Amendments of 1988. A copy of the public law document is attached as attachment B. This public law mandated the provision of funds and the conduct of an environmental study for the Battlefield Bypass project including the closure of Rte. 29 and Rte. 234 within the limits of the park. The Public law also mandated the US Congress to provide no more than 75% of the total cost of constructing the Battlefield Bypass. The balance funding will be assumed to be from non-federal sources. In addition, there is a potential for some construction funds to be acquired through a public / private partnership. With the collocation of the Battlefield parkway and tri County Parkway projects the distribution of funds is as below.

- Federal Share \$183M
- Non-Federal \$122M (towards Tri County Parkway).

The tri County parkway project is already in the 2011 CLRP and the funding for it was included in the approved financial plan for the CLRP. As such with this update to the CLRP \$183M in future federal funds is being proposed to be added to the CLRP's financial plan. These funds are reasonably expected to be available based on the 1988 public law of the US Congress.

CONGESTION MANAGEMENT INFORMATION

20. Do traffic congestion conditions necessitate the proposed project? Yes; No
21. If so, describe those conditions: Recurring congestion; Non-site specific congestion;
 Frequent incident-related, non-recurring congestion; Other
22. Is this a capacity-increasing project on a limited access highway or other arterial highway of a functional class higher than minor arterial? Yes; No
- The Battlefield Bypass will be a new 4-lane facility that will be replacing portions of two 2-lane facilities, Route 29 and Route 234 which will be closed to non-park traffic – and as such will not be adding new capacity. The closure will include about 4 miles of Route 29, from the bridge over Bull Run to Pageland Lane west of the park and over 3 miles of Route 234 from the southern Park boundary to the area known as Sudley Springs north of the park.
23. If yes, does this project require a Congestion Management Documentation form under the given criteria (see *Call for Projects* document)? Yes; No

CLRP PROJECT DESCRIPTION FORM

24. If not, please identify the criteria that exempt the project here:

- The number of lane-miles added to the highway system by the project totals less than 1 lane-mile
- The project is an intersection reconstruction or other traffic engineering improvement, including replacement of an at-grade intersection with an interchange
- The project will not allow motor vehicles, such as a bicycle or pedestrian facility
- The project consists of preliminary studies or engineering only, and is not funded for construction
- The project received NEPA approval on or before April 6, 1992
- The project was already under construction on or before September 30, 1997, or construction funds were already committed in the FY98-03 TIP.
- The construction costs for the project are less than \$5 million.

SAFETEA-LU PLANNING FACTORS

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

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the safety of the transportation system for all motorized and non-motorized users.

a. Is this project being proposed specifically to address a safety issue? Yes; No

b. Please identify issues: High accident location; Pedestrian safety; Other
 Truck or freight safety; Engineer-identified problem

c. Briefly describe (in quantifiable terms, where possible) the nature of the safety problem:

- Increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users.
- Increase accessibility and mobility of people and freight.
- 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.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.

ENVIRONMENTAL MITIGATION

26. Have any potential mitigation activities been identified for this project? Yes; No

In January 2005, a FHWA approved Draft Environmental Impact Statement (DEIS) was issued that identified five Candidate Build Alternatives with a modified version of Alternative D which was selected as the preferred alternative. In late 2005, the Boards of Supervisors in Prince William and Fairfax Counties voted to endorse Alternative D and in June 2006, Commonwealth Transportation Board (CTB) passed a resolution approving the location of the proposed bypass along the Modified Alternative D corridor. In 2008, the General Management Plan for Manassas was published which included the Battlefield Bypass as part of the preferred alternative. Preliminary mitigation measures have been identified for the areas listed Q 27.

The NPS will be working toward completing the Final Environmental Impact Statement (FEIS) over the next 12 months. The FEIS will undertake and complete a detailed analysis of the mitigation measures. The formal approval of the FEIS culminating with the issuance of a Record of Decision will

CLRP PROJECT DESCRIPTION FORM

be based on commitments made to implement any mitigation actions deemed necessary in the FEIS.

27. If yes, what types of mitigation activities have been identified?

Air Quality; Floodplains; Socioeconomics; Geology, Soils and Groundwater; Vibrations;
_ Energy; Noise; Surface Water; Hazardous and Contaminated Materials; Wetlands

Historic Preservation

With the completion of the FEIS, Section 4(f) and NHPA Section 106 the NPS will be further developing and finalizing measures to mitigate impacts associated with the construction of the Battlefield Bypass.

INTELLIGENT TRANSPORTATION SYSTEMS

28. Is this an Intelligent Transportation Systems (ITS) project as defined in federal law and regulation, and therefore subject to Federal Rule 940 Requirements? _ Yes; No

29. If yes, what is the status of the systems engineering analysis compliant with Federal Rule 940 for the project? _ Not Started; _ Ongoing, not complete; _ Complete

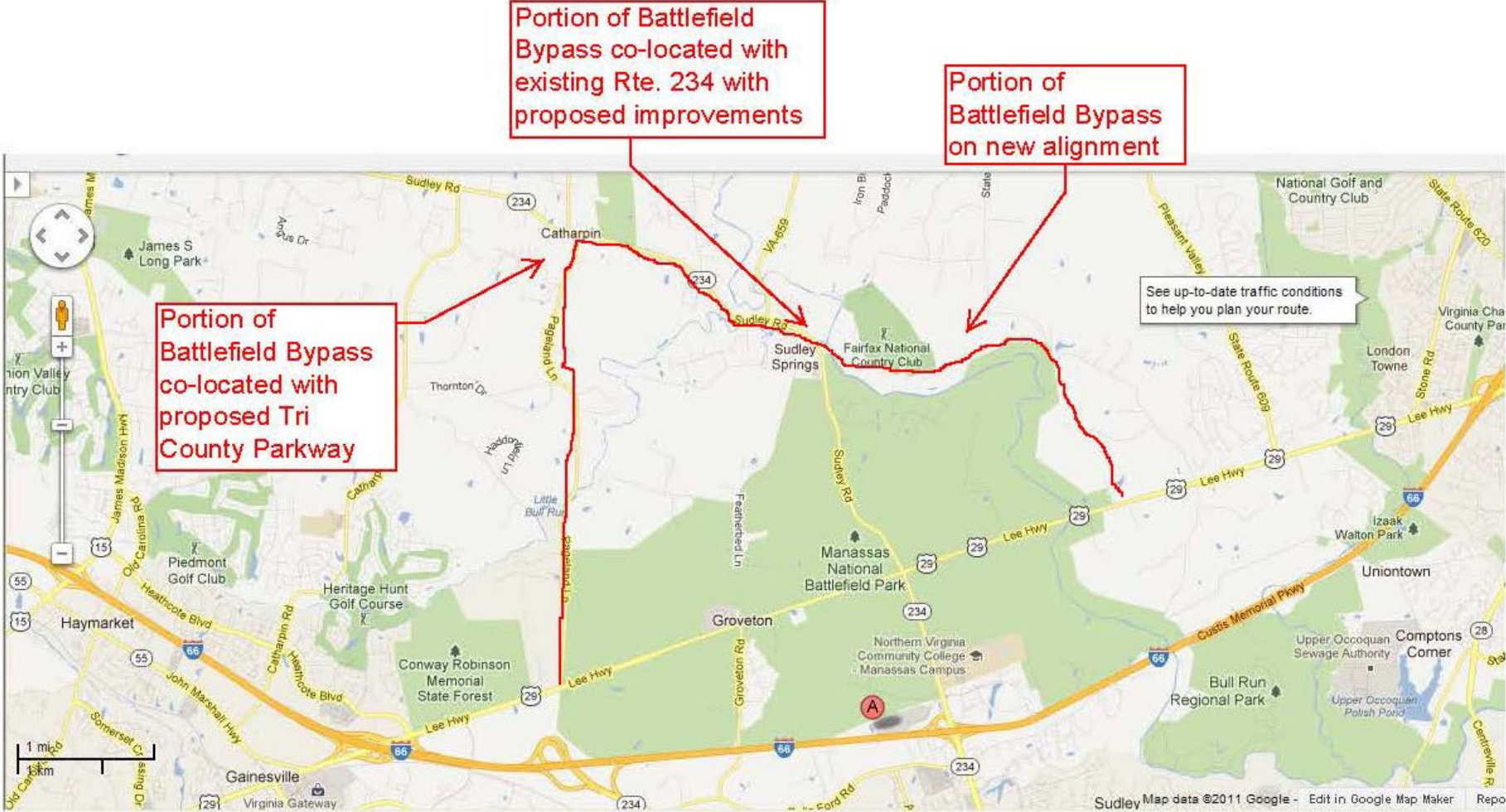
30. Under which Architecture:

- _ DC, Maryland or Virginia State Architecture
- _ WMATA Architecture
- _ COG/TPB Regional ITS Architecture
- _ Other, please specify:

31. Other Comments:

CLRP PROJECT DESCRIPTION FORM

Attachment A – DEIS Proposed Alignment For Manassas Battlefield Bypass



(21) Item 907.69 (relating to sodium tartrate).

(22) Item 907.76 (relating to lactulose).

(23) Item 910.00 (relating to diamond tool and drill blanks).

(24) Item 911.50 (relating to unwrought lead).

(25) Item 912.13 (relating to certain power-driven flat knitting machines and parts thereof).

(b) OTHER EXTENSIONS.—

(1) Item 907.00 (relating to p-hydroxybenzoic acid) is amended by striking out "9/30/85" and inserting in lieu thereof "12/31/88".

(2) Item 907.22 (relating to caffeine) is amended by striking out "On or before 12/31/87" and inserting in lieu thereof "On or before the earlier of 12/31/92 or the date on which the rate of duty imposed by the European Communities on articles described in item 437.02 exceeds the rate of duty imposed by the United States on such articles that was in effect on 6/30/88"

Manassas
National
Battlefield Park
Amendments of
1988.
Virginia.
Conservation.
16 USC 429b
note.

TITLE X—MANASSAS NATIONAL BATTLEFIELD PARK

SEC. 10001. SHORT TITLE.

This title may be cited as the "Manassas National Battlefield Park Amendments of 1988".

SEC. 10002. ADDITION TO MANASSAS NATIONAL BATTLEFIELD PARK.

The first section of the Act entitled "An act to preserve within Manassas National Battlefield Park, Virginia, the most important historic properties relating to the battle of Manassas, and for other purposes", approved April 17, 1954 (16 U.S.C. 429b), is amended—

(1) by inserting "(a)" after "That"; and

(2) by adding at the end thereof the following:

"(b)(1) In addition to subsection (a), the boundaries of the park shall include the area, comprising approximately 600 acres, which is south of U.S. Route 29, north of Interstate Route 66, east of Route 705, and west of Route 622. Such area shall hereafter in this Act be referred to as the 'Addition'.

Real property.

"(2)(A) Notwithstanding any other provision of law, effective on the date of enactment of the Manassas National Battlefield Park Amendments of 1988, there is hereby vested in the United States all right, title, and interest in and to, and the right to immediate possession of, all the real property within the Addition.

"(B) The United States shall pay just compensation to the owners of any property taken pursuant to this paragraph and the full faith and credit of the United States is hereby pledged to the payment of any judgment entered against the United States with respect to the taking of such property. Payment shall be in the amount of the agreed negotiated value of such property or the valuation of such property awarded by judgment and shall be made from the permanent judgment appropriation established pursuant to 31 U.S.C. 1304. Such payment shall include interest on the value of such property which shall be compounded quarterly and computed at the rate applicable for the period involved, as determined by the Secretary of the Treasury on the basis of the current average market yield on outstanding marketable obligations of the United States of comparable maturities from the date of enactment of the Manassas

National Battlefield Park Amendments of 1988 to the last day of the month preceding the date on which payment is made.

“(C) In the absence of a negotiated settlement, or an action by the owner, within 1 year after the date of enactment of the Manassas National Battlefield Park Amendments of 1988, the Secretary may initiate a proceeding at anytime seeking in a court of competent jurisdiction a determination of just compensation with respect to the taking of such property.

“(3) Not later than 6 months after the date of enactment of the Manassas National Battlefield Park Amendments of 1988, the Secretary shall publish in the Federal Register a detailed description and map depicting the boundaries of the Addition. The map shall be on file and available for public inspection in the offices of the National Park Service, Department of the Interior.

Federal
Register,
publication.
Public
information.

“(c) The Secretary shall not allow any unauthorized use of the Addition after the enactment of the Manassas National Battlefield Park Amendments of 1988, except that the Secretary may permit the orderly termination of all operations on the Addition and the removal of equipment, facilities, and personal property from the Addition.”

SEC. 10003. VISUAL PROTECTION.

Section 2(a) of the Act entitled “An Act to preserve within Manassas National Battlefield Park, Virginia, the most important historic properties relating to the battle of Manassas, and for other purposes”, approved April 17, 1954 (16 U.S.C. 429b-1), is amended—

(1) by inserting “(1)” after “(a)”; and

(2) by adding at the end thereof the following:

“(2) The Secretary shall cooperate with the Commonwealth of Virginia, the political subdivisions thereof, and other parties as designated by the Commonwealth or its political subdivisions in order to promote and achieve scenic preservation of views from within the park through zoning and such other means as the parties determine feasible.”

SEC. 10004. HIGHWAY RELOCATION.

(a) **STUDY.**—The Secretary of the Interior (hereafter in this section referred to as the “Secretary”), in consultation and consensus with the Commonwealth of Virginia, the Federal Highway Administration, and Prince William County, shall conduct a study regarding the relocation of highways (known as routes 29 and 234) in, and in the vicinity of, the Manassas National Battlefield Park (hereinafter in this section referred to as the “park”). The study shall include an assessment of the available alternatives, together with cost estimates and recommendations regarding preferred options. The study shall specifically consider and develop plans for the closing of those public highways (known as routes 29 and 234) that transect the park and shall include analysis of the timing and method of such closures and of means to provide alternative routes for traffic now transecting the park. The Secretary shall provide for extensive public involvement in the preparation of the study.

(b) **DETERMINATION.**—Within 1 year after the enactment of this Act, the Secretary shall complete the study under subsection (a). The study shall determine when and how the highways (known as routes 29 and 234) should be closed.

(c) **ASSISTANCE.**—The Secretary shall provide funds to the appropriate construction agency for the construction and improvement of

16 USC 429b
note.

State and local
governments.

the highways to be used for the rerouting of traffic now utilizing highways (known as routes 29 and 234) to be closed pursuant to subsection (b) if the construction and improvement of such alternatives are deemed by the Secretary to be in the interest of protecting the integrity of the park. Not more than 75 percent of the costs of such construction and improvement shall be provided by the Secretary and at least 25 percent shall be provided by State or local governments from any source other than Federal funds. Such construction and improvement shall be approved by the Secretary of Transportation.

(d) **AUTHORIZATION.**—There is authorized to be appropriated to the Secretary not to exceed \$30,000,000 to prepare the study required by subsection (a) and to provide the funding described in subsection (c).

Approved November 10, 1988.

LEGISLATIVE HISTORY—H.R. 4333 (S. 2238):

HOUSE REPORTS: No. 100-795 (Comm. on Ways and Means) and No. 100-1104 (Comm. of Conference).

SENATE REPORTS: No. 100-445 accompanying S. 2238 (Comm. on Finance).

CONGRESSIONAL RECORD, Vol. 134 (1988):

Aug. 4, considered and passed House.

Oct. 6, 7, S. 2238 considered in Senate.

Oct. 11, H.R. 4333 considered and passed Senate, amended.

Oct. 21, House and Senate agreed to conference report.

ITEM 8 - Action
February 15, 2012

Approval of Scope of Work for Air Quality Conformity Assessment
of the 2012 CLRP and the FY 2013-2018 TIP

Staff

Recommendation: Approve the enclosed scope of work for the air quality conformity assessment of the 2012 CLRP and FY 2013-2018.

Issues: None

Background: At the January 18 meeting, the Board was briefed on the draft scope of work for the air quality conformity assessment of the 2012 CLRP and FY 2013-2018 TIP which was released for a 30-day public comment period that ended February 11. The Board will be briefed on the comments received and recommended responses, and asked to approve the scope of work for the air quality conformity assessment of the 2012 CLRP and FY 2013-2018 TIP.

**AIR QUALITY CONFORMITY ASSESSMENT:
2012 CONSTRAINED LONG RANGE PLAN AND THE FY2013-2018 TRANSPORTATION
IMPROVEMENT PROGRAM**

SCOPE OF WORK

I. INTRODUCTION

Projects solicited for the 2012 Constrained Long Range Plan (CLRP) and FY2013-2018 Transportation Improvement Program (TIP) are scheduled to be finalized at the February 15, 2012 TPB meeting. This scope of work reflects the tasks and schedule designed for the air quality conformity assessment leading to adoption of the plan on July 18, 2012. This work effort addresses requirements associated with attainment of the ozone standards (volatile organic compounds (VOC) and nitrogen oxides (NO_x) as ozone precursor pollutants), and fine particles (PM_{2.5}) standards (direct particles and precursor NO_x), as well as maintenance of the wintertime carbon monoxide (CO) standard.

The plan must meet air quality conformity regulations: (1) as originally published by the Environmental Protection Agency (EPA) in the November 24, 1993 Federal Register, and (2) as subsequently amended, most recently on March 24, 2010, and (3) as detailed in periodic FHWA / FTA and EPA guidance. These regulations specify both technical criteria and consultation procedures to follow in performing the assessment.

This scope of work provides a context in which to perform the conformity analyses and presents an outline of the work tasks required to address all regulations currently applicable.

II. REQUIREMENTS AND APPROACH

A. Criteria (See Exhibit 1)

As described in the 1990 Clean Air Act Amendments, conformity is demonstrated if transportation plans and programs:

1. Are consistent with most recent estimates of mobile source emissions,
2. Provide expeditious implementation of TCMs, and
3. Contribute to annual emissions reductions.

Assessment criteria for ozone, CO, and PM_{2.5} are discussed below.

Ozone season pollutants will be assessed by comparing the “action” scenarios to the 8-hour ozone area 2008 Reasonable Further Progress (RFP) VOC and NO_x emissions budgets which were deemed adequate for use in conformity by EPA in September 2009.

The region is in maintenance for mobile source wintertime CO and, as in prior conformity assessments, is required to show that pollutant levels do not exceed the approved budget.

PM_{2.5} pollutants will be assessed both by comparing the “action” scenarios to a 2002 base and by comparing the pollutant levels to the budgets submitted by the MWAQC to EPA in April, 2008. PM_{2.5} emissions will be inventoried for yearly totals (instead of on a daily basis as performed for Ozone and CO).

B. Approach (See Table 1 – Summary of Technical Approach)

The analytical approach is the same as for the last conformity assessment. The Version 2.3 travel demand model with the 3722 TAZ system and the Mobile6.2 emissions model will be used in the analysis. The only significant changes are the use of updated Cooperative Forecasts, Round 8.1, and the use of new 2011 vehicle registration data.

In addition to the elements below, explicit inputs include: a summary list of major policy and technical input assumptions, shown as Attachment A; and all transportation network elements which will be finalized at the February 15, 2012 TPB meeting.

TABLE 1 – Summary of Technical Approach

| | Ozone | Wintertime CO | PM_{2.5} |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Pollutant: | VOC, NOx | CO | Direct particles, Precursor NOx |
| Emissions Assessment Criteria: | 8-hour 2008 Reasonable Further Progress (RFP) ozone budgets | Approved wintertime CO emissions budget | Reductions from base 2002 inventory & comparison to budgets |
| Emissions Analysis Time-frame: | Daily | Daily | Annual |
| Geography: | 8-hour ozone non-attainment area | DC, Arl., Alex., Mont., Pr. Geo. | 8-hr. area less Calvert County |
| Network Inputs: | Regionally significant projects | | |
| Land Activity: | NEW! Round 8.1 | | |
| Modeled Area: | 3722 TAZ SYSTEM | | |
| Travel Demand Model: | Version 2.3 | | |
| Mobile Model: | MOBILE6.2 emissions factors, consistent with the procedures utilized to establish the VOC and NOx mobile source emissions budgets | MOBILE6.2 Consistent with procedures used to establish the budget | MOBILE6.2 'Seasonal' approach, consistent with procedures used to establish the budget |
| Emissions Factor Refinements: | NEW! 2011 vehicle registration data for all jurisdictions | | |

III. CONSULTATION

1. Execute TPB consultation procedures (as outlined in the consultation procedures report adopted by the TPB on May 20, 1998).

2. Participate in meetings of MWAQC, its Technical Advisory Committee and its Conformity Subcommittee to discuss the scope of work activities, TERM development process, and other elements as needed; discuss at TPB meetings or forums, as needed, the following milestones:
 - CLRP & TIP Call for Projects
 - Scope of work
 - TERM proposals
 - Project submissions: documentation and comments
 - Analysis of TERMS, list of mitigation measures
 - Conformity assessment: documentation and comments
 - Process: comments and responses

IV. WORK TASKS

1. Receive project inputs from programming agencies and organize into conformity documentation listings (endorsement of financially constrained project submissions scheduled for February 15, 2012)
 - Project type, limits, NEPA approval, etc.
 - Phasing with respect to forecast years
 - Transit operating parameters, e.g. schedules, service, fares
 - Action scenarios
2. Review and Update Land Activity files to reflect Round 8.1 Cooperative Forecasts
 - Households by auto ownership, population and employment
 - Zonal data files
3. Prepare forecast year highway, HOV, and transit networks
 - Develop 2007, 2017, 2020, 2030, & 2040 highway networks
 - Prepare 2007, 2017, 2020, 2030, & 2040 transit network input files
 - Update transit fares and highway tolls, as necessary
4. Prepare 2007 travel and emissions estimates
 - Execute travel demand modeling
 - Calculate emissions (daily for ozone season VOC and NO_x for ozone standard requirements; daily for winter CO; yearly for PM_{2.5} direct particles and precursor NO_x)
5. Prepare 2017 travel and emissions estimates
 - Execute travel demand modeling
 - Develop Mobile6.2 emission factors with new 2011 vehicle registration data
 - Calculate emissions (daily for ozone season VOC and NO_x for ozone standard requirements; daily for winter CO; yearly for PM_{2.5} direct particles and precursor NO_x)
6. Prepare 2020 travel and emissions estimates
 - Tasks as in year 2017 analysis
7. Prepare 2030 travel and emissions estimates

- Tasks as in year 2020 analysis
 - Apply “transit constraint” using 2020 levels
8. Prepare 2040 travel and emissions estimates
- Tasks as in year 2030 analysis, including transit constraint
9. Identify extent to which plan provides for expeditious implementation of TCMs contained in ozone state implementation plans and emissions mitigation requirements of previous CLRP & TIP commitments (TERMs)
- In the CLRP & TIP Call for Projects document staff identified previous TCM and TERM commitments and requested a status report from the implementing agencies
 - Staff will review these reports as they are received and update the TERM tracking sheet that was included in the November 16, 2011 air quality conformity report
 - The status reports and the updated TERM tracking sheet will be included in the air quality conformity report.
10. Coordinate / analyze emissions reductions associated with CMAQ and similar projects
- Obtain project-specific emissions reductions from programming agencies
 - Summarize daily ozone season VOC and NO_x reductions for each milestone year
 - Summarize annual direct PM_{2.5} and precursor NO_x PM_{2.5} pollutant reductions; explore additional TERMS
 - With oversight from the Travel Management Subcommittee, as needed, propose and analyze additional measures for their emissions benefits, costs, cost effectiveness, and other evaluation criteria
11. Analyze results of above technical analysis
- Reductions from 1990 (ozone season VOC and NO_x and winter CO) and 2002 base (PM_{2.5})
 - 8-hour ozone season 2008 RFP VOC and NO_x budgets, direct PM_{2.5} and precursor NO_x budgets, and winter CO emissions budgets
 - With oversight from the Travel Management Subcommittee, the Technical Committee and the TPB, identify and recommend additional measures should the plan or program fail any test and incorporate measures into the plan
12. Assess conformity and document results in a report
- Document methods
 - Draft conformity report
 - Forward to technical committees, policy committees
 - Make available for public and interagency consultation
 - Receive comments
 - Address comments and present to TPB for action
 - Finalize report and forward to FHWA, FTA and EPA

V. SCHEDULE

The schedule for the execution of these work activities is shown in Exhibit 2. The time line shows completion of the analytical tasks, preparation of a draft report, public and interagency review, response to comments and action by the TPB on July 18, 2012.

Exhibit 1

Conformity Criteria

All Actions at all times:

| | |
|-------------|------------------------------|
| Sec. 93.110 | Latest planning assumptions. |
| Sec. 93.111 | Latest emissions model. |
| Sec. 93.112 | Consultation. |

Transportation Plan:

| | |
|--------------------|----------------------------------|
| Sec. 93.113(b) | TCMs. |
| Sec. 93.118 and/or | Emissions budget and /or Interim |
| Sec. 93.119 | emissions. |

TIP:

| | |
|--------------------|----------------------------------|
| Sec. 93.113(c) | TCMs. |
| Sec. 93.118 and/or | Emissions budget and /or Interim |
| Sec. 93.119 | emissions. |

Project (From a Conforming Plan and TIP):

| | |
|-------------|----------------------------------------------------------|
| Sec. 93.114 | Currently conforming plan and TIP. |
| Sec. 93.115 | Project from a conforming plan and TIP. |
| Sec. 93.116 | CO, PM ₁₀ , and PM _{2.5} hot spots. |
| Sec. 93.117 | PM ₁₀ and PM _{2.5} control measures. |

Project (Not From a Conforming Plan and TIP):

| | |
|--------------------|----------------------------------------------------------|
| Sec. 93.113(d) | TCMs. |
| Sec. 93.114 | Currently conforming plan and TIP. |
| Sec. 93.116 | CO, PM ₁₀ , and PM _{2.5} hot spots. |
| Sec. 93.117 | PM ₁₀ and PM _{2.5} control measures. |
| Sec. 93.118 and/or | Emissions budget and/or Interim |
| Sec. 93.119 | emissions |

Sec. 93.110 Criteria and procedures: Latest planning assumptions.

The conformity determination must be based upon the most recent planning assumptions in force at the time of the conformity determination.

Sec. 93.111 Criteria and procedures: Latest emissions model.

The conformity determination must be based on the latest emission estimation model available.

Sec. 93.112 Criteria and procedures: Consultation.

Conformity must be determined according to the consultation procedures in this subpart and in the applicable implementation plan, and according to the public involvement procedures established in compliance with 23 CFR part 450.

Sec. 93.113 Criteria and procedures: Timely implementation of TCMs.

The transportation plan, TIP, or any FHWA/FTA project which is not from a conforming plan and TIP must provide for the timely implementation of TCMs from the applicable implementation plan.

Sec. 93.114 Criteria and procedures: Currently conforming transportation plan and TIP.

There must be a currently conforming transportation plan and currently conforming TIP at the time of project approval.

Sec. 93.115 Criteria and procedures: Projects from a plan and TIP.

The project must come from a conforming plan and program.

Sec. 93.116 Criteria and procedures: Localized CO, PM₁₀, and PM_{2.5} violations (hot spots).

The FHWA/FTA project must not cause or contribute to any new localized CO, PM₁₀, and/or PM_{2.5} violations or increase the frequency or severity of any existing CO, PM₁₀, and /or PM_{2.5} violations in CO, PM₁₀, and PM_{2.5} nonattainment and maintenance areas.

Sec. 93.117 Criteria and procedures: Compliance with PM₁₀ and PM_{2.5} control measures.

The FHWA/FTA project must comply with PM₁₀ and PM_{2.5} control measures in the applicable implementation plan.

Sec. 93.118 Criteria and procedures: Motor vehicle emissions budget

The transportation plan, TIP, and projects must be consistent with the motor vehicle emissions budget(s).

Sec. 93.119 Criteria and procedures: Interim emissions in areas without motor vehicle budgets

The FHWA/FTA project must satisfy the interim emissions test(s).

NOTE: See EPA's conformity regulations for the full text associated with each section's requirements.



Schedule for the 2012 Financially Constrained Long-Range Transportation Plan (CLRP) and the FY2013-2018 Transportation Improvement Program (TIP)

| | |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *September 21, 2011 | TPB is Briefed on Draft Call for Projects |
| *October 19, 2011 | TPB Releases Final Call for Projects - Transportation Agencies Begin Submitting Project Information through On-Line Database |
| December 16, 2011 | <u>DEADLINE:</u> Transportation Agencies Complete On-Line Submission of Draft Project Inputs. |
| January 6, 2012 | Technical Committee Reviews Draft CLRP & TIP Project Submissions and Draft Scope of Work for the Air Quality Conformity Assessment |
| January 12, 2012 | CLRP & TIP Project Submissions and Draft Scope of Work Released for Public Comment |
| *January 18, 2012 | TPB is Briefed on Project Submissions and Draft Scope of Work |
| February 11, 2012 | Public Comment Period Ends |
| *February 15, 2012 | TPB Reviews Public Comments and is asked to Approve Project Submissions and Draft Scope of Work |
| May 1, 2012 | <u>DEADLINE:</u> Transportation Agencies Finalize Congestion Management Documentation Forms (where needed) and CLRP & TIP Forms ¹ . (Submissions must not impact conformity inputs; note that the deadline for changes affecting conformity inputs was February 15, 2012). |
| June 14, 2012 | Draft CLRP & TIP and Conformity Assessment Released for Public Comment at Citizens Advisory Committee (CAC) |
| *June 20, 2012 | TPB Briefed on the Draft CLRP & TIP and Conformity Assessment |
| July 14, 2012 | Public Comment Period Ends |
| *July 18, 2012 | TPB Reviews Public Comments and Responses to Comments, and is Presented the Draft CLRP & TIP and Conformity Assessment for Adoption |
| *TPB Meeting | |

¹ By this date, the CLRP forms must include information on the Planning Factors, Environmental Mitigation, Congestion Management Information, and Intelligent Transportation Systems; separate Congestion Management Documentation Forms (where needed) must also be finalized.



WORK SCOPE ATTACHMENT A

POLICY AND TECHNICAL INPUT ASSUMPTIONS AIR QUALITY CONFORMITY ANALYSIS OF 2011 CLRP

1. Land Activity

- Round 8.1 Cooperative Forecasts

2. Policy and Project Inputs

- Highway, HOV, and transit projects and operating parameters
- Financially constrained project submissions to be advanced by the TPB on 2/15/2012

3. Travel Demand Modeling Methods

- Version 2.3 Travel Model
- All HOV facilities at HOV-3 in 2020 & beyond
- Transit “capacity constraint” procedures (2020 constrains later years)

4. Emissions Factors

- Use MOBILE6.2 emissions factors incorporating 2011 vehicle registration data
- Seasonal PM_{2.5} factors for total directly emitted particles and precursor NO_x

5. Emissions Modeling Methods / Credits

- Yearly PM_{2.5} emissions (total PM_{2.5} and precursor NO_x) using seasonal traffic adjustments and above emissions factors
- Offline emissions analyses

6. Conformity Assessment Criteria

- Emissions budgets for ozone precursors, PM_{2.5} pollutants, and wintertime CO
- Analysis years: 2007, 2017, 2020, 2030, & 2040

ITEM 9 - Action
February 15, 2012

Approval an Amendment to the FY 2011-2016 TIP that is Exempt From the Air Quality Conformity Requirement to Include Funding for the Construction of the I-95 HOV/HOT Lanes project, as Requested by the Virginia Department of Transportation (VDOT)

Staff

Recommendation: Receive briefing on the amendment, and adopt Resolution R9 -2012 to amend the FY 2011-2016 TIP to include funding for the construction of the I-95 HOV/HOT Lanes project, as described in the attached materials.

Issues: None

Background: In the enclosed letter of February 8, 2011, the Virginia Department of Transportation (VDOT) has requested an amendment to the FY 2011-2016 TIP to include funding for the construction of Bus/HOV/HOT lanes on I-95 between Garrisonville Road in Stafford County and a point on I-395 one mile north of Edsall Road, as described in the attached materials.

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

**RESOLUTION ON AN AMENDMENT TO
THE FY 2011- 2016 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
THAT IS EXEMPT FROM THE AIR QUALITY CONFORMITY REQUIREMENT
TO INCLUDE FUNDING FOR CONSTRUCTION OF THE I-95 HOV/HOT LANES, 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, the TIP is required by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as a basis and condition for all federal funding assistance to state, local and regional agencies for transportation improvements within the Washington planning area; and

WHEREAS, on November 17, 2010 the TPB adopted the FY 2011-2016 TIP; and

WHEREAS, in the attached letter of February 8, 2012, VDOT has requested an amendment to the FY 2011-2016 TIP to include \$641.1 million in private equity investment, private equity bonds and TIFIA loans for the construction of the I-95 HOV/HOT Lanes, and \$141.4 million in GARVEE funding for debt service, as described in the attached materials; and

WHEREAS, this project was previously included in the air quality conformity analysis of the 2011 CLRP;

NOW, THEREFORE, BE IT RESOLVED THAT the Transportation Planning Board amends the FY 2011-2016 TIP to include \$641.1 million in private equity investment, private equity bonds and TIFIA loans for the construction of the I-95 HOV/HOT Lanes, and \$141.4 million in GARVEE funding for debt service, as described in the attached materials.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

4975 Alliance Drive
Fairfax, VA 22030

GREGORY A. WHIRLEY
COMMISSIONER

February 8, 2012

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

RE: National Capital Region FY 2011-2016 Transportation Improvement Program Amendment

Dear Chairman Turner:

The Virginia Department of Transportation requests amending the FY 2011-2016 Transportation Improvement Program (TIP) to provide continued funding for the I-95 HOV/HOT Lanes. The project involves the construction of a HOV lane and conversion of all HOV lanes into Bus/HOV/HOT lanes on I-95 between Garrisonville Road (Stafford County) and to a point on I-395 about one mile north of Edsall Road. The project is included in the 2011 CLRP and its air quality conformity analysis. An addendum to the FY 2011-2016 TIP table is attached. The proposed amendment would fund ongoing project implementation activities under the following two elements:

1. I-95 HOV/HOT Lanes Construction (UPC T11635). The proposed TIP Amendment adds about \$640M in funding for the preliminary engineering and construction phases. These funds are derived from a combination of Private Equity investment, Private Equity bonds and TIFIA loans. Exact distributions between these sources are yet to be finalized pending finalization of the financial terms and conditions with the private sector partner for the project. Details of the planned obligation of these funds are listed in the attached TIP funding table.
2. I-95 HOV/HOT Lanes Debt Service (UPC T11619). The proposed TIP amendment adds about \$141M in funding for the construction phase of the project. This amount includes the \$97M of VDOT's share of the project costs and the debt service for the project costs. VDOT intends to raise the \$97M funding in GARVEE bonds under US DOT's Grant Anticipation Revenue Vehicles (GARVEE) Bond Program. The life of the bonds is likely to be 15 years and the debt service will be paid with future federal funds. Details of the planned obligation of these funds are listed in the attached TIP funding table.

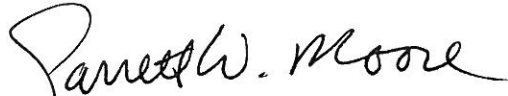
The Honorable Todd Turner
February 8, 2012
Page 2

The proposed funding for these projects is scheduled to be approved by the CTB at its February 15, 2011 meeting and included in the Six Year Improvement Program. These funds were part of the 2010 CLRP financial plan and are not being diverted from other projects in the TIP. Representatives from VDOT plan to attend the meeting and be available to answer any questions.

Upon approval of this amendment, please provide copies of the approval to Ms. Renée Hamilton, VDOT's Assistant District Administrator for Programming and Investment Management in Northern Virginia, and Mr. Chad Tucker, VDOT's District Coordinator for the Transportation and Mobility Planning Division in Richmond.

Thank you for your consideration of this request.

Sincerely,



Garrett W. Moore, P.E.
District Administrator
Northern Virginia District

Attachment

Copy: Ms. Reta Busher, VDOT-CO
Ms. Marsha Fiol, VDOT -CO
Ms. Renée Hamilton, VDOT-NoVA
Mr. John Lynch, VDOT-NoVA
Mr. Richard Burke, VDOT-NoVA
Mr. Kanathur Srikanth, VDOT-NoVA

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

FY 2011 - 2016

TIP Amendment - 2/15/2012

| TIP ID: | Agency ID: | Phase | Previous Funding | Funding Source | Funding Shares | | | FY11 | FY12 | FY13 | FY14 | FY15 | FY16 | Source Total |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------|------------------|----------------|----------------|-------|-------|-----------|-----------|---------|---------|------|------|---------------------|
| | | | | | Fed | State | Local | | | | | | | |
| VDOT-Interstate | Agency ID: T11635 | | | | | | | | | | | | | |
| Facility: | Interstate I-95 | PE | | AC-Other | 0% | 0% | \$0 | \$48,954 | \$0 | \$0 | \$0 | \$0 | \$0 | Complete: 2015 |
| From: | Garrisonville Road | R/W | | | 0% | 0% | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$48,954.00 |
| To: | 1 mile North of Edsall Road | CN | | AC-Other | 0% | 0% | \$0 | \$0 | \$592,148 | \$0 | \$0 | \$0 | \$0 | \$592,148.00 |
| Total Funds: | | | | | | | | | | | | | | \$641,102.00 |
| Description: The project involves the construction of a HOV lane and conversion of all HOV lanes into Bus/HOV/HOT lanes on I-95 between Garrisonville Road (Stafford County) and to a point on I 395 about one mile north of Edsall Road Jurisdiction: Region wide Amendment: TIP and FFY12 to add PE & CN phase to include T11634, T11633, & UPC 102710; and to obligate \$48,953,567 AC-Other PE Phase FY12; add \$592,147, 531 in AC-Other CN Phase FFY13. @ Other = Private Equity, Private Equity Bonds and TIFIA loans. Air Quality: The project was included in the 2011 CLRP and its air quality conformity analyses. | | | | | | | | | | | | | | |
| VDOT-Interstate | Agency ID: T11619 | | | | | | | | | | | | | |
| Facility: | Interstate I-95 | PE | | | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | Complete: 2015 |
| From: | Garrisonville Road | R/W | | | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0.00 |
| To: | 1 mile North of Edsall Road | CN | | AC-NH | 100% | 0% | \$0 | \$123,896 | \$0 | \$0 | \$0 | \$0 | \$0 | \$123,896.00 |
| | | CN | | NH-ACC | 100% | 0% | \$0 | \$0 | \$2,504 | \$7,504 | \$7,517 | \$0 | \$0 | \$17,525.00 |
| Total Funds: | | | | | | | | | | | | | | \$141,421.00 |
| Description: The project involves the construction of a HOV lane and conversion of all HOV lanes into Bus/HOV/HOT lanes on I-95 between Garrisonville Road (Stafford County) and to a point on I 395 about one mile north of Edsall Road Jurisdiction: Region wide Amendment: TIP and FFY12 to add CN Phase and to obligate \$40,092,246 AC-NH funds, \$83,803,696 AC-Other CN Phase FFY12; \$2,504,243 ACC FFY13; \$7,520,152 ACC FFY 14; \$7,516,507 ACC FFY15; \$7,519,320 ACC FFY16; \$7,514,887 ACC FFY17; 7/517,137 ACC FFY18 CN Phase includes Soft Match. The above funds include debt service costs for the GARVEE bonds for the VDOT share of \$97M of the total project cost. Air Quality: The project was included in the 2011 CLRP and its air quality conformity analyses. | | | | | | | | | | | | | | |

ITEM 10 - Action
February 15, 2012

Approval of Application for Funding Under the FY 2012
Transportation Investments Generating Economic Recovery
(TIGER) Competitive Grant Program

Staff

Recommendation: Receive briefing on the recommended local projects for the application, which is based upon the TPB's FY 2011 submission to implement multimodal access improvements in rail station areas, and adopt Resolution R10-2012 to approve the FY 2012 TIGER pre-application for submission by February 20, and the final application by March 19, as described in the attached materials.

Issues: None

Background: On January 31, USDOT released in the Federal Register the Final Notice of Funding Availability (NOFA) for \$500 million in discretionary surface transportation grant funding for the FY 2012 TIGER program, with pre-applications due on February 20 and final applications due on March 19.

National Capital Region Transportation Planning Board

777 North Capitol Street, N.E., Suite 300, Washington, D.C. 20002-4290 (202) 962-3315 Fax: (202) 962-3202

MEMORANDUM

TO: Transportation Planning Board

FROM: Eric Randall
Department of Transportation Planning

SUBJECT: Application for Funding Under the FY 2012 Transportation Investments
Generating Economic Recovery (TIGER) Competitive Grant Program

DATE: February 8, 2012

Notice of FY 2012 TIGER Discretionary Grant

On January 31, U.S. DOT issued a Notice of Funding Availability (NOFA) for the FY 2012 round of funding under the Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grant Program. There is \$500 million available for funding capital projects, of which \$380 million is available for projects in urban areas. TIGER funding is not available “solely for planning, preparation, or design”. Applications will be competitively rated on the primary and secondary selection criteria. Primary Selection Criteria include long-term outcomes (state of good repair, economic competitiveness, livability, environmental sustainability, and safety), and job creation and near-term economic activity. Secondary selection criteria include demonstration of project innovation and partnership. Pre-applications are due February 20, and applications are due March 19; a timeline much shorter than the four-month schedule of previous rounds.

FY 2011 TIGER Application Concept

The TPB’s grant application concept for FY 2011 sought to maximize the efficiency of existing rail infrastructure through innovative rail station access projects, including pedestrian, bicycle, streetscape and other circulation improvements that would improve access to the region’s commuter and Metro rail stations. Each of the projects aimed to support and promote mixed-use development near rail station areas to reduce distances between housing and employment, thereby reducing VMT and congestion. This concept was approved at the July 21, 2011 TPB meeting and the TPB’s application was submitted to U.S. DOT on October 31, 2011. A list of the projects submitted in the application is included at the end of this memo.

FY 2011 TIGER Application Debrief

U.S. DOT debriefed TPB staff on the FY 2011 TIGER Grant application on February 1, 2012. DOT staff said there was intense competition for the limited funds of the grant opportunity, with only some 5 percent of applications receiving funding. They also spoke to the need to allocate awards

nationally, modally, and according to the urban/rural requirement, which led to number of great projects did not receive funding.

U.S. DOT said the TPB's application was very well-received and they spoke very approvingly of the concept for the grant application, stating the TPB had "hit it out of the park" by focusing on improving non-motorized access to development and employment centers to create linkages and connections to housing and communities. They commended the benefit-cost analysis and the presentation of information on each component of the proposed project, along with how it came together in a compelling whole. They strongly encouraged the TPB to submit the project again for consideration in the FY 2012 TIGER round. In addition, U.S. DOT staff emphasized two specific areas of improvement to make the application more compelling: project readiness and local commitment.

Project Readiness

The FY 2012 NOFA stresses project readiness and specifies additional information to be provided on the schedule of construction and supporting documentation. U.S. DOT also emphasized that the enabling legislation for FY 2012 TIGER funding did not extend the time period for obligation of funding from the last round; both FY 2011 TIGER and FY 2012 TIGER projects have to obligate funds by September 30, 2013, and proposals have to describe how funds can be obligated by June 30, 2013 to make this deadline. Applications need to explain convincingly how quickly work can begin and jobs can be created.

Local Commitment

The average ratio of funding commitments for successful applications in the FY 2011 TIGER was 65 percent local match to 35 percent federal funding. U.S. DOT staff also spoke to other ways to demonstrate commitment, including a) developer or other private commitment of funds, b) approved and/or submitted development plans for a station area, c) Transit-oriented development (TOD) zoning, especially any recent changes favoring TOD, and d) other regulatory changes or planning efforts that would support the concept. They very much want to see private entities involved when there are private benefits received; this demonstrates a project is a worthwhile investment.

Development of an FY 2012 TIGER Grant Application / Schedule

Based on the positive U.S. DOT feedback and the tight timeline for application submittal, staff proposes that an FY 2012 application be based on a re-submittal of the previous application, with modest modifications to respond to U.S. DOT's emphasis areas in project readiness and local commitment. TPB staff has held initial discussions with the previous project sponsors on updates to their projects. Many have continued previous planning, design, and engineering efforts, which will improve the readiness of an updated combined project application.

The formal application requires a project narrative (no more than 30 pages) and several certifications and assurances (e.g., federal wage rate certification). A detailed benefit-cost analysis in support of the proposed project is also required, including user and non-user numbers, benefits, and impacts, and other social and economic factors such as safety and livability. Other additional information is also required, either included in the application or made available online, including project design documents, planning studies, letters of support, and NEPA documents. Much of this

information can be re-used from the FY 2011 grant application, with suitable revisions, while the application will also contain additional supporting documentation on project readiness and on technical and financial feasibility that are requested in the new grant opportunity.

The FY2012 TIGER grant application preparation schedule is as follows:

| | |
|--------------|-----------------------------------------------------------------|
| February 15: | TPB approval of a pre-application and application for the grant |
| February 20: | Pre-application submittal deadline to U.S. DOT |
| March 5: | Receipt of final materials from project sponsors |
| March 14 | COG Board authorization to apply for grant |
| March 19: | Final application submittal deadline to U.S. DOT. |

Appendix:

Projects Submitted in the TPB's FY 2011 TIGER Grant Application (*Currently being refined for inclusion in the FY 2012 TIGER Grant Application*)

A total of seven local projects were selected for inclusion in the TPB's FY 2011 TIGER grant application, with a total overall project cost of approximately \$31 million and a request for TIGER grant funds of \$24 million.

District of Columbia

Fort Totten / 1st Place-Galloway Road Access Improvement Project

Cost: \$4.1 million

Capital Improvements: The project rebuilds the two streets serving the Fort Totten Metrorail Station: 1st Place (to Riggs Road) and Galloway Street (to South Dakota Ave). The project will improve accessibility and safety for pedestrians at this metro transfer station by rebuilding sidewalks and curbing, installing new lighting, and providing wayfinding signage.

Maryland

Montgomery County: Forest Glen Underpass

Cost: \$17.6 million

Capital Improvements: Construct a pedestrian/bicyclist underpass underneath Georgia Avenue (MD 97) linking Forest Glen Metrorail Station to the sidewalk serving Holy Cross Hospital; construct one elevator to connect the street level directly to the Forest Glen Metrorail Station mezzanine; and establish ten Capital Bikeshare stations in the local area.

Prince George's County: Pedestrian Safety Measures for the New Carrollton Metro Station

Cost: \$946,000

Capital Improvements: The project site is the County's number one priority Transit Oriented Development site. The project will construct sidewalks and trails to improve access to the station, and create a full service bicycle station at the rail station.

Prince George's County: West Hyattsville Metro Station Improvements

Cost: \$710,000

Capital Improvements: The project involves improvements to facilities with sidewalk gaps, a WMATA secure bike parking facility and other multimodal access improvements to the West Hyattsville Station.

City of Rockville: Safer Walkways to Transit: Twinbrook Metro Station

Cost: \$502,000

Capital Improvements: The project will implement recommendations from the 2011 TPB Transit Land Use Connections (TLC) study: Safer Walkways to Transit. The study recommended a variety of bicycle and pedestrian safety and access improvements to the Twinbrook Metro Station.

Virginia

Arlington County: Army Navy Drive Multimodal Access Improvement Project

Cost: \$6.8 million

Capital Improvements: The project re-conceives 3,300 feet of Army Navy Drive, providing a wider, safer sidewalk, a physically-separated two-way cycle track, and a safer street cross section that will support a future streetcar. The project will also add ten Capital Bikeshare stations along Columbia Pike.

Virginia Railway Express (VRE): Bicycle Lockers at VRE Stations

Cost: \$284,000

Capital Improvements: The project will add bicycle lockers to VRE stations in Fairfax and Prince William Counties, and the Cities of Manassas and Manassas Park.

ITEM 11 - Information

February 15, 2012

Briefing on Mobile Emissions Inventories for Fine Particle Pollution (PM_{2.5}) for the 2012 Redesignation Request and Maintenance Plan

Staff Recommendation: Receive briefing on the scope and schedule for the redesignation request and maintenance plan, and on the mobile emission inventories that have been prepared as part of the maintenance plan.

Issues: None

Background: The Metropolitan Washington Air Quality Committee (MWAQC) is preparing a request to EPA for redesignation of the Washington DC-MD-VA nonattainment area to attainment status for PM_{2.5}, along with a maintenance plan demonstrating compliance with PM_{2.5} standards through 2025.

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

M E M O R A N D U M

To: Transportation Planning Board
From: Elena Constantine
Director, Systems Planning Applications
Date: February 9, 2012
Re: Mobile Emissions Inventories for Fine Particle Pollution (PM2.5) and Implications for Air Quality Conformity

BACKGROUND

A State Implementation Plan (SIP) for attaining PM2.5 pollution standards for the Washington region was submitted to EPA in 2008, but it was not acted on by EPA. The air quality in the region with respect to PM2.5 has been improving since 2005 based on data from monitors. Using such data, EPA issued a "Clean Data Determination" in 2009, which suspended the need for a wide range of regional activities aiming to bring the region into compliance with the national air quality standards. Once the region met the national standards for PM2.5, it was necessary to request that EPA formally re-designate the region as an "attainment area", and to develop a "Maintenance Plan" ensuring that compliance with the standards across all sources of emissions categories could be sustained into the future. In this context, PM2.5 emissions inventories were developed for all sources: point, area, non-road and on-road (i.e., motor vehicle).

DEVELOPMENT OF ON-ROAD PM2.5 EMISSIONS INVENTORIES

For the 2012 PM2.5 Maintenance Plan, emissions inventories were developed for the following milestone years:

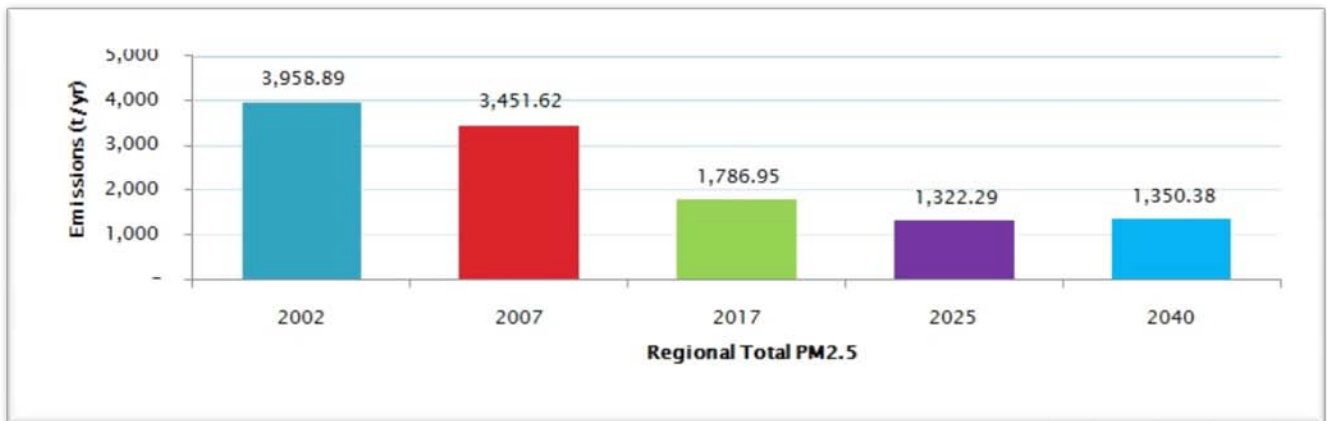
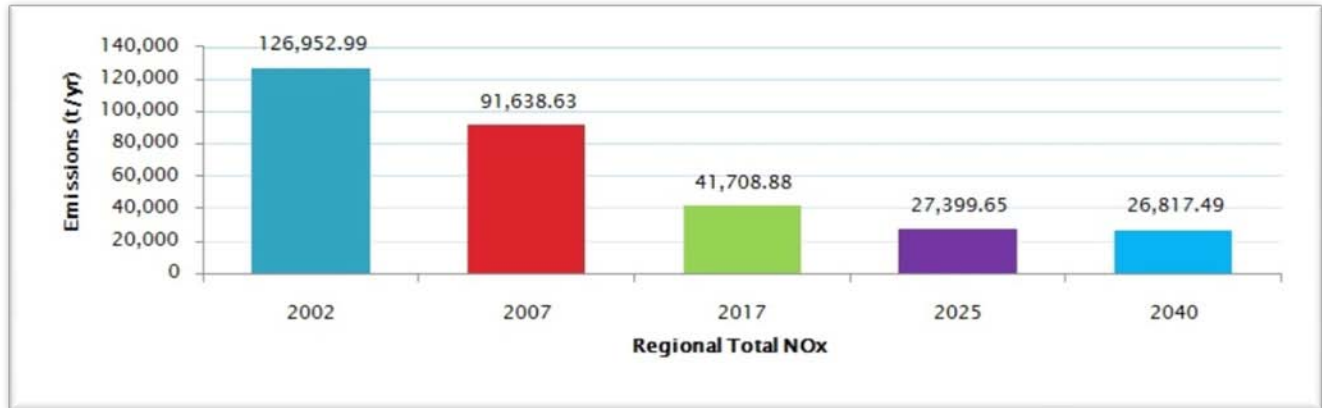
- 2002 (Base Year)
- 2007 (Attainment Year)
- 2017 (Interim Year)
- 2025 (Out Year)

In addition, year 2040 analyses were undertaken for informational purposes in order to assess potential changes in emissions inventories in the out years of the Transportation Plan.

The analyses were conducted using the following planning assumptions:

- COG/TPB Version 2.3 Model (approved by the Board in November 2011)
- 2011 Constrained Long Range Plan (approved by the Board in November 2011)
- Round 8.0a Cooperative Land Use Forecasts
- MOVES2010a emissions model

ON-ROAD PM2.5 EMISSIONS INVENTORIES FINDINGS



- ✓ On-road precursor NOx emissions inventories have been declining since 2002; projected on-road NOx emissions for 2025 would be just 22 percent of what they were in 2002
- ✓ On-road PM2.5 emissions inventories have also been declining since 2002; projected on-road PM2.5 emissions for 2025 would be just 33 percent of what they were in 2002

| State | 2002 | 2007 | 2017 | 2025 | 2040 |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| DC | 302.27 | 272.39 | 157.14 | 123.80 | 120.25 |
| Suburban MD | 2,056.87 | 1,756.91 | 890.64 | 637.90 | 645.89 |
| Northern VA | 1,599.75 | 1,422.32 | 739.17 | 560.59 | 584.24 |
| Regional Total | 3,958.89 | 3,451.62 | 1,786.95 | 1,322.29 | 1,350.38 |

Annual Inventories of Precursor NOx (t/yr)

| State | 2002 | 2007 | 2017 | 2025 | 2040 |
|-----------------------|-------------------|------------------|------------------|------------------|------------------|
| DC | 9,962.80 | 7,511.73 | 3,395.06 | 2,005.43 | 1,890.08 |
| Suburban MD | 63,391.74 | 47,279.13 | 22,097.45 | 14,225.15 | 13,381.33 |
| Northern VA | 53,598.46 | 36,847.77 | 16,216.37 | 11,169.07 | 11,546.08 |
| Regional Total | 126,952.99 | 91,638.63 | 41,708.88 | 27,399.65 | 26,817.49 |

- ✓ On-road precursor NOx emissions inventories in suburban Maryland are projected to decline between 2025 and 2040, a trend that was attributed to the California Clean Car Program
- ✓ On-road precursor NOx emissions inventories in Northern Virginia are projected to increase by about 3 percent between 2025 and 2040, but the overall declining pattern of the region will be maintained
- ✓ On-road primary PM2.5 emissions inventories are projected to increase between 2025 and 2040 due to growth in vehicle use in both suburban Maryland and Northern Virginia while in the District of Columbia a small decrease is projected for the same period; overall the regional total will increase by about 2 percent between 2025 and 2040.

IMPLICATIONS FOR AIR QUALITY CONFORMITY

- ✓ On-road emissions budgets will be developed for the maintenance plan per EPA Transportation Conformity Regulations (§93.118(e)(4) and §93.124(a))
- ✓ Need for reasonable safety margins for years 2017 and 2025 to address uncertainties in future year inventories stemming from future vehicle fleet mix projections and new versions of emissions models (current model is MOVES2010a with updates announced for later this month and next year)
- ✓ Between 2007 and 2025, on-road emissions are projected to decline at a faster rate than any other source type: 70 percent for NOx and 62 percent for primary PM2.5.

ITEM 14- Information

February 15, 2012

Review of Draft

FY 2013 Commuter Connections Work Program (CCWP)

Staff

Recommendation: Receive briefing on the enclosed draft of the Commuter Connections Work Program (CCWP) for FY 2013 (July 1, 2012 through June 30, 2013).

Issues: None

Background: The Board will be asked to approve the FY 2013 CCWP at its March 21 meeting. The TPB Technical Committee reviewed this draft at its February 3 meeting.

**FY 2013 DRAFT WORK PROGRAM FOR THE
COMMUTER CONNECTIONS PROGRAM
FOR THE GREATER WASHINGTON
METROPOLITAN REGION**

February 15, 2012

**NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS**



The preparation of this program document was financially aided through grants from the District Department of Transportation; Maryland Department of Transportation; Virginia Department of Transportation; and the U.S. Department of Transportation.

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SUMMARY

Program Overview

The Fiscal Year 2013 Commuter Connections Work Program (CCWP) consists of a core program of regional transportation demand management operational activities funded jointly by state and local jurisdictions, plus jurisdictional programs that are conducted at the discretion of individual state funding agencies.

Funding

The regional state funding shares for the program elements are defined using a formula agreed to by the state funding agencies. Funding agencies for the programs listed in this document include the District Department of Transportation, Maryland Department of Transportation, and the Virginia Department of Transportation. The Maryland Transit Administration and the Virginia Department of Rail and Public Transportation provide direct funding to their local jurisdictions for transportation demand management activities that support the regional Commuter Connections program. The costs of the jurisdictional activities are allocated directly to the jurisdiction or jurisdictions that choose to conduct them. This ensures that the regional activities upon which all other activities depend will be conducted regionally, and that the costs are allocated to the participating funding agencies according to the agreed upon funding formula. At the same time, considerable flexibility is available to the state funding agencies and other agencies to define and fund discretionary activities that respond to their individual policy and funding priorities.

The FY 2013 Commuter Connections program elements are classified as follows:

| REGIONAL PROGRAMS | JURISDICTIONAL PROGRAMS |
|----------------------------|--------------------------------|
| Commuter Operations Center | Employer Outreach* |
| Guaranteed Ride Home | GRH Baltimore |
| Marketing | |
| Monitoring and Evaluation | |

**Includes both a Regional and Jurisdictional Component*

The CCWP was re-structured and streamlined in FY 2006 to clarify and simplify funding responsibilities. The FY 2013 CCWP continues this effort aimed at streamlining the administration and oversight processes for the program. Commuter Connections has expanded incrementally since its inception in 1974 as the Commuter Club, with different program elements having different jurisdictional participation and funding shares. As the program became more complex, it became increasingly difficult to track how much each state funding agency was participating in and paying for each program element. Therefore, a funding formula was devised.

Planning Process Requirements

The TPB is required by federal regulations to approve a congestion management process which includes travel demand management as part of the metropolitan transportation plan. Commuter Connections constitutes the major demand management component of the congestion

management process to be approved by the TPB. Commuter Connections also provides transportation emission reduction measure benefits for inclusion in the air quality conformity determination, which must be approved by the TPB as part of the annual update of the Constrained Long Range Plan and Transportation Improvement Program. In addition, Commuter Connections programs may be needed to meet future Climate Change and Green House Gas emission targets that may be set for the transportation sector in the region.

Description of Commuter Connections Committees

The increasing complexity of the program prompted the creation of a working group to provide administrative and programmatic oversight of the core program cost elements. An agreement was signed in FY 2011 between COG and the state funding agencies for the support of the Commuter Connections TDM program in the Washington metropolitan region. COG and the state funding agencies have an established working group; the State TDM (STDM) Work Group, which meets monthly (except for the month of August) and consists of representatives of the state transportation funding agencies in the District of Columbia, Maryland and Virginia. The State TDM Work Group helps to define the program content and budget for each fiscal year and helps to develop a detailed annual Work Program in collaboration with COG/TPB staff and the Commuter Connections Subcommittee. The draft work program is reviewed by program stakeholders and the Commuter Connections Subcommittee. The final Work Program is reviewed by the TPB Technical Committee and approved by the TPB. Program developments and/or significant changes to the CCWP made by the State TDM Work Group will be reviewed with the TPB's Technical Committee and in some cases the TPB's Steering Committee in the event the items or information will be presented to the TPB.

The State TDM Work Group also review's all RFP's and RFQ's as part of the work program and will identify selection committee members for individual contract solicitations. The State TDM Work Group will review and approve all CCWP work products with input from the Commuter Connections Subcommittee. Upon request, COG/TPB staff can provide additional details for projects being implemented under each program area.

As shown in Figure 2 on Page 9, the Commuter Connections Subcommittee will continue to provide overall technical review of the regional program elements in this Work Program and meet every other month. The Subcommittee will also review, provide comments, and endorse reports and other products for release. The Bike To Work Day Steering Committee will meet every other month from September to May to organize the regional Bike To Work Day event. The Car Free Day Steering Committee will meet every other month from March until September to organize the regional Car Free Day event. The Commuter Connections Ridematching Committee will continue to meet quarterly on technical issues regarding the regional TDM software system. The TDM Evaluation Group will meet as needed to provide direction and review of the regional TDM evaluation project. The Employer Outreach Committee will meet quarterly to review and discuss Employer Outreach efforts. The Regional TDM Marketing Group will also meet quarterly to provide input and coordination of regional TDM advertising and marketing efforts. Oversight for jurisdictional program elements will be provided by the states and agencies that are funding them.

Specialized project work groups will continue to meet as needed to address particular implementation issues, such as the development of regional TDM marketing campaigns and the Employer Recognition Awards. A Strategic Plan was adopted in November 2007 and has been updated annually and most recently in January 2012 that serves as a framework regarding the roles and responsibilities of the Commuter Connections stakeholders. The Strategic Plan can be accessed at www.commuterconnections.org under the 'About Us' Publications link and includes a mission statement, definition of Commuter Connections, overall program and operating objectives, network responsibilities for each program area that include objectives and acceptable performance levels, a committee structure, sample meeting calendar, and internal and external report deliverables.

Key Elements and Highlights

The key elements and highlights of the FY 2013 Commuter Connections Work Program are summarized as follows:

- The Commuter Operations Center will provide ridematching services to commuters through a central toll free number "1-800-745-RIDE" and www.commuterconnections.org web site, and support to commuter assistance programs operated by local jurisdiction, transportation management associations, and employer-based commuter assistance programs.
- Guaranteed Ride Home (GRH) will provide users of alternative commute modes up to four free rides home per year in a taxi or rental car in the event of an unexpected personal or family emergency or unscheduled overtime.
- Marketing will provide frequent regional promotion of alternative commute options, including; car/vanpooling, teleworking, mass transit, bicycling, walking; and support programs such as Guaranteed Ride Home, the Commuter Connections network ridematching services and Bike to Work Day. The Marketing program aims to raise awareness of alternative commute options, and support the Commuter Connections network in persuading commuters to switch to alternative commute modes from the use of single-occupant vehicles, and persuading commuters currently using alternative commute modes to continue to use those modes. The 'Pool Rewards project will continue in the region. Commuter Connections will coordinate the region's Car-Free Day event as part of World Car Free Day. The Car-Free Day event will encourage commuters and the general population to leave their cars home or to use alternative forms of transportation such as carpools, vanpools, public transit, bicycles, or walking.
- Monitoring and Evaluation provides data collection and analysis activities as well as program tracking and monitoring reports for each program area. . The regional TERM Evaluation Framework Methodology document will be updated, the 2013 State of the Commute survey will be conducted, and the 2013 GRH Applicant survey will be conducted. Monitoring and evaluation activities are used extensively to determine the program's effectiveness. Evaluation results have been used in the past to make program adjustments; for example, the Telework program was streamlined due to increased

participation by the private sector; changes have been made to the Guaranteed Ride Home program guidelines based on participant survey feedback; and target marketing for GRH was re-introduced in the region after it was found that there was a dramatic drop in registrations when the marketing for this measure was streamlined into the mass marketing program.

- Employer Outreach will support outreach and marketing to the region's employers to implement new or expanded employer-based alternative commute modes and incentives such as transit and vanpool benefits, telework, preferential parking for carpools and vanpools, carpool and vanpool formation and incentives, flexible work schedules, and bicycling amenities. The outreach program also encourages employees' use of alternative commute modes such as ridesharing, transit, telework, bicycling, and walking. The outreach program also provides assistance to employers to hold bicycling seminars for employees, maintaining an up-to-date regional Bicycling Guide, providing information on workforce housing programs to promote "Live Near Your Work," and offering car-sharing and bike-sharing information to lower employers' fleet management costs. Maryland jurisdictions will provide resources to employers on the benefits of teleworking and assist them in starting or expanding telework programs.
- GRH Baltimore will provide users of alternative commute modes in the Baltimore metropolitan region and St. Mary's county up to four free rides home per year in a taxi or rental car in the event of an unexpected personal or family emergency or unscheduled overtime. During FY 2013, A GRH Baltimore Applicant survey will be conducted at a cost of \$20,000.

Figure 1 on page 7 of this document illustrates that the Commuter Connections service area is much larger than the Washington 8-hour ozone nonattainment area for workers eligible for the GRH program and larger still for workers who can access the Commuter Connections ridesharing services. The total Commuter Connections service area has approximately 10 million residents.

Program Background

Commuter Connections is a continuing commuter assistance program for the Washington region which encourages commuters to use alternatives to driving alone in a private automobile, including ridesharing, transit, telecommuting, bicycling, and walking. The program has evolved and expanded over the past three and a half decades following its inception in 1974 as the Commuter Club. In the mid-1980s, in an effort to better share regional ridesharing information the Commuter Club was expanded into the Ride Finders Network, which included Alexandria, Fairfax County, Montgomery County, Prince William County and the Northern Virginia Transportation Commission. By 1996, after steady growth in both size and strength, the Ride Finders Network became Commuter Connections, the commuter transportation network serving the Washington metropolitan region, encompassing twelve counties, four cities, and eight federal agencies. The Commuter Operations Center component of the current Commuter Connections Program represents the evolution of the earlier Commuter Club and Ride Finders Network programs.

In the mid-1990s, several new elements were added to the Commuter Connections Program as Transportation Emissions Reduction Measures (TERMs) to help meet regional air quality conformity requirements. All of these measures were designed to produce specific reductions in Volatile Organic Compounds (VOCs) and Nitrogen Oxides (NOx) by reducing vehicle trips and vehicle miles of travel associated with commuting. The measures were developed by the Travel Management Subcommittee of the TPB Technical Committee, and adopted into the regional Transportation Improvement Program (TIP) by the Transportation Planning Board (TPB). These measures were funded jointly by the District of Columbia, Maryland, and Virginia Departments of Transportation, with some variation in funding shares for the different measures.

| <u>Measure</u> | <u>Date Implemented</u> |
|-------------------------------------------------------|-------------------------|
| Commuter Operations Center Metropolitan Washington | 1974 |
| Telework Resource Center | 1996 |
| Integrated Ridesharing | 1996 |
| Employer Outreach | 1997 |
| Guaranteed Ride Home | 1997 |
| Employer Outreach for Bicycling | 1998 |
| Mass Marketing of Alternative Commute Options | 2003 |
| GRH Baltimore | 2010 |

As the program elements shown above were implemented, their performance was evaluated over time. In FY 2006, the measures were revised to focus resources on the most effective program components. The total daily impacts of the Commuter Connections program were calculated in FY 2011 to be:

| | <u>Daily Impacts</u> |
|-------------------------------------------|-----------------------|
| VT Reductions: | 126,000 |
| VMT Reductions: | 2,400,000 |
| NOx Reductions (Tons): | 0.9 |
| VOC Reductions (Tons): | 0.5 |
| | <u>Annual Impacts</u> |
| PM 2.5 Reductions (Tons) | 7 |
| PM 2.5 Precursor NOx Reductions (Tons) | 246 |
| CO2 Reductions (Tons) | 282,000 |

Extensive monitoring and evaluation have been carried out for the Commuter Connections Program over the past several years, and comprehensive data sets are available for reviewing the performance of individual program elements and identifying areas for both strengthening the performance of the program and streamlining the oversight and management procedures. The Program has been shown through the FY 2009 – 2011 TERM Analysis Report to be a highly cost-effective way to reduce vehicle trips (VT), vehicle miles of travel (VMT), and vehicle emissions associated with commuting. The following overall cost-effectiveness measures for the Commuter Connections Program are based on the results of the FY 2009 – 2011 TERM Analysis Report that was released on January 17, 2011:

Daily Impacts

| | |
|------------------------------|----------|
| Cost per VT reduced: | \$0.14 |
| Cost per VMT reduced: | \$0.01 |
| Cost per ton of NOx reduced: | \$20,000 |
| Cost per ton of VOC reduced: | \$33,000 |

Annual Impacts

| | |
|---------------------------|-----------|
| Cost Per PM 2.5 Reduced | \$623,000 |
| Cost per PM 2.5 Precursor | |
| NOx Reduced | \$ 18,000 |
| Cost per CO2 Reduced | \$ 16 |

The Commuter Connections Program is generally regarded as among the most effective commuter assistance programs in the nation in terms of reductions effected in vehicle trips and vehicle miles of travel. Existing data collected on Commuter Connections program performance has been used to refine and enhance the program and to streamline procedures for program oversight and administration.

Figure 1: Geographic Areas Serviced by Commuter Connections

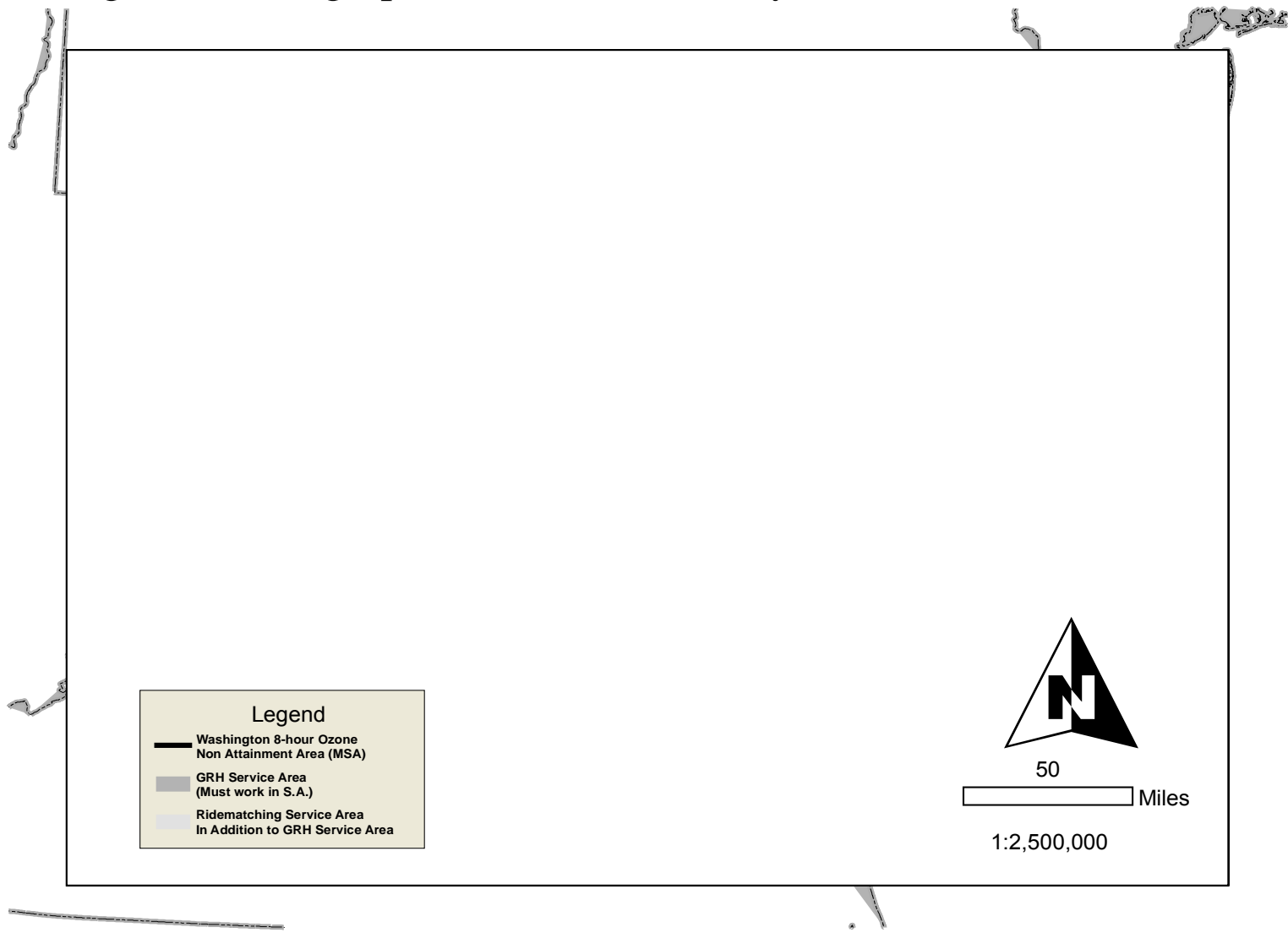
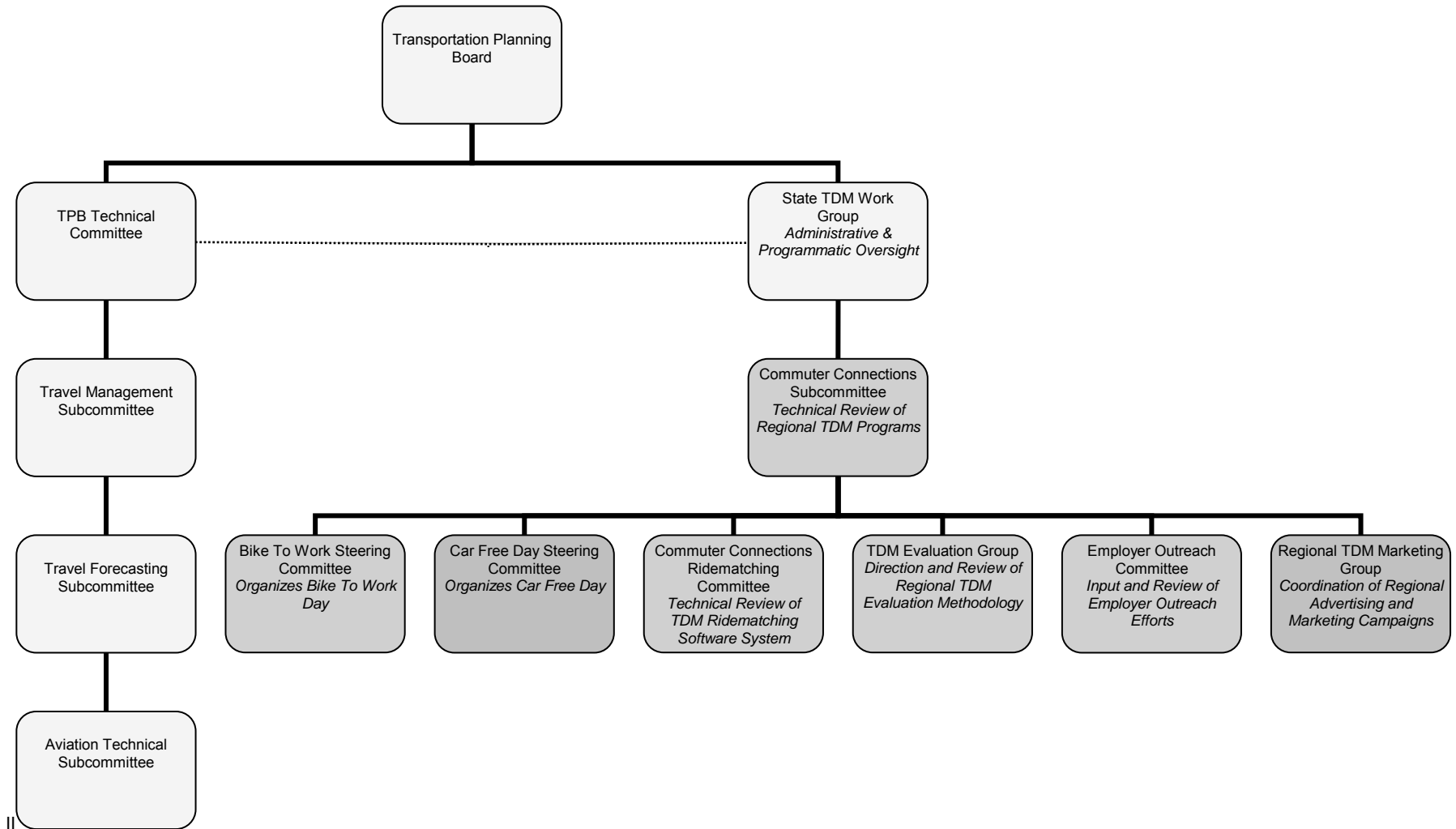


FIGURE 2: COMMUTER CONNECTIONS STRUCTURE



**Table 1
FY 2013 COMMUTER CONNECTIONS BUDGET AND WORK PROGRAM EXPENDITURES**

| WORK ACTIVITY | DIRECT SALARIES STAFF | M& A 24% | LEAVE BENEFITS 19% | FRINGE BENEFITS 24% | INDIRECT COSTS 37 % | DATA & PC COSTS | CONTRACT SERVICES | DIRECT COSTS | TOTAL |
|-----------------------------------|------------------------------|---------------------|---------------------------|----------------------------|----------------------------|----------------------------|--------------------------|---------------------|--------------|
| Commuter Operations Center | \$128,533 | \$30,848 | \$30,283 | \$45,519 | \$87,017 | \$102,000 | \$30,000 | \$26,486 | \$480,686 |
| Guaranteed Ride Home | \$103,304 | \$24,793 | \$24,338 | \$36,584 | \$70,610 | \$5,000 | \$130,000 | \$256,483 | \$651,112 |
| Marketing | \$172,341 | \$41,362 | \$39,843 | \$59,891 | \$115,971 | \$3,000 | \$625,000 | \$1,524,722 | \$2,582,130 |
| Monitoring and Evaluation | \$154,491 | \$37,078 | \$36,398 | \$54,712 | \$104,591 | \$0 | \$447,000 | \$15,730 | \$850,000 |
| Employer Outreach | \$41,077 | \$9,858 | \$9,678 | \$14,547 | \$27,809 | \$15,000 | \$0 | \$472,886 | \$590,855 |
| GRH Baltimore | \$17,650 | \$4,236 | \$4,159 | \$6,251 | \$11,950 | \$0 | \$60,000 | \$65,754 | \$170,000 |
| TOTAL | \$617,396 | \$148,175 | \$144,699 | \$217,504 | \$417,948 | \$125,000 | \$1,292,000 | \$2,362,061 | \$5,324,783 |

**Table 2
 COMMUTER CONNECTIONS FISCAL YEAR 2013 BUDGET
 BY STATE FUNDING AGENCY AND PROGRAM ELEMENT**

| FUNDS SOURCE | Commuter Operations Center | Guaranteed Ride Home | Marketing | Monitoring & Evaluation | Employer Outreach* | GRH Baltimore | TOTALS |
|--------------------------|----------------------------|----------------------|--------------------|-------------------------|--------------------|------------------|--------------------|
| District of Columbia | \$48,167 | \$76,180 | \$302,109 | \$99,450 | \$16,006 | \$0 | \$541,912 |
| State of Maryland | \$184,847 | \$292,349 | \$1,159,376 | \$381,650 | \$513,539 | \$170,000 | \$2,701,761 |
| Commonwealth of Virginia | \$178,672 | \$282,583 | \$1,120,645 | \$368,900 | \$61,310 | \$0 | \$2,012,110 |
| Other** | \$69,000 | | | | | | \$69,000 |
| TOTAL | \$480,686 | \$651,112 | \$2,582,130 | \$850,000 | \$590,855 | \$170,000 | \$5,324,783 |

** Virginia and the District of Columbia have allocated \$694,070 dollars to local jurisdictions and contractors to implement the TERM. DC has allocated \$246,688 and Virginia has allocated \$447,382.*

***Software User Fees*

Detailed Task Descriptions and Cost Estimates for the FY 2013 Commuter Connections Work Program

I. COMMUTER OPERATIONS CENTER

The Commuter Operations Center has been in existence since 1974 and provides local jurisdictions, Transportation Management Associations (TMAs), and federal government agencies a centralized database for commuting information. As part of the overall program, COG/TPB staff provides the following services:

- Ridematching coordination, training and technical assistance to local agencies;
- transportation information services to the general public;
- maintenance of the regional commuter database system hardware and software programming code; and
- data updates to software system.

The program is comprised the four project areas listed below. The total annual budget for the Commuter Operations Center regional program is \$480,686.

A. RIDEMATCHING COORDINATION AND TECHNICAL ASSISTANCE

Each month, COG receives several hundred applications for ridematching and transit information. More than 90% of these applications are received through the Commuter Connections Web site. COG/TPB staff reviews and processes all applications received through the Web site. Matchlists for carpool and vanpool information are sent daily by mail or email (depending on the applicant's preference). Each local Commuter Connections network member has access to the regional TDM on-line system and is notified through a customized queue when a commuter application has been entered through the Commuter Connections Web site from a commuter living in that network member's jurisdiction or in some cases; depending on the network member, it may be a commuter working in their service area. The queue serves as notification that the network member staff should take ownership of the record and follow up with the commuter to provide additional assistance, as needed. Applications received at COG through the mail and fax are forwarded to the network member serving the applicant's home jurisdiction or work jurisdiction for entry into the rideshare database.

The following local jurisdictions, transportation agencies, transportation management associations, and federal government agencies deliver ridematching and commuter assistance services through the Commuter Connections network to their residents and/or workers:

| District of Columbia | Maryland | Virginia |
|----------------------|----------------|--------------------|
| COG/TPB | ARTMA | City of Alexandria |
| | Baltimore City | Arlington County |

| District of Columbia | Maryland | Virginia |
|-----------------------------|------------------------------------------|-----------------------------------------------------|
| | The BWI Partnership | Army National Guard Readiness Center |
| | Baltimore Metropolitan Council | Dulles Area Transportation Association |
| | Bethesda Transportation Solutions | Fairfax County |
| | Food and Drug Administration | George Washington Regional Commission |
| | Frederick County | LINK – Reston Transportation Management Association |
| | Harford County | Loudoun County |
| | Howard County | Northern Neck Planning District Commission |
| | Maryland Transit Administration | Northern Shenandoah Regional Valley Commission |
| | Montgomery County | Potomac and Rappahannock Regional Commission |
| | National Institutes of Health | Rappahannock – Rapidan Regional Commission |
| | Naval Support Activity - Bethesda | |
| | North Bethesda Transportation Center | |
| | Prince George's County | |
| | Tri-County Council for Southern Maryland | |

COG/TPB staff administers ridematching services on behalf of the District of Columbia and Arlington County. The local jurisdiction commuter assistance programs listed in Maryland and Virginia receive separate grants from the Maryland Transit Administration and the Virginia Department of Rail and Public Transportation to provide local services and to help support regional TDM program activities.

The Commuter Connections web-based TDM system includes ridematching databases from two commuter assistance programs in southern Virginia and the entire state of Delaware and were incorporated into the TDM system's database to provide improved commuter ridematching through a single database for Virginia, Maryland and the District. These programs are: RideShare (serving the Charlottesville region), TRAFIX (serving the Hampton Roads region), and Rideshare Delaware (serving the state of Delaware). The staffs from these programs and the commuters they serve have access to the TDM system for matching in carpools and vanpools and have customized

access to other modules in the system such as SchoolPool and Guaranteed Ride Home. COG/TPB staff provides technical assistance to these three programs.

During FY 2013, COG/TPB staff will continue to provide technical support and training to Commuter Connections network member agencies for the regional Commuter Connections TDM software system. Staff will continue to review and distribute ridematching applications received from employers and the general public. Matchlist and renewal notice generation and distribution services will also be provided through COG. COG/TPB staff will produce network member technical assistance reports from the Commuter Connections TDM system, and provide staff support and coordination to the Commuter Connections State TDM Work Group, the Commuter Connections Subcommittee, the Commuter Connections Ridematching Committee, and to the Federal ETC Advisory Group. COG/TPB staff will also fulfill daily network member data requests. Federal Agency Employee Transportation Coordinator training will be coordinated and in some instances given by COG/TPB staff. Staff will also produce an annual Commuter Connections Work Program for FY 2014.

Cost Estimate: \$117,380

Products: Database documentation of specific technical actions implemented. *(COG/TPB staff)*

Documentation of Subcommittee and Ridematching Committee meetings. *(COG/TPB staff)*

Documentation of daily technical client member support given through COG's Help Desk. *(COG/TPB staff)*

Daily matchlist generation and distribution. *(COG/TPB staff)*

TDM Web Based System Training Manual updates, as needed. *(COG/TPB staff)*

Monthly commuter renewal notices as part of the purge process. *(COG/TPB staff)*

Update existing Emergency Management Continuity of Operations Plan for Commuter Connections program services. *(COG/TPB staff)*

Transportation Demand Management Resources Directory update twice yearly. *(COG/TPB staff)*

Federal ETC Web site updates. *(COG/TPB staff)*

FY 2013 Commuter Connections Work Program.
(COG/TPB staff)

Services:

Software client Member Help Desk technical support.
(COG/TPB staff)

Software and customer service training, as needed.
(COG/TPB staff)

Federal agency ETC training and support to the
Federal ETC Advisory Group. (COG/TPB staff)

Staff the Commuter Connections Subcommittee,
Ridematching Committee, and STDM Work Group
(COG/TPB Staff)

Schedule:

July 1, 2012 - June 30, 20123

Oversight:

Ridematching Committee

- Communicate Technical Support Issues
- Share knowledge and experience on “Hot Topic” Issues
- Provide input and feedback on Software Technical Policies (i.e. purge process, Help Desk)
- Provide requests for software training

Commuter Connections Subcommittee

- Provide input and comments to FY 2014 CCWP
- Provide input and feedback on all programs and projects in CCWP

STDM Work Group

- Provide input and comments to FY 2014 CCWP
- Provide input, feedback and approval on all programs and projects in CCWP

B. TRANSPORTATION INFORMATION SERVICES

COG has provided transportation information services for 40 years in the Washington Metropolitan region. The Commuter Operations Center provides basic carpool/vanpool, transit, telecommuting, bicycling, and walking information. Specialized transportation information is also provided in support of Air Quality Action Days, Job Access Reverse Commute, SchoolPool, Special Events, Bulletin Board and other regional commuter

service programs.

COG staffs the regional commute information telephone number 1-800-745-RIDE. Calls received at COG are transferred to the local Commuter Connections network member site (based on jurisdiction of residence or in some cases work location of the caller) where applicable. COG/TPB staff provides transportation information services to those commuters who cannot be assigned to a client member site, including residents of the District of Columbia. COG receives several hundred calls per week through the 800 number. COG staff also responds to daily requests and questions received by email.

During FY 2013, COG/TPB staff will continue to provide traveler information on alternatives to driving alone to the general public by telephone, Web site, electronically, and through printed information. Staff will continue processing applications from the general public and/or from Commuter Connections network members who request the service on a permanent or temporary basis based on information requests received. COG/TPB staff will answer the regional "800" telephone line, TDD line, and respond to e-mails on information requests from the Commuter Connections TDM system Web service.

Cost Estimate: \$79,232

Products: Provide commuter traveler information on alternatives to driving alone to the general public through the Web site, electronically, or through printed information. *(COG/TPB staff)*

Services: Provide commuter traveler information on alternatives to driving alone to the general public by telephone. *(COG/TPB staff)*

Process applications from the general public. *(COG/TPB staff)*

Answer and respond to commuter calls from the regional "800" Commuter Connections line and COG TDD line. *(COG/TPB staff)*

Respond to commuter e-mails from the Commuter Connections TDM Web service. *(COG/TPB staff)*

Provide general public customer service. *(COG/TPB staff)*

Schedule: July 1, 2012 - June 30, 2013

Oversight:

Ridematching Committee

- Provide input and feedback to information services policies and procedures.

C. TRANSPORTATION INFORMATION SOFTWARE, HARDWARE, AND DATABASE MAINTENANCE

The regional Transportation Demand Management (TDM) software system is provided as a regional database resource with secure online access to nearly 30 commuter assistance programs that include local rideshare agencies, Transportation Management Associations, and federal government agencies. The commuter assistance programs use the TDM software system to service their local commuters' transportation needs for alternative commuting information.

This project includes the daily routine monitoring and maintenance of the TDM software system as well as the hosting of the on-line system through COG's data center. Tasks include: daily backup of the TDM database, maintenance of the TDM Web system servers, off-site hosting for second site for contingency management, Windows support to TDM Oracle database and to virtual web server, oracle database administration and support, documentation of system and system changes, Storage Area Network (SAN) connectivity and maintenance, and the maintenance and replacement of hardware as needed.

This project will also include ongoing software code upgrades to the Web-based TDM system.

| | |
|-----------------------------------------------------------------------------------------|-----------|
| Cost Estimate: | \$235,013 |
| Consultant Costs as Part of Estimate: <i>(Maintenance Contracts/Software)</i> | \$ 87,000 |

| | |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Services: | Provide daily routine monitoring and maintenance of the TDM system and database for approximately 30 commuter assistance programs. <i>(COG/TPB staff)</i> |
| | Maintain and update TDM system servers, software programming code, and web hosting. <i>(COG/TPB staff in consultation with contractor).</i> |

| | |
|------------------|-----------------------------|
| Schedule: | July 1, 2012- June 30, 2013 |
|------------------|-----------------------------|

| | |
|-------------------|------------------------------------------------------------------------------------------------------------------|
| Oversight: | Ridematching Committee |
| | <ul style="list-style-type: none">• Provide input and feedback to TDM system maintenance policies. |

- Provide recommendations for TDM Web based system software code upgrades.

D. COMMUTER INFORMATION SYSTEM

The Commuter Information System project provides the TDM system with a GIS based information system that includes transit stop data, telework center locations, park and ride lot locations, and bicycling information as part of the ridematching functionality.

During FY 2013, COG/TPB staff will continue integration activities of new transit, telework center, park and ride lot, and bicycle route data into the TDM system server. Staff will also continue to obtain updated transit data, street centerline information and park-and-ride lot data from local jurisdictions and transit properties and reformat this data as necessary to the proper GIS format for use on the regional TDM system. Updates to the park-and-ride and telework center datasets for use on the TDM system will continue as will updates to the interactive GIS-based Web site application to include updated local and regional information for 11,000 plus transit, telework center, park-and-ride lots, and bicycle lanes/paths records.

Cost Estimate: \$49,061

Services: Update local and regional information for transit, telework center locations, park and ride lots, and bicycle route information which will be used in the TDM Web system. *(COG/TPB staff)*

Schedule: July 1, 2012 - June 30, 2013

Oversight: Ridematching Committee

- Provide input into data source updates for TDM web based system.

II. REGIONAL GUARANTEED RIDE HOME PROGRAM

The regional Guaranteed Ride Home (GRH) program eliminates a major barrier to using transit, carpooling, vanpooling, bicycling or walking to work. Studies have shown that a commuter’s fear of being “stranded” at work if they or a family member become ill, or if they must work unexpected overtime, is one of the most compelling reasons commuters do not rideshare or use transit to travel to work. The regional GRH program eliminates this barrier by providing a free ride home in the event of an unexpected personal emergency or unscheduled overtime. The GRH program’s free ride home is offered only to commuters that carpool, vanpool, use transit, bicycle, or walk to work at least two days per work week. As a result of the GRH program, some single occupant vehicle drivers will switch to a ridesharing or transit

commuting alternative, and current ridesharing and transit users will increase the usage of these alternative commute modes. The GRH program is an insurance program for those commuters who do not drive alone to their worksite.

The Guaranteed Ride Home program is a regional program and consists of the project area previously outlined in Figure 1. The annual budget for the Guaranteed Ride Home program for the two project areas outlined below is \$651,112.

A. GENERAL OPERATIONS AND MAINTENANCE

COG/TPB staff processes all GRH applications received by mail, fax, and the Commuter Connections Web site. Using the web based TDM system, COG registers qualifying applicants, produces GRH registration ID cards, and sends ID card and participation guidelines to new registrants. Commuters can obtain information about the GRH program and complete an application on the Commuter Connections Web site, www.commuterconnections.org. Commuters may also call COG's Commuter Connections 800 telephone number, 1-800-745-RIDE, to ask questions about the GRH program and/or request information and an application. The 800 number is equipped with a menu so that callers can choose the menu item that best fits their needs. All GRH questions and requests for information and applications are taken by COG/TPB staff.

COG/TPB staff also mails GRH applications to GRH users who have used the GRH program without formally registering. GRH guidelines permit a commuter to use the GRH service one time as a "one-time exception" before they register. Also, COG/TPB staff mails transit vouchers to GRH users who used transit as part of their GRH trip. All vouchers and invoices from transportation service providers are processed by COG/TPB staff.

In the event the commuter has not supplied an e-mail address, COG/TPB staff mails a re-registration notice to commuters who could not be contacted by telephone. The notice contains an application which the commuter can complete and send to COG to re-register. The commuter can also call Commuter Connections or visit the Commuter Connections Web site to re-register.

During FY 2013, staff will assist the Commuter Connections Subcommittee in reviewing the GRH participation guidelines for any recommended changes. These recommendations will be presented to the Commuter Connections Subcommittee for their final review and approval. In the past, recommendations have been made to modify and add participation guidelines to better convey the GRH trip authorization, GRH re-registration, and one-time exception rules and restrictions.

COG/TPB staff will continue to respond to the general public and to GRH applicants for registrations and re-registrations to the program. Registered commuters will be notified when their GRH registration is about to expire. Staff will continue to prepare and send new and re-registration GRH ID cards, registration letters, and participation guidelines on a weekly basis. Staff will also continue to monitor and maintain the GRH applicant database and server. COG/TPB staff will continue to update and maintain program participation guidelines, and provide annual customer service training to the daily operations contractor and COG/TPB staff assigned to the project.

Cost Estimate: \$200,428

Direct Costs (Telephone, Copies, etc) as Part of Estimate: \$25,453

Products: GRH new and re-registration ID cards and registration letters
(COG/TPB staff)

GRH Program participation guidelines. (COG/TPB staff)

Services: Process application requests from the general public for registration and re-registration to the program. (COG/TPB staff)

Notify commuters when registration is about to expire.
(COG/TPB staff)

Monitor and update GRH applicant database. (COG/TPB staff)

Schedule: July 1, 2012 - June 30, 2013

Oversight: Commuter Connections Subcommittee

- Provide input and feedback on GRH program participation guidelines and policies.

B. PROCESS TRIP REQUESTS AND PROVIDE TRIPS

GRH transportation service is provided by several taxi companies, a rental car company, and a paratransit company, all under contract with COG. Commuters make their GRH trip request through a menu option provided on COG's Commuter Connections 800 telephone number. This menu option transfers calls for GRH trips directly to an operations contractor. This contractor reviews and assesses the trip request and approves or denies the request based on the GRH Participation

Guidelines. The contractor then arranges the approved trips with the appropriate transportation providers. If a trip request is denied, the commuter is offered an arranged trip at their own expense.

During FY 2013, COG/TPB staff will continue management and monitoring of contract services for day-to-day operations services. Day to day operations include confirming ride request eligibility; dispatching rides through the ten ride service providers; tracking ride requests in the GRH database; and processing invoices for payment for ride service providers, the daily operations contractor and for the general public for transit vouchers.

Customer service training will be provided to all Guaranteed Ride Home call center agents.

Cost Estimate: \$450,684

Consultant/Contractor Costs as Part of Estimate:

(Daily Operations) \$130,000

(Cab and Car Rental Companies) \$228,530

Services: Process GRH trip requests, approve/deny requests, and arrange rides. *(Daily Operations Contractor)*

Management and monitoring of contract services for day-to-day operations and ten cab and car rental ride service providers. This includes processing invoices for payment for contractors and for the general public for transit vouchers. *(COG/TPB staff)*

Customer service training for GRH call center agents. *(COG/TPB Staff)*

Provide GRH Rides *(Cab and Car Rental Companies)*

Schedule: July 1, 2012 - June 30, 2013

Oversight: Commuter Connections Subcommittee

- Provide input and feedback on GRH program operations.

III. MARKETING

The Marketing program delivers a “brand promise” for Commuter Connections as an umbrella solution for commuters seeking alternative commuting options within the region through regional marketing campaigns and special events and initiatives. The use of media and other

forms of communication at high reach and frequency levels are used to communicate the benefits of alternative commute methods to Single Occupant Vehicle (SOV) commuters most likely to shift to non-SOV travel.

Marketing is a regional program and consists of five project areas listed below. The total annual project cost for the program tasks is \$2,582,130.

A. TDM MARKETING AND ADVERTISING

Regional TDM marketing campaigns aim to encourage both current SOV and non-SOV populations to either start or to continue using alternative transportation modes for commuting. Regional TDM marketing campaigns complement other on-going Commuter Connections program services that have been implemented in the region by increasing their overall efficiency and effectiveness.

Commuter Connections regional marketing campaigns may include, but is not limited in the use of direct mail to households and employers, radio, television, Web site advertisements and banner ads, phone book advertising, keyword search engine sponsorships, bus and rail advertising, and special event advertising. COG/TPB staff and its network members may also participate in promotions at employment sites and special events.

The overall objective of the project will be to continue to brand Commuter Connections and to meet the Mass Marketing TERM impact goals. A marketing/advertising/public relations contractor will be used to produce and execute the creative, copywriting, and earned media (public relations) plan.

The marketing/advertising/public relations contractor provides expertise to develop the regional marketing campaign. The program builds upon current regional TDM marketing efforts by local, state, and regional agencies to establish a coordinated and continuous year round marketing effort for regional TDM programs. Partnerships between COG and area transit agencies have been established and are maintained to enable the promotion of incentives such as the GRH program to transit riders. COG has also partnered with local jurisdictions to promote various program services through value added media opportunities.

A Marketing Communications Plan and Schedule is issued within the first quarter of the fiscal year that will outline the overall marketing strategy to be used for marketing campaign. Input on this plan will be provided by the state funding agencies and the Regional TDM Marketing Group members. A Marketing Planning Workgroup will then be formed provide input to the detailed creative development of the regional marketing campaigns. Campaign summary documents will be produced that will outline campaign specifics such as direct mail distribution points (i.e. zip codes), radio stations used, etc.

COG/TPB staff will update and implement a public relations plan and continuously update the SharePoint site for posting marketing and advertising materials for review by

the regional Marketing Planning Workgroup members. An outbound email box has also been established at doccomments@mwcoq.org for communications on reports and other work program products that require feedback by Commuter Connections committee groups.

A regional commute alternatives newsletter, *Commuter Connections*, will be published quarterly and distributed to several thousand employers. The focus of the newsletter is on federal, state, regional and local information and/or ideas employers can use to either start, expand or maintain employer-based commute benefit programs. In addition, COG/TPB staff works with the General Services Administration to produce a quarterly Employee Transportation Coordinator (ETC) newsletter insertion into the Commuter Connections newsletter, for distribution to more than 100 Federal ETC's.

COG/TPB staff will continue to maintain and update all Commuter Connections collateral materials and Web based information. The regional Resource Guide and Strategic Marketing Plan will also be updated with input from member agencies.

Cost Estimate: \$2,013,530

Consultant/Contractor Costs as Part of Estimate:

| | |
|-----------------------------------------------|-----------|
| <i>(Advertising and Marketing Contractor)</i> | \$470,000 |
| <i>(Media Buy)</i> | \$920,000 |
| <i>(Postage/Printing)</i> | \$240,000 |

Products:

SharePoint postings for marketing and advertising materials for review by workgroup members and all other Commuter Connections committees. *(COG/TPB staff)*

Earned media plan. *(COG/TPB staff in conjunction with consultant)*

Quarterly employer newsletter and Federal agency Employee Transportation Coordinator newsletter. *(COG/TPB staff in conjunction with consultant)*

Mass Marketing material updates and re-prints. *(COG/TPB staff in conjunction with consultant)*

Commuter Connections Web Site updates. *(COG/TPB staff in consultation with consultant as needed)*

Creative materials for regional TDM marketing campaigns. *(COG/TPB staff in conjunction with consultant)*

Bus and rail advertising development and placement. *(COG/TPB staff in conjunction with consultant)*

Special event advertising development and placement. *(COG/TPB staff in conjunction with consultant)*

Marketing Communications Plan and schedule. *(COG/TPB staff in conjunction with consultant)*

2010 Strategic Marketing Plan and Resource Guide. *(COG/TPB staff in conjunction with consultant)*

1st Half of the Fiscal Year Regional TDM Marketing Campaign Summary Document. *(COG/TPB staff in conjunction with consultant)*

2nd Half of the Fiscal Year Regional TDM Marketing Campaign Summary Document. *(COG/TPB staff in conjunction with consultant)*

Services:

Placement of advertisements including, but not limited to: Web site advertisement through banner ads, placement of keyword search engine sponsorships, radio, print, and television, as needed. *(Consultant)*

Placement of advertisements in printed and electronic telephone directories. *(COG/TPB staff)*

Staff the Regional TDM Marketing Group. *(COG/TPB staff)*

Track the effectiveness of advertising campaigns through call volumes and internet hits. *(COG/TPB staff)*

Process media placement invoices. *(COG/TPB staff)*

Monitor and adjust the implementation of regional marketing campaigns. *(COG/TPB staff)*

Attend and participate in commuter promotional events and special events, as needed. *(COG/TPB staff)*

Management and oversight of marketing contract.
(COG/TPB staff)

Schedule: July 1, 2012 - June 30, 2013

Marketing Communications Plan and Schedule:
September 2012

2012 Strategic Marketing Plan and Resource Guide:
December 2012

1st Half of the Fiscal Year Regional TDM Marketing
Campaign Summary Document: December 2012

2nd Half of the Fiscal Year Regional TDM Marketing
Campaign Summary Document: June 2013

Oversight: Regional TDM Marketing Group

- Provide input and feedback on marketing plan, collateral materials, and recommendations made by the Marketing Planning Work Group.
- Provide information on current regional TDM marketing efforts by local, state, and regional agencies to establish and coordinate continuous year round marketing for regional TDM.

B. BIKE TO WORK DAY

A major marketing activity is the annual Bike to Work day event. Participation in this event has grown steadily each year and includes bicyclists from all jurisdictions in the region. This event is co-sponsored by the Washington Area Bicyclists Association (WABA) and is supported by COG/TPB staff, the state funding agencies and local jurisdictions, and individual sponsoring companies and organizations. Some of the costs of the event are off-set by business and interest-group sponsors who receive publicity for their financial support.

Commuter Connections participation in Bike to Work day includes support for the planning and promotion of the event, the maintenance and management of the event web sites, and assistance at the various “pit stops” on the day of the event, development of promotional materials and advertising, and earned media. An

“Employer Challenge” is also held which identifies the top five employers with the most registered participants in the event. A drawing is then held with the five employers to select a winner. The winning employers’ registered participants receive a free lunch event sponsored by Commuter Connections.

COG/TPB staff will continue to support and implement a regional Bike To Work Day event and promote the event to employers. This will be accomplished through management and oversight of the event web site, media placements and marketing coordination activities with the marketing/advertising/public relations contractor.

Cost Estimate: \$114,783

Consultant/Contractor Costs as Part of Estimate:

| | |
|-----------------------------------------------|-----------|
| <i>(Advertising and Marketing Contractor)</i> | \$ 60,000 |
| <i>(Media Buy)</i> | \$ 30,000 |
| <i>(Postage/Printing)</i> | \$ 6,384 |

Products: Earned media plan. *(COG/TPB staff in conjunction with consultant)*

Creative materials for Bike To Work Day Event which may include, but is not limited to logo update, poster, take-away brochure, transit signage, t-shirts, custom banners for each pit stop, radio ad, writing copy for live radio reads, print ad, internet ads, HTML e-mail blasts, and public service announcements.
(COG/TPB staff in conjunction with consultant)

Regional Proclamation. *(COG/TPB staff)*

Services: Coordinate regional pit stops for Bike To Work Day event in May 2013. *(COG/TPB staff)*

Coordination and management of event web site
(COG/TPB staff in conjunction with WABA staff and consultant)

Design and distribute event collateral materials to employers and the general public. *(COG/TPB staff in conjunction with consultant).*

Placement of advertisements; including, but not limited to: Web site advertisement through banner ads, placement of keyword search engine sponsorships, radio, and print, as needed. Activities include negotiation of value-added media.

(Consultant)

Solicitation of corporate sponsors. *(COG/TPB staff in conjunction with consultant).*

Media outreach and coordination of interviews. *(COG/TPB staff in conjunction with consultant)*

Coordination of Employer Challenge. *(COG/TPB staff)*

Process media placement invoices. *(COG/TPB staff)*

Management and oversight of marketing contract. *(COG/TPB staff)*

Staff regional Bike To Work Day Steering Committee. *(COG/TPB staff)*

Schedule: July 1, 2012 - June 30, 2013

Oversight: Bike To Work Day

- Provide input and feedback on marketing collateral materials, radio advertisements and event logistics.

C. EMPLOYER RECOGNITION AWARDS

COG/TPB staff will coordinate the annual Commuter Connections Employer Recognition Awards for employers showing commitment towards voluntarily implementing commute alternative programs and telecommuting at their respective worksite(s). COG/TPB staff will also explore additional public relations opportunities for the award winning agencies to be profiled or highlighted. During FY 2009, a review of the program occurred and recommended changes that were adopted were implemented during FY 2010. An Employer Recognition Awards work group will continue to provide input to the collateral material developed for the award.

Coordination activities will include developing and distributing an awards nomination packet and soliciting nominations from employers through local jurisdictions, Chambers of Commerce and from the employers themselves. Staff will also work with the marketing contractor to review and classify the award submissions. A selection committee of objective transportation industry professionals will be recruited for the awards selection committee. The selection committee will be chaired by a member of the TPB.

The marketing contractor will work with COG/TPB staff to validate nomination entries and obtain and clarification needed from nominees. The marketing contractor will facilitate the selection committee process. Once the selection committee makes its recommendations, the award winners will be notified and a short video will be produced on each winning category. An awards booklet, giveaway, and short video briefs of each of the award winners will be produced for the awards ceremony. The awards ceremony will be held towards the end of the fiscal year. Staff will coordinate all logistics for the event including, but not limited to: securing speakers, writing remarks, securing event venue, and staffing the event. Additionally, COG's Office of Public Affairs along with the marketing contractor will identify media opportunities to highlight the winners.

Cost Estimate: \$98,514

Consultant/Contractor Costs as Part of Estimate:

| | |
|-----------------------------------------------|----------|
| <i>(Advertising and Marketing Contractor)</i> | \$60,000 |
| <i>(Media Buy)</i> | \$ 5,500 |
| <i>(Postage/Printing/Video)</i> | \$19,000 |

Products:

Awards nomination packet. *(COG/TPB staff in conjunction with consultant).*

Awards invitations *(COG/TPB staff in conjunction with consultant).*

Awards Booklet. *(COG/TPB staff in conjunction with consultant).*

Award Trophies. *(COG/TPB staff)*

Giveaway Item. *(COG/TPB staff in conjunction with consultant).*

Video Briefs. *(COG/TPB staff in conjunction with consultant).*

Event Photos. *(Consultant)*

Print Ad. *(Consultant in conjunction with COG/TPB staff)*

Services:

Coordinate award submissions with local jurisdictions. *(COG/TPB staff)*

Coordinate logistics for awards selection committee. *(COG/TPB staff in conjunction with consultant)*

Facilitate selection committee meeting (*Consultant*)

Identify and coordinate earned media opportunities.
(*COG/TPB staff in conjunction with consultant*)

Placement of print ad. (*Consultant*)

Process media placement invoices. (*COG/TPB staff*)

Coordinate event logistics including recruitment of speakers, writing speaker remarks, securing event venue, and staffing the event. (*COG/TPB staff*)

Management and oversight of marketing contract.
(*COG/TPB staff*)

Schedule: July 1, 2012 - June 30, 2013

Oversight: Commuter Connections Subcommittee

- Provide input and feedback on project and recommendations made by Employer Recognition Awards work group.

D. 'POOL REWARDS

During FY 2009 COG/TPB staff issued a report on the feasibility of conducting a carpool incentive demonstration project called 'Pool Rewards. The carpool incentive demonstration project was launched in FY 2010 and was evaluated. The purpose of the carpool incentive demonstration project was to recruit and retain commuters in a carpool through cash or other incentives. Similar programs are in operation in major metropolitan areas such as Los Angeles and Atlanta. Research has shown that commuters who are paid to carpool tend to stay in a carpooling arrangement longer than those carpoolers who are not paid. Commuters who currently take transit or a vanpool to work are eligible to receive \$125 per month under the IRS Qualified Transportation Fringe benefit provisions. Carpoolers are not eligible to participate. This type of a program has been used in a limited fashion in the Washington metropolitan region during large-scale construction projects such as the Wilson Bridge where the program was named "Bridge Bucks." The program proved to be extremely successful in convincing commuters to use an alternative form of transportation other than driving alone during the construction period.

During FY 2009, COG/TPB staff and a volunteer committee of Commuter Connections network members reviewed the top ten congested areas in the MSA with the goal of choosing corridors for implementing a carpool incentive and recommending the feasibility of implementing a demonstration program. The following final recommendations were made to the Subcommittee regarding the three corridors where the demonstration program would

operate: 1) The I-495 corridor from Bethesda to Tyson’s Corner, 2) the I-495 corridor from MD-295 (BW Parkway) to I-270; and 3) I-395 from Washington DC into Northern Virginia. The program guidelines and implementation plans for each of these corridors were developed by a work group in FY 2009 and were deployed as part of the pilot project. The duration of the financial incentive for the three recommended corridors was for three months for participating commuters. During the course of the demonstration project in FY 2010, the corridor restrictions were lifted in March 2010 due to low participation rates. At that point there were only 12 participants and once the restrictions were lifted there were approximately 185 new participants that joined the program. There were 102 participants that completed logging their trips, had supervisor verification, and completed an on-line survey.

An evaluation report was developed under the guidance of the State TDM Work Group and the TDM Evaluation Group. Based on the demonstration project results, the STDM Work Group determined the program’s continuation beginning in FY 2011 along with changes to program guidelines and the ‘Pool Rewards software module. After measuring the benefits produced from the carpool financial incentive program, comparisons were made from the expected outcomes to the actual outcomes in terms of auto occupancy and vehicle miles of travel, vehicle trips reduced and emission impacts. A follow-up survey conducted in FY 2011 of the original demonstration project participants showed a 93% carpool retention rate of all participants. A survey of new participants was conducted in FY 2011 and showed that 98% of the program participants planned to carpool after the incentive had ended. Continued evaluation will be conducted in order to adjust program guidelines and documentation of program participation from the user’s end.

In FY 2012 the ‘Pool Rewards program was expanded to include vanpools. Newly formed vanpools that originate in either the District of Columbia or in Maryland whose destination is in the Washington DC non-attainment region will be eligible to participate. Third-party vanpool providers on contract with COG/TPB will provide the vanpool service. COG/TPB staff worked with WMATA to develop a monthly mileage reporting system for the Federal Transit Administration’s (FTA’s) National Transit Database. There was also coordination with Virginia’s on-going vanpool study.

In FY 2013, advertising materials will be updated along with on-line advertising as a way to entice additional project participants.

Cost Estimate: \$261,934

Consultant/Incentive Costs as Part of Estimate:

| | |
|-----------------------------------------------|-----------|
| <i>(Advertising and Marketing Contractor)</i> | \$ 10,000 |
| <i>(Media Buy)</i> | \$ 35,000 |
| <i>(‘Pool Rewards Incentive Payments)</i> | \$180,000 |

Products: Marketing materials. *(COG/TPB staff in conjunction with consultant)*

Services: Operation of ‘Pool Rewards program which includes

registering and verifying participants, monitoring trip logs, supervisor verification, and payments to program participants. (COG/TPB staff)

Media Placements. (Consultant)

Process media placement invoices. (COG/TPB staff)

Management and oversight of marketing contract. (COG/TPB staff)

Schedule: July 1, 2012 - June 30, 2013

Oversight: Commuter Connections Subcommittee

- Provide input and feedback on project recommendations for program continuation and/or expansion.

E. CAR-FREE DAY

During FY 2013, COG/TPB staff will coordinate with local jurisdictions to implement the regional Car Free Day campaign that will encourage residents to leave their cars behind or to take alternative forms of transportation such as public transit, carpools, vanpools, telework, bicycling or walking.

Car Free Day was first held in FY 2009. In FY 2012, evaluation results showed that there were over 11,700 individuals that pledged to go “car-free” for this event, a 70% increase over the previous year. In addition, there were approximately 5,500 vehicle trips reduced and 272,000 vehicle miles of travel reduced as a result of participation in this event.

This event will be held on September 22nd and is in tandem with the World Car Free Day event. A marketing campaign along with public outreach efforts will be developed to coincide with this worldwide celebrated event. Given that the event will be held on a Saturday, the event message may need to be modified.

| | |
|----------------------------------------------------------------|-----------|
| Cost Estimate: | \$93,369 |
| <i>Consultant/Contractor Costs as Part of Estimate:</i> | |
| <i>(Advertising and Marketing Contractor)</i> | \$ 25,000 |
| <i>(Media Buy)</i> | \$ 45,000 |
| <i>(Postage/Printing)</i> | \$ 14,500 |

Products: Marketing collateral which can include, but is not limited to development and printing of posters, transit signage, bus shelter signage and other related advertising collateral that will need to be printed. (COG/TPB staff in conjunction with consultant)

Development and production of radio ad, internet ads, and text messages, and HTML e-mail blasts. *(COG/TPB staff in conjunction with consultant)*

Earned media plan development and implementation. *(COG/TPB staff in conjunction with consultant)*

Update of Web site and social media. *(COG/TPB staff in conjunction with consultant)*

Services:

Implement regional Car Free Day event on September 22, 2012 and promote event to the general public, employers and to the media. *(COG/TPB staff in conjunction with consultant)*.

Media Placements, including the negotiation of value-added placements. *(Consultant)*

Process media placement invoices. *(COG/TPB staff)*

Staff regional Car Free Day Steering Committee. *(COG/TPB staff)*

Management and oversight of marketing contract. *(COG/TPB staff)*

Schedule:

July 1, 2012 - June 30, 2013

Oversight:

Car Free Day Steering Committee

- Provide input and feedback on marketing collateral materials, radio advertisements and event logistics.

IV. MONITORING AND EVALUATION

The Monitoring and Evaluation program will provide overall program and individual project results when appropriate for the various projects in the CCWP that will be used to track progress for the regionally adopted Transportation Emission Reduction Measures (TERMS). One project will solely focus on those activities directly related to data collection and analysis for the TERMS. Data collection and analysis for the TERMS occurs over a three year period. Results from this project will directly impact the FY 2012 – FY 2014 TERM Analysis report for Commuter Connections and the final results will be used to update the regional TERM Tracking Sheet. Cost effectiveness results are also calculated every three years. Impact and cost effectiveness results

will also be used by the State TDM Work Group to make any necessary recommendations for changes to the TERMS being operated through Commuter Connections.

The second project area will include the ongoing tracking and monitoring activities for each of the CCWP program areas, including the Commuter Operations Center, Guaranteed Ride Home, Employer Outreach, Marketing, and GRH Baltimore. A direct customer satisfaction survey will be performed to gauge the level of satisfaction for Guaranteed Ride Home. Monthly data collection and quarterly progress reports and an annual progress report will also be produced by COG/TPB staff.

The Monitoring and Evaluation program is a regional program and consists of the two project areas outlined below. The total annual project cost for the program tasks is \$850,000.

A. TERM DATA COLLECTION AND ANALYSIS

Data collection analysis for the Commuter Connections TERMS occurs over a three year period. The current cycle began in FY 2012 (July 1, 2012) and will conclude in FY 2014 (June 30, 2014). During FY 2012, the previous data collection cycle's TERM Analysis Report was finalized and published and the Placement Rate Study for the new data collection period was completed. In FY 2013, the Framework Methodology Document will be updated and published, and data collection activities will occur for the 2013 State of the Commute Report and 2013 GRH Applicant Survey. Draft Technical reports will be produced for both data collection activities. During FY 2014, the final year in the data collection cycle, COG/TPB staff will conduct an evaluation of the regional Employer Outreach database as specified in the FY 2012 – 2014 TDM Evaluation Framework Methodology Document. An employer telework survey will also be conducted to gauge the effectiveness of assistance provided to employers to start and expand a telework program. A Bike To Work Day survey of the FY 2013 program participants will be conducted and the 2013 State of the Commute Survey Technical Report will be finalized and a general public report will be prepared for printing. The 2013 Guaranteed Ride Home Applicant Survey Report will be finalized. The draft FY 2014 TERM Analysis report will also be prepared.

During FY 2013, COG/TPB staff will work to update the FY 2012 – FY 2014 TDM Evaluation Framework Methodology document. The TDM Evaluation Framework Methodology document is used as the “blueprint” in data collection activities for the three year Commuter Connections TERM Evaluation cycle and also provides the methodology used to calculate Commuter Connections program benefits. Updating this document will also provide an opportunity to re-visit program goals for each of the Commuter Connections TERMS relevant to recent impact and cost effectiveness data released in the FY 2009-FY2011 TERM Analysis report.

The 2013 State of the Commute Survey will also be designed and implemented as it is conducted every three years. The purpose of the State of the Commute report is to document trends in commuting behavior, such as commute mode shares and distance traveled, and prevalent attitudes about specific transportation services, such as public transportation, that are available in the region. The State of the Commute Survey is also used to help estimate the congestion and air quality impacts of Commuter Connections.

The survey instrument used for data collection activities will be reviewed and updated accordingly, data collection activities will occur and a draft Technical Report will be produced. Results from the survey will be used in the FY 2012 – 2014 TERM Analysis report and will then be incorporated into the TPB’s regional TERM tracking sheet

COG/TPB staff will also be updating the survey instrument design for the in-depth Guaranteed Ride Home (GRH) Applicant survey. This survey is conducted every three years to assess the mode shift changes of 1,000 GRH program applicants. Data collected will be used to determine transportation and emission impacts of the program in the FY 2012 – FY 2014 TERM Analysis Report. A survey report will be prepared and released by June 2013.

Various presentations on the data collection instruments and reports will be prepared and given to the Commuter Connections TDM Evaluation Group, the Commuter Connections Subcommittee, the TPB Technical Committee, and the TPB, if warranted. The evaluation contractor will also be fulfilling data requests that are received or needed by COG/TPB staff during the course of the fiscal year.

COG/TPB staff will also provide day to day management and monitoring of evaluation contract services and will report results through monthly data collection activities and quarterly progress reports and an annual progress report.

During FY 2013, data collection activities from local sales territories will continue as will the review of employer database records and the classification of employer records into levels of participation. Quarterly level of effort verification statements will be produced by COG/TPB staff.

| | |
|-----------------------------------------------------|------------------|
| Cost Estimate: | \$633,343 |
| <i>Consultant Costs as Part of Estimate:</i> | |
| <i>(TDM Evaluation Project Consultant)</i> | <i>\$417,000</i> |

| | |
|------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Products: | FY 2012- FY 2014 TDM Evaluation Framework Methodology Document. <i>(COG/TPB staff in conjunction with consultant).</i> |
| | 2013 State of the Commute Survey design and data collection activities. <i>(COG/TPB staff in conjunction with consultant).</i> |
| | 2013 State of the Commute draft Technical Report. <i>(COG/TPB staff in conjunction with consultant).</i> |
| | 2013 GRH In-Depth Applicant Survey and draft report. <i>(COG/TPB staff in conjunction with consultant).</i> |
| | Quarterly level of effort Employer Outreach TERM verification statements. <i>(COG/TPB Staff)</i> |

- Services:** Fulfillment of data requests. *(COG TPB Staff)*
- Data documentation from monthly activity reports from ten local sales territories. *(COG TPB Staff)*
- Management and oversight of TDM Evaluation contract. *(COG/TPB staff)*
- Schedule:** July 1, 2012 - June 30, 2013
- FY 2012 – FY 2014 TDM Evaluation Framework
Methodology Document: December 2012
- 2013 State of the Commute Survey Draft Technical Report:
June 2013
- 2013 In-Depth GRH Applicant Draft Survey Report: June
2013
- Oversight:** TDM Evaluation Group
- Provide input and feedback on data collection activities, survey methodology, and draft reports.

B. PROGRAM MONITORING AND TRACKING ACTIVITIES

COG/TPB staff will collect monthly program statistics, produce quarterly progress reports, monthly Executive Summary reports, and produce a FY 2012 annual summary of program statistics of the number and type of commuter traveler requests filled by COG and other client member program sites. Staff will collect and analyze data from the monthly customer satisfaction survey for all GRH program users, and produce a customer satisfaction survey report based on the findings. Survey results will be used to change program guidelines and/or policies as needed.

COG/TPB staff will assist local Employer Outreach sales representatives to conduct employer site surveys. A contractor will be used to provide technical assistance for the electronic surveying process and analysis of results, and data entry assistance for those employers using a paper copy of the survey. Survey tabulation and reporting will be provided by COG/TPB staff. Results from the employer database tabulated surveys are used to estimate the participation rates and impacts for employer-based TDM programs reported from the local sales jurisdictions. COG/TPB staff will also maintain and update the archived Employer Commute Survey database.

COG/TPB staff will also monitor monthly progress for local Employer Outreach sales jurisdictions based on their approved Scopes of Work and contract project goals. Quarterly progress reports and level of effort tracking sheets listing results of each local sales jurisdiction will be prepared. An annual detailed snapshot of overall progress will be provided to appropriate state funding agencies for their respective jurisdictions.

COG/TPB staff will oversee a regional monitoring and evaluation program for Employer Outreach which includes data collection activities from local employer outreach sales territories. Local jurisdiction contract performance monitoring for Employer Outreach goals will also be a part of this activity.

Results from local employer telework sales calls and outreach services will be documented in terms of level of effort and progress and shown in quarterly progress reports. Quarterly documentation will also be provided on level of participation and effectiveness and results from sales and outreach activities for employer-based telework programs. Overall monitoring and evaluating employer-based telework programs throughout the region will continue.

Staff will also evaluate effectiveness of advertising campaigns through call volumes, internet hits, and the annual placement rate study. Marketing campaigns will be monitored through lead analysis and detailed campaign summary results. An event summary report will also be produced for the FY 2012 regional Bike To Work Day event.

Monthly program statistics will be collected and quarterly progress reports will be provided for all program areas in the FY 2013 CCWP and an annual progress report for FY 2012 will be produced.

| | |
|----------------------------------------------|------------------|
| Cost Estimate: | \$216,657 |
| Consultant Costs as Part of Estimate: | |
| <i>(Employer Survey Project Consultant)</i> | \$ 30,000 |

| | |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Products: | Collect monthly program data and produce quarterly progress reports and monthly Executive Summary reports for the Commuter Operations Center, Guaranteed Ride Home, Employer Outreach, Marketing, Evaluation, and GRH Baltimore programs. <i>(COG/TPB staff)</i> |
| | Produce FY 2012 annual progress report. <i>(COG/TPB staff)</i> |
| | Collect and analyze data from monthly GRH customer satisfaction survey for FY 2012 program users, and produce a report showing results. <i>(COG/TPB staff)</i> |

Quarterly Employer Outreach verification report.
(COG/TPB staff)

Marketing lead analysis and campaign summary
report. (COG/TPB staff)

FY 2012 Bike to Work Day Event Report (COG/TPB
staff)

Survey reports to Employer Outreach representatives
from Employer Commute Survey results. (COG/TPB
staff)

Services:

Updating and Maintaining Employer Commute Survey
archived database. (COG/TPB staff)

Management and oversight of Employer Survey
contract. (COG/TPB staff)

Staff the TDM Evaluation Group (COG/TPB staff)

Schedule:

July 1, 2012 - June 30, 2013

FY 2012 4th Quarterly Progress Report: July 2012

FY 2012 Marketing Campaign Lead Analysis and
Results: September 2012

FY 2012 Annual Progress Report: September 2012

FY 2013 1st Quarter Progress Report: October 2012

FY 2013 2nd Quarter Progress Report: January 2013

FY 2013 3rd Quarter Progress Report: April 2013

FY 2013 Marketing Campaign Lead Analysis and
Results: March 2013

Oversight:

Commuter Connections Subcommittee

- Provide input and feedback on data collection activities for GRH customer satisfaction survey, monthly, quarterly, and annual progress reports.

Regional TDM Marketing Group

- Provide input and feedback on campaign lead analysis reports.

Employer Outreach Committee

- Provide input and feedback on quarterly employer outreach verification reports and Employer commute survey process, reports and survey result archives.

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/TPB’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. Additionally, the Virginia Department of Transportation administers funds directly to the local jurisdictions in Northern Virginia to implement the Employer Outreach TERM and has also allocated funding to the Telework!VA program for employers to either start or expand a telework program. The District Department of Transportation is using the pass-thru dollars

for the TERM to hire a contractor directly. Results from these activities are reported and analyzed under the regional Monitoring and Evaluation program.

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) Coordinating technical training for the regional sales database on an as needed basis.
- 6) Supporting the Employer Outreach Committee of the Commuter Connections Subcommittee which provides guidance to the program.
- 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.
- 8) Providing coordinated marketing materials for the program including; but not limited to, customized sales portfolio's, employer case studies, Live Near Your Work, Alternative Work Schedule, Climate Change Carbon Footprint, LEED, and Emergency Commute Preparedness information.
- 9) Providing customized 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.
- 10) Offering sales training for the sales and service representatives in each of the participating jurisdictions.

The regional components of the program are listed in the two project tasks below. The total annual cost for the regional components of the Employer Outreach program is \$79,909.

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) 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.
- 4) Providing sales support for the sales and service representatives in DC and Maryland.

The jurisdictional components of the program are outlined in the two project tasks below. The total annual costs for the jurisdictional components of the Employer Outreach program are \$510,946.

Regional Component Project Tasks

A. REGIONAL EMPLOYER DATABASE MANAGEMENT AND TRAINING

During FY 2013, COG/TPB staff will continue to maintain and update the hardware and software for the computerized regional employer outreach database and monitor the regional web-based database installed during FY 2011. In addition, COG/TPB staff will coordinate training and provide technical assistance to local sales jurisdictions upon request.

Cost Estimate: \$64,909

Services: Management and monitoring of Employer Outreach regional database and provision of sales representative database training as needed.
(COG/TPB staff)

Maintenance and update of regional contact management database. (COG/TPB staff)

Schedule: July 1, 2012 - June 30, 2013

Oversight: Employer Outreach Committee

- Provide input and feedback on technical issues regarding the regional Employer

B. EMPLOYER OUTREACH FOR BICYCLING

The Employer Outreach for Bicycling program provides information to area employers to help support and encourage bicycling to work by their employees. This information is included in the Employer Outreach materials provided to employers under the Employer Outreach Program.

Specific activities under the Employer Outreach for Bicycling Program include the update of a guide on biking to work ("Biking to Work in the Washington Area: A Guide for Employers and Employees), and incorporation of WABA bike mentors into the ridematching database. (WABA's Web site now provides users with 24-hour matching to WABA bike mentors, automating a service that previously consumed considerable staff time, and which was available only during office hours).

COG/TPB staff also provides support and facilitation for other bike-to-work outreach activities including lunch time seminars, association meetings and strategic mailings.

Cost Estimate: \$15,000

Printing as Part of Estimate \$4,713

Products: Regional Bicycling to Work Guide updates.
(COG/TPB staff)

Services: Employer assistance and seminars. (COG/TPB staff)

Schedule: July 1, 2012 - June 30, 2013

Oversight: Employer Outreach Committee

- Provide input and feedback on bicycling issues or outreach activities at employment sites.

Jurisdictional Component Project Tasks

A. MARYLAND LOCAL AGENCY FUNDING AND SUPPORT

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.

Maryland jurisdictions will also provide general telework information to the general public, local agencies, and employers. Employer Outreach representatives will also work with employers in Maryland to establish new or expand existing telework programs.

Cost Estimate: Pass-thru to Local Jurisdictions: \$416,031
Telework component of pass-thru: \$81,063

Total Project Budget: \$416,031

Services: New or expanded employer-based TDM programs in Maryland. (*local jurisdictions*).

New or expanded employer telework programs in Maryland. (*local jurisdictions*).

Schedule: July 1, 2012 - June 30, 2013

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 involves the review and approval of an annual Scope of Work by COG/TPB staff for each of the Maryland sales jurisdictions and day to day contract management. This task also includes COG/TPB staff support for updating and printing employer specific regional employer-based marketing materials as well as providing training opportunities.

Cost Estimate: \$94,915

Products:

Electronic and printed updates of customized sales portfolio materials, employer specific regional marketing materials (General Commuter Connections brochure, Alternative Work Schedules brochure, Emergency Commute Preparedness brochure, Live Near Your Work brochure, LEED brochure, Climate Change brochure), and case studies. (*COG/TPB staff*)

Services:

Sales training offered for sales and service representatives in the region. (*COG/TPB staff/sales training professionals*).

Oversight to local sales jurisdictions in DC and Maryland to implement voluntary transportation demand management strategies at private sector employment sites. *(COG/TPB staff)*

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. *(COG/TPB staff)*

Staff the regional Employer Outreach Committee. *(COG/TPB staff)*

Schedule: July 1, 2012 - June 30, 2013

Oversight: Employer Outreach Committee

- Provide input and feedback on administrative items such as training, employer-based collateral materials, and case studies.

VI. GUARANTEED RIDE HOME BALTIMORE

A regional Guaranteed Ride Home (GRH) program was implemented in the Baltimore metropolitan region and in St. Mary's County beginning in FY 2011. The GRH Baltimore program will help to eliminate a major barrier to using transit, carpooling, vanpooling, bicycling or walking to work. Studies have shown that a commuter's fear of being "stranded" at work if they or a family member become ill, or if they must work unexpected overtime, is one of the most compelling reasons commuters do not rideshare or use transit to travel to work. The GRH Baltimore program eliminates this barrier by providing a free ride home in the event of an unexpected personal emergency or unscheduled overtime.

The GRH Baltimore is similar to the Washington metropolitan region's GRH program in offering a free ride home to commuters that carpool, vanpool, use transit, bicycle, or walk to work at least two days per work week. As a result of the GRH program, some single occupant vehicle drivers will switch to a ridesharing or transit commuting alternatives, and current ridesharing and transit users will increase the usage of these alternative commute modes. The program will be able to demonstrate both transportation and emission impacts that could be used as part of the Baltimore region's air quality conformity process. The GRH program is an insurance program for those commuters who do not drive alone to their worksite.

During FY 2013, COG/TPB staff will also be developing a survey instrument design for the in-depth Guaranteed Ride Home (GRH) Baltimore Applicant survey at a cost of \$20,000.

The budget for the Guaranteed Ride Home program includes two project areas outlined below, and with a budget of \$170,000.

A. GENERAL OPERATIONS AND MAINTENANCE

Commuter Connections staff at the Metropolitan Washington Council of Governments (COG) will process all GRH applications received by mail, fax, and the Commuter Connections Web site. Using the GRH software system, COG registers qualifying applicants, produces GRH registration ID cards, and sends ID card and participation guidelines to new registrants. Commuters can obtain information about the GRH program and complete an application on the Commuter Connections Web site, www.commuterconnections.org. Commuters may also call COG's Commuter Connections 800 telephone number, 1-800-745-RIDE, to ask questions about the GRH program and/or request information and an application. The 800 number is equipped with a menu so that callers can choose the menu item that best fits their needs. All GRH questions and requests for information and applications are taken by COG/TPB staff.

COG staff also mails GRH applications to GRH users who have used the GRH program without formally registering. GRH guidelines permit a commuter to use the GRH service one time as a "one-time exception" before they register. Also, COG staff mails transit vouchers to GRH users who used transit as part of their GRH trip. All vouchers and invoices from transportation service providers are processed by COG staff.

In the event the commuter has not supplied their e-mail address, COG/TPB staff mails a re-registration notice to commuters who could not be contacted by telephone. The notice contains an application which the commuter can complete and send to COG to re-register. The commuter can also call Commuter Connections or visit the Commuter Connections Web site to re-register.

COG/TPB staff will assist the Commuter Connections Subcommittee in reviewing the GRH participation guidelines for any recommended changes (Attachment A). These recommendations will be presented to the Commuter Connections Subcommittee for their final review and approval. In the past, recommendations have been made to modify and add participation guidelines to better convey the GRH trip authorization, GRH re-registration, and one-time exception rules and restrictions.

COG/TPB staff will respond to the general public and to GRH applicants for registrations and re-registrations to the program. Registered commuters will be notified when their GRH registration is about to expire. Staff will continue to prepare and send new and re-registration GRH ID cards, registration letters, and participation guidelines on a weekly basis. Staff will also continue to monitor and maintain the GRH applicant database and server. COG/TPB staff will continue to update and maintain program participation guidelines, and provide annual customer service training to the daily operations contractor and COG/TPB staff assigned to the project.

During FY 2013, the GRH Baltimore in-depth Applicant Survey will be developed and

conducted. This is a survey that will be conducted every three years to assess the mode shift changes of 1,000 GRH program applicants. Data collected will be used to determine transportation and emission impacts of the program. A draft survey report will be prepared and released by June 2013.

Cost Estimate: **\$56,605**

Direct Costs (Telephone, Copies, etc) as part Of Estimate: \$ 7,000

Consultant/ Contractor Costs as Part of Estimate:
(GRH Baltimore Applicant Survey): \$20,000

Products: GRH new and re-registration ID cards and registration letters
(COG/TPB staff)

GRH Participation Guidelines (COG/TPB Staff)

2013 GRH Baltimore In-Depth Applicant Survey and draft report.
(COG/TPB staff in conjunction with consultant).

Services: Process application requests from the general public for registration and re-registration to the program. (COG/TPB Staff)

Notify commuters when registration is about to expire. (COG/TPB staff)

Monitor and update GRH applicant database. (COG/TPB staff)

Schedule: July 1, 2012 – June 30, 2013

Oversight: Commuter Connections Subcommittee

- Provide input and feedback on GRH program participation guidelines and policies.

B. PROCESS TRIP REQUESTS AND PROVIDE TRIPS

GRH transportation service will be provided by several taxi companies, a rental car company, and a paratransit company, all under contract with COG. Commuters make their GRH trip request through a menu option provided on COG's Commuter Connections 800 telephone number. This menu option transfers calls for GRH trips

directly to an operations contractor. This contractor reviews and assesses the trip request and approves or denies the request based on the GRH Participation Guidelines. The contractor then arranges the approved trips with the appropriate transportation contractor.

The operations contractor contacts, by telephone, GRH registrants without e-mail addresses whose registration is near expiration and re-registers the qualifying commuters. While the system of calling commuters has been successful, many messages left on commuters' voice mail are not returned. In such cases, re-registration is facilitated by COG staff as described in the previous section.

COG/TPB staff will continue management and monitoring of contract services for day-to-day operations services. Day to day operations include confirming ride request eligibility, dispatching rides through the ride service providers, tracking ride requests in the GRH database, processing invoices for payment for ride service providers, the daily operations contractor and for the general public for transit vouchers.

Customer service training will be provided to all Guaranteed Ride Home call center agents.

Cost Estimate: **\$113,395**

Consultant/ Contractor Costs as Part of Estimate:

| | |
|--------------------------------|----------|
| (Daily Operations): | \$40,000 |
| (Cab and Car Rental Companies) | \$60,429 |

Services: Process GRH trip requests, approve/deny requests, and arrange rides. *(Daily Operations Contractor)*

Management and monitoring of contract services for day-to-day operations, and ride service providers. This includes processing invoices for payment for contractors and for the general public for transit vouchers. *(COG/TPB staff)*

Provide GRH Rides *(Cab and Car rental Companies)*

Schedule: July 1, 2012 – June 30, 2013

Oversight: Commuter Connections Subcommittee

- Provide input and feedback on GRH program participation guidelines and policies.

ITEM 15- Information

February 15, 2012

Review of Draft

FY 2013 Unified Planning Work Program (UPWP)

Staff

Recommendation: Receive briefing on the enclosed draft of the Unified Planning Work Program (UPWP) for FY 2013 (July 1, 2012 through June 30, 2013).

Issues: None

Background: The Board will be asked to approve the FY 2013 UPWP at its March 21 meeting. The TPB Technical Committee reviewed this draft at its February 3 meeting.

**NATIONAL CAPITAL REGION
TRANSPORTATION PLANNING BOARD**

FY 2013

**UNIFIED PLANNING WORK PROGRAM
FOR TRANSPORTATION PLANNING
FOR THE
WASHINGTON METROPOLITAN REGION**

DRAFT

February 9, 2012

The preparation of this program was financially aided through grants from the District of Columbia Department of Transportation; Maryland Department of Transportation; Virginia Department of Transportation; U.S. Department of Transportation, Federal Highway Administration; and the U.S. Department of Transportation, Federal Transit Administration, under the Federal Transit Act.

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I. INTRODUCTION

Purpose

The **FY 2013 Unified Planning Work Program (UPWP) for Transportation Planning for the Washington Metropolitan Region** incorporates in one document all federally assisted state, regional, and local transportation planning activities proposed to be undertaken in the region from July 1, 2012 through June 30, 2013. The UPWP provides a mechanism for the coordination of transportation planning activities in the region, and is required as a basis and condition for all federal funding assistance for transportation planning by the joint planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

This work program describes all transportation planning activities utilizing federal funding, including Title I Section 112 metropolitan planning funds, Title III Section 5303 metropolitan planning funds, and Federal Aviation Administration Continuing Airport System Planning (CASP) funds. It identifies state and local matching dollars for these federal planning programs, as well as other closely related planning projects utilizing state and local funds.

Planning Requirements

The planning activities outlined in this work program respond to a variety of regulatory requirements. The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Clean Air Act Amendments of 1990 (CAAA) created a number of new planning requirements. The Safe, Accountable, Flexible, and Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU), which became law on August 11, 2005, reaffirms the structure of the metropolitan planning process, and increases federal financial support for it. Most of the modifications to the process are aimed at streamlining and strengthening the provisions included in ISTEA in 1991 and the Transportation Equity Act for 21st Century (TEA-21) of 1998. On February 14, 2007, the FHWA and FTA issued final regulations regarding metropolitan planning in response to SAFETEA-LU. This work program has been developed to comply with these regulations regarding metropolitan planning.

On September 21, 1994, the National Capital Region Transportation Planning Board (TPB) adopted the initial financially-constrained Long Range Transportation Plan for the National Capital Region (CLRP) as required by the final regulations. On September 30, 1996, FHWA and FTA issued a joint "Certification Review" of the TPB planning process and found that "the metropolitan planning process fully meets all the requirements of the October 28, 1993 Federal metropolitan planning regulations, 23 CFR Part 450, Subpart C." On July 15, 1998 the TPB approved the document: *1997 Update to the Financially Constrained Long Range Transportation Plan for the National Capital Region*, which summarized the first three-year update to the 1994 plan. On January 19, 2000, FHWA and FTA presented their final Certification Report on the TPB planning process and found that "the metropolitan planning process fully meets all the requirements of the October 28, 1993 Federal metropolitan planning regulations, 23 CFR Part 450, Subpart C." On October 18, 2000 the TPB approved the *2000 Financially Constrained Long Range Transportation Plan for the National Capital Region*, which was the second three-year update to the CLRP. On June 9, 2003, FHWA and FTA found that "the metropolitan planning process fully meets all the requirements of the

October 28, 1993 Federal metropolitan planning regulations, 23 CFR Part 450, Subpart C." On December 17, 2003, the TPB approved the *2003 Financially Constrained Long Range Transportation Plan for the National Capital Region*, which was the third three-year update to the CLRP. On March 27, 2006, FHWA and FTA transmitted their final Certification Report on the TPB planning process which found that " the metropolitan planning process fully meets all the requirements of the Metropolitan Planning Rule at 23 CFR Part 450, Subpart C and 49 CFR Part 613." On October 18, 2006, the TPB approved the *2006 Financially Constrained Long Range Transportation Plan for the National Capital Region*, which was the fourth three-year update to the CLRP.

On November 17, 2010, the TPB approved the *2010 Financially Constrained Long Range Transportation Plan for the National Capital Region*, which is the fifth update to the CLRP. On May 5, 2011, FHWA and FTA transmitted their final Certification Report on the TPB planning process which found that "the metropolitan planning process of the Washington, DC-VA-MD TMA, conducted by the MWCOG Transportation Planning Board and the Fredericksburg Metropolitan Area Metropolitan Planning Organization, conditionally meets the requirements of the Metropolitan Planning Rule at 23 CFR Part 450 Subpart C and 49 CFR Part 613. The FHWA and the FTA are, therefore, jointly certifying the transportation planning process, subject to implementation of the Recommendations and Corrective Actions within the next 18 months." The report includes 11 TPB recommendations and 3 FAMPO recommendations. The report also has 4 corrective actions that FAMPO must address. All of the recommendations and corrective actions have been addressed and a report on their implementation will be submitted to FTA and FHWA by June 30, 2012.

The Clean Air Act Amendments (CAAA) of 1990 requires that the transportation actions and projects in the CLRP and Transportation Improvement Program (TIP) support the attainment of federal health standards for ozone. The CLRP and TIP have to meet specific requirements as specified by the Environmental Protection Agency (EPA) regulations issued on November 24, 1993, with amendments on August 15, 1997 and supplemental guidance on May 14, 1999, regarding criteria and procedures for determining air quality conformity of transportation plans, programs and projects funded or approved by the FHWA and FTA. These conformity requirements are also addressed in this document.

Regional Planning Goals

In 1998, the TPB adopted a set of policy goals that have since served to guide its planning work program. These goals are:

- The Washington metropolitan region's transportation system will provide reasonable access at reasonable cost to everyone in the region.
- 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, services and recreation in a walkable environment.
- The Washington metropolitan region's transportation system will give priority to management, performance, maintenance, and safety of all modes and facilities.

- The Washington metropolitan region will use the best available technology to maximize system effectiveness.
- 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.
- The Washington metropolitan region will achieve better inter- jurisdictional coordination of transportation and land use planning.
- The Washington metropolitan region will achieve enhanced funding mechanisms for regional and local transportation system priorities that cannot be implemented with current and forecasted federal, state, and local funding.
- The Washington metropolitan region will support options for international and inter-regional travel and commerce.

Known as the TPB Vision, these goals are broad in scope, and also encompass a variety of strategies and objectives. Together, these goals, strategies, and objectives provide a framework for setting out core principles for regional transportation planning. The eight federal planning factors are encompassed by the TPB Vision's policy goals and are considered when developing the CLRP. Each planning factor is included in one or more of the TPB Vision goals, objectives and strategies, except for security, which is implicitly addressed in the TPB Vision.

Addressing Changing Planning Priorities

In addition to regulatory requirements and regional goals, new factors emerge every year that influence the planning process and supporting activities outlined in this work program. Changing federal policy initiatives is one such factor. Since June of 2009, the federal government has made available competitive funding that encourages and rewards coordination in regional planning efforts, particularly for programs that provide increased transportation options, improve access to affordable housing lower transportation costs, and protect the environment. Most of these competitive funding opportunities stem from the Federal Livability Initiative, which is represented in part by a federal interagency partnership between the United States Department of Transportation (DOT), Department of Housing and Urban Development (HUD), the Environmental Protection Agency (EPA), among other agencies. Many of the long-standing TPB planning activities to date have been consistent with the principles embodied by the Federal Livability Initiative. As a result, the TPB is able to respond to funding opportunities based upon the work it has been conducting over the past few years. The applications that the TPB submitted for DOT TIGER I,II and III competitive grants are examples of the TPB's ability to respond to federal funding opportunities. In February 2010, the TPB was awarded \$58.8 million for a regional priority bus network under the TIGER I program. In October 2011, the TPB applied for funding towards a multimodal access improvements for rail station areas in the region under TIGER III which was not awarded. TIGER IV in March?

The TPB is also positioned to support transportation components of more comprehensive federal funding opportunities. As an example, the TPB in 2011 collaborated with the Metropolitan Washington Council of Governments (COG) Department of Housing and Community Planning on a competitive grant submission to the HUD Sustainable Communities Planning Grant program. This grant submission outlined the strategy COG

would employ to establish a regional plan for sustainable development. Though the grant was not awarded, COG continues to work on developing regional plan for sustainable development as an extension of its existing efforts to solve key challenges in the region through its Region Forward campaign. Region Forward is supported by a voluntary compact signed by all of the COG member jurisdictions, and outlines a series of targets and indicators that measure progress towards creating and attaining a more accessible, sustainable, prosperous, and livable future. The TPB is working alongside COG to integrate and coordinate transportation planning in support of Region Forward.

Through future federal opportunities are uncertain, TPB is uniquely positioned to respond to emerging policy themes as they arise. Some of these recently-articulated themes include a renewed emphasis on high-speed rail, and investing in infrastructure through alternative funding sources. As an example of the TPB's ability to incorporate policy themes into its planning activities, the TPB in 2010 was awarded a grant from the Federal Highway Administration to study public acceptability of road-use pricing. Working jointly with The Brookings Institution, the TPB in FY2012 evaluated public acceptance of value-pricing through analyzing survey data, scenario planning, and conducting focus groups and deliberative forms.

In addition to the changing federal context, other factors that influence activities in this work plan are regional in scope. In response to a request from the TPB Citizens Advisory Committee, the TPB in May 2010 held a forum that engaged over 80 elected officials, technical staff, and members of the public in an interactive conversation on setting regional transportation priorities. In September 2010, the TPB established a task force to determine a scope and process for developing a regional transportation priorities plan that will enhance the implementation of regional priorities. In Spring 2011, the TPB approved the scope that guides this plan development process as specified in the FY2012 and FY2013 UPWPs.

Regional and federal factors that are non-regulatory may evolve from one year to the next, but are nonetheless influential in the planning activities that are conducted and described in this work program. As these factors continue to evolve, the UPWP is adjusted annually to focus on new and emerging priorities. This UPWP builds upon the previous UPWP, and is the result of close cooperation among the transportation agencies in the region. This UPWP was prepared with the involvement of these agencies, acting through the TPB, the TPB Technical Committee and its subcommittees. This UPWP details the planning activities that must be accomplished to address the annual planning requirements such as preparing the TIP and a Congestion Management System. It also describes the tasks required to meet the approval dates for the region's CLRP and the TIPs, and outlines the activities for the subsequent years.

Responsibilities for Transportation Planning

The National Capital Region Transportation Planning Board (TPB) is the organization responsible for conducting the continuing, cooperative, comprehensive (3-C) transportation planning process for the Metropolitan Washington Region in accordance with requirements of Section 134 (Title 23 U.S.C) of the Federal Highway Act of 1962, and Section 8 of the Federal Transit Act. The TPB is the official Metropolitan Planning Organization (MPO) for transportation planning for the Washington metropolitan region, designated by the Governors

of Maryland and Virginia and the Mayor of the District of Columbia, under Section 134 of the Federal Aid Highway Act, and the Joint Planning regulations of FTA and FHWA.

The TPB is composed of representatives from the 20 cities and counties, including the District of Columbia, that are members of the Metropolitan Washington Council of Governments(COG), the two state and the District transportation agencies, the Washington Metropolitan Area Transit Authority (WMATA), the Metropolitan Washington Airports Authority (MWWA), four federal agencies, the General Assemblies of Maryland and Virginia, and private transportation service providers. When matters of particular importance are before the TPB, a special voting procedure may be invoked that weights the votes of local jurisdiction members according to population.

Figure 1 lists the organizations represented on the TPB and its Technical Committees. Figure 2 shows the geographical location of each of the participating local jurisdictions. The TPB also serves as the transportation policy committee of COG. This relationship serves to ensure that transportation planning is integrated with comprehensive metropolitan planning and development, and is responsive to the needs of the local governments in the area.

Policy coordination of regional highway, transit, bicycle, pedestrian and intermodal planning is the responsibility of the TPB. This coordinated planning is supported by the three departments of transportation (DOTs), FTA, FHWA, and the member governments of COG. The TPB coordinates, reviews, and approves work programs for all proposed federally assisted technical studies as part of the UPWP. The relationship among land use, environmental and transportation planning for the area is established through the continuing, coordinated land-use, environmental and transportation planning work programs of COG and TPB. Policy coordination of land use and transportation planning is the responsibility of COG, through its Metropolitan Development Policy Committee (MDPC) and the Transportation Planning Board. COG's regional land use cooperative forecasts are consistent with the adopted regional Long Range Transportation Plan.

The chairman of the TPB and the state transportation directors are members of the Metropolitan Washington Air Quality Committee (MWAQC), which was formed under the authority of the governors of Maryland and Virginia, and the mayor of the District of Columbia to recommend the region's air quality plans. These recommendations will be forwarded to the governors and mayor for inclusion in the State Implementation Plans (SIPs) they submit to EPA.

In the Washington Metropolitan region, the roles and responsibilities involving the TPB, the three state DOTs, the local government transportation agencies, WMATA, and the local government public transportation operators for cooperatively carrying out state transportation planning and programming have been established over several years. As required under the final planning regulations, the TPB, the state DOTs and the public transportation operators have documented their transportation planning roles and responsibilities in the Washington Metropolitan Region in a Memorandum of Understanding (MOU) that was executed by all parties on January 16, 2008. The MOU is included in the Appendix and the responsibilities for the primary planning and programming activities are indicated in Figure 3.

Also in the Appendix is an agreement involving the TPB and Charles and Calvert counties in Maryland regarding consistency and conformity of their plans, programs and projects is included in the UPWP.

Included in the Appendix is the 2004 agreement between the TPB and the Fredericksburg Area MPO (FAMPO) in Virginia in which FAMPO committed to be responsible for meeting the TMA responsibilities for the transportation planning and programming requirements within the Metropolitan Washington Urbanized Area portion of Stafford County and producing the required planning documents on the TPB's current planning cycle.

Each year, the TPB Call for Projects document is transmitted to FAMPO requesting new and updated information on the projects located in the portion of Stafford County in the Washington DC TMA to be included in the update of the CLRP. FAMPO is also requested updated information on the Congestion Management System (CMS) for this portion of Stafford County. FAMPO transmits this information to TPB on the schedule included in the TPB Call for Projects document.

FY 2013 Regional Planning Priorities

During FY 2013, the main regional planning effort will be to complete the second year of a two-year process to develop a regional transportation priorities plan that will enhance the implementation of regional priorities. Efforts will continue to focus on the coordination between land use and transportation planning. Planning activities will continue for bus priority corridor improvements to complement those being implemented under the TIGER grant. The TPB public participation process and technical planning procedures will also continue to be strengthened. In addition to these activities directly involving the TPB, a number of corridor studies and other planning studies and programs are underway throughout the region (see Figure 4).

Figure 1

ORGANIZATIONS REPRESENTED ON THE TPB AND/OR ITS TECHNICAL COMMITTEES

VIRGINIA

| | |
|--------------------------------------------|-------------------------------------------------------|
| Arlington County | Northern Virginia Regional Commission |
| Fairfax County | Northern Virginia Transportation Commission |
| Loudoun County | Virginia Department of Transportation |
| Prince William County | Virginia Department of Rail and Public Transportation |
| City of Alexandria | Virginia Department of Aviation |
| City of Fairfax | Virginia General Assembly |
| City of Falls Church | Potomac and Rappahannock Transportation Commission |
| City of Manassas | |
| City of Manassas Park | |
| Northern Virginia Transportation Authority | |

MARYLAND

| | |
|------------------------|------------------------------------------------------------|
| Frederick County | City of Greenbelt |
| Montgomery County | City of Rockville |
| Prince George's County | City of Takoma Park |
| Charles County | The Maryland-National Capital Park and Planning Commission |
| City of Bowie | Maryland Department of Transportation |
| City of College Park | Maryland General Assembly |
| City of Frederick | |
| City of Gaithersburg | |

DISTRICT OF COLUMBIA

D.C. Council
D.C. Department of Transportation
D.C. Office of Planning

REGIONAL, FEDERAL AND PRIVATE SECTOR

Washington Metropolitan Area Transit Authority
Private Transportation Service Providers
Metropolitan Washington Airports Authority
Federal Highway Administration
Federal Transit Administration
National Capital Planning Commission
National Park Service

**Figure 2:
Membership of the
National Capital Region
Transportation Planning Board**



Figure 3

TRANSPORTATION PLANNING AND PROGRAMMING RESPONSIBILITIES

| RESPONSIBILITY | AGENCIES |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| UPWP Development Planning Certification | TPB, DOTs, WMATA, Local Gov'ts TPB, DOTs |
| CLRP Development Transportation/Land-Use Planning Plan Inputs/Update | TPB, MDPC, Local Gov'ts DOTs, WMATA, Local Gov'ts, NVTA, PRTC, FAMPO |
| Project Selection | TPB, DOTs, WMATA, and Local Gov'ts |
| Air Quality Conformity | TPB, FAMPO |
| Financial Plan | TPB, DOTs, WMATA |
| Congestion Management Process | TPB, DOTs, Local Gov'ts, FAMPO |
| Safety Element | TPB, DOTs, Local Gov'ts, |
| Participation Plan | TPB |
| Freight Planning | TPB, DOTs, Local Gov'ts. |
| TIP Development TIP Inputs | DOTs, WMATA, Local Gov'ts, NVTA, PRTC, |
| Project Selection | TPB, DOTs, WMATA |
| Air Quality Conformity | TPB, FAMPO |
| Financial Plan | TPB, DOTs, WMATA, Local Govt., NVTA, PRTC |
| Human Service Transportation Coordination Planning | TPB, WMATA, human services agencies |
| Private Enterprise Participation | TPB, WMATA, Local Gov'ts, NVTC/PRTC |
| Public Involvement Plan | TPB |
| Listing of Projects with Federal Funding Obligations | TPB, DOTs, WMATA |
| Air Quality 2010 Attainment Plan CO ₂ Mobile Emissions Reduction Strategies | MWAQC, TPB, DOTs WMATA, state AQ agencies |
| Climate Change Adaptation | TPB, DOTs, WMATA, Local Gov'ts |
| Corridor Studies | DOTs, WMATA, TPB |
| Travel Demand Forecasting | TPB |
| Travel Monitoring | TPB, DOTs, WMATA, Local Gov'ts |

Figure 4**TRANSPORTATION PLANNING STUDIES WITHIN THE WASHINGTON METROPOLITAN AREA 2012**

| Name | Primary Agencies | Schedule | Products |
|----------------------------------------------------|--------------------------------------|----------|-----------------|
| Regional | | | |
| Update of Constrained Long-Range Plan | TPB, state DOTs, WMATA, local govts. | 2012 | CLRP |
| Regional Transportation Priorities Plan | TPB, state DOTs, WMATA, local govts. | 2013 | Report |
| Metrorail Station Access Alternatives Study | WMATA, TPB | 2012 | Report |
| Bus-Priority Hot-Spot Mitigation Measures | WMATA, DDOT, MDOT, VDOT | 2012 | Plans |
| Station Area Plans (multiple stations) | WMATA | on-going | Plans |
| Station Access Studies (multiple stations) | WMATA | on-going | Plans |
| Gallery Place Metro Station Capacity Enhancement | WMATA | 2012 | Report |
| Priority Corridor Dev. Plans (multiple corridors) | WMATA | on-going | Plans |
| Bus Service Eval. Studies | WMATA | on-going | Studies |
| Bicycle and Pedestrian Project Implementation Plan | WMATA | 2012 | Report, Plans |
| 2040 Regional Transit System Plan | WMATA | 2012 | Report |
| LRT/ Streetcar Interoperability | WMATA | 2012 | Report |
| Metrorail Passenger Survey | WMATA | 2012 | Dataset, Report |
| Metrorail Yard/Maintenance Facility Study | WMATA | 2012 | Report, Plans |

Figure 4 PLANNING STUDIES 2012 (Continued)

| Name | Primary Agencies | Schedule | Products |
|--------------------------------------------------|---------------------------------------------------|----------|-----------------|
| L'Enfant Metro Station Capacity Enhancement | WMATA | 2012 | Report |
| Metrorail Operating Plan & Blue/Yellow Survey | WMATA | 2012 | Report, Dataset |
| Metrobus Network Effectiveness Study | WMATA | 2013 | Report |
| Rail Fleet Management Plan | WMATA | 2012 | Report |
| Metrorail Short-Term Ridership Forecasting Model | WMATA | 2012 | Model |
| Virginia | | | |
| I-66 Corridor (inside The Beltway) | VDOT | TBD | NEPA |
| I-66 Corridor Study (MTES) (Outside the Beltway) | VDOT | TBD | NEPA |
| Tri-County Parkway | VDOT | 2011 | FEIS |
| TransAction 2040 | NVTA | 2012 | Report |
| VRE Extension to Gainesville | VRE | 2012 | PE/ EIS |
| Columbia Pike Multi-modal Transportation Study | Arlington Co. | TBD | Prelim. Des. |
| Columbia Pike Transit Initiative | WMATA, Arl., Fairfax | TBD | NEPA |
| I-95 / 395 BRT Study | VDOT / DRPT | 2011 | Report |
| Vanpool Incentive Design | NVTC / FAMPO | 2011 | Report |
| Maryland | | | |
| Capital Beltway Study | MDOT, VDOT, Montgomery & Prince George's Counties | TBD | DEIS |

| Figure 4 PLANNING STUDIES 2012 (Continued) | | | |
|--------------------------------------------------------------------------|-------------------------------------------|-----------------|---------------------------|
| Name | Primary Agencies | Schedule | Products |
| I-270 Multi-Modal Corridor Study | MDOT/SHA, Montgomery & Frederick Counties | TBD | FEIS |
| Corridor Cities Transitway Study | MDOT/MTA | 2012 | AA/EA |
| Purple Line (Bethesda to Silver Spring/ Silver Spring to New Carrollton) | MDOT/MTA | 2012 | AA/DEIS |
| MD 5 Transportation Study(I-495 to US 301) | MDOT/SHA | 2012 | DEIS |
| US 301 Waldorf Study (US 301from T.B. to south of Waldorf) | MDOT/SHA | TBD | DEIS |
| US 301 Governor Harry W. Nice Bridge | MD Transportation Authority | 2012 | EA/FONSI |
| MD 223 Study (Temple Hill Road to MD 5) | MDOT/SHA | 2015 | DEIS |
| MD 197 Study (MD 450 Relocated to Kenhill Drive) | MDOT/SHA | Completed | Location Approval 12/2009 |
| MD 97 Busway Study (16th Street to the Capital Beltway) | MDOT/SHA/MTA | 2014 | Not Determined |
| MD 586 Viers Mill BRT | MDOT/SHA/MTA | 2015 | DEIS |
| MD Route 295/Baltimore-Washington Parkway Widening Feasibility Study | FHWA/MDOT | 2012 | Report |

Figure 4 PLANNING STUDIES 2012 (Continued)

| Name | Primary Agencies | Schedule | Products |
|----------------------------------------------------------------------|------------------|----------|------------------|
| District of Columbia | | | |
| 14th Street Bridge Feasibility Study | FHWA, DDOT, VDOT | on-going | EIS |
| White House Area Transportation Study | US DOT | on-going | Report |
| South Capitol Street (EIS)/AWI | DDOT | on-going | EIS |
| First Place and Galloway NE Redesign (Fort Totten Metrorail Station) | DDOT/WMATA | on-going | Report/Design |
| Citywide Travel Demand | DDOT | on-going | Travel Model |
| Great Streets Program | DDOT | on-going | Design/Construct |
| 16 th Street Corridor Study | DDOT | 2011 | Plan/Design |
| Saint Elizabeth's Campus Master Plan & EIS | GSA | 2011 | EIS |
| Climate Change Adaptation Plan | DDOT | 2011 | Plan |
| Saint Elizabeth's East Campus Transportation Network EA | DDOT | 2011 | EA |
| Managed Lane Study | DDOT | 2012 | Study |

Total Proposed Funding by Federal Source for FY 2013

Proposed federal funding for the transportation planning activities in this UPWP relies upon five sources: FTA Section 5303, FHWA Section 112, FAA Continuous Airport System Planning (CASP), FHWA State Planning and Research (SPR) and special federal funding. The proposed funding amounts (including state and local matching funds) for the TPB work program are shown in Table 1 on page 17.

The new FY 2013 funding level in Table 1 under the "FTA Section 5303" column is the same as the FY 2012 level, and new funding under the "FHWA Section 112" column is the same as the FY 2012. The total FY 2013 budget for the Basic Program with unobligated funding from FY 2011 is the same as the FY 2012 total.

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TABLE 1

2.6.12

**FY 2013 TPB PROPOSED FUNDING BY FEDERAL STATE AND LOCAL SOURCES
(July 1, 2012 to June 30, 2013)**

| | FTA SECT 5303 80% FED & 20% STA/ LOC | FHWA SECT 112 80% FED & 20%STA/ LOC | FAA CASP 90% FED & 10% LOC | TOTALS |
|------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------|-------------------|
| ALLOTMENTS PROVIDED BY DDOT | | | | |
| NEW FY 2013 | 441,149 | 2,311,591 | | 2,752,740 |
| UNOBLIGATED FY 2011 | | | | |
| CARRYOVER FY 2012 | | | | |
| SUBTOTAL | 441,149 | 2,311,591 | | 2,752,740 |
| ALLOTMENTS PROVIDED BY MDOT | | | | |
| NEW FY 2013 | 1,087,238 | 3,527,477 | | 4,614,715 |
| UNOBLIGATED FY 2011 | | | | |
| CARRYOVER FY 2012 | | | | |
| SUBTOTAL | 1,087,238 | 3,527,477 | | 4,614,715 |
| ALLOTMENTS PROVIDED BY VDRPT & VDOT | | | | |
| NEW FY 2013 | 912,243 | 2,859,626 | | 3,771,869 |
| UNOBLIGATED FY 2011 | | | | |
| CARRYOVER FY 2012 | | | | |
| SUBTOTAL | 912,243 | 2,859,626 | | 3,771,869 |
| TPB BASIC PROGRAM | | | | |
| TOTAL NEW FY 2013 | 2,440,630 | 8,698,694 | | 11,139,324 |
| TOTAL UNOBLIGATED FY2011 | | | | 950,000 |
| SUBTOTAL | 2,440,630 | 8,698,694 | | 12,089,324 |
| TOTAL CARRYOVER FY 2012 | | | | |
| TOTAL BASIC PROGRAM | 2,440,630 | 8,698,694 | | 12,089,324 |
| GRAND TOTAL | | | 345,800 | 12,435,124 |

"New FY2013 funds" are newly authorized funds for the FY2013 UPWP

"Unobligated FY2011 funds" are unexpended funds from the completed FY2011 UPWP

"Carryover FY2012 funds" are programmed from the FY2012UPWP to complete specific work tasks in the FY2013 UPWP

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II. PROPOSED FY 2013 TPB WORK PROGRAM AND BUDGET

Program Structure

The TPB is responsible for the federally required planning process, serves as a forum for regional coordination, and provides technical resources for decision-making. The FY2011 work program presents the work activities that support the TPB responsibilities. This work program comprises seven major activities and follows the structure in the FY 2010 program to clearly address the final transportation planning requirements. These work activities include: (1) Plan Support; (2) Coordination and Programs; (3) Forecasting Applications; (4) Development of Networks/Models; (5) Travel Monitoring; (6) Technical Assistance; and (7) Continuous Airport System Planning. The tasks to be completed under each of the work activities are described in the following sections. The staff of the COG Department of Transportation Planning will carry out these activities, with the assistance of staff in other COG departments and supplementary consultant support.

The work program has been structured to clearly identify the specific work products to be developed, the linkages between them, and the TPB entity responsible for oversight of the products. Figures 5 and 6 on pages 21-22 illustrates the relationship between and among the TPB work activities.

The first major activity, **Plan Support** includes the preparation and coordination of the policy and planning products necessary for conducting an effective transportation planning process for the region. The UPWP, the transportation improvement program (TIP) and the financially-constrained long-range plan (CLRP) are required by federal law and regulations.

The second major activity, **Coordination and Programs**, includes related activities such as the regional congestion management process (CMP), safety planning, management, operations and technology, emergency preparedness, freight planning, regional bus planning, and bicycle and pedestrian planning. Public participation applies to all of the policy products. Human services transportation coordination planning addresses the new SAFETEA-LU requirement for coordination of the FTA programs for elderly persons and persons with disabilities, job access and reverse commute, and the new freedom program. The Transportation /Land Use Connection (TLC) Program became a permanent program in FY 2008 to improve the coordination between land use and transportation planning.

The third major activity, **Forecasting Applications**, includes forecasting applications such as air quality conformity and regional studies to provide the substantive inputs for the policy products.

The fourth major activity, **Development of Networks and Models** interacts with **Travel Monitoring**, the fifth major activity. Together, these activities provide empirical travel information from congestion monitoring and survey and analysis activities. Both products and methods activities provide input for the technical products.

The sixth major activity, **Technical Assistance**, activity responds to requests from state and local governments and transit operating agencies for applying TPB methods and data

to support corridor, project, and sub-area transportation and land use studies related to regional transportation planning priorities.

Finally, the seventh major activity, **Continuous Airport System Planning (CASP)** utilizes the methods and data work activities for airport and airport-serving facilities in the region.

Work Activity Budgets

The proposed budget levels by funding source, which include FTA and FHWA funds together with state and local match, are shown in Table 2 on page 23. The TPB committee structure is shown in Figure 6 on page 25. The TPB committee or sub-committee responsible for the specific work activities listed in Table 2 are shown under the descriptions for each task starting on page 27. A detailed breakdown of staffing, consultant costs and other budgetary requirements is provided in Table 3 on page 24.

Funding for the TPB Basic Work Program is similar to the FY 2012 level, and the FY 2013 UPWP continues and expands the work activities in the FY 2012 UPWP. The structure and content of this work program are summarized as follows:

- **Under Section 1 - Plan Support**, all of the activities have been conducted on an annual basis in previous years.
- **Under Section 2 - Coordination Planning**, all of the activities have been conducted on an annual basis in previous years
- **Under Section 3 - Forecasting Applications**, the development of the Regional Transportation Priorities Plan began in FY 2012 and the other activities have been conducted on an annual basis in previous years.
- **Under Section 4 - Development of Networks/Models**, all of the activities have been conducted on an annual basis in previous years.
- **Under Section 5 - Travel Monitoring**, all of the activities have been conducted on an annual basis in previous years.
- **Section 6 - Technical Assistance and Section 7 - Continuous Airport System Planning (CASP)** are conducted each year.
- **Section 8 - Service/Special Projects**, service work or special technical studies as specified in contracts between the transportation agencies and COG may be included in the UPWP. Services or special projects are authorized and funded separately by the transportation agencies.

Figure 5: Overview of Planning Products and Supporting Activities

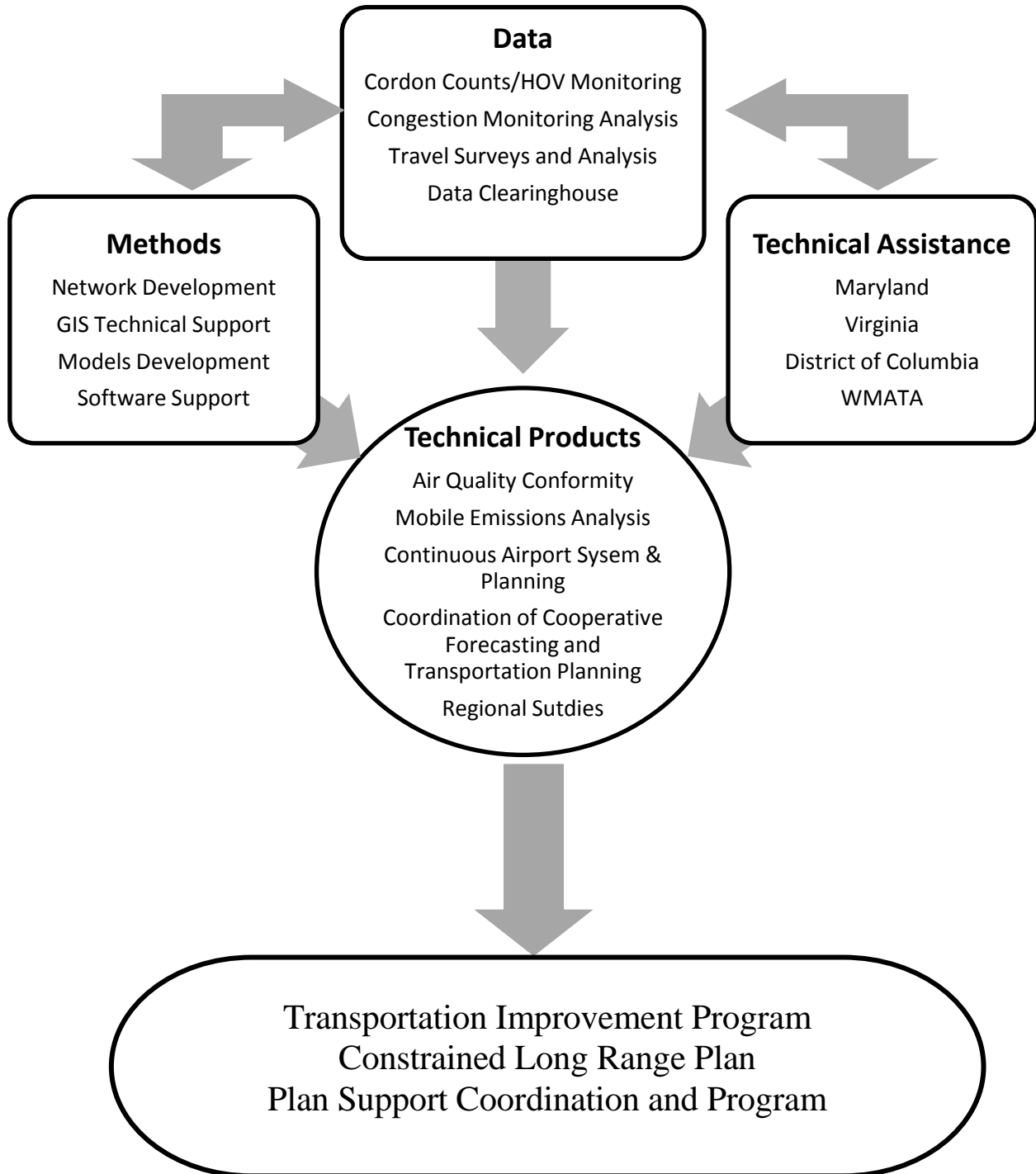


Figure 6: Visual Representation of UPWP Work Activity Relationships

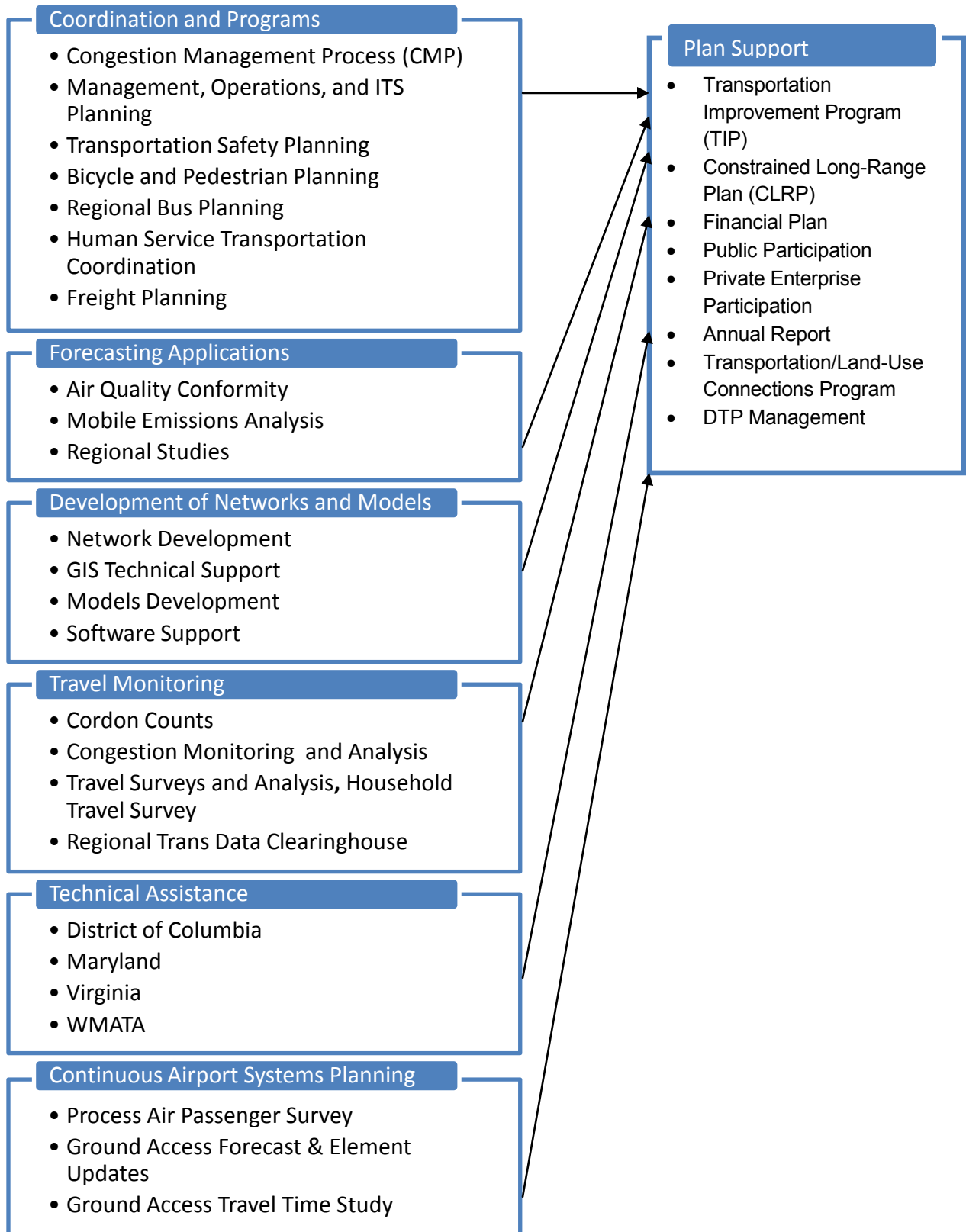


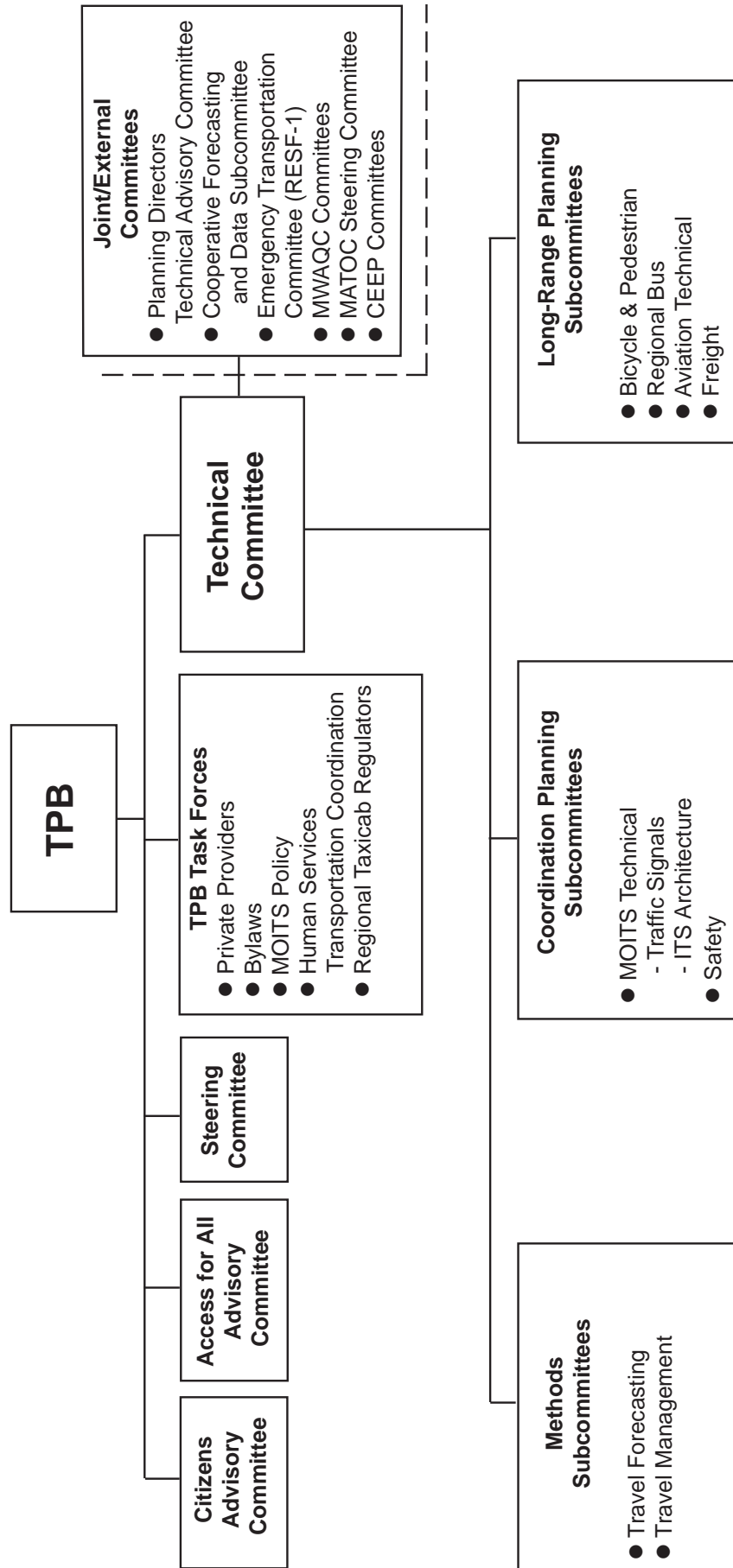
TABLE 2
TPB FY 2013 WORK PROGRAM BY FUNDING SOURCES

| WORK ACTIVITY | TOTAL COST | FTA/STATE/ LOCAL | FHWA/STATE/ LOCAL | OTHER FUND |
|------------------------------------------------|-----------------------|-----------------------------|------------------------------|-----------------------|
| 1. PLAN SUPPORT | | | | |
| A. Unified Planning Work Program (UPWP) | 70,700 | 14,945 | 55,755 | |
| B. Transp Improvement Program (TIP) | 240,600 | 50,860 | 189,740 | |
| C. Constrained Long-Range Plan | 588,400 | 124,380 | 464,020 | |
| D. Financial Plan | 64,000 | 13,529 | 50,471 | |
| E. Public Participation | 421,900 | 89,184 | 332,716 | |
| F. Private Enterprise Participation | 18,300 | 18,300 | | |
| G. Annual Report | 80,100 | 16,932 | 63,168 | |
| H. Transportation/Land Use Connection Progr | 395,000 | 83,498 | 311,502 | |
| I. DTP Management | 452,100 | 95,568 | 356,532 | |
| Subtotal | 2,331,100 | 507,195 | 1,823,905 | |
| 2. COORDINATION and PROGRAMS | | | | |
| A. Congestion Management Process (CMP) | 205,000 | 43,334 | 161,666 | |
| B. Management, Operations, and ITS Planning | 340,300 | 71,935 | 268,365 | |
| C. Emergency Preparedness Planning | 75,400 | 15,939 | 59,461 | |
| D. Transportation Safety Planning | 125,000 | 26,423 | 98,577 | |
| E. Bicycle and Pedestrian Planning | 108,700 | 22,978 | 85,722 | |
| F. Regional Bus Planning | 100,000 | 21,139 | 78,861 | |
| G. Human Service Transportation Coordination | 114,800 | 24,267 | 90,533 | |
| H. Freight Planning | 150,000 | 31,708 | 118,292 | |
| I. MATOC Program Planning Support | 120,000 | 25,366 | 94,634 | |
| Subtotal | 1,339,200 | 283,089 | 1,056,111 | |
| 3. FORECASTING APPLICATIONS | | | | |
| A. Air Quality Conformity | 563,200 | 119,053 | 444,147 | |
| B. Mobile Emissions Analysis | 640,100 | 135,309 | 504,791 | |
| C. Regional Studies | 516,300 | 109,139 | 407,161 | |
| D. Coord Coop Forecasting & Transp Planning | 806,800 | 170,547 | 636,253 | |
| Subtotal | 2,526,400 | 534,047 | 1,992,353 | |
| 4. DEVELOPMENT OF NETWORKS/MODELS | | | | |
| A. Network Development | 769,700 | 162,704 | 606,996 | |
| B. GIS Technical Support | 548,800 | 116,009 | 432,791 | |
| C. Models Development | 1,071,200 | 226,437 | 844,763 | |
| D. Software Support | 178,900 | 37,817 | 141,083 | |
| Subtotal | 2,568,600 | 542,967 | 2,025,633 | |
| 5. TRAVEL MONITORING | | | | |
| A. Cordon Counts | 250,800 | 53,016 | 197,784 | |
| B. Congestion Monitoring and Analysis | 350,000 | 73,985 | 276,015 | |
| C. Travel Surveys and Analysis | | | | |
| Household Travel Survey | 706,300 | 149,302 | 556,998 | |
| D. Regional Trans Data Clearinghouse | 317,900 | 67,200 | 250,700 | |
| Subtotal | 1,625,000 | 343,503 | 1,281,497 | |
| Core Program Total (I to V) | 10,390,300 | 2,210,801 | 8,179,499 | |
| 6. TECHNICAL ASSISTANCE | | | | |
| A. District of Columbia | 371,600 | 102,423 | 269,177 | |
| B. Maryland | 623,000 | 171,715 | 451,285 | |
| C. Virginia | 509,200 | 140,349 | 368,851 | |
| D. WMATA | 195,200 | 195,200 | | |
| Subtotal | 1,699,000 | 609,687 | 1,089,313 | |
| Total, Basic Program | 12,089,300 | 2,820,488 | 9,268,812 | |
| 7. CONTINUOUS AIRPORT SYSTEM PLANNING | | | | |
| A. Ground Access Element Update - Phase 1 | 180,800 | | | 180,800 |
| B. Process 2011 Air Passenger Survey - Phase 2 | 115,000 | | | 115,000 |
| C. Update Ground Access Forecasts - Phase 1 | 50,000 | | | 50,000 |
| Subtotal | 345,800 | | | 345,800 |
| GRAND TOTAL | 12,435,100 | 2,820,488 | 9,268,812 | 345,800 |

**TABLE 3
TPB FY 2013 BUDGET AND WORK PROGRAM BY EXPENDITURE CATEGORY**

| WORK ACTIVITY | DIRECT SALARIES DTP STAFF | DIRECT SALARIES OTHER COG STAFF | M & A 24% | LEAVE BENEFITS 19% | FRINGE BENEFITS 24% | INDIRECT COSTS 37% | DATA & PC COSTS | CONSULTANT | DIRECT COSTS | TOTAL |
|---------------------------------------------------------------------|---------------------------|---------------------------------|----------------|-----------------------|------------------------|-----------------------|-----------------|------------------|----------------|-------------------|
| 1. PLANS SUPPORT | | | | | | | | | | |
| A. Unified Planning Work Program | 28,164 | 0 | 6,759 | 6,635 | 9,974 | 19,067 | 100 | 0 | 0 | 70,700 |
| B. Transportation Improvement Program | 75,955 | 0 | 18,229 | 17,895 | 26,899 | 51,422 | 200 | 50,000 | 0 | 240,600 |
| C. Constrained Long-Range Plan | 208,776 | 15,000 | 53,706 | 52,722 | 79,249 | 151,497 | 1,250 | 25,000 | 1,200 | 588,400 |
| D. Financial Plan | 25,531 | 0 | 6,127 | 6,015 | 9,042 | 17,285 | 0 | 0 | 0 | 64,000 |
| E. Public Participation | 133,998 | 0 | 32,160 | 31,570 | 47,455 | 90,718 | 0 | 85,000 | 1,000 | 421,900 |
| F. Private Enterprise Participation | 7,300 | 0 | 1,752 | 1,720 | 2,585 | 4,942 | 0 | 0 | 0 | 18,300 |
| G. Annual Report | 21,881 | 0 | 5,251 | 5,155 | 7,749 | 14,814 | 0 | 5,000 | 20,250 | 80,100 |
| H. Transportation/Landuse Connection Program | 41,887 | 0 | 10,053 | 9,869 | 14,834 | 28,358 | 0 | 290,000 | 0 | 395,000 |
| I. DTP Management | 96,779 | 0 | 23,227 | 22,801 | 34,274 | 65,520 | 0 | 10,000 | 199,500 | 452,100 |
| Subtotal | 640,271 | 15,000 | 157,265 | 154,382 | 232,060 | 443,622 | 1,550 | 465,000 | 221,950 | 2,331,100 |
| 2.COORDINATION PLANNING | | | | | | | | | | |
| A. Congestion Management Process | 81,779 | 0 | 19,627 | 19,267 | 28,962 | 55,365 | 0 | 0 | 0 | 205,000 |
| B. Management, Operations, & ITS Planning | 115,807 | 0 | 27,794 | 27,284 | 41,012 | 78,402 | 0 | 50,000 | 0 | 340,300 |
| C. Trans. Emergency/Security Planning | -229 | 30,308 | 7,219 | 7,087 | 10,652 | 20,364 | 0 | 0 | 0 | 75,400 |
| D. Transportation Safety Planning | 39,892 | 0 | 9,574 | 9,399 | 14,128 | 27,007 | 0 | 25,000 | 0 | 125,000 |
| E. Bicycle and Pedestrian Planning | 43,363 | 0 | 10,407 | 10,216 | 15,357 | 29,357 | 0 | 0 | 0 | 108,700 |
| F. Regional Bus Planning | 39,892 | 0 | 9,574 | 9,399 | 14,128 | 27,007 | 0 | 0 | 0 | 100,000 |
| G. Human Service Transportation Coordination | 45,808 | 0 | 10,994 | 10,792 | 16,222 | 31,012 | 0 | 0 | 0 | 114,828 |
| H. Freight Planning | 59,838 | 0 | 14,361 | 14,098 | 21,191 | 40,511 | 0 | 0 | 0 | 150,000 |
| I. MATOC Program Planning & Support | 23,935 | 0 | 5,744 | 5,639 | 8,477 | 16,204 | 0 | 60,000 | 0 | 120,000 |
| Subtotal | 450,086 | 30,308 | 115,295 | 113,181 | 170,129 | 325,229 | 0 | 135,000 | 0 | 1,339,228 |
| 3. FORECASTING APPLICATIONS | | | | | | | | | | |
| A. Air Quality Conformity | 199,701 | 17,792 | 52,198 | 51,241 | 77,024 | 147,244 | 0 | 0 | 18,000 | 563,200 |
| B. Mobile Emissions Analysis | 180,984 | 47,240 | 54,774 | 53,770 | 80,824 | 154,509 | 0 | 50,000 | 18,000 | 640,100 |
| C. Regional Studies | 118,408 | 51,900 | 40,874 | 40,125 | 60,314 | 115,300 | 25,481 | 60,000 | 3,899 | 516,300 |
| D. Coordination Cooperative Forecasting and Transportation Planning | 131,214 | 167,500 | 71,691 | 70,377 | 105,788 | 202,231 | 55,500 | 0 | 2,500 | 806,800 |
| Subtotal | 630,306 | 284,432 | 219,537 | 215,512 | 323,949 | 619,283 | 80,981 | 110,000 | 42,399 | 2,526,400 |
| 4. DEVELOPMENT OF NETWORKS/MODELS | | | | | | | | | | |
| A. Network Development | 295,682 | 0 | 70,964 | 69,663 | 104,714 | 200,178 | 0 | 25,000 | 3,500 | 769,700 |
| B. GIS Technical Support | 194,994 | 0 | 46,798 | 45,940 | 69,056 | 132,012 | 50,000 | 0 | 10,000 | 548,800 |
| C. Models Development | 341,678 | 0 | 82,003 | 80,499 | 121,003 | 231,318 | 0 | 200,000 | 14,700 | 1,071,200 |
| D. Software Support | 70,569 | 0 | 16,937 | 16,626 | 24,992 | 47,776 | 0 | 0 | 2,000 | 178,900 |
| Subtotal | 902,922 | 0 | 216,701 | 212,729 | 319,765 | 611,283 | 50,000 | 225,000 | 30,200 | 2,568,600 |
| 5. TRAVEL MONITORING | | | | | | | | | | |
| A. Cordon Counts | 62,431 | 0 | 14,984 | 14,709 | 22,110 | 42,266 | 0 | 0 | 94,300 | 250,800 |
| B. Congestion Monitoring and Analysis | 126,559 | 0 | 30,374 | 29,817 | 44,820 | 85,681 | 0 | 10,000 | 22,749 | 350,000 |
| C. Travel Surveys and Analysis | | | 0 | 0 | 0 | 0 | | | | |
| Household Travel Survey | 106,193 | 0 | 25,486 | 25,019 | 37,608 | 71,893 | 16,500 | 400,000 | 23,600 | 706,300 |
| D. Regional Transportation Clearinghouse | 106,871 | 0 | 25,649 | 25,179 | 37,848 | 72,353 | 50,000 | 0 | 0 | 317,900 |
| Subtotal | 402,055 | 0 | 96,493 | 94,724 | 142,385 | 272,193 | 66,500 | 410,000 | 140,649 | 1,625,000 |
| Core Program Total (1 to 5) | 3,025,641 | 329,740 | 805,291 | 790,528 | 1,188,288 | 2,271,611 | 199,031 | 1,345,000 | 435,198 | 10,390,328 |
| 6. TECHNICAL ASSISTANCE | | | | | | | | | | |
| A. District of Columbia | 105,954 | 0 | 25,429 | 24,963 | 37,523 | 71,731 | 0 | 66,000 | 40,000 | 371,600 |
| B. Maryland | 235,564 | 0 | 56,535 | 55,499 | 83,424 | 159,478 | 0 | 30,000 | 2,500 | 623,000 |
| C. Virginia | 177,202 | 0 | 42,528 | 41,749 | 62,755 | 119,966 | 0 | 30,000 | 35,000 | 509,200 |
| D. WMATA | 31,595 | 0 | 7,583 | 7,444 | 11,189 | 21,390 | 0 | 116,000 | 0 | 195,200 |
| Subtotal | 550,314 | 0 | 132,075 | 129,654 | 194,891 | 372,566 | 0 | 242,000 | 77,500 | 1,699,000 |
| TOTAL BASIC PROGRAM | 3,575,955 | 329,740 | 937,367 | 920,182 | 1,383,179 | 2,644,176 | 199,031 | 1,587,000 | 512,698 | 12,089,328 |
| 7. CONTINUOUS AIRPORT SYSTEM PLANNING | | | | | | | | | | |
| CASP TOTAL | 137,948 | 0 | 33,107 | 32,500 | 48,853 | 93,391 | 0 | 0 | 0 | 345,800 |
| 8. SERVICE/SPECIAL PROJECTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GRAND TOTAL | 3,713,903 | 329,740 | 970,474 | 952,682 | 1,432,032 | 2,737,568 | 199,031 | 1,587,000 | 512,698 | 12,435,128 |

Figure 7
TPB Committee Structure



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III. MAJOR WORK ACTIVITIES

1. PLAN SUPPORT

A. THE UNIFIED PLANNING WORK PROGRAM (UPWP)

The Unified Planning Work Program (UPWP) for the Metropolitan Washington Region describes all transportation planning activities utilizing federal funding, including Title I Section 134 metropolitan planning funds, Title III Section 8 metropolitan planning funds, and Federal Aviation Administration Continuing Airport System Planning (CASP) funds. The UPWP identifies state and local matching dollars for these federal planning programs, as well as other closely related planning projects utilizing state and local funds.

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Clean Air Act Amendments of 1990 (CAAA) created a number of planning requirements. On October 28, 1993, FHWA and FTA issued final regulations regarding metropolitan planning. The Safe, Accountable, Flexible, and Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU), which became law on August 11, 2005, reaffirms the structure of the metropolitan planning process, and increases federal financial support for it. On February 14, 2007, FHWA and FTA issued the final regulations regarding metropolitan planning in response to SAFETEA-LU. This work program has been developed to comply with these regulations.

In 1994, the TPB developed and adopted the first financially-constrained Long Range Transportation Plan for the National Capital Region (CLRP). In July 1997, the first three-year update of the CLRP was approved by the TPB, the second update was approved in October 2000, and the third update was approved in December 2003. The fourth update was approved by the TPB in October 2006. On November 17, 2010, the TPB approved the fifth update.

The Environmental Protection Agency (EPA) issued regulations on November 24, 1993, followed with a succession of guidance documents, and on July 1, 2004 published the 8-hour ozone standard conformity guidance, which taken together provide criteria and procedures for determining air quality conformity of transportation plans, programs and projects funded or approved by the FHWA and FTA. These conformity requirements are addressed in this document. Under these regulations, the State Implementation Plans (SIP) for improving air quality for the region must be adopted by the states and submitted to EPA by specified dates.

The FY 2013 UPWP defined by this document details the planning activities to be accomplished between July 2012 and June 2013 to address the annual planning requirements such as preparing the Transportation Improvement Program, addressing federal environmental justice requirements, and assessing Air Quality Conformity. It describes the tasks required to meet approval dates for the region's SIPs, and outlines the activities for the subsequent years.

In addition, this document describes the integration of program activities and responsibilities of the TPB Technical Committee and its subcommittees for various

aspects of the work program. It provides an overview of the regional planning priorities and describes the major transportation planning and air quality planning studies being conducted throughout the region over the next two years.

During FY 2013, certain amendments may be necessary to reflect changes in planning priorities and inclusion of new planning projects. Under this task, Department of Transportation Planning (DTP) staff will identify and detail such amendments for consideration by the TPB as appropriate during the year.

In the second half of FY 2013, staff will prepare the FY 2014 UPWP. The document will incorporate suggestions from the federal funding agencies, state transportation agencies, transit operating agencies, local governments participating in TPB, and the public through the TPB's public involvement process. The new UPWP will be presented in outline to the TPB Technical Committee and the TPB in January 2013, as a draft to the Technical Committee in February and as a final document for adoption by the Technical Committee and the TPB in March 2013. The approved UPWP will be distributed to the TPB and the Technical Committee, and made available to the public on the TPB web site.

This task will also include the preparation of monthly progress reports for each of the state agencies administering the planning funding, and the preparation of all necessary federal grant submission materials.

| | |
|----------------|-------------------------------------------------------------------------------------------------------------------------------|
| Oversight: | Technical Committee |
| Cost Estimate: | \$70,700 |
| Products: | UPWP for FY 2014, amendments to FY 2013 UPWP, monthly progress reports and state invoice information, federal grant materials |
| Schedule: | Draft: February 2013 Final: March 2013 |

B. THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The Transportation Improvement Program (TIP) for the Metropolitan Washington Area is a six year program of highway, transit, bicycle and pedestrian, congestion mitigation/air quality, safety and transportation enhancement projects. The TIP will be updated every two years and amended as necessary between updates. Up-to-date information on project amendments and modifications in the TIP is available in the on-line TIP database. A printed TIP document will now be produced every two years. The TIP must be approved by the TPB and the governors of Maryland and Virginia and the mayor of the District of Columbia, and is required as a condition for all federal funding assistance for transportation improvements within the Washington Metropolitan Statistical Area.

TIP documentation describes major projects from the previous TIP that have been implemented and identifies significant delays in the implementation of major projects. The Program Development Process and Project Development Process sections of the TIP explain the TPB's actions during the project selection process, including:

- Reviewing project inputs for consistency with the Air Quality Conformity Analysis;
- Producing a financial summary of all funding sources proposed by an agency;
- Development of priority project lists by the Bicycle and Pedestrian, Freight, and Regional Bus Subcommittees, for inclusion on the TIP, and;
- TIGER, JARC and New Freedom project development.

Citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, freight shippers, users of public transit, and all other interested parties will be given an opportunity to review and comment on the FY 2013-2018 TIP and any subsequent amendments to the TIP as described under the TPB's public participation plan which was adopted in December 2007. To facilitate public review, project information from the TIP and CLRP will be made accessible through an online, searchable database. Visual representation of the projects will be enhanced with a GIS system for displaying projects. The database application for submitting TIP project data, CLRP projects, and air quality conformity data will continue to be improved to facilitate reviewing the TIP and CLRP information. Interactive means of sharing the information in the TIP and CLRP such as querying capabilities and specialized maps or graphs will be available. A brochure highlighting the CLRP/TIP projects and financial plan will be prepared.

The TIP Schedule and Project Selection

The FY 2013-2018 TIP and the 2012 CLRP are scheduled to be approved on July 18, 2012. The TIP will be prepared with the assistance of and in cooperation with the transportation implementing agencies in the region, including the state departments of transportation, the District of Columbia Department of Transportation, the National Park Service, the Washington Metropolitan Area Transit Authority (WMATA) and other public transit operators, and local government agencies.

Projects included in the TIP will be reviewed for consistency with the policies and facilities delineated in the adopted financially-constrained Long Range Transportation Plan (CLRP) for the region. Only projects or phases of projects that have full funding anticipated to be available within the time period contemplated for completion are included in the TIP. A financial plan will be prepared to demonstrate how the TIP can be implemented, and indicate the sources of public, private and innovative funding. This financial plan will be expanded with additional analysis and visual aids such as graphs and charts, online documentation and an accompanying summary brochure for the CLRP and TIP.

During the year administrative modifications and amendments will likely need to be made to the FY 2013-2018 TIP to revise funding information or reflect changes in priorities or the introduction of new project elements. Such modifications and amendments will follow the procedures adopted by the TPB on January 16, 2008.

In November 2012, the TPB will issue a call for projects document requesting project submissions for the 2013 CLRP. Amendments to the FY 2013-2018 TIP that accompany

updates to the 2013 CLRP will be prepared for review by the TPB Technical Committee, the TPB, and the public between January and June 2013.

Annual Listing of TIP Projects that Have Federal Funding Obligated

SAFETEA-LU requires 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, TPB will prepare a listing of projects for which federal funds have been obligated in FY 2012.

| | |
|----------------|--------------------------------------------------------------------------------------------|
| Oversight: | Technical Committee |
| Cost Estimate: | \$240,600 |
| Products: | FY 2013-2018 TIP Amendments and administrative modifications to the FY 2013-2018 TIP |
| Schedule: | July 2012 June 2013 |

C. CONSTRAINED LONG-RANGE TRANSPORTATION PLAN (CLRP)

The Financially Constrained Long-Range Transportation Plan (CLRP) must be updated every four years as required by the final SAFETEA-LU planning regulations issued February 14, 2007. The CLRP is updated annually with amendments that include new projects or adjust the phasing or other aspects of some of the projects or actions in the plan, or change specific projects as new information on them becomes available. The 2010 CLRP was the last major update of the plan and includes an expanded financial analysis of transportation revenues expected to be available. The planning horizon for CLRP extends to 2040.

The Transportation Vision which was adopted by the TPB in October 1998, contains a vision statement, long-range goals, objectives, and strategies to guide transportation planning and implementation in the region. It addresses the eight planning factors in SAFETEA-LU. The Vision is the TPB Policy Element of the CLRP. The CLRP website (www.mwcog.org/clrp) documents how the plan addresses the SAFETEA-LU planning factors as reflected by the goals of the TPB Vision. The goals from COG's Region Forward efforts are reflected in the TPB Vision, which includes a broader set of policy goals for transportation than Region Forward.

The CLRP will be documented in several ways and public materials will be provided during plan development and after plan approval. The CLRP website will be utilized to document the plan update by describing the development process, related planning activities, major projects, performance of the plan and how the public can get involved. The website also makes CLRP-related process and technical documentation readily

accessible. The TPB will continue to make the plan information more accessible and visual. Projects in the plan will be accessible through an online database that the public can easily search. Projects will be mapped using GIS where possible and displayed along with project descriptions and in an interactive map. These maps will also be used in printed media, such as the CLRP and TIP summary brochure. The TPB will also continue to improve the quality of public materials about the plan during its development and after approval so that the materials are more useful to a wide variety of audiences, using less technical jargon and more "public friendly" language.

The 2012 CLRP

In October 2011, the TPB issued a "Call for Projects" document requesting projects, programs or strategies for inclusion in the 2012 CLRP. Project updates were due in December 2011. Materials describing the draft 2012 CLRP were developed in the spring of 2012, including maps, major project descriptions, and analysis from the previous year's CLRP.

Documentation of the plan will include an analysis of how the plan performs in regard to transit and auto trips made, vehicle miles of travel, lane miles of congestion and accessibility to jobs. The performance analysis is done after every CLRP update and is documented on the CLRP website. The analysis will be used to describe how the CLRP performs based on regional goals and federal planning factors and will also examine connectivity between the Regional Activity Centers. The CLRP will also be evaluated to see if low-income and minority populations are disproportionately impacted by adverse effects of the plan with new demographic data from the 2010 Census. The development of the 2012 CLRP will include two opportunities for the public to comment on the Plan.

In June 2012, the 2012 CLRP will be released for a final public comment period and the accompanying air quality conformity analysis. The TPB is scheduled to adopt the 2012 CLRP in July 2012.

The 2013 CLRP

In October 2012, the TPB will issue its "Call for Projects" document again requesting new and updated information on projects, programs and strategies to be included in the 2013 CLRP. Draft materials describing the CLRP will be prepared for review by the TPB Technical Committee, the TPB and the public between December and June 2013. The TPB is scheduled to adopt the 2013 CLRP in July 2013.

Environmental Consultation

During the development of the CLRP the TPB consults with federal, state and local agencies responsible for natural resources, airport operations, freight movements, environmental protection, conservation and historic preservation in the District of Columbia, Maryland and Virginia. To build on these consultation efforts, potential additional products and coordination will be researched on how to best facilitate the further integration of natural resource, land use, historic and cultural resource considerations into the long-range transportation planning process.

One or more half-day forums for environmental and transportation planning coordination will be conducted with representatives from Environmental Resource agencies, State and D.C. Departments of Transportation (DOT's), local transportation agencies, jurisdictional land use planning agencies, and historic and cultural resource agencies. The purpose of the forum is to identify what products and outcomes would be the most useful to facilitate the further integration of natural resource, land use, historic and cultural resource considerations into the long-range transportation planning process. Work will continue to update the regional natural and historic resource maps, which include areas for potential restoration that can be used to guide advanced mitigation efforts. New and/or innovative mitigation strategies will be researched and presented to DOT's and environmental resource agencies highlighting best practices in the region and beyond.

Climate Change Adaptation

The environmental consultation activities described above also provide an opportunity to engage environmental and transportation agencies on the topic of climate change adaptation. Local, state and national practices will be monitored for potential applicability to the region.

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| Cost Estimate: | \$588,400 |
| Products: | Documentation of the 2012 CLRP and draft 2013 CLRP on website with interactive maps, searchable database, accompanying summary brochure, other printed materials |
| Schedule: | 2012 CLRP Documentation – October 2012 Draft 2013 CLRP – June 2013 Environmental mitigation toolkit- June 2012 |

D. FINANCIAL PLAN

As required under federal planning regulations, both the TIP and the CLRP must have a financial plan that demonstrates how they can be implemented and show the sources of funding expected to be made available to carry them out. A new financial analysis by the consultant for the 2010 CLRP was completed in October 2010, including new federal and state revenue projections, revised cost estimates for new system expansion projects, and revised cost estimates for system maintenance and rehabilitation. All revenue and cost estimates are in year of expenditure dollars as well as constant dollars through 2040. The financial plan will be updated by the implementing agencies as they prepare the inputs for the 2013 CLRP.

In early Spring 2013, a new financial analysis for the 2014 CLRP Update will be initiated. To be conducted by a consultant in close cooperation with the state and local implementing agencies, this analysis will be partially funded in FY 2014 and completed by February 2014.

The Transportation Improvement Program

A financial plan for the FY 2013-2018 TIP amendments will be prepared. Since federal funding is apportioned to states, financial summaries for all TIP projects from agencies in the District of Columbia, Maryland and Virginia as well as WMATA and other transit agencies will be prepared. All projects submitted by these agencies will be grouped by the proposed federal funding categories under Surface Transportation (Title I) and Transit (Title III).

The funds programmed in the TIP for each state by federal program category will be compared with the information provided by the states and transit operators on the estimated available Federal and State funds for the program period. The funds programmed in the TIP for each state by federal program category in the first and second years will be compared with the trends of the annual funding programmed in previous TIPs and with the funding reported in the annual listings of TIP projects that have federal funding obligated. Comparisons that indicate significant changes from past trends will be reviewed with the implementing agency to clarify the change. Implementing agencies will ensure that only projects for which construction and operating funds can reasonably be expected to be available will be included in the TIP. In the case of new funding sources, strategies for ensuring their availability will be identified by the implementing agency and included in the TIP. The product will be a financial summary that focuses on the first two years of the six-year period of the TIP, and it will be incorporated as a main section of the TIP for review by the public and approval by the Technical Committee and the TPB. The TIP will also summarize funding that the implementing agencies have programmed specifically for bicycle and pedestrian projects and identify projects that include bicycle and/or pedestrian accommodations.

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| Oversight: | Technical Committee |
| Cost Estimate: | \$64,000 |
| Products: | Financial summaries for the FY 2013-2018 TIP amendments and inputs for the draft 2013 CLRP |
| Schedule: | On-going as TIP amendments are submitted |

E. PUBLIC PARTICIPATION

The majority of the TPB's public participation activities in FY2013 will focus on the development of the Regional Transportation Priorities Plan. The TPB's Participation Plan, which was adopted in December 2007, will continue to guide all the TPB's public involvement activities.

Work activities include:

- Provide public outreach support for the development of the new Regional Transportation Priorities Plan. Through a variety of public outreach activities,

citizens will discuss the benefits, desirability and feasibility of potential projects and plan components. This public involvement process will incorporate the following features:

- Use a variety of tools and media, ranging from social media to public forums. The TPB will consider using innovative visualization techniques to allow the public to better understand the concepts under consideration.
 - Reach out to a variety of constituencies, including community leaders and ordinary citizens not normally involved in the TPB process, as well as citizen partners such as members of the Citizen Advisory Committee and Access for All Advisory Committee.
 - Ensure public involvement is woven into the entire process for developing the Priorities Plan, especially at key milestones in the plan's development.
- Outreach for the new Regional Transportation Priorities Plan, will include, but will not be restricted to, the following activities and approaches:
 - The TPB will convene at least one large meeting of stakeholders in the TPB process, including TPB members, the CAC, AFA and Technical Committee.
 - The TPB will seek to engage the public by participating in community events and attending community meetings. The outreach for the priorities plan will seek to connect regional transportation issues with broader interests of affected communities.
 - Staff will use a variety of media to inform citizens about key milestones and activities, including public input opportunities for the new Regional Transportation Priorities Plan.
 - As, appropriate, develop and conduct workshops or events – or participate in events organized by other parties -- to engage the public and community leaders on key regional transportation issues, including challenges reflected in the CLRP and TIP.
 - Ensure that the TPB's website, publications and official documents are timely, thorough and user-friendly.
 - Develop new materials, tools and visualization techniques to better explain to the public how the planning process works at the local, regional and state levels.
 - Continue the development of an online clearinghouse with information on public involvement activities among its member jurisdictions. Drawing from the TPB Citizens guide, this clearinghouse will provide an explanation of how decisions are made at the state, local and regional and will provide information and links regarding various planning activities that effect the decisions that are reflected in the Constrained Long-Range

Plan. In developing this clearinghouse, TPB staff will coordinate with public information officers from its member jurisdictions.

- Conduct at least one session of the Community Leadership Institute, a two-day workshop designed to help community activists learn how to get more actively involved in transportation decision making in the Washington region.
- Provide staff support for the TPB Citizens Advisory Committee (CAC), including organizing monthly meetings and outreach sessions, and drafting written materials for the committee.
- Effective use of technology will include, but will not be restricted to, the following methods:
 - Conduct webinars and use other web-based tools, as appropriate, to share information among stakeholders and the public.
 - Use social media, develop a blog or use some other form of web communication to provide information to the public about regional transportation issues and engage the public in a dialogue about key topics.
- Provide staff support for the TPB Access For All Advisory (AFA) Committee that includes leaders of low-income, minority and disabled community groups.
- Prepare AFA Committee memo to the TPB with comments on the CLRP related to projects, programs, services and issues that are important to community groups, such as providing better transit information for limited English speaking populations, improved transit services for people with disabilities, pedestrian and bike access and safety, and potential impacts of transit-oriented development and gentrification.
- Continue to implement public involvement procedures, including public comment sessions at the beginning of each TPB meeting and official public comment periods prior to the adoption of key TPB documents. Refine such procedures, as appropriate.
- Identify and implement methods for regular evaluation of the TPB's public involvement activities.
- Support implementation of other aspects of the TPB Participation Plan, not explicitly described above.

Oversight: Transportation Planning Board

Cost Estimate: \$421,900

Products: TPB Participation Plan with a proactive public involvement process; CAC and AFA Committee Reports

Schedule: On-going, with forums and meetings linked to preparation of CLRP and TIP

F. PRIVATE ENTERPRISE PARTICIPATION

In June 1987, the TPB adopted its Private Enterprise Participation Policy and Procedures designed to afford maximum opportunity to private providers to participate in the development and provision of mass transportation services in the region. In April 1994, the Federal Transit Administration (FTA) rescinded its private participation guidance and changed the federal requirements regarding private enterprise participation. During FY 1995, the TPB reviewed its policy and revised it in light of the new requirements. Under this task, DTP staff will conduct the activities as specified in the policy adopted on July 19, 1995 by the TPB.

The following activities are anticipated:

- The procedures for involving private transportation providers in urban mass transportation and the activities accomplished will be documented as a section of the Transportation Improvement Program (TIP).
- To facilitate early consultation, TPB will conduct an annual forum for key transit staff from the local jurisdictions and WMATA to meet with interested private providers to discuss in general terms their plans for major bus service changes and expansions.
- Private transit providers will be afforded the opportunity to present their views on the CLRP, the TIP, and the Unified Planning Work Program while these documents are in a draft stage.
- Support will be provided to the Private Providers Task Force. This group will be the vehicle through which the above tasks are accomplished, and will advise the TPB of the private provider perspective on transit service through its chairman, who is a non-voting member of the TPB. Minutes will be prepared for Task Force meetings, as well as other documentation as required.
- Through their representation on the TPB, private transit and taxicab providers will be encouraged to contribute to the shaping of policies and strategies for the CLRP that promote effective, competitive provision of transit services, particularly in growing suburban areas and activity centers.
- In July 2007, the TPB established the Taxicab Regulators Task Force to: 1) encourage close cooperation and sharing of information between municipal and county taxicab regulators in the National Capital region and to work to resolve common problems and 2) explore the possibility of developing standards to improve

the quality of service for taxicab customers in their respective jurisdictions. TPB staff will support the task force meetings which are scheduled every quarter.

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| Oversight: | Transportation Planning Board |
| Cost Estimate: | \$18,300 |
| Product: | Documentation on Private Provider Involvement |
| Schedule: | Annual Transit Forum - May 2013 Draft in TIP – June 2013 |

G. TPB ANNUAL REPORT AND TPB NEWS

TPB staff annually produces *The Region* magazine, which provides a non-technical review and analysis of transportation issues in the Washington region. Elected officials and citizens are the primary target audience of this magazine, which has an annual circulation of approximately 1,100 and is distributed throughout the year as the TPB's flagship publication.

The TPB News is produced monthly to provide a timely update on the activities of the TPB, including decisions made at the TPB's monthly meeting. The TPB News has a circulation of approximately 1,100 paper copies, and an electronic distribution of approximately 500.

In January 2012, the TPB launched the new TPB Weekly Report, which is a web-based newsletter featuring a short article every week on a single topic of interest in regional transportation. This publication is distributed electronically, including notifications through social media sites, such as Twitter and Facebook.

- The new issue of *The Region* will describe the main activities completed in 2012.
- Produce the monthly newsletter *TPB News*.
- Write and distribute the *TPB Weekly Report*,

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| Oversight: | Transportation Planning Board |
| Cost Estimate: | \$80,100 |
| Products: | <i>Region</i> magazine and <i>TPB News</i> |
| Schedule: | June 2013 |

H. TRANSPORTATION/LAND USE CONNECTION (TLC) PROGRAM

The TLC Program provides support to local governments in the Metropolitan Washington region as they work to improve transportation/ land use coordination at the community level. Through the program, the TPB provides its jurisdictions with consultant-provided, short-term technical assistance to catalyze or enhance planning efforts. Begun as a pilot in November 2006, the program also provides a clearinghouse to document national best practices, as well as local and state experiences with land use and transportation coordination. By the end of FY2012, 56 TLC technical assistance projects will have been completed. These projects cover a range of subjects, including promoting “complete streets” improvements to ensure pedestrian and bicycle access to transit, identifying transportation and public realm improvements to facilitate transit-oriented development, and offering recommended changes in local government policies on issues such as urban road standards or parking policies.

The following activities are proposed for FY 2013:

- Maintain and update the TLC Regional Clearinghouse and website
- Fund at least four technical assistance planning projects at a level between \$20,000 and \$60,000 each.
- Fund one pilot technical assistance project at up to \$80,000 to complete preliminary engineering and conceptual design work, enabling one previous TLC technical assistance planning project or other member jurisdiction planning project to move towards construction-readiness.
- Develop tools and activities to facilitate regional learning about TLC issues among TPB member jurisdictions through the Regional Peer Exchange Network. Organize at least one regional meeting to facilitate an exchange of information about lessons learned from past TLC projects.
- Identify recommended implementation action steps in each planning project report, such as further study needs, more stakeholder collaboration, suggested land use or local policy changes, and transportation investment opportunities and priorities.
- Provide staff support for TLC Technical Assistance Projects to be conducted as part of the MDOT Technical Assistance Program and for other projects where additional funding is provided by state or local agencies.

Oversight: TPB Technical Committee

Cost Estimate: \$395,000

Products: Updated web-based clearinghouse, technical assistance provided by consultant teams to six localities, and implementation toolkit.

Schedule: Technical assistance: September 2012-June 2013

I. DTP MANAGEMENT

This activity includes all department-wide management activities not attributable to specific project tasks in the DTP work program. Examples include the following:

- Supervision of the preparation, negotiation, and approval of the annual work program and budget, involving the State Transportation Agencies, the Technical Committee, the Steering Committee, and the TPB.
- Day-to-day monitoring of all work program activities and expenditures by task.
- Day-to-day management and allocation of all staff and financial resources to insure that tasks are completed on schedule and within budget.
- Preparation for and participation in regular meetings of the TPB, the Steering Committee, the Technical Committee, and the State Technical Working Group.
- Attendance at meetings of other agencies whose programs and activities relate to and impact the TPB work program, such as local government departments.
- Response to periodic requests from TPB members, federal agencies, Congressional offices, media, and others for information or data of a general transportation nature.
- Review of transportation proposals of regional importance submitted to TPB through the intergovernmental review process. Where significant regional impacts are likely, staff will obtain Technical Committee and Board review and approval of comments prepared.

In addition to salaries, nominal amounts are utilized for travel related to non project specific meetings attended by the senior staff, data processing for financial monitoring and analysis, and conferences such as FTA and FHWA seminars on federal regulations and financial management. These activities represent three to four percent of the total amount allocated for DTP Management.

Oversight: Transportation Planning Board

Cost Estimate: \$452,100

Products: Materials for the meetings of the TPB, the Steering Committee, the Technical Committee, and the State Technical Working Group; responses to information requests from elected officials, federal agencies and media; and participation in external meetings related to TPB work program.

Schedule: Ongoing throughout the year

2. COORDINATION AND PROGRAMS

A. CONGESTION MANAGEMENT PROCESS (CMP)

The regional Congestion Management Process (CMP) is a federally required component of the metropolitan transportation planning process. The CMP is to address the systematic management of traffic congestion and provision of information on transportation system performance. No single occupant vehicle (SOV) capacity expanding project can receive federal funds unless it is part of the regional CMP.

The CMP includes information from regional Travel Monitoring programs (see Section 5 of the UPWP) addressing recurring congestion, as well as information on non-recurring congestion as examined in the Management, Operations, and Intelligent Transportation Systems (MOITS) program (see also Task 2.B. below). Additionally, this task includes analysis of transportation systems condition data archives from private sector sources. A major source of this information is the speed data archive from the I-95 Corridor Coalition/INRIX, Inc. Vehicle Probe Project. As an affiliate member of the I-95 Corridor Coalition, TPB has gratis access to data archives on certain roadways in the region covered under the Coalition's Vehicle Probe Project. TPB also has gratis access to data from supplementary, expanded roadway coverage beyond the limited Coalition coverage, funded by the Maryland and Virginia Departments of Transportation.

The CMP also considers strategies that address congestion. Information from transportation strategy analysis from the Air Quality Conformity program (see also Task 3.A.) is examined. Demand management strategies considered and implemented through the regional Commuter Connections Program (see www.commuterconnections.org) are important CMP components. Systems management, operations, and engineering strategies are examined in conjunction with the MOITS program.

Under this work task, TPB will compile information and undertake analysis for development on four major aspects of the regional CMP:

- Undertake activities to address the federal requirement for a regional Congestion Management Process component of the metropolitan transportation planning process.
- Include information from regional Travel Monitoring programs (see Section 5 of the UPWP) addressing congestion and reliability, as well as information on non-recurring congestion as examined in the Management, Operations, and Intelligent Transportation Systems (MOITS) program (see also Task 2.B.).
- Identify and assess strategies that address congestion, in coordination with MOITS, the Metropolitan Area Transportation Operations Coordination Program (see also Task 2.1), the Air Quality Conformity program (see also Task 3.A.), and the regional Commuter Connections Program (see www.commuterconnections.org).
- Analyze transportation systems condition data archives from private sector

sources, especially the speed data archive from the I-95 Corridor Coalition/INRIX, Inc. Vehicle Probe Project.

- Compile information and undertake analysis for development on four major aspects of the regional CMP:
 - CMP Components of the Constrained Long-Range Plan (CLRP), portions of the CLRP that specifically address CMP and its subtopics, in the form of interlinked web pages of the on-line CLRP, to be updated in conjunction with major updates of the CLRP;
 - CMP Documentation Form Information addresses federally-required CMP considerations associated with individual major projects, to be included with overall project information submitted by implementing agencies to the annual Call for Projects for the CLRP and Transportation Improvement Program (TIP) (see also Task 1.C), and incorporated into the regional CMP; and
 - National Capital Region Congestion Report, released quarterly on the TPB website, reviewing recent information on congestion and reliability on the region's transportation system and featured CMP strategies, with a "dashboard" of key performance indicators.

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

Cost Estimate: \$205,000

Products: Updated CMP portions of the CLRP; CMP Documentation Form; National Capital Region Congestion Report; summaries, outreach materials, and white paper(s) on technical issues as needed; supporting data sets

Schedule: Monthly

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

Under this work task, TPB will provide opportunities for coordination and collaborative enhancement of transportation technology and operations in the region, advised by its Management, Operations, and Intelligent Transportation Systems (MOITS) Policy Task Force and MOITS Technical Subcommittee. A key focus of MOITS planning is the region's non-recurring congestion, due to incidents or other day-to-day factors. A MOITS Strategic Plan was completed in FY2010 and provided updated guidance and direction to the program. The MOITS program includes planning activities to support the following major topics:

- ITS Data: The collection/compilation, processing, warehousing, and sharing of transportation systems usage and condition data from Intelligent Transportation Systems (ITS) sources.
- Regional Transportation Management: Particularly in conjunction with the Metropolitan Area Transportation Operations Coordination (MATOC) Program (see also Task 2.I.); follow up on MOITS-related recommendations of the COG Incident Management and Response Action Plan developed in response to the disruptive January 26, 2011 snow storm.
- Multi-modal Coordination: Examination of traffic and transit management interactions in daily operations.
- Coordination of day-to-day transportation operations planning with emergency preparedness in conjunction with the COG Regional Emergency Support Function 1 – Emergency Transportation Committee (see also Task 2.C.).
- Traveler Information: Real-time traveler information made available to the public.
- Congestion Management Process: Technology and operations strategies to address non-recurring congestion aspects of the regional Congestion Management Process (see also Task 2.A.).
- Maintenance and Construction Coordination: Regional sharing of available maintenance and construction information for coordination purposes.
- Intelligent Transportation Systems (ITS) Architecture: Maintain the regional ITS architecture in accordance with federal law and regulations; support the MOITS ITS Architecture Subcommittee.
- Traffic Signals: Assist member agencies in the exchange and coordination of inter-jurisdictional traffic signal operations information and activities; support the MOITS Traffic Signals Subcommittee.
- Climate Change Adaptation: Monitor local and national practices regarding transportation operational procedures to adapt to climate change effects. Review the COG Regional Climate Adaption Plan to identify transportation operations-related climate change adaptation activities for the region's transportation agencies to consider.
- MOITS Strategies: Analysis of strategies designed to reduce congestion, reduce emissions, and/or better utilize the existing transportation system.
- Member Agency Activities: Work as needed with the MOITS activities of the state and D.C. departments of transportation, the Washington Metropolitan Area Transit Authority, and other member agencies.
- Coordinate with supra-regional management and operations activities of the Federal Highway Administration, the I-95 Corridor Coalition, and other relevant stakeholders.
- Provide staff support to the MOITS Policy Task Force, MOITS Technical Subcommittee, MOITS Regional ITS Architecture Subcommittee, and MOITS Traffic Signals Subcommittee.

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| Oversight: | Management, Operations, and Intelligent Transportation Systems (MOITS) Technical Subcommittee |
| Cost Estimate: | \$340,300 |
| Products: | Agendas, minutes, summaries, outreach materials as needed; white paper(s) on technical issues as needed; revised regional ITS architecture; MOITS input to the CLRP as necessary; review and advice to MOITS planning activities around the region |
| Schedule: | Monthly |
| Schedule: | Monthly |

C. TRANSPORTATION EMERGENCY PREPAREDNESS PLANNING

Under this work task, TPB will provide support and coordination for the transportation sector's role in overall regional emergency preparedness planning, in conjunction with the Metropolitan Washington Council of Governments (COG) Board of Directors, the National Capital Region Emergency Preparedness Council, and other COG public safety committees and efforts. This task is the transportation planning component of a much larger regional emergency preparedness planning program primarily funded outside the UPWP by U.S. Department of Homeland Security and COG local funding. Here specialized needs for transportation sector involvement in Homeland Security-directed preparedness activities will be addressed. Efforts are advised by a Regional Emergency Support Function #1 - Transportation Committee in the COG public safety committee structure, with additional liaison and coordination with the TPB's Management, Operations, and Intelligent Transportation Systems (MOITS) Policy Task Force and MOITS Technical Subcommittee. Major topics to be addressed include the following:

- Liaison and coordination between emergency management and TPB, MOITS, and other transportation planning and operations activities.
- Planning for the role of transportation as a support agency to emergency management in catastrophic or declared emergencies, including:
 - Emergency coordination and response planning through the emergency management and Homeland Security Urban Area Security Initiative (UASI) processes
 - Emergency communications, technical interoperability, and capabilities
 - Public outreach for emergency preparedness
 - Coordination with regional critical infrastructure protection and related security planning
 - Emergency preparedness training and exercises

- Conformance with U.S. Department of Homeland Security (DHS) directives and requirements
- Applications for and management of UASI and other federal Homeland Security funding.

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

Cost Estimate: \$75,400

Products: Agendas, minutes, summaries, outreach materials as needed; white paper(s) on technical issues as needed; regular briefings and reports to TPB and MOITS as necessary; materials responding to DHS and UASI requirements

Schedule: Monthly

D. TRANSPORTATION SAFETY PLANNING

The Washington metropolitan area is a diverse and rapidly growing region, a major tourist destination, and a gateway for immigrants from all over the world. Growth has meant more people driving more miles and more people walking, especially in inner suburban areas where pedestrians were not common in years past. These and other factors, along with heightened awareness of the safety problem, have demonstrated the need for the regional transportation safety planning program.

Under this work task, TPB will provide opportunities for consideration, coordination, and collaboration planning for safety aspects of the region's transportation systems. Safety planning will be in coordination with the State Strategic Highway Safety Plan efforts of the District of Columbia, Maryland, and Virginia, as well as other state, regional, and local efforts. Coordination will be maintained with the regional Street Smart pedestrian and bicycle safety outreach campaign. Major topics to be addressed in the Transportation Safety Planning task include the following:

- Support of the Transportation Safety Subcommittee.
- Safety data compilation and analysis; follow up on recommendations from the regional transportation safety data analysis tool scoping study completed in FY2011.
- Coordination on metropolitan transportation planning aspects of state, regional, and local safety efforts, and with transportation safety stakeholders.
- Coordination with other TPB committees on the integration of safety considerations.
- Maintenance of the safety element of region's long-range transportation plan.

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| Oversight: | Transportation Safety Subcommittee |
| Cost Estimate: | \$125,000 |
| Products: | Safety element of the CLRP; summaries, outreach materials, and white paper(s) on technical issues as needed. |
| Schedule: | Quarterly |

E. BICYCLE AND PEDESTRIAN PLANNING

Under this work task, TPB will provide opportunities for consideration, coordination, and collaborative enhancement of planning for pedestrian and bicycle safety, facilities, and activities in the region, advised by its Bicycle and Pedestrian Subcommittee. An updated Regional Bicycle and Pedestrian Plan was completed in FY2010, and provides guidance for continued regional planning activities. Major topics to be addressed include the following:

- Advise the TPB, TPB Technical Committee, and other TPB committees on bicycle and pedestrian considerations in overall regional transportation planning.
- Maintain the Regional Bicycle and Pedestrian Plan and supporting Bicycle and Pedestrian Plan database on the TPB Web site for member agency and public access.
- Provide the TPB an annual report on progress on implementing projects from the Regional Bicycle and Pedestrian Plan. Provide the public with information on the status of bicycle and pedestrian facilities planning and construction in the Washington region.
- Compile bicycle and pedestrian project recommendations for the Transportation Improvement Program (TIP).
- Coordinate with the annual "Street Smart" regional pedestrian and bicycle safety public outreach campaign (Street Smart is supported by funding outside the UPWP).
- Advise on the implementation and potential expansion of the regional bikesharing system and associated marketing materials.
- Examine regional bicycle and pedestrian safety issues, their relationship with overall transportation safety, and ensure their consideration in the overall metropolitan transportation planning process, in coordination with task 2.D above.
- Examine bicycle and pedestrian systems usage data needs for bicycle and pedestrian planning, and ensure their consideration in the overall metropolitan transportation planning process.

- Coordinate and host one or more regional bicycle and pedestrian planning or design training, outreach, or professional development opportunities for member agency staffs or other stakeholders.
- Provide staff support to the Bicycle and Pedestrian Subcommittee, supporting the regional forum for coordination and information exchange among member agency bicycle and pedestrian planning staffs and other stakeholders.

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| Oversight: | Regional Bicycle and Pedestrian Subcommittee |
| Cost Estimate: | \$108,700 |
| Products: | Compilation of bicycle and pedestrian facilities for the TIP; maintenance of the regional bicycle and pedestrian plan on the TPB Web Site; one or more regional outreach workshops; Subcommittee minutes, agendas, and supporting materials; white papers or other research and advisory materials as necessary |
| Schedule: | Bimonthly |

F. REGIONAL BUS PLANNING

This work activity will provide support to the Regional Bus Subcommittee for the coordination of bus planning throughout the Washington region, and for incorporating regional bus plans into the CLRP and TIP. The Regional Bus Subcommittee is a forum for local and commuter bus, rail transit, and commuter rail operators and other agencies involved in bus operation and connecting transit services. The Subcommittee focuses on bus planning as well as regional transit issues, such as data sharing and technical projects.

The major topics to be addressed in FY 2013 include the following:

- Continued development of a priority list of regional projects to improve bus transit services, which will assist in informing the Regional Transportation Priorities Plan (RTPP) and potential federal grant opportunities.
- Development and publication of useful operations, customer, and financial data on regional bus services for TPB and public utilization, including an update of the 2008 *Moving Forward: Status of the Bus Systems of the National Capital Region* brochure.
- Coordination and evaluation of CLRP and TIP proposals and amendments with regard to bus transit service plan implementation.
- Provide technical advice and input regarding regional transportation and land use coordination, including the development of transit assumptions for TPB planning studies.

- Facilitation of technology transfer and information sharing as it relates to regional, state and local bus transit services, including for Bus Rapid Transit (BRT), projects, the TPB's TIGER project for Priority Bus Transit in the National Capital Region, other bus projects, customer information, and other common issues.
- Coordination with other regional committees regarding bus transit participation in planning and training activities, including but not limited to the Regional Emergency Support Function (RESF) #1 at COG, and the associated regional transit operators group (RTOG).
- Coordination with the TPB Management, Operations, and Intelligent Transportation Systems (MOITS) Policy Task Force and MOITS Technical Subcommittee regarding integrated planning for bus services and street operations.
- Coordination with the TPB Access for All (AFA) Committee to enhance regional mobility for all populations.

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| Oversight: | Regional Bus Subcommittee |
| Cost Estimate: | \$100,000 |
| Products: | Data compilation, reports on technical issues, and outreach materials |
| Schedule: | Monthly |

G. HUMAN SERVICE TRANSPORTATION COORDINATION

In 2009 the TPB adopted an Update to the Coordinated Human Service Transportation Plan for the National Capital Region ("Coordinated Plan"). A Coordinated Plan is required under the final USDOT planning regulations to guide funding decisions for the following three Federal Transit Administration (FTA) programs: 1) Formula Program for Elderly Persons and Persons with Disabilities (Section 5310); 2) Job Access and Reverse Commute for Low Income Individuals (JARC, Section 5316); and 3) New Freedom Program for Persons with Disabilities (Section 5317). The Coordinated Plan describes existing transportation services, unmet transportation needs, strategies to address those needs and priorities for implementation to better serve persons with disabilities, those with limited incomes and older adults. The Coordinated Plan also establishes selection criteria for the competitive selection of JARC and New Freedom projects. The final regulations also require that the CLRP and TIP shall consider the design and delivery of non-emergency transportation services. The TPB became the designated recipient of the FTA's JARC and New Freedom programs in 2006 for the Washington DC-VA-MD Urbanized Area; each program provides approximately \$1 million in Federal funds annually to the Washington region. The goals of these programs are to improve transportation services for low-income individuals and people with disabilities.

The TPB established the Human Service Transportation Coordination Task Force (“Task Force”) to develop and help implement the Coordinated Plan which must guide annual JARC and New Freedom project selections. The Task Force is comprised of human service and transportation agency representatives from each TPB jurisdiction as well as consumers and private providers. Each year, the Task Force establishes priorities for the annual solicitations and assists with outreach.

Proposed work activities include:

Support the activities of the TPB Human Service Transportation Coordination Task Force which will oversee the following work activities;

- Review and implement the recommendations from the report “Assessment of Job Access Reverse Commute (JARC) and New Freedom Programs in the National Capital Region”, conducted by Nelson/Nygaard Consulting Associations, Inc., January 2012;
- Develop priority projects in preparation for the 2014 solicitation for JARC and New Freedom grants and identify potential project sponsors;
- Coordinate special meetings on issues such as Medicaid transportation, low-income transportation needs or MetroAccess as requested; and
- Coordinate the activities of the coordination task force with the TPB Access For All Advisory Committee and the Private Providers Task Force.

Oversight: Transportation Planning Board

Cost Estimate: \$114,800

Products: Potential project priorities in preparation for the 2014 JARC and New Freedom Solicitation

Schedule: June 2013

H. FREIGHT PLANNING

Under this work task, TPB will provide opportunities for consideration, coordination, and collaborative enhancement of planning for freight movement, safety, facilities, and activities in the region. An updated Regional Freight Plan was completed in FY2010, and provides guidance for continued regional planning activities. Major topics to be addressed include the following:

- Support the Regional Freight Subcommittee.

- Maintain the Regional Freight Plan and supporting information on the TPB Web site for member agency and public access.
- Ensure consideration of freight planning issues in overall metropolitan transportation planning, including:
 - Work proactively with the private sector for consideration of private sector freight issues. Identify topics of interest to private sector, often competing trucking and freight stakeholders.
 - Continue following up on recommendations from the Regional Freight Forum held in FY2011.
 - Advise the TPB and other committees in general on regional freight planning considerations for overall metropolitan transportation planning.
 - Coordinate with federal, state, and local freight planning activities.
 - Analyze available freight movement data for the region.
 - Coordinate with TPB travel monitoring and forecasting activities on freight considerations.
 - Examine truck safety issues.
 - Develop ongoing freight component input to the Constrained Long Range Plan (CLRP).
 - Keep abreast of regional, state, and national freight planning issues.
 - Undertake data compilation and analysis on freight movement and freight facilities in the region.
 - Undertake freight stakeholder outreach with representatives of the freight community, including carriers, shippers, and other stakeholders, to gain their input on regional freight movement, safety and other issues and to gauge their interest in state and MPO planning and programming processes.
 - Publish a periodic e-newsletter on regional freight planning issues.

Oversight: TPB Freight Subcommittee

Cost Estimate: \$150,000

Products: Data compilation and outreach materials as needed; white paper(s) on technical issues as needed; structured interviews and summarized results

Schedule: Bimonthly

I. METROPOLITAN AREA TRANSPORTATION OPERATIONS COORDINATION PROGRAM PLANNING

Under this work task, TPB will provide planning support for the Metropolitan Area Transportation Operations Coordination (MATOC) Program, in conjunction with the MATOC Steering Committee, subcommittees, and partner agencies. This task is the metropolitan transportation planning component of a larger set of MATOC Program activities, including operational and implementation activities, funded outside the UPWP. The Metropolitan Area Transportation Operations Coordination (MATOC) Program's mission is to provide situational awareness of transportation operations in the National Capital Region (NCR) through the communication of consistent and reliable information, especially during incidents. MATOC's information sharing is undertaken in large part through the Regional Integrated Transportation Information System (RITIS). RITIS is an automated system that compiles, formats, and shares real-time traffic and transit data among the region's transportation agencies. RITIS was developed on behalf of the region by the Center for Advanced Transportation Technology Laboratory at the University of Maryland. Data provided through RITIS is in daily use by the region's major transportation operations centers.

As a complement to the externally-funded operations activities of MATOC, this UPWP task is to provide ongoing TPB staff planning assistance to the MATOC Program, as a part of the TPB's metropolitan transportation planning activities. Planning activities under this task include:

- **Committee Support:** Provide administrative support of MATOC Steering Committee and subcommittee meetings, including preparation of agendas and summaries and tracking of action items.
- **TPB Reports:** Provide regular briefings to the TPB on MATOC Program progress.
- **TPB Staff Participation:** Provide input and advice to the MATOC Information Systems Subcommittee and Operations Subcommittee; coordinate as necessary with the Management, Operations, and Intelligent Transportation Systems (MOITS) Technical Subcommittee.
- **Outreach:** Coordinate the work of MATOC with other organizations, for example, with public safety or emergency management groups and media representatives; prepare articles, presentations and brochures to convey MATOC concepts, plans, and accomplishments. Also coordinate with the COG Regional Emergency Support Function # 1 - Emergency Transportation Committee.
- **Implementation Planning:** Prepare implementation plans describing the work required to reach defined stages of MATOC operating capability, including expert input from MATOC subcommittees.
- **Financial and Legal Analysis:** Support discussion of the identification of funding sources, estimation of funding needs, as well as preparation of legal agreement materials that provide for the long term sustainability of MATOC.
- **Performance Measurement:** Support MATOC committee discussions of assessing progress against MATOC's defined goals and objectives.

- Risk Management: Identify and monitor major risks to progress and identify actions to be taken in order to avoid incurring risks or mitigating their consequences.
- Supporting Materials: Develop supporting or informational materials for the above activities as necessary.

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| Oversight: | MATOC Steering Committee; MOITS Technical Subcommittee |
| Cost Estimate: | \$120,000 |
| Products: | Agendas, minutes, summaries, and outreach materials as needed; white paper(s) on technical issues as needed; regular briefings and reports to the TPB, MATOC committees, and the MOITS Policy Task Force and Technical Subcommittee. |
| Schedule: | Monthly |

3. FORECASTING APPLICATIONS

A. AIR QUALITY CONFORMITY

The objective of this work activity is to ensure that TPB plans, programs and projects meet air quality requirements. The 1990 Clean Air Act Amendments require that detailed systems level detailed technical analyses are conducted to assess air quality conformity of transportation plans and programs. Procedures and definitions for the analyses were originally issued as EPA regulations in the November 24, 1993 *Federal Register*, and subsequently amended and issued, most recently in a March 2010 EPA publication. In addition, federal guidance has also been published at various times by the EPA, FHWA and FTA.

The 2012 Constrained Long Range Plan (CLRP) and FY2013-18 Transportation Improvement Program (TIP) will address ozone, wintertime carbon monoxide, and fine particles (particulate matter, PM_{2.5}) requirements, including differing geographical boundaries, inventory time periods, and evaluation criteria by pollutant. The schedule for adoption of the updated plan and TIP calls for most of the work to be completed in FY2012. As the Public Comment Period extends beyond the end of FY2012 and into the start of FY2013, it is anticipated that the final stages of the plan development consisting of incorporation of the public comments, development of the final report, adoption by the TPB and subsequent transmittals will take place in July 2012. Upon adoption of the 2012 CLRP, a new Air Quality Conformity cycle will begin for the 2013 CLRP and FY2013-18 TIP, which will run throughout FY2013.

The interagency and public consultation procedures of TPB are based on the November 24, 1993 EPA regulations, which were adopted by TPB in September 1994 and subsequently amended to reflect additional requirements in August 15, 1997 regulations, which were adopted by TPB in May 1998. These procedures address the preparation of the annual UPWP and TIP and any updates to the regional plan or programs. The procedures involve timely announcement of upcoming TPB activities relating to air quality conformity and distribution of relevant material for consultation purposes.

The FY2013 Air Quality Conformity work program will include the following:

- Completion of the final stages of the Air Quality Conformity Determination of the 2012 CLRP, including incorporation of comments received during public comment period, development of the final report, adoption by the TPB and subsequent submittals occurring in July 2012. The work will also include documentation and organization of all data files for use in subsequent regional and corridor/subarea planning studies.
- Initiation and execution of several work tasks associated with the 2013 CLRP using the most up-to-date project inputs, which consist of the latest cooperative land use forecasts, regional travel demand forecasting model, and emissions estimating model (MOVES).

- Execution of all required interagency and public consultation procedures, inclusive of funding of COG/DEP for the purpose of providing input data, conducting periodic reviews and coordinating involvement by the Metropolitan Washington Air Quality Committee (MWAQC).
- Coordination of project solicitation, documentation, and emissions reduction analysis associated with CMAQ projects. Completion of incidental air quality conformity reviews (non-systems level), as required throughout the year.
- Keeping abreast of federal requirements – as they are updated throughout the year – on new air quality conformity regulations and technical guidance as it becomes available.

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| Oversight: | Technical Committee and Travel Management Subcommittee, in consultation with MWAQC committees |
| Cost Estimate: | \$563,200 |
| Products: | Final report on Air Quality Conformity Assessment of 2012 CLRP and FY2013-18 TIP; Preliminary materials on Air Quality Conformity Assessment of 2013 CLRP and FY2013-18 TIP. |
| Schedule: | June 2013 |

B. MOBILE EMISSIONS ANALYSIS

The objective of this work activity is to conduct a broad range of analyses aiming to quantify emissions levels of various pollutants and ensure that TPB plans, programs and projects meet air quality requirements. A component of this work activity is the analysis, assessment and evaluation of the performance of Transportation Emissions Reduction Measures (TERMs) associated with PM2.5 and 8-hour ozone SIPs.

The FY2013 Mobile Emissions work program will include the following tasks:

- Development, updating (as necessary) and formatting of all the input data needed for successful MOVES emission model runs as part of the 2013 CLRP Air Quality Conformity Assessment. MOVES emission model runs will also be used for assessing regional GHG emissions inventories, thus providing technical support in regional studies. In this context, this work activity will also include analyses of strategic planning scenarios as part of the TPB's on-going planning activities and the COG Board's Climate, Energy, and Environment Policy Committee (CEEPC).
- Development of emissions rates using MOVES in order to measure the effectiveness of existing and future TERMS in reducing emissions in the region. A component of this will consist of provision of technical support to the Commuter

Connections Program by analyzing TERMS applicable to this program.

- Funding support to the Department of Environmental Programs (DEP) for the following activities: (1) provision of data from air agencies (2) updating the TPB and its committees on federally-mandated issues related to mobile emissions; and (3) interdepartmental consultation in the development of emissions factors used for various applications.
- Response to data requests for emissions rates, inventories, data documentation or technical assistance requested by governmental and private sector entities in support of technical studies or regional planning. This will also include evaluation of TERMS.
- Participation in state, MWAQC Technical Advisory and Executive Committees, CEEPC technical and other policy discussions, public forums and hearings as deemed necessary.

Oversight: Technical Committee in consultation with MWAQC
Technical committees

Cost Estimate: \$640,100

Products: Various technical analyses, reports, presentations and
technical memoranda

Schedule: June 2013

C. REGIONAL STUDIES

Regional Transportation Priorities Plan

In July 2011, the TPB approved a work scope and process for developing the TPB Regional Transportation Priorities Plan (RTPP). The plan will be developed over a two-year period, beginning in July 1, 2011 in FY 2012 with completion by July 1, 2013, the beginning of FY 2014. Public involvement will be sought at each stage of the two-year process.

The priority planning process will use a set of performance measures to quantify progress toward regional goals and to identify the near and long term challenges and potential actions or strategies needed to address them. A comprehensive benefit-cost analysis will be used to identify the high payoff strategies and projects for inclusion in the CLRP. The process includes three tasks:

Task 1: Reaffirm Regional Goals and Agree Upon Performance Measures

This task will review the TPB Vision goals, the goals in COG's Region Forward Planning Guide, and the relationship between them. It will identify a set of performance measures

that quantify near and long term progress toward these regional goals

Task 2: Determine Regional Challenges and Strategies to Address Them

This task will use the performance measures to identify challenges and actions the region needs to take in order to meet regional goals. It will identify potential near and long term regional strategies to address the challenges.

Task 3: Develop Regional Priorities, Both Funded and Unfunded

This task will identify those strategies with the greatest potential to address the regional challenges as demonstrated through benefit-cost analysis. Candidate priorities will be obtained from the various planning studies that have been conducted at the state, regional, sub-regional, and local levels, and the CLRP Aspirations Scenario. Several TPB Technical Subcommittees have also developed priorities for their areas of responsibility, including bicycle and pedestrian, regional bus, airport access, freight, and management, operations and intelligent transportation systems (MOITS). Candidate priorities may be suggested from comments and ideas generated through the public involvement activities to be conducted throughout the process.

Recognizing that improving regional performance will require combining transportation and land use strategies in a synergistic manner, candidate long term priorities will be incorporated into variations on the TPB Aspirations Scenario alternative land use / transportation scenario for comparison to the adopted CLRP baseline with respect to individual regional performance measures as well as in terms of a comprehensive assessment of regional benefits and costs. The TPB Version 2.3 travel demand model and the EPA Motor Vehicle Emissions Model (MOVES) will be used to quantify the performance of these variations on the TPB Aspirations Scenarios.

By the end of FY 2012, draft and final interim reports will be prepared on tasks 1 and 2. The task 1 report will reaffirm regional goals, and present an initial set of performance measures, challenges, and strategies for addressing regional challenges. The task 2 report will contain revised performance measures, challenges and strategies based upon public feedback. It will also present the public outreach process for FY 2013, which will be designed to invite input into the strategy prioritization process.

During FY 2013, near-term and longer term regional priorities will be identified under task 3. The public outreach component of the strategy prioritization process and public involvement in plan development are described under work activity 1.E Public Participation. The final report incorporating the three interim reports on the regional transportation priorities plan will be produced in early FY 2014.

Support for COG's Region Forward

In 2011, the TPB collaborated with the Metropolitan Washington Council of Governments (COG) Department of Community Planning and Services on a competitive grant submission to the HUD Sustainable Communities Planning Grant program. This grant submission outlined the strategy COG would employ to establish a regional plan

for sustainable development. Though the grant was not awarded, COG continued to work on developing a regional plan for sustainable development as an extension of its existing efforts to solve key challenges in the region through its Region Forward program. Region Forward is supported by a voluntary compact signed by all of the COG member jurisdictions, and outlines a series of targets and indicators that measure progress towards creating and attaining a more accessible, sustainable, prosperous, and livable future. In FY 2012, TPB staff provided support for COG's Region Forward regional planning efforts involving transportation. In FY 2013, TPB staff will continue to provide support for these efforts.

Prepare Grant Applications for US DOT Grant Funding Programs

The TPB has approved the submission of TIGER I, II and III competitive grant applications in response to US DOT funding program opportunities. In February 2010, the TPB was awarded \$58.8 million for a regional priority bus network under the TIGER I grant program. In August 2010, the TPB applied for funding towards a regional bike-sharing project under TIGER II which was not awarded. In October 2011, the TPB applied for funding towards multimodal access improvements for rail stations in the region under TIGER III which was not awarded. In FY 2013, TPB staff will respond to promising opportunities for submitting project grant applications for USDOT grant funding programs, as approved by the TPB.

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| Oversight: | Transportation Planning Board |
| Cost Estimate: | \$516,300 |
| Products: | Interim report on Task 3 on regional priorities Project grant applications for USDOT grant funding programs as approved by TPB |
| Schedule: | Draft interim report on Task 3 – June 2013 |

D. COORDINATION OF COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING PROCESSES

Under this work activity staff will support the Planning Directors Technical Advisory Committee (PDTAC) and the TPB Technical Committee in the coordination of local, state and federal planning activities and the integration of land use and transportation planning in the region.

The following work activities are proposed for FY 2013:

- Work with the Planning Directors Technical Advisory Committee (PDTAC) to update and refine the map of Regional Activity Centers and develop complete community investment typologies.
- Work with members of the Cooperative Forecasting Subcommittee to enhance

and improve the quality of small area (TAZ-level) employment data. This effort will involve the tabulation and analysis of state ES-202 employment data files for DC, MD and VA and collaboration with the National Capital Planning Commission (NCPG) and the General Services Administration (GSA) to obtain site specific employment totals for federal employment sites in the region.

- Work with members of the Cooperative Forecasting Subcommittee to analyze changes in regional economic, demographic and housing trends drawing on the results from the Census American Communities Survey (ACS) and from other available federal, state, local data sources.
- Work with the members of the Cooperative Forecasting Subcommittee, the region's Planning Directors, the Baltimore Metropolitan Council, the Tri-County Council for Southern Maryland, the George Washington Regional Planning Commission and the Planning Directors of Fauquier County- VA, Clarke County-VA and Jefferson County-WV to develop updates to the Round 8.1 Cooperative Forecasts by jurisdiction and reconcile these updated local jurisdiction forecasts with the regional econometric benchmark projections.
- Work with the Cooperative Forecasting Subcommittee and the region's Planning Directors to develop updated Round 8.2 Transportation Analysis Zone (TAZ)-level growth forecasts.
- Update and maintain Cooperative Forecasting land activity databases that are used as input into TPB travel demand-forecasting model. Prepare updated Round 8.2 TAZ-level population, household, and employment forecasts for both COG member and non-member jurisdictions in the TPB Modeled Area.
- Work with the Cooperative Forecasting Subcommittee and the region's Planning Directors to assess the effects of significant transportation system changes on the Cooperative Forecasting land activity forecasts. Document key land use and transportation assumptions used in making updates to the Cooperative Forecasting land activity forecasts
- Respond to public comments on updated Round 8.2 forecasts and the Cooperative Forecasting process.
- Develop and publish useful economic, demographic and housing-related information products including the monthly Regional Economic Monitoring Reports (REMS) reports, the annual "Commercial Development Indicators" and economic and demographic data tables to be included in the Region Forward Baseline analysis.

Oversight: Technical Committee

Estimated Cost: \$806,800

Products: Coordination of Land Use and Transportation Planning

in the Region, Update of Regional Planning Databases, Mapping of Updated Regional Activity Centers, Development and Distribution of technical reports and information products.

Schedule: June 2013

4. DEVELOPMENT OF NETWORKS AND MODELS

A. NETWORK DEVELOPMENT

The role of the TPB's network development program is to develop and maintain a series of transportation networks that are key inputs to the regional travel demand model. These transportation networks, which are representations of the regional highway and transit system, are normally developed for an existing/base year and multiple forecast years, subject to air quality planning requirements. The network files are reviewed each year to ensure that they 1) incorporate the most recent operational changes to the transportation system, especially those updates planned or implemented by local transit operators; and 2) are consistent with the latest CLRP and six-year Transportation Improvement Program. During FY-2013, TPB staff will develop transportation networks that are compliant with the recently adopted Version 2.3 travel demand model, which operates on a 3,722-zone system. Regional transportation networks are currently developed and managed using an ArcGIS-compliant database and editing system. Refinements to the geodatabase management system will be ongoing during FY-2013. The essential activities will serve to:

- Update the TPB's base-year (2012) transit network to the most current operating conditions, in cooperation with the local transit providers in the Metropolitan Washington Region.
- Prepare base- and forecast-year highway and transit networks in accordance with the latest TIP and CLRP elements and in accordance with Version 2.3 model requirements. The future year networks will be developed over the updated base year network
- Support the development of networks for special regional planning studies
- Further refine the TPB's existing GIS system which is used to facilitate network coding and network file management. The refinements will consists of: 1) documenting the existing database and network coding procedures that are currently being used, 2) implementing improvements to the database software, where feasible, on an "as needed" basis, and 3) investigating opportunities to merge data from other geographically referenced data onto the regional highway links (for example, bus routing data from local transit providers or INRIX highway speed data) in order to improve network accuracy or to aid in ongoing model validation activities.

Oversight: Travel Forecasting Subcommittee

Cost Estimate: \$769,700

Products: A series of highway and transit networks reflecting the latest TIP and Plan and compliant with the Version 2.3 travel model, with documentation. Technical documentation describing the TPB's existing GIS-

based network coding practices and procedures.

Schedule: June 2013

B. GIS TECHNICAL SUPPORT

Under this work activity staff will provide Geographic Information System (GIS) data and technical support to users of the COG/TPB GIS for many important TPB planning activities, including Regional Studies, the CLRP, the TIP, Congestion Monitoring and Analysis, Cooperative Forecasting, Regional Transportation Data Clearinghouse, Network and Models Development, and Bicycle Planning.

The following work activities are proposed for FY 2013:

- Provide data and technical support to staff using the COG/TPB GIS for development and distribution of data and information developed by the TPB planning activities, including Regional Studies, the CLRP, the TIP, Congestion Monitoring and Analysis, Cooperative Forecasting, Regional Transportation Data Clearinghouse, Network and Models Development, and Bicycle Planning.
- Provide ongoing maintenance and support of enhanced GIS-based transportation network management and editing tools and TPBMAN geodatabase.
- Enhance GIS-based transportation network management and editing tools based on user experience.
- Enhance the COG/TPB GIS Spatial Data Library with updated transportation and non-transportation features as these data become available.
- Add additional transportation attribute data, land use features and imagery data to the COG/TPB GIS Spatial Data Library.
- Update GIS Spatial Data Library documentation, GIS User Guides and technical documentation of various GIS software applications as required.
- Maintain and update an intranet-based GIS Project Information Center that lists and describes DTP GIS databases and applications currently being developed, as well as those that are currently available.
- Train staff on use of GIS databases for transportation planning.
- Continue to coordinate the regional GIS activities with state DOTs, WMATA, and the local governments through COG's GIS Committee and subcommittees.
- Maintain and update COG/TPB's GIS-related hardware and software.
- Respond to request for COG/TPB GIS metadata, databases, and applications.

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| Oversight: | Technical Committee |
| Estimated Cost: | \$548,800 |
| Products: | Updated GIS software, databases, User Documentation, Training materials, Support and enhancement of GIS procedures to develop and manage transportation networks. |
| Schedule: | June 2013 |

C. MODELS DEVELOPMENT

The role of the TPB's models development program is to maintain and advance the TPB's travel forecasting methods and practice. The program is formulated around the general areas of data collection, short and long term models development, research, and maintenance activities. During FY 2012, the Version 2.3 Travel Model transitioned from development to practice and is currently the adopted regional travel model for the Metropolitan Washington Region. The model was applied by TPB staff for air quality planning work in FY 2012 and is now being used by local planning agencies for project planning studies. During FY 2013, staff will continue to support the application of the Version 2.3 model and will also investigate refinements to the Version 2.3 model, as recommended by previous consultant reviews of the TPB's travel forecasting practice. The models development program will include ongoing services of a consultant for conducting focused research on modeling practices across the U.S., and for providing advice on specific modeling methods. Staff plans to keep abreast of research in the travel demand forecasting field, including the most recent experiences of activity-based model (ABM) deployments in other cities in the U.S. The Models Development activities will serve to:

- Support the application of the Version 2.3 travel model for air quality planning work and other planning studies conducted by TPB staff. This will include the update of travel modeling inputs as necessary, investigating technical problems that might arise during the course of application, and documenting refinements to the model. Staff will also support local project planning work on an "as needed" basis
- Continue the investigation of refinements to the Version 2.3 model, drawing from recommendations compiled from past expert reviews of the regional travel model. These refinements will likely focus on improvements to the existing traffic assignment process, the mode choice model (possibly including new transit path-building procedures), and time of day modeling.
- Continue with sensitivity testing with the Version 2.3 model, in consultation with the Travel Forecasting Subcommittee (TFS).
- Supporting the integration of the travel demand model with the new EPA MOVES model for estimating mobile emissions.
- Analyze the geographically focused household travel survey data that TPB staff recently collected during FY 2012.

- Keep abreast of new developments in travel demand forecasting, both short-term developments (such as for trip-based, four-step models) and long-term developments (such as ABMs and airport choice and ground access mode choice models). To aid in this effort, TPB staff will continue the consultant contract to perform a scan of best modeling practice. Staff will also continue participation in the AMPO Travel Modeling Work Group, other organizations and activities, such as the Transportation Research Board (TRB), the Travel Modeling Improvement Program (TMIP), the Federal Transit Administration (FTA) guidelines on modeling for New Starts, the Institute of Transportation Engineers (ITE).
- Staff will continue support to the TFS as a forum to discuss issues relating to travel forecasting needs and to promote guidance of the regional travel demand model application.
- Staff will keep abreast of hardware and software needs and opportunities, including the potential use of “cloud computing” and the use of versioning software as an efficient way of tracking model code as it evolves with model refinements over time.

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| Oversight: | Travel Forecasting Subcommittee |
| Cost Estimate: | \$1,071,200 |
| Products: | Updated travel models; documentation of models development activities; and recommendations for continued updating of the travel demand modeling process. |
| Schedule: | June 2013 |

D. SOFTWARE SUPPORT

This work element supports the infrastructure needs of the TPB microcomputer-based travel demand forecasting model and the emissions models used in air quality applications. It consists of software, hardware and knowledge-based maintenance of all the systems needed for successful model runs. Activities performed under this work activity include: (1) development and testing of revisions and upgrades of the software currently in use (2) tests of new software needed for the successful execution of model runs, file management and upkeep, data storage, retrieval and transfer systems etc. (3) training of TPB staff in use of models and adopted systems. Throughout FY2013 staff will closely monitor the performance of all software and hardware systems and it will research and evaluate potential system upgrades through testing and demonstration.

The FY2013 Software Support work program will include the following tasks:

- Continued support on executing CUBE / TP+ runs and migration to CUBE / Voyager in running TPB travel demand forecasting applications.
- Continued support on MOVES emissions model runs and supporting software

applications.

- Training of DTP staff in various applications of CUBE/ TP+, CUBE / Voyager and MOVES.
- Monitoring of the performance of DTP desktop and laptop microcomputer hardware and software and make upgrades as appropriate.
- Coordination with the COG Office of Technology Programs and Services (OTPS) staff in this task and in applications under the Microsoft Windows operating system.
- Maintenance of the data storage systems for the back-up, archiving and retrieval of primary regional and project planning data files.
- Support development and execution of applications of micro simulation software as appropriate.

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| Oversight: | TPB Technical Committee |
| Cost Estimate: | \$178,900 |
| Products: | Sensitivity tests, feasibility analyses and research on hardware/software systems; DTP staff training in various software packages (e.g., CUBE/Voyager, MOVES2010 etc.) |
| Schedule: | June 2013 |

5. TRAVEL MONITORING

A. CORDON COUNTS

Monitoring of the volume of period weekday travel entering the Central Employment Area of the region during the AM Peak Period and exiting the Central Employment Area during the PM Peak Period is performed on a 3 to 4-year cycle. In the spring of 2013, staff will collect traffic data and coordinate transit data collection among various transit providers for the 2013 Central Employment Area Cordon Count. Data collection in the inbound direction will take place during the AM peak period and data collection in the outbound direction will take place during the PM peak period. Data collected will include vehicle volumes by time of day, vehicle classification and auto occupancy, and transit passenger volumes. Data will be edited, checked for reasonableness, and readied for processing. The end product of this task will be data files ready to process in at the start of FY 2014.

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| Oversight: | Travel Forecasting Subcommittee |
| Estimated Cost: | \$250,800 |
| Products: | Data Files from the Spring 2013 Central Area Cordon Count for processing to produce a report in FY 2014. |
| Schedule: | June 2013 |

B. CONGESTION MONITORING AND ANALYSIS

Congestion Monitoring supplies data for the Congestion Management Process (Item 2A) and Models Development (Item 4C). The program monitors congestion on both the freeway and the arterial highway systems, to understand both recurring and non-recurring congestion. Data collection methods include a combination of aerial surveys, field data collection, and/or data procured from private sources. Examples of emerging technologies include probe-based data and Bluetooth-based data. In FY2012, an analysis of data collection methods was undertaken in light of evolving technologies and needs. The combination of data collection and analysis to be undertaken in FY2013 will be in accordance with the results of the FY2012 methods study.

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| Oversight: | MOITS Technical Subcommittee |
| Cost Estimate: | \$350,000 |
| Products: | Transportation systems monitoring data sets and analysis reports |
| Schedule: | June 2013 |

C. TRAVEL SURVEYS AND ANALYSIS

Household Travel Survey

In FY 2012, the 2007/2008 Regional Household Travel Survey data was supplemented with collection of household travel survey data from 4800 households in 14 focused geographic subareas of the region. This additional household travel survey data collection was in response to the need expressed by local jurisdiction users of the household travel survey to have additional household samples in smaller geographic subareas to analyze specific aspects of daily travel behavior in these smaller geographic areas. In FY 2013, additional household travel survey data will be collected from 2,400 households in 7 additional geographic subareas of the region. Staff will continue to support users of TPB household travel survey data, update user documentation and provide technical assistance to the users of these survey data as required.

The following work activities are proposed for FY 2013:

- Provide data, documentation, and technical support to users of 2007/2008 Regional Household Travel Survey and the Geographically-Focused Household Surveys conducted in 2011/2012. Update of survey data files and user documentation as required.
- Continue to mine data collected in the 2007/2008 Regional Household Travel Survey the Geographically-Focused Household Surveys conducted in 2011/2012 support analysis of regional growth and transportation issues of topical interest to the members of the TPB. Prepare information reports on various aspects of daily household and vehicle travel in the TPB modeled area.
- Collect household travel survey data for 2,400 households in six focused geographic subareas of the region for more intensive analysis of specific growth and transportation issues. Examples of focused geographic subarea could include Metrorail station areas of a specific type, highway corridors with recent or planned major improvements, proposed light rail study area, or regional activity centers of with specific characteristics. *Proposed focused geographic subareas for FY 2013 include: (1) Federal Center/Southwest/Navy Yard in DC (2) H Street Corridor NE in DC (3) Silver Spring in Montgomery County (4) US 1/Green Line in Prince George's County (5) City of Fairfax and (6) City of Manassas. The proposed geographic subareas will be reviewed and subject to refinement by the TPB Technical Committee and local jurisdiction planning staff.*

Oversight: Travel Forecasting Subcommittee

Estimated Cost: \$706,300

Product: Household Travel Survey Data Collection and Processing, Household Travel Survey Analyses,

Information Reports and Technical Memorandum,
Maintenance of Travel Survey Data and
Documentation

Schedule: June 2013

D. REGIONAL TRANSPORTATION DATA CLEARINGHOUSE

Efficient access to a comprehensive data set containing current and historic data on the characteristics and performance of the region's transportation system is vitally important for transportation planning, air quality analysis, models development, congestion management and project evaluations. Under this work item state will continue to work with local, state, WMATA and other regional agencies to transfer data to and from the Regional Transportation Data Clearinghouse and to update the Data Clearinghouse with updated highway and transit performance data as these data become available.

The following work activities are proposed for FY 2013:

- Update Clearinghouse data files with FY11-12 highway and transit network data.
- Update Clearinghouse traffic volume data with AADT and AAWDT volume estimates, hourly directional traffic volume counts and vehicle classification counts received from state DOTs and participating local jurisdiction agencies.
- Update Clearinghouse transit ridership data with data received from WMATA, PRTC, VRE, MTA and local transit agencies including the Ride-On, The Bus, ART, DASH and the Fairfax Connector.
- Add newly collected and processed freeway and arterial road speed and level of service (LOS) data to the Regional Transportation Data Clearinghouse network.
- Add updated Cooperative Forecasting data to the Clearinghouse by TAZ.
- Update Regional Clearinghouse user manuals and documentation.
- Display Clearinghouse volume, speed and LOS data on a web-based application that utilizes satellite/aerial photography imagery with zooming user interface.
- Implement an ArcGIS server-based application to distribute Regional Transportation Clearinghouse Data to TPB participating agencies via a lightweight web browser application.

Oversight: Technical Committee

Estimated Cost: \$317,900 total

Product: Updated Clearinghouse Database and Documentation;
Web Interface to Access Clearinghouse Data

Schedule: June 2013

6. TECHNICAL ASSISTANCE

The TPB work program responds to requests for technical assistance from the state and local governments and transit operating agencies. This activity takes the form of individual technical projects in which the tools, techniques, and databases developed through the TPB program are utilized to support corridor, project, and sub-area transportation and land use studies related to regional transportation planning priorities. The funding level allocated to technical assistance is an agreed upon percentage of the total new FY 2013 funding in the basic work program. The funding level for each state is an agreed upon percentage of the total new FTA and FHWA planning funding passed through each state. The funding level for WMATA is an agreed upon percentage of the total new FTA funding. The specific activities and levels of effort are developed through consultation between the state and WMATA representatives and TPB staff.

Technical assistance projects anticipated in FY 2013 are described below. Total funds allocated to the District of Columbia, Maryland, Virginia, and WMATA for technical assistance are shown in Table 2. Work on each project is directed by staff from the respective state DOT or WMATA and is conducted by TPB staff or consultants as noted.

A. DISTRICT OF COLUMBIA

1. Program Development, Data Requests and Miscellaneous Services

This project is established to account for staff time spent in developing scopes of work for requested projects and in administering the resulting work program throughout the year. Work activities involve meeting with DDOT staff to discuss proposed projects, drafting and finalizing work statements and tasks, creating project accounts when authorized, and progress reporting throughout the projects.

Additionally, this project establishes an account to address requests from DDOT which are too small or too short-lived to warrant separate scopes of work. Requests may include staff time to participate in technical review committees and task forces and execution of small technical studies.

| | |
|----------------|-------------------------|
| Cost Estimate: | \$10,000 |
| Product: | specific scopes of work |
| Schedule: | on-going activity |

The program for FY 2013 remains to be specified.

TOTAL DISTRICT OF COLUMBIA COST ESTIMATE: \$371,600

B. MARYLAND

1. Program Development Management

This work task will account for DTP staff time associated with the administration of this Technical Assistance work program throughout the year. Work activities would involve meetings with participating agencies to discuss proposed/new projects, development of monthly progress reports, budgetary reporting and technical quality control. This work task also includes staff time needed for the development of the annual planning work program.

Cost Estimate: \$30,000

Schedule: On-going activity

2. Project Planning Studies

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

Cost Estimate: \$130,000

Schedule: On-going activity

3. Feasibility/Special Studies

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

Cost Estimate: \$160,000

Schedule: On-going activity

4. Transportation Performance Measures

- Project Level Evaluation: SHA requires measurable results on system performance benefits in order to compare the relative merits of individual projects proposed for implementation or for use in refining the Maryland Highway Needs Inventory. Such results will assist in determining priorities among the projects to

maximize the benefits of the transportation planning and programming process. The results could be expressed in terms of Levels of Service, Travel Delay and mobility criteria, which will be defined and estimated at the appropriate local, subarea, corridor and / or regional levels to enable a consistent assessment of specified projects.

Sub-Item Cost Estimate: \$10,000

Schedule: On-going activity

- System Wide Evaluation: This work effort is designed: (1) to provide MDOT and SHA staff with information relating to the effectiveness of ongoing and planned regional congestion monitoring activities in the Maryland portion of the region, and (2) to examine the effectiveness of such programs, including the use of before and after studies (primarily through literature reviews and analysis of existing data rather than through new collection of primary data). TPB staff will periodically brief MDOT and SHA staff to keep them informed of regional congestion monitoring activities and to discuss possible new initiatives.

Sub-Item Cost Estimate: \$11,000

Schedule: On-going activity

- Traffic Impacts Evaluation: This work effort is designed to assess on a comprehensive scale the transportation impacts of development, through the analysis of such development at the local, subarea, corridor and regional levels. Different methods and evaluation criteria will be assessed for a variety of projects to appropriately consider their impacts, ranging from delay at intersections for localized studies, to travel modeling and aggregate systems level impacts for larger projects.

Sub-Item Cost Estimate: \$10,000

Schedule: On-going activity

Cost Estimate: \$31,000

Schedule: On-going activity

5. Training /Miscellaneous Technical Support

This work task will account for coordination on periodic updates of the transportation networks, land use files, and the model itself with MDOT, SHA and other modals. This task will also account for various presentations and training activities for MDOT, SHA and other modal staff on the latest regional data and modeling procedures. Staff will continue to coordinate with MDOT, SHA and other modal staff on applications of modeling procedures on projects carried at the state level.

Cost Estimate: \$40,000

Schedule: On-going activity

6. Statewide Transportation Model Support

This project is designed to assist SHA in the development of, and the evaluation of results from the Maryland Statewide Transportation Travel Model. The model is being developed in order to analyze travel at a macroscopic level, i.e., statewide / multiple states, with a view to assessing impacts in Maryland of alternative growth scenarios and other forecast assumptions.

Cost Estimate: \$65,000

Product: Technical Memoranda

Schedule: June 2013

7. Transportation / Land Use Connections Program

The Transportation / Land Use Connections (TLC) program is an effort to provide technical assistance to local governments in the Washington region in order to facilitate integrating land use and transportation planning at the community level. Begun as a 6 month regional pilot program in January 2007, the project was very well received. It was not only continued in subsequent years, but Maryland supplemented the regional effort with additional funds. This project continues those efforts by similarly reserving such supplemental funds to be distributed in fiscal year 2012.

Cost Estimate: \$115,000

Product: Grant awards, technical reports from contractors

Schedule: June 2013

8. Other Tasks yet to be defined

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

Cost Estimate: \$52,000

TOTAL MARYLAND COST ESTIMATE: \$ 623,000

C. VIRGINIA

1. Data/Documentation Processing

This project is established to process requests for data/documents from Northern Virginia and to account for TPB staff time spent in developing scopes of work for requested projects and for administering the resultant work program throughout the year.

Cost Estimate: \$25,000

Product: data, documentation, scopes of work, progress reports

The program for FY 2013 remains to be specified.

TOTAL VIRGINIA COST ESTIMATE: \$509,200

D. WMATA

1. Program Development

This project is established to account for DTP staff time spent in developing scopes of work for requested projects and for administering the resultant work program throughout the year. Work activities will involve meeting with WMATA staff to discuss projects, drafting and finalizing work statements and tasks, creating project accounts when authorized, and reporting progress on projects throughout the year. In addition, this project will provide staff with resources to attend required meetings at WMATA.

Cost Estimate: \$10,000

Schedule: on-going activity

2. Miscellaneous Services

This miscellaneous account is a mechanism established to address requests which are too small or too short-lived to warrant separate work scopes. Past work has included requests for hard copy, plots, tape, or diskettes of data from any of the planning work activities at COG.

Cost Estimate: \$8,500

Schedule: on-going activity

3. Bus Passenger Counts in Support of the 2013 Central Employment Area Cordon Count

TPB Staff will conduct Metrobus and Circulator ridership counts as apart of the Spring 2013 Central Employment Area Cordon Count. Bus ridership data collection will be performed at approximately 40 cordon monitoring stations for inbound buses (toward the D.C. core) between 5 am and 10 am, outbound buses (away from D.C. core) between 3 pm and 8 pm and at the Potomac River crossings in both directions between 5-10 am and 3-8 pm. Data collection will include date of count, weather conditions, time of observation, bus number, route number and number of riders. The count will not include local transit operators or Metrorail riders. Bus ridership counts will be added to the Central Employment Area Cordon Count data set.

Cost Estimate: \$50,000

Schedule: May 2013

The program for FY 2013 remains to be specified.

TOTAL WMATA COST ESTIMATE: \$195,200

7. CONTINUOUS AIRPORT SYSTEM PLANNING PROGRAM

The purpose of the CASP program is to provide a regional process that supports the planning, development and operation of airport and airport-serving facilities in a systematic framework for the Washington-Baltimore Region, which includes the region's three major commercial airports: Baltimore Washington International Thurgood Marshall Airport, Ronald Reagan Washington National Airport, and Washington Dulles International Airport. Oversight of the program is the responsibility of the TPB Aviation Technical Subcommittee. The elements of the multi-year CASP work program to be performed during FY 2013 are as follows:

Ground Access Element Update

This update to the Ground Access Element of the Regional Airport System Plan will provide an analysis of current and forecast ground access concerns at the region's commercial airports. The project will also integrate airport system ground access and facility planning into the overall regional transportation planning process for the National Capital Region and include recommendations for improving ground access to the region's airports. In FY 2012 staff began Phase 1 of the Ground Access Element Update and it will be completed in FY 2013, resulting in a detailed supply analysis of regional airport ground access services and facilities. Phase 2 of this project will also be completed during FY 2013 and will continue the analysis of demand, needs analysis and identification of policy recommendations including the preparation of the final report.

Specific tasks to be completed include undertaking a review of forecasted demand for airport ground access, identifying ground access needs of the region's air passengers and documenting issues and problems, highlighting key issues to be addressed in the Constrained Long Range Plan (CLRP), and coordination with relevant agencies to identify policy issues. The products of this project will be a detailed supply analysis of regional airport ground access services and facilities, and a final report outlining key policy issues and recommendations pertaining to the ground access to the region's airports. The finalized update will be used to integrate airport system ground access and facility planning into the overall regional transportation planning process for the National Capital Region.

Cost Estimate: \$180,800

Process 2011 Air Passenger Survey

Processing the data collected in the 2011 Regional Air Passenger Survey will be carried out in two phases. Phase 1 will conclude early in FY2013 and result in a final database of the 2011 survey results. Specific tasks for this phase include data entry, editing and conducting logic checks of the data, and geocoding the data to small area transportation analysis zones. Phase 2 will begin and also be completed in FY2013. Specific tasks for this phase include data expansion, data tabulation, and data analysis. During this process detailed statistical analysis of the survey is conducted, resulting in summarization of the survey findings. Findings are summarized by the various characteristics of the air passengers, characteristics of their ground access trips (work vs. nonwork, resident vs.

non-resident, mode of access, airport preference, etc.) as well as the geographic characteristics of ground access trips. Analysis concludes with the production of summary tables and charts, and GIS-based maps that will be incorporated the final survey report. The products for this phase will be the preparation of a summary findings and a final full technical report.

Cost Estimate: \$ 115,000

Update Ground Access Forecasts – Phase 1

The update of forecasts of ground access trips to the region's three commercial airports is an important step in the airport systems planning process. This project will use the results of the most recent (2011) regional air passenger survey together with the latest available airport terminal area forecasts and land activity forecasts of future growth in the Washington-Baltimore region to update forecasts of ground access trips from local area Aviation Analysis Zones (AAZ) to each of the region's three commercial airports. Phase 1 of this project will result in updated ground access trip generation rates by AAZ and Phase 2 will result in updated forecasts of ground access trips by time of day and mode of arrival.

Specific tasks to be completed in Phase 1 are: the update of annual local originating passenger forecasts, conversion of base year and forecast annual local originating air passenger trips to average weekday passenger trips, review and analysis of average weekday ground access trips by mode, trip origin and resident status for each AAZ and transportation analysis zone; the review and refinement of the AAZ area system, and calculation of weekday ground access trip generation rates by trip origin and resident/non-resident status for each AAZ. The product of Phase 1 will be a technical memorandum documenting the updated trip generation rates and the methodology used to produce them.

Cost Estimate: \$ 50,000

TOTAL CASP COST ESTIMATE: \$345,800

8. SERVICE/SPECIAL PROJECTS

In addition to the TPB basic work program in the UPWP and the Continuous Airport System Planning (CASP) program, service work or special technical studies as specified in contracts between the transportation agencies and COG may be included in the UPWP. Services or special projects are authorized and funded separately by the transportation agencies.

**IV. PROPOSED FY 2013 STATE TRANSPORTATION AGENCY
STATE PLANNING AND RESEARCH PROGRAMS (SPR)**

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District of Columbia Department of Transportation
State Planning and Research (SPR) Program Elements Supporting
the Washington Area Work Program FY 2013

Systems Planning: Review transportation plans and coordinate planning activities for major transportation projects; Manage and monitor the progress of all transportation studies; Organize public involvement activities and meetings with residents, businesses and visitors of the District; and educate the public on bicycle and pedestrian safety.

Strategic State and Regional Planning: Develop and implement the Annual State Planning Work Program describing work to be performed in FY2011; Manage planning efforts for the development of the Transportation Improvement Plan (TIP) and the State Transportation Improvement Plan (STIP); Implement the Unified Planning Work Program (UPWP); and optimize fiscal resources to meet Federal Highway aid and the District capital program investments.

Environment Excellence: Review project for environmental compliance and address issues as they relate to environmental planning and coordination; Coordinate with the District Department of the Environment on air quality initiatives; and serve as the Liaison for the Air Quality Program.

Context Sensitive Solutions: Responsible for the review and comment on transportation impact plans, development projects and zoning site plans and the review of planning projects.

Data Collection and Analysis: Protect the quality of the District's streets, bridges, tunnels, alleys, and sidewalks; Prepare highway statistical data reports to comply with federal requirements; Maintain the functional classification of local highway systems, mileage certification reporting, inventory and condition assessment of all assets and test and evaluates all construction materials used; and develop improvements to traffic flow, minimize pollution and improve pedestrian and vehicular safety.

Traffic Safety Data Collection: Perform counts on traffic data, vehicle crash data and pedestrian crash data and process data relative to the movement of vehicles, persons, services and goods on city streets and highways.

Metropolitan Planning: Describes the regional transportation planning and special technical assistance projects proposed to be undertaken July 1, 2011 through June 30, 2012 by COG/TPB staff in cooperation with state and local agencies and WMATA.

Program Funding: The FY 2012 SPR Program funding is \$2,853,797 (Federal = \$2,283,038 and District = \$570,759).

Maryland Department of Transportation
State Highway Administration
State Planning and Research (SPR) Program Elements Supporting the
Washington Area Work Program FY 2013

I. Systems and Programming

A. Programs

1. Preparation and development of the 6 year Consolidated Transportation Program & Preparation of the Annual Statewide Transportation Improvement Program

- Develop the FY 2013-2018 CTP.
- Coordinate with appropriate State and local planning staffs, MPOs and State, county and municipal elected officials.
- Prepare presentation materials for the annual tour.
- Prepare and submit an annual program for use of available federal funds in accordance with Title 23 U.S.C. and SAFETEA-LU.
- Coordinate the STIP with the regional TIPs, CTP and local jurisdiction's highway improvement programs

2. Local Government Liaison

- Coordinate between all levels of Federal, State, and local governments to ensure that transportation plans are compatible.
- Review agency and local programs/plans via the state Clearinghouse process.
- Coordinate and review county and municipal master plans.
- Assess transportation impacts of proposed major development.

3. Long Range Planning

- Update the Highway Needs Inventory (HNI).
- Evaluate long-term highway needs and investment levels for various program categories and sub-categories.
- Review and provide input on updates to the statewide long range plan and Annual Attainment Report on Transportation System Performance.

II. Traffic

A. Traffic Monitoring Program

- Monitor the characteristics of highway traffic.
- Enhance procedures to collect, process and disseminate traffic data.
- Ensure that the traffic monitoring system meets State needs and the requirements and guidelines of FHWA and AASHTO.

- Study, and as appropriate, implement methods to improve the efficiency and effectiveness of traffic monitoring through statistical analysis.
- Improve the monitoring of traffic on freeways, particularly in urban areas.
- Ensure the collection of traffic volume, classification and weight data on SHRP monitoring sites.

III. Metropolitan Planning Organization Liaison

A. Urbanized Areas

- Work with the MPOs in modifying and adhering to their planning process.
- Work with the MPOs in the development of the UPWPs, CLRPs, TIPs, clean air conformity determinations, and management systems.

IV. Highway Statistics

A. Mileage

Federal System

- Develop new Federal Functional Classification and NHS maps and mileage tables for approval and distribution.
- Update and maintain statistical records summary tables.

B. State, County and Municipal Highway Systems

- Solicit receive and process reports from local jurisdictions regarding road improvements, mileage, etc.
- Collect, update and maintain data used for the Universe portion of the HPMS submission.
- Update and maintain the highway information databases to meet on-going state and federal requirements.
- Provide data used for the update of SHA's maps.

C. Highway Performance and Monitoring System

- Update the HPMS database including revisions to any data elements, maintain sample size requirements to accurately reflect system-wide conditions and submit an updated HPMS data file and related reports and data files.

V. Special Studies

A. Preliminary Studies

- Prepare engineering and feasibility studies.
- Develop preliminary purpose and need statements.
- Develop access control plans for selected primary highway corridors.
- Prepare interstate access point approval requests.

| MDOT State Highway Administration | |
|----------------------------------------------------|-------------|
| FY 2013 State Planning & Research Program Elements | |
| Supporting the Washington Area Work Program | |
| Item | Amount (\$) |
| I. Systems & Programming | |
| A. CTP | \$34,216 |
| B. Local Government Liaison | \$102,490 |
| C. Long Range Planning | \$48,876 |
| II. Traffic Monitoring Program | \$1,375,836 |
| III. MPO Liaison | \$32,151 |
| IV. Highway Statistics | \$589,958 |
| V. Special Studies | \$242,011 |
| Total | \$2,443,538 |

**VIRGINIA DEPARTMENT OF TRANSPORTATION
SPR PROGRAM ELEMENTS, AND OTHER ELEMENTS SUPPORTING THE WASHINGTON
AREA WORK PROGRAM**

**A. SPR Funds for MPO Area (VDOT's input into the UPWP) And
Non-Urbanized Activities/RTPP**

**METROPOLITAN PLANNING ACTIVITIES:
(\$500,000 requested: \$400,000 Fed; \$100,000 State Match)**

This element represents the various activities undertaken by NoVA District (VDOT) Planning and Investment Management staff (with support from the VDOT Central Office staff as needed) in the development and implementation of the various elements / work tasks in the Unified Planning Work Program (UPWP) and in other regional planning activities. Planned work items, to be conducted mostly by in-house staff, include:

1. The Department's participation in all work activities associated with the work programs of the: (a) Transportation Planning Board (TPB), (b) Metropolitan Washington Air Quality Committee (MWAQC), and (c) Climate Energy, Environment Policy Committee (CEEPC);
2. Oversight of the TPB/MWCOG programs (such as Commuter Connections and Clean Air Partners and other data gathering and analyses tasks);
3. Staff conduct of special studies, development of traffic forecasts for proposed transportation projects, environmental assessment work, and functional classification work; and
4. Assist in coordinating state and local jurisdiction bicycle and pedestrian programs, development of regional bike / ped maps or plans, and data entry into the Statewide Planning System (SPS) database maintained by the Central Office.

SUBREGIONAL PLANNING ACTIVITIES:(\$230,000 requested: \$184,000 Fed., \$46,000 State Match)

This element outlines specific activities / studies to be undertaken by the Department's staff in the development and implementation of various Northern Virginia District-wide transportation planning activities using available SPR funds.

1. NoVA Bike / Pedestrian Count Program (\$30,000; \$24,000 Fed., \$24,000 State Match)
Since July, 2005, NoVA Transportation Planning Section has conducted a bike / ped count program along various bike/ped facilities (trails) in Northern Virginia. The District office planning section staff works with local jurisdictions in this effort. The counts are collected by the staff/consultants of the Metropolitan Washington Council of Governments under VDOT's Technical Assistance program of the UPWP using PL funds. The SPR funding being requested provides for NoVA VDOT staff time in implementing the program which includes coordination with local jurisdictions, with MWCOG staff in the collection, review and finalization of counts and other related activities.

The initial count and associated database was focused on trail network locations, as the number of bike lanes along streets/highways do not make up a predominant portion within our NoVA Trail Network. The continuum of trail counts fits well into the overall SPR scope by giving VDOT the opportunity to gather additional information. Creation of a regional database of count information springboards future studies, counts, and surveys, and will be useful for many planning purposes such as to:

- Establish a baseline of usage trends per locale of our current bike and pedestrian community
- Establish historical data for use by other sections/divisions as well as local jurisdictions
- Perform further studies and provide supporting information for future needs
- Determine various characteristics of bicyclists and pedestrian movements
- Establish critical locations for follow-up
- Assess the effectiveness and accuracy of the NoVA Bikeway and Trails Network
- Determine if, and by how much, bike/ped usage is increasing in our region
- Help prioritize project administration / funding and develop the most cost effective methods for obtaining information useful to the department.

This work activity received SPR funding in FY 2011 and is likely to be an annual work activity within the Planning section.

2. Chapter 527 Reviews (\$80,000; \$64,000 Fed., \$16,000 State Match): This request is to account for Transportation Planning in-house staff time to complete reviews during FY 12, following Chapter 527 guidance, in the following areas: attendance at scoping and coordination meetings, review of Comprehensive Plan amendments or updates, rezoning and site plan submissions. The process may include: review of model and census data for development of background growth rates and distribution patterns; non-auto trip reduction investigations and evaluations; related assistance to local jurisdictions and coordination with other sections, as needed. The project will also include consultation with appropriate agencies and local jurisdictional staff.
3. TransAction 2040 Study Support (\$120,000; \$96,000 Fed., \$24,000 State Match) The NoVA Transportation Authority (NVTA) is updating its TransAction 2030 Plan, which was adopted by Northern Virginia jurisdictions in 2006. The updated Plan will be called TransAction 2040 and will have 2040 as its horizon year. The NVTA has available up to \$1,200,000 in FY11 Regional Surface Transportation Plan (RSTP) funds for this NoVA region long range plan and has hired a consultant to help develop the plan. The SPR funding being requested here will provide for NoVA VDOT Transportation Planning section staff to participate in all aspects of this study including: attending technical and policy committee meetings; reviewing technical products developed by staff and consultants of the Study, and providing VDOT's inputs and comments throughout the study process. The NVTA anticipates completing the study in summer, 2012.
4. Consultant Services (\$0; Funding included in Central Office's SPR program) NoVA VDOT Transportation Planning section envisions using VDOT TMPD's "On-call" consultant support (managed by VDOT's Central Office) to undertake short term, limited scope studies identified during fiscal year 2012. Since this consultant contract is centrally managed, and the Northern Virginia District shares consultant use with other

VDOT Districts, and since no specific amount of funding is guaranteed to any of the Districts, no specific amount is being requested. Examples of past studies using this consultant support include: (a) Operational analysis of selected near-term improvements to Route 7 in the Sterling area, (b) Study of highway / rail co-location in Tysons Corner, (c) Study of American Legion Bridge commuter origins / destinations, and (d) Studies of possible transportation improvements in Annandale.

**B. SPR Funds for special studies conducted by District staff.
(None anticipated for FY 12)**

Requested Budget Amount for FY-12-\$0.00

Point of Contact- N / A

**C. SPR Funds for Special Studies to be conducted by Consultants or entities other than District staff (list each study individually)
(None anticipated for FY 12)**

Requested Budget Amount for FY-12-\$0.00

Point of Contact- N / A

APPENDIX

TPB R1-2005
July 21, 2004

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS NATIONAL
CAPITAL REGION TRANSPORTATION PLANNING BOARD
777 North Capitol Street, N.E.
Washington, D.C. 20002**

**RESOLUTION ON AGREEMENT BETWEEN THE NATIONAL CAPITAL REGION
TRANSPORTATION PLANNING BOARD AND THE FREDERICKSBURG AREA
METROPOLITAN PLANNING ORGANIZATION TO CONDUCT THE
TRANSPORTATION PLANNING PROCESS IN
THE PORTION OF THE STAFFORD COUNTY THAT IS PART OF
THE WASHINGTON DC-VIRGINIA-MARYLAND URBANIZED AREA**

WHEREAS, the National Capital Region Transportation Planning Board (TPB) is the officially designated metropolitan planning organization (MPO) for the Washington Region; and

WHEREAS, the Fredericksburg Area Metropolitan Planning Organization (FAMPO) is the officially designated MPO for the Fredericksburg Area which includes the City of Fredericksburg and Spotsylvania and Stafford Counties; and

WHEREAS, the US Census Bureau's designation of the urbanized boundary for the Washington, DC-Virginia-Maryland urbanized area, based on the 2000 Census, places a portion of Stafford County in the Washington, DC-Virginia-Maryland urbanized area; and

WHEREAS, in the attached Resolution R22-95 adopted December 21, 1994, the TPB approved an agreement between the TPB and FAMPO that Stafford County be designated as completely within the FAMPO's planning area; and

WHEREAS, the Board of Supervisors of Stafford County and FAMPO have expressed their preference that all of Stafford County remain within the FAMPO planning area boundary; and

WHEREAS, the attached agreement has been developed to identify the TPB and FAMPO transportation planning responsibilities for that portion of Stafford County that is part of the Washington, DC-Virginia-Maryland urbanized area;

NOW, THEREFORE, BE IT RESOLVED THAT the NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD hereby authorizes the chairman to execute the attached agreement with FAMPO to identify the TPB and FAMPO transportation planning responsibilities for that portion of Stafford County that is part of the Washington, DC-Virginia-Maryland urbanized area.

Adopted by the Transportation Planning Board at its regular meeting on July 21, 2004.

**AN AGREEMENT FOR COOPERATIVELY CONDUCTING THE
METROPOLITAN TRANSPORTATION PLANNING AND PROGRAMMING PROCESS
IN THE PORTION OF
THE METROPOLITAN WASHINGTON URBANIZED AREA
WITHIN THE FREDERICKSBURG AREA METROPOLITAN PLANNING
ORGANIZATION'S BOUNDARIES**

THIS AGREEMENT, made and entered into as of this 17 day of November, 2004 by and between the FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION, hereinafter referred to as FAMPO and the NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD, which is the metropolitan planning organization for Northern Virginia (the jurisdictions contained in Virginia Planning District 8), Washington, D. C. and the suburban Maryland jurisdictions, and hereinafter referred to as the TPB, for the purpose of identifying the roles and responsibilities for cooperatively conducting the metropolitan transportation planning and programming process in the FAMPO portion of the Metropolitan Washington Urbanized Area..

NOW, THEREFORE, FAMPO and TPB do hereby agree as follows:

ARTICLE I-FAMPO AREA TRANSPORTATION PLANNING AND PROGRAMMING PROCESS

A. Transportation Management Area: Under federal regulations where an urbanized area has a population greater than 200,000 and is therefore designated a Transportation Management Area (TMA) by the U.S. Secretary of Transportation, the designated TMA is responsible for meeting additional transportation planning requirements beyond those of Metropolitan Planning Organizations (MPO's) having an urbanized area under 200,000 in population. The Metropolitan Washington Urbanized Area exceeds 200,000 in population and the Washington, DC-MD-VA area has been designated a TMA. Because of the action of the U.S. Bureau of the Census in its determinations for the 2000 Census of Population, the Metropolitan Washington Urbanized Area was extended into the northern portion of Stafford County - a member of FAMPO. The Stafford County Board of Supervisors has determined that it is in the best interest of Stafford County that all metropolitan transportation planning and programming functions for Stafford County be conducted by FAMPO. The FAMPO Policy Committee has agreed to continue to provide metropolitan transportation planning and programming functions as well as to perform those additional planning responsibilities required for the portion of Stafford County that is determined to be within the Metropolitan Washington Urbanized Area.

B. TMA responsibilities and process: FAMPO commits to be responsible for meeting the TMA responsibilities for transportation planning and programming requirements within the Metropolitan Washington Urbanized Area of Stafford County.

C. Organization and Policy Committee membership: FAMPO as an organization maintains a structure that grants voting membership on its Policy Committee to local governing body elected representatives, officials of agencies that operate or administer major modes of transportation and appropriate State transportation officials. FAMPO's Policy Committee commits to maintain such a structure in the future as well.

D. 3C planning process: FAMPO has developed and will maintain a continuing, cooperative, and comprehensive transportation planning and programming process as provided for by the Transportation Equity Act for the 21st Century (1998); Section 134 of Title 23 of the United States Code; 49 USC 5303; 23 CFR Part 450, Subpart C; 49 CFR Part 613, Subpart A; and in accordance with the constitution and regulations of the Commonwealth of Virginia. This process will continue to result in transportation plans and programs that consider all transportation modes and support community development goals in the FAMPO area. These plans and programs will continue to lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient and economic movement of people and goods. Such plans and programs include the development of a long-range transportation plan and a transportation improvement program (TIP) that provide compliance with the public participation components of federal law and regulation, meet the requirements of the Americans With Disabilities Act, and the Civil Rights Act, and provide an opportunity for at least one formal public meeting annually to review planning assumptions and the plan development process and an opportunity for at least one formal meeting during the TIP development process.

E. Congestion Management System: FAMPO will develop a Congestion Management System (CMS) which will provide a systematic process for identifying transportation system performance, usage, and efficiency, and proposed strategies to alleviate congestion, and for the effective management of new and existing transportation facilities through the use of travel demand reduction and operational management as well as other strategies. Such a CMS will be developed for the portion of Northern Stafford County that is included in the Washington DC UZA. The process will be in place prior to January 1, 2005 and will be coordinated with the TPB.

F. Unified Planning Work Program: FAMPO will continue to provide and maintain a Unified Planning Work Program (UPWP), developed in cooperation with the State and operators of publicly owned transit that meets the requirements of 23 CFR part 420, subpart A. The UPWP will provide sufficient detail to identify who will perform the work, the schedule for completing it, the products that will be developed and the documented planning activities performed utilizing funds provided under title 23, U. S. C., and the Federal Transit Act. FAMPO will coordinate with the TPB in the development of the UPWP.

G. Planning certification: FAMPO acknowledges that a formal certification procedure by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) is required to be performed in review of the transportation planning process which

covers part of an urbanized area subject to the TMA regulations. FAMPO will cooperate and participate in the formal review process in accordance with the FHWA and FTA regulations and procedures to assure conformity of plans and programs as identified in 40 CFR part 51. FHWA and FTA will coordinate such reviews to coincide with TPB's triennial certification review.

H. Air quality responsibilities (one-hour standard): Stafford County was identified as part of the Washington Metropolitan Statistical Area (MSA) following the 1990 Census of Population and as a consequence it was determined to part of the Metropolitan Washington Ozone Nonattainment Area for the one hour standard. Stafford County participates with the Metropolitan Washington Air Quality Committee (MWAQ) for the one-hour standard (which is anticipated to be phased out by mid 2005). FAMPO shall continue to coordinate its transportation planning and programming air quality responsibilities, for the one hour standard, with TPB to ensure that a transportation plan is developed that conforms to air quality standards for the area and the State Implementation Plan, as outlined in the agreement dated December 12, 1994 (attached to this document), as long as that standard remains applicable under federal regulations.

I. Air quality responsibilities (eight-hour standard): In 2004, regulations for the eight-hour air quality standard were released by the U S Environmental Protection Agency. Spotsylvania County, Stafford County, and the City of Fredericksburg were determined to constitute a separate non-attainment area under the eight-hour standard. FAMPO assumes the responsibilities for the transportation planning and programming process under the eight-hour air quality standard for the entire FAMPO region, including Stafford County.

J. Implementation of the functions, responsibilities, and duties identified in this agreement: Implementation shall be as described specifically in the annual unified planning work program for FAMPO and the TPB.

K. FAMPO transportation planning area: The transportation planning area boundary for the FAMPO transportation planning process shall include the City of Fredericksburg, and Spotsylvania and Stafford Counties in their entirety (current boundary), unless a boundary modification is approved by FAMPO and the Governor.

ARTICLE II- COORDINATION OF PLANNING ACTIVITIES

TPB and FAMPO will maintain coordinated, cooperative and continuing planning processes. TPB and FAMPO shall coordinate their planning processes and produce required planning documents on the same cycle, as determined by TPB's current planning cycle.

ARTICLE III-TIME FRAME OF THE PROCESS

V. APPENDIX

ARTICLE III-TIME FRAME OF THE PROCESS

The metropolitan transportation planning and programming process shall be established as a continuing procedure effective the date of the execution of this AGREEMENT by all participants.

ARTICLE IV-TERMINATION

This AGREEMENT shall be terminated upon the occurrence of any of the following:


The provisions of this agreement maybe repealed by the mutual agreement of the FAMPO and the TPB with not less than ninety (90) days written notice to the other party and to the FHWA and FTA.


ARTICLE V-AMENDMENTS


Amendments to this AGREEMENT, as mutually agreed to, may only be made by written agreement between the parties of this AGREEMENT and subject to a formal review by FHWA and FTA.

IN WITNESS WHEREOF, all concerned parties have executed this AGREEMENT on the day and year first written above.


Chairman, FAMPO

WITNESSED BY 
DATE 11-17-2004


Chairman, National
Capitol Region
Transportation Planning Board

WITNESSED BY 
DATE 11-17-2004

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
777 North Capitol Street, N.E.
Washington, D.C. 20002**

**RESOLUTION RESPONDING TO GOVERNOR SCHAEFER'S
LETTER CONCERNING THE METROPOLITAN PLANNING
BOUNDARY IN MARYLAND**

WHEREAS, the National Capital Region Transportation Planning Board (TPB) is the officially designated Metropolitan Planning Organization (MPO) for the Metropolitan Washington area; and

WHEREAS, the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 requires MPO boundaries to "at least include the boundaries of the non-attainment area, except as otherwise provided by agreement between the metropolitan planning organization and the Governor;" and

WHEREAS, in a letter of April 16, 1992, the Governor of Maryland presented a proposal to the TPB under which "the Washington area MPO boundaries should not be expanded to encompass Charles and Calvert Counties;" and

WHEREAS, on September 16, 1992, the Transportation Planning Board (TPB) requested that the Metropolitan Washington Air Quality Committee (MWAQC) consider and provide comments to the TPB on the implications of Governor Schaefer's request for air quality planning and conformity findings in the Metropolitan Washington Area; and

WHEREAS, there has been extensive coordination with the State Transportation Agencies and the State Air Quality Agencies, who are members of MWAQC, and with Federal Highway Administration (FHWA) and Federal Transit Administration (FTA); and

WHEREAS, on December 9, 1992, the MWAQC adopted a set of recommendations to the TPB on responding to Governor Schaefer's request; and has transmitted those recommendations to the TPB; and

WHEREAS, the "Interim Guidance on the ISTEA Metropolitan Planning Requirements" issued by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) of April 6, 1992, contains the following guidance on Metropolitan boundaries:

"In non attainment areas, if the MPO and the Governor agree to exclude a portion of the nonattainment area, they must be able to demonstrate how conformity will be ensured in the excluded portion. Such proposals should be coordinated with FHWA, FTA, EPA, the state transportation agency, and the state air quality agency before a final decision is made".

NOW, THEREFORE, BE IT RESOLVED THAT: The National Capital Region Transportation Planning Board endorses the MWAQC recommendations as defined in Attachment A, agrees to respond favorably to the April 16, 1992 request of the Governor of Maryland, and also to transmit copies to the Federal Highway Administration, the Federal Transit Administration, and the Environmental Protection Agency.

Adopted by the Transportation Planning Board at its regular meeting on December 16, 1992.

ATTACHMENT A

Proposal for Satisfying Federal Metropolitan Planning Requirements for Charles and Calvert Counties

The TPB proposes the conformity procedures defined in parts 1-4 below. These procedures affirm the practices that have been used for the past two years for the Metropolitan Washington Region non-attainment area as a means for assuring conformity in Charles and Calvert Counties.

1. The TPB agrees with Governor Schaefer that Charles and Calvert Counties not be a part of the planning area covered by the TPB.
2. Transportation plans, programs and projects in Charles and Calvert Counties will be excluded from the TPB's Long-Range Transportation Plan and six-year Transportation Improvement Program (TIP), and included in the statewide Long-Range Transportation Plan and state-wide Transportation Improvement Program (STIP) developed by the State of Maryland.
3. Transportation plans, programs and projects in Charles and Calvert Counties will be included in the conformity analysis and determination carried out by the TPB for the Washington Metropolitan Statistical Area (MSA). Conformity determinations concerning proposed added projects will be based on a system level analysis for the non-attainment area.
4. Charles and Calvert Counties will be involved in all aspects of the conformity analysis and determinations.
 - Formal involvement for Charles and Calvert Counties will be provided through the Maryland Department of Transportation on the TPB, and through Charles and Calvert Counties' membership on MWAQC and its Technical Staff Coordination Committee (TSCC).
 - Informal involvement by Charles and Calvert Counties will be provided through participation by their representatives in COG and TPB committees and processes concerned with conformity, including receipt of all materials and participation in all meetings, discussions, and reviews.

These procedures are subject to amendment should they be found in conflict with the final rule on conformity promulgated by the U.S. Environmental Protection Agency.

**MEMORANDUM OF UNDERSTANDING
ON METROPOLITAN TRANSPORTATION PLANNING RESPONSIBILITIES FOR THE
NATIONAL CAPITAL REGION**

This agreement is made and entered into as of January 16, 2008 by and between the National Capital Region Transportation Planning Board (TPB) hereinafter referred to as the **TPB**; the District of Columbia Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT), and the Virginia Department of Transportation (VDOT) hereinafter referred to as the **State DOTs**; and the Commonwealth of Virginia Department of Rail and Public Transportation (DRPT), the Maryland Transit Administration (MTA), the Northern Virginia Transportation Commission (NVTC), and the Washington Metropolitan Area Transit Authority (WMATA) hereinafter collectively referred to as the **Transit Operators**.

WHEREAS, joint responsibilities must be met for establishing and maintaining a cooperative, comprehensive and continuing (3-C) metropolitan transportation planning and programming process as defined and required by the United States Department of Transportation (USDOT) in regulations at [23 CFR 450 Subpart A – Transportation Planning and Programming Definitions](#) and [23 CFR 450 Subpart C – Metropolitan Transportation Planning and Programming](#), and

WHEREAS, the regulations at [23 CFR 450.314 Metropolitan Planning Agreements](#) direct that the metropolitan planning organization (MPO), the States and public transportation operators shall cooperatively determine their mutual responsibilities for carrying out the 3-C process and clearly identify them in a written agreement.

WHEREAS, the regulations at [23 CFR 450.104](#) define *Public transportation operator* to mean the public entity which participates in the continuing, cooperative, and comprehensive transportation planning process in accordance with 23 U.S.C. 134 and 135 and 49 U.S.C. 5303 and 5304, and is the designated recipient of Federal funds under title 49 U.S.C. Chapter 53 for transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation provided by Amtrak.

WHEREAS, nothing in this MOU shall be construed as limiting or affecting the legal authorities of the parties, or as requiring the parties to perform beyond their respective authorities.

NOW, THEREFORE, the TPB, the State DOTs and the Transit Operators recognize and agree that they will conduct a cooperative, comprehensive and continuing transportation planning and programming process for the National Capital Region and that their mutual responsibilities for carrying out this process are described in the following eleven articles.

The metropolitan planning activities undertaken by the **TPB** are described in Articles 1 to 11. The planning activities undertaken by the **State DOTs** are described in Articles 3 and 5 through 11, and are coordinated with the state transportation planning processes that are required in regulations at [23 CFR 450 Subpart B--Statewide Transportation Planning and Programming](#).

The planning activities undertaken by the **Transit Operators** are described in Articles 3 and 5 through 10. By participating on the Regional Bus Subcommittee of the TPB Technical Committee, Transit Operators have an opportunity to coordinate bus and other transit planning in the region and to incorporate their plans into the Long-Range Transportation Plan and the Transportation Improvement Program (TIP). Transit Operators provide funding inputs for the TIP based upon each system's annual operating and capital improvement budgets. Transit Operators also provide projections of their system revenues, operating and maintenance costs and major improvement costs for the update of the financially constrained plan based upon each system's operating and capital improvement plans.

Article 1 **Scope of the Metropolitan Transportation Planning Process**

The TPB, as the metropolitan planning organization (MPO), the State DOTs and the Transit Operators will conduct a metropolitan transportation planning process that is continuous, cooperative, and comprehensive and provide for the consideration of projects, strategies, and services that will address the eight planning factors as specified in [23 CFR 450.306 : Scope of the Metropolitan Transportation Planning Process](#). This metropolitan planning process will be carried out in coordination with the three state transportation planning processes that are required in regulations at [23 CFR 450 Subpart B--Statewide Transportation Planning and Programming](#).

Article 2 **MPO Structure and Planning Boundaries**

The TPB has been designated the MPO for the National Capital Region by the Governors of Maryland and Virginia and the Mayor of the District of Columbia. The TPB is composed of representatives from the 19 cities and counties, including the District of Columbia, that are members of the Metropolitan Washington Council of Governments (COG), the City of Manassas, the St. Charles Urbanized Area of Charles County, the General Assemblies of Maryland and Virginia, the state DOTs and the Washington Metropolitan Area Transit Authority (WMATA). The TPB also has ex officio representatives from the Metropolitan Washington Airports Authority (MWAA), the Federal Highway Administration, the Federal Transit Administration, the National Capital Planning Commission, the National Park Service and private transportation service providers.

The TPB has Bylaws that establish its membership, time and place of meeting, officers, voting procedures, committees, staffing and relationship to the Metropolitan Washington Council of Governments (COG), public participation, and procedures for amendments. On October 30, 2003, the State DOTs and COG executed an agreement specifying the COG

responsibilities for supporting the MPO transportation planning process as described in the annually federally approved Unified Planning Work Program (UPWP).

The TPB has established a Technical Committee to advise and assist it in all aspects of the metropolitan planning process. The Technical Committee is comprised of representatives of all TPB member agencies and governments and interested transportation agencies in the region, and provides opportunities for these representatives to participate regularly in the metropolitan planning process.

The TPB has also established the Regional Bus Subcommittee of the Technical Committee which is comprised of representatives of public transportation operators in the region, including those that operate the regional and local jurisdiction bus systems, Metrorail, and the commuter rail systems. The Regional Bus Subcommittee provides opportunities for public transportation operators to participate regularly in the metropolitan planning process.

Figure 2 on page 8 shows the TPB planning boundary for the National Capital Region and the location of each of the participating local jurisdictions. After each Census, the TPB will review this planning boundary in cooperation with the State DOTs and Public Transit Operators to determine if it meets the minimum statutory requirements for new and updated urbanized areas, and will adjust the boundary as necessary.

Article 3 Unified Planning Work Program

Between January and March each year, the TPB, the state DOTs, the Transit Operators, in cooperation with the local jurisdictions and other TPB members will prepare the Unified Planning Work Program (UPWP) as required under 23 CFR 450.308 : Funding for Transportation Planning and Unified Planning Work Programs, including documenting the metropolitan transportation planning activities anticipated within the region during the next year. In March the TPB will approve the UPWP and submit it to the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the State DOTs for approval and funding. When necessary, the TPB can approve amendments to the UPWP subject to approval by the FHWA and FTA and State DOTs.

Article 4 Participation Plan

The TPB will adopt and use a Participation Plan to provide citizens, affected public agencies, and all interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process and to review and comment at key decision points as specified in 23 CFR 450.316: Interested Parties, Participation and Consultation. This plan will be coordinated with the State DOTs' public involvement and consultation transportation planning processes.

Article 5 Transportation Planning Studies and Project Development Process Under the National Environmental Policy Act (NEPA)

The TPB, the State DOTs, or the Transit Operators may undertake a multimodal, systems-level corridor or subarea planning study as part of the metropolitan transportation planning

process. The development of these studies will involve consultation with, or joint efforts among, the TPB, State DOTs, and Transit Operators. The results or decision of these planning studies may be used as part of the overall project development process consistent with NEPA as specified in [23 CFR 450.318: Transportation Planning Studies and Project Development](#) .

Article 6 Congestion Management Process

The TPB, in cooperation with the State DOTs, the Transit Operators and local officials will develop congestion management objectives and performance measures to assess the extent of congestion and support the evaluation of the effectiveness of congestion reduction and mobility enhancement strategies for the movement of goods and people. The transportation planning process will develop and maintain an ongoing congestion management process for monitoring, operating and maintaining the regional transportation system required by [23 CFR 450.320: Congestion Management Process in Transportation Management Areas](#).

Article 7 Air Quality Transportation Planning

The air quality transportation planning activities for the Washington Metropolitan Region will be described in the annual UPWP. These activities will be designed to ensure that the TPB can make a conformity determination on its annual CLRP and TIP in accordance with the Clean Air Act and the Environmental Protection Agency (EPA) transportation conformity regulations in 40 CFR part 93. The TPB has adopted interagency and public consultation procedures regarding its air quality planning activities which address the preparation of the annual UPWP and the development and amendments to the CLRP and TIP.

Article 8 Update of the Long-Range Transportation Plan and Development of the Transportation Improvement Program (TIP)

The metropolitan transportation planning process is on-going. Each year the TPB will adopt and issue a document to solicit projects and programs to be included in the next year's update of the plan and the next TIP. This document will describe the policy framework and planning priorities that guide project submissions and explain the project submission process and schedule. The State DOTs and Transit Operators will provide their plan and TIP project submission information as requested in this document. In updating the plan, the TPB, with the cooperation of the State DOTs and Transit Operators, will ensure that the plan development process and plan content meet all requirements as specified in [23 CFR 450.322: Development and Content of the Metropolitan Transportation Plan](#). The TPB will approve the updated plan and submit it for information purposes to the State DOTs and FHWA and FTA.

In preparing the new TIP, the TPB, with the cooperation of the State DOTs and Transit Operators, will ensure that the TIP development process and TIP content meet all requirements as specified in [23 CFR 450.324: Development and Content of the Transportation Improvement Program \(TIP\)](#). The TPB will approve the TIP and forward the TIP to the State DOTs for their approval and inclusion in their State Transportation

Improvement Programs (STIP). TIP amendments and administrative modifications will follow the procedures for TIP modifications as adopted by the TPB and as specified in [23 CFR 450.326: TIP Revisions and Relationship to the State Transportation Improvement Program \(STIP\)](#). The selection of projects from the TIP by the TPB, State DOTs, or Transit Operators will be done as specified in [23 CFR 450.330: Project Selection from the TIP](#).

Article 9 Fiscally Constrained Financial Plans for the Long-Range Transportation Plan and TIP

Financial plans are required to be included with the long range transportation plan and TIP that demonstrate the consistency between reasonably available and projected sources of federal, state, local, and private of revenues and the costs of implementing the proposed transportation system improvements. As described in Article 8, the metropolitan transportation planning process is on-going. Each year the TPB will adopt and issue a document to solicit projects and programs to be included in the next year's update of plan and the next TIP. When the plan is amended or updated, the TPB, State DOTs and Transit Operators will cooperatively develop, share, review and adopt estimates of revenues and costs required for the financial plan that demonstrate fiscal constraint for the transportation plan as specified in 23 CFR 450.322(f)(10)). When the TIP is amended, the TPB, State DOTs and Transit Operators will cooperatively develop, share, review and adopt estimates of costs and estimates of funds that are available or committed or reasonably expected to be available that are required for the financial plan that demonstrate fiscal constraint for the TIP as specified in 23 CFR 450.324(h) & (i).

Article 10 Annual Listing of Projects with Federal Funding Obligations

Each year within 90 days after the close of the federal fiscal year, the TPB, State DOTs and Transit Operators will cooperatively develop a listing of projects from the TIP for which federal transportation funds were obligated in the preceding fiscal year. This report will contain the projects and financial information as required in [23 CFR 450.332 Annual Listing of Obligated Projects](#). This report will be made available to the public on the TPB web page.

Article 11 Certification of the Metropolitan Transportation Planning Process

As described in Article 8, the metropolitan transportation planning process is on-going. Each year the TPB will adopt and issue a document to solicit projects and programs to be included in the next year's update of plan and the next TIP. When the TIP is approved, the TPB and State DOTs will certify that the metropolitan planning process for the National Capital Region is being carried out in accordance with all applicable requirements as specified in [23 CFR 450.334 Self-Certification and Federal Certifications](#) and [23 CFR 450.328 TIP Action by the FHWA and the FTA](#).

This Memorandum of Understanding is approved by the respective parties hereto as of the date shown above.

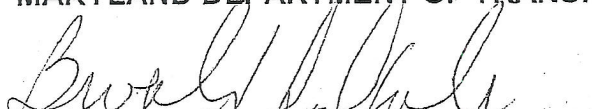
NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD


Phil Mendelson, Chairman

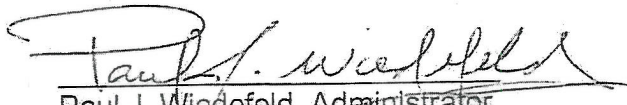
DISTRICT OF COLUMBIA DEPARTMENT OF TRANSPORTATION


Emeka Moneme, Director


MARYLAND DEPARTMENT OF TRANSPORTATION


Beverley Swain-Staley, Deputy Secretary

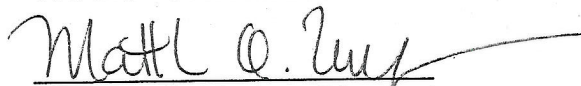
MARYLAND TRANSIT ADMINISTRATION


Paul J. Wiedefeld, Administrator


VIRGINIA DEPARTMENT OF TRANSPORTATION


Pierce R. Homer, Secretary of Transportation

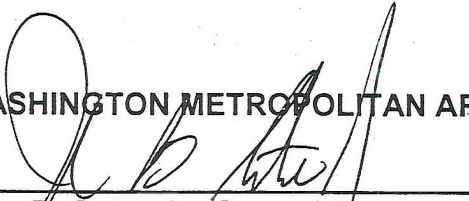
**COMMONWEALTH OF VIRGINIA DEPARTMENT OF RAIL AND PUBLIC
TRANSPORTATION**


Matthew O. Tucker, Director

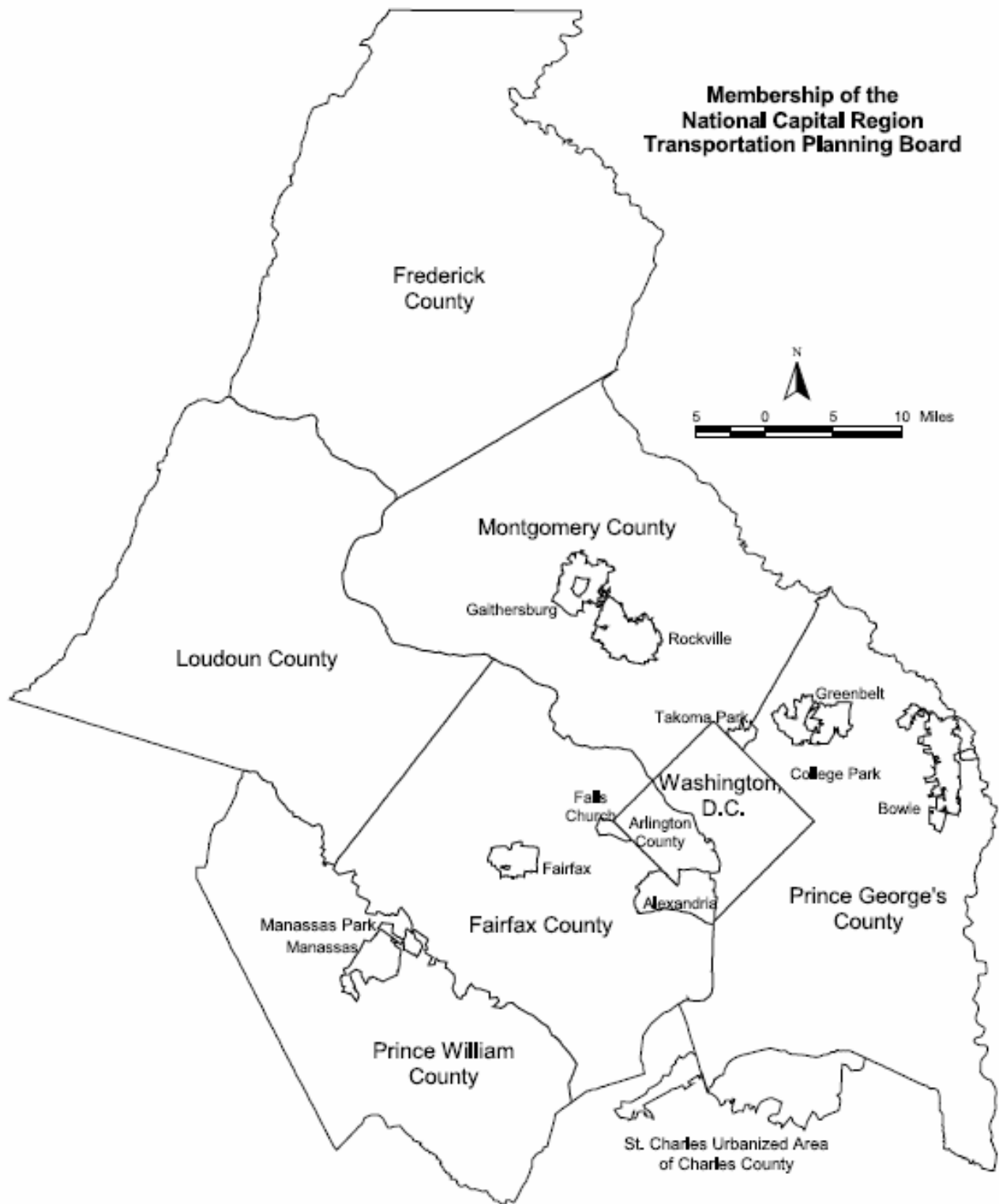
NORTHERN VIRGINIA TRANSPORTATION COMMISSION


Richard K. Taube, Executive Director

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY


John B. Catoe Jr., General Manager

**Membership of the
National Capital Region
Transportation Planning Board**



National Capital Region Transportation Planning Board

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SPECIAL WORK SESSION AIR QUALITY AND ON TRANSPORTATION

A special TPB work session will be held from 10:45am to 11:45am on Wednesday, February 15, immediately prior to the monthly TPB meeting, to discuss the interrelationships between air quality and transportation planning in the metropolitan Washington region. Staff from COG's Departments of Environmental Programs and Transportation Planning will provide presentations on the following topics:

- (1) Overview of the status of air planning for ozone precursors and fine particle pollution for the Washington DC-MD-VA non-attainment area, and the linkages to transportation planning through the air quality conformity process.
- (2) Detailed information on fine particle pollution, including mobile emissions inventories and air quality conformity implications. The Metropolitan Washington Air Quality Committee (MWAQC) is preparing a request to EPA for redesignation of the Washington DC-MD-VA nonattainment area to attainment status for PM2.5, along with a maintenance plan demonstrating compliance with PM2.5 standards through 2025. MWAQC will include mobile emissions budgets in this maintenance plan that will be used by TPB for future air quality conformity assessments.

All TPB members, alternates, technical staff and interested members of the public are cordially invited to attend and participate in this work session.