ITEM 7 – Action
October 17, 2012

Approval of Call for Projects and Schedule for the Air Quality Conformity Assessment for the 2013 CLRP and the FY 2013-2018 TIP

Staff Recommendation: Approve the final call for projects document for the 2013 CLRP and FY 2013-2018 TIP for distribution to state, regional, and local agencies.

Issues: None

Background: At the September 19 meeting, the Board was briefed on the draft call for projects document and schedule for the air quality conformity assessment for the 2013 CLRP and the FY 2013-2018 TIP.

National Capital Region
Transportation Planning Board

CALL FOR PROJECTS

For the Air Quality Conformity Analysis of the
2013 Update to the Financially Constrained
Long-Range Transportation Plan (CLRP)
and the FY 2013-2018 Transportation
Improvement Program (TIP)

DRAFT

October 17, 2012

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CONTENTS

INTRODUCTION 3
Overview of the Policy Framework and Federal Requirements 3
Planning Regulations 3
Relationship between the Plan and TIP 4
Schedule for the 2013 CLRP AND the FY 2013-2018TIP 5
SECTION 1: POLICY FRAMEWORK 7
THE TPB VISION 7
Evolving Policy Context and Direction for the 2013 Plan 8
SECTION 2: FEDERAL REQUIREMENTS 9
AIR QUALITY CONFORMITY REQUIREMENTS 9
Background 9
Current Status 9
FINANCIAL CONSTRAINT 10
Updating the Plan 10
Developing Inputs for the TIP 11
TITLE VI AND ENVIRONMENTAL JUSTICE 11
CONGESTION MANAGEMENT DOCUMENTATION 12
OTHER FEDERAL REQUIREMENTS 13
Planning Factors 13
Public Participation 14
Consultation 14
Environmental Mitigation Discussion 14
Freight Planning 15
Annual Listing of Projects 15
SECTION 3: PROJECT SUBMISSION INSTRUCTIONS 16
The Online Database for the CLRP, TIP and Conformity 16
CLRP Project Description Form Instructions 17
TIP and Conformity Form Instructions 23
Congestion Management Documentation Form for SOV Projects 25
Sample Forms 25

INTRODUCTION

The National Capital Region Transportation Planning Board (TPB), the designated Metropolitan Planning Organization (MPO) for the Washington region, has responsibilities for both long-term transportation planning covering the next two to three decades (the Financially Constrained Long Range Transportation Plan or CLRP) and short-term programming of projects covering the next six years (the Transportation Improvement Program or TIP). The planning horizon for the plan is from 2013 to 2040. The plan identifies transportation projects, programs and strategies that can be implemented by 2040, within financial resources "reasonably expected to be available."

Purpose of this Document

This document is a broad solicitation for projects and programs to be included in the 2013 Plan and the FY 2013-2018 TIP. Individual counties, municipalities and state and federal agencies with the fiscal authority to fund transportation projects are invited to submit projects in response to the solicitation. The purpose of this document is to:

1. Describe the policy framework and priorities that should guide project selections;
2. Review federal regulations related to the Plan and TIP; and
3. Explain the project submission process for the Plan and the TIP.

OVERVIEW OF THE POLICY FRAMEWORK AND FEDERAL REQUIREMENTS

The Plan and TIP must address the policy framework, the TPB Vision, and federal requirements, which together comprise the key criteria for the development of the Plan and TIP, summarized in Figure 1 on the next page. The eight policy goals in the TPB Vision can be found on page 14.

The Plan and TIP must meet federal requirements involving financial constraint, air quality conformity, public participation, Title VI and environmental justice, and other requirements including a Congestion Management Process (CMP). A financial plan must show how the updated long-range plan can be implemented with expected revenues. The plan and TIP need to demonstrate conformity with national air quality standards.

PLANNING REGULATIONS

The U.S Department of Transportation issued final regulations for Metropolitan Transportation Planning on February 14, 2007 based upon the Safe, Accountable, Flexible, Efficient Transportation Equity Act – a Legacy for Users (SAFETEA-LU) legislation.

All plans adopted after July 1, 2007 must comply with these planning regulations. Requirements pertaining to the CLRP and TIP process include:

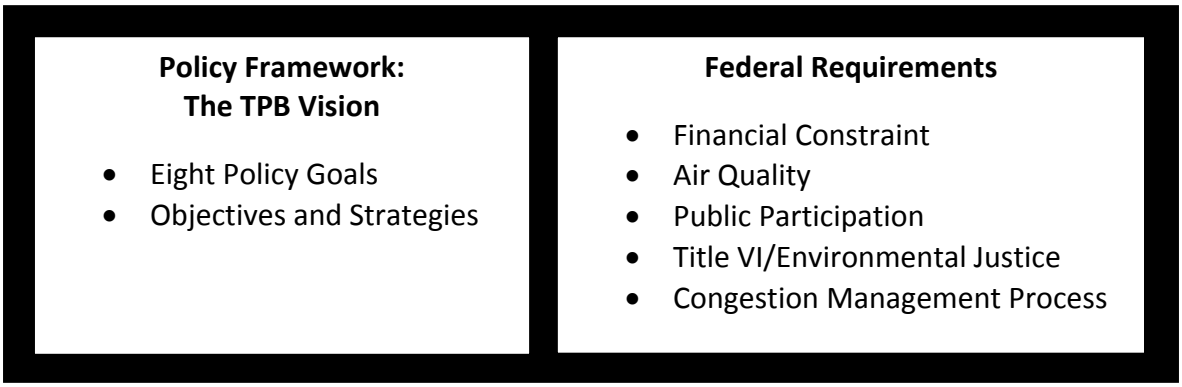
- The Plan and TIP must be updated every 4 years instead of 3 and 2 respectively. The 2010 CLRP was a major Plan update with a new financial plan.
- A Congestion Management Process (CMP) is required. The Congestion Management Process is a systematic set of actions to provide information on transportation system

performance, and to consider alternative strategies to alleviate congestion, enhancing the mobility of persons and goods.

- Eight planning factors to consider during Plan and TIP development. The TPB Vision incorporates the eight planning factors; security is addressed implicitly. The factors are:
    - Safety;
    - Security; and
    - Consistency between transportation improvements and state and local planned growth and economic development patterns.
- During the development of the long-range plan, the TPB and state implementing agencies will have to consult with agencies responsible for land use management, natural resources, environmental protection, conservation, historic preservation, airport operations and freight movements on projects in the Plan. The Plan must include a discussion of potential environmental mitigation activities along with potential sites to carry out the activities to be included.

MAP-21, or Moving Ahead for Progress in the 21st Century is the successor to SAFETEA-LU and was signed into law on July 6, 2012. Federal planning regulations based on this law are under development and are expected to be released within the next year.

Figure 1: Key Criteria for Developing the Plan and TIP



RELATIONSHIP BETWEEN THE PLAN AND TIP

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

SCHEDULE FOR THE 2013 CLRP AND THE FY 2013-2018TIP

September 19, 2012*	TPB is briefed on Draft Call for Projects.
October 17, 2012*	TPB releases Final Call for Projects - transportation agencies begin submitting project information through on-line database.
December 14, 2012	**DEADLINE:** transportation agencies complete on-line submission of draft project Inputs.
January 4, 2013	Technical Committee reviews Draft CLRP project submissions and draft Scope of Work for the Air Quality Conformity Assessment.
January 10, 2013	CLRP project submissions and draft Scope of Work released for public comment.
January 16, 2013*	TPB is briefed on project submissions and draft Scope of Work.
February 9, 2013	Public comment period ends.
February 20, 2013*	TPB reviews public comments and is asked to approve project submissions and draft Scope of Work.
May 3, 2013	**DEADLINE:** transportation agencies finalize CLRP forms (including Congestion Management Documentation Forms where needed) and amendments to the FY 2013-2018 TIP. Submissions must not impact conformity inputs; note that the deadline for changes affecting conformity inputs was February 20, 2013.
June 13, 2013	Draft CLRP, TIP amendments and Conformity Assessment released for public comment at Citizens Advisory Committee (CAC).
June 19, 2013*	TPB briefed on the draft CLRP, TIP amendments and Conformity Assessment.
July 13, 2013	Public comment period ends.
July 17, 2013*	TPB reviews public comments and responses to comments, and is presented the draft CLRP, TIP amendments and Conformity Assessment for adoption.

*TPB Meeting

SECTION 1: POLICY FRAMEWORK

THE TPB VISION

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

The TPB Vision will be used to review and assess the strategies and projects under consideration for inclusion in the Plan and TIP. In developing proposed projects and strategies in the Plan or TIP, each agency must consider their contributions to meeting the eight planning factors. In this way, the TPB will be able to ensure and document that consideration of the required planning factors has taken place. Consideration of regional goals and objectives may also prove useful to agencies in selecting among proposed projects or actions when the desired level of investment exceeds the projected available revenues. Especially important are projects and strategies that contribute to meeting the required emission reductions and achieving air quality conformity.

Vision Statement

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

The Vision Goals

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

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

EVOLVING POLICY CONTEXT AND DIRECTION FOR THE 2013 PLAN

Over the past few years, the TPB, its member agencies, and the Metropolitan Washington Council of Governments (COG) have undertaken several activities to examine emerging policy priorities and opportunities. In the Call for Projects for the 2010 CLRP, the TPB requested that agencies begin to consider this expanded context when selecting projects.

COG's Climate Change Report and the Region Forward report both include policy goal recommendations for the transportation sector, including the following:

- Reduce mobile-source greenhouse gas emissions,
- Reduce Vehicle Miles Traveled (VMT) per capita,
- Increase the construction of bicycle and pedestrian facilities,
- Increase the share of walking, bicycle and transit trips, and
- Ensure that all Regional Activity Centers will have bus or rail transit accessibility.

It should be noted that these goals are consistent with language already found in the TPB's Vision goals, objectives, and strategies.

This evolving policy context and direction will be considered in the development of the 2013 CLRP, in addition to the specific goals of the Region Forward report as adopted by the COG Board, the COG Climate Report, VMT-reducing strategies of the TPB's Regional Mobility and Accessibility Study (RMAS), and the need to address the east-west divide.

At its July 20 2011 meeting, the TPB approved a scope of work and process to develop a regional transportation priorities plan for the National Capital Region. This 2-year process includes steps to reaffirm regional goals and determine challenges to achieving those goals; identify strategies to address challenges; and develop regional priority strategies, reliant on extensive public input, using a comprehensive benefit-cost approach. The purpose of the priorities plan is to identify 10 to 15 strategies that the region can agree are the top priorities for addressing the most pressing challenges that the region faces in meeting the TPB's goals. The priorities will be above and beyond the project and programs in the CLRP.

Interim Report 1 was presented to the TPB on January 18, 2012 and identified a list of performance measures that would identify regional challenges and measure progress toward meeting those challenges. As outlined in a presentation of Interim Report 2 to the TPB on July 18, 2012, the next round of public outreach will take place in fall/winter 2012, and will test a refined set of regional goals, challenges, and strategies that incorporates feedback from earlier public outreach efforts. The strategies identified as a result of the priorities plan will be helpful in identifying projects for the 2014 CLRP that make the greatest contribution to advancing the goals that have been adopted by the region.

SECTION 2: FEDERAL REQUIREMENTS

AIR QUALITY CONFORMITY REQUIREMENTS

The Clean Air Act Amendments (CAAA) of 1990 require that the transportation actions and projects in the CLRP and TIP support the attainment of the federal health standards. The Washington area is currently in a nonattainment status for the 8-hour ozone standard and for fine particles standards (PM2.5, or particulate matter less than or equal to 2.5 micrometers in diameter). The CLRP and TIP 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 14, 2012, and (3) as detailed in periodic FHWA / FTA and EPA guidance.

BACKGROUND

Ozone Season Pollutants (VOC and NOx)

On May 21, 2012 the Environmental Protection Agency (EPA) designated the Washington, DC-MD-VA region as a marginal non-attainment area for the 2008 ozone national ambient air quality standards (NAAQS). Until the Metropolitan Washington Air Quality Committee (MWAQC) updates the region's ozone State Implementation Plans (SIPs) with new mobile budgets, the region must conform to the mobile budgets set for the old 1997 NAAQS. These mobile budgets are the 2008 Reasonable Further Progress (RFP) budgets found adequate by EPA on September 4, 2009. The RFP budget for Volatile Organic Compounds (VOC) is 70.8 tons/day, and for Nitrogen Oxides (NOx) is 159.8 tons/day.

Fine Particles (PM2.5) Pollutants

On December 17, 2004 the EPA designated the Washington, DC-MD-VA area as nonattainment for the 1997 PM2.5 NAAQS. PM2.5 standards refer to particulate matter less than or equal to 2.5 micrometers in diameter. To address the requirements associated with this designation, MWAQC adopted a SIP with mobile budgets on March 7, 2008 and submitted it to EPA. EPA never approved those budgets.

On January 12, 2009, EPA determined that the region had attained the 1997 PM2.5 NAAQS and issued a clean data determination for the area. In early 2012 Virginia, Maryland, and the District of Columbia withdrew the SIPs, including the mobile budgets. In the absence of approved mobile budgets, EPA allows for an assessment that shows emissions in forecast year scenarios are no greater than those in a 2002 base.

CURRENT STATUS

As part of the conformity assessment of the 2013 CLRP, projected emissions for the actions and projects will need to be estimated for the following forecast years: 2015, 2017, 2020, 2030, and 2040. If the analysis of mobile source emissions for any of these years shows an increase in pollutants above what is allowed, it will be necessary for the TPB to define and program transportation emission reduction measures (TERMs) to mitigate the excess emissions, as has

been done in the past. The TPB Technical Committee's Travel Management Subcommittee will develop a schedule for submittal and analysis of candidate TERM proposals for potential inclusion in the 2013 CLRP for the purpose of NOx, VOC, or PM2.5 emissions mitigation. Should emissions analysis for any forecast year indicate excess emissions which cannot be mitigated, TPB's programming actions would become limited to those projects which are exempt from conformity.

FINANCIAL CONSTRAINT

UPDATING THE PLAN

The following financial requirements for the Plan are based upon the current federal planning regulations.

> The long-range Plan must include a financial plan that demonstrates the consistency between reasonably available and projected sources of Federal, State, local, and private revenues and the cost of implementing proposed transportation system improvements. The plan must compare the estimated revenue from existing and proposed funding sources that can reasonably be expected to be available for transportation use, and the estimated costs of constructing, maintaining and operating the total (existing plus planned) transportation system over the period of the plan.
>
> The estimated revenue by existing revenue source (Federal, State, local and private) available for transportation projects must be determined and any shortfalls shall be identified. Proposed new revenue and/or revenue sources to cover shortfalls must be identified, including strategies for ensuring their availability for proposed investments. Existing and proposed revenues shall cover all forecasted capital, operating, and maintenance costs. All revenue and cost estimates must use an inflation rate(s) to reflect "year of expenditure dollars" based upon reasonable financial principles and information developed cooperatively by the MPO, States and public transportation operators.

The 2010 financial plan for the Plan and TIP was adopted by the TPB in November 2010. This financial analysis produced the same financial "big picture" as in the 2006 analysis; the majority of currently anticipated future transportation revenues will continue to be devoted to the maintenance and operation of the current transit and highway systems. More information about the current financial plan is available at www.clrp.mwcog.org.

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

Other projects or actions above and beyond those for which funds are available or committed may be submitted to the Plan under illustrative status. A change in project status from

illustrative to full status would require a Plan amendment. Illustrative projects will not be assumed in the air quality conformity determination of the Plan.

DEVELOPING INPUTS FOR THE TIP

The following financial requirements for the TIP are based upon the current federal planning regulations.

> The TIP must be financially constrained by year and include a financial plan that demonstrates which projects can be implemented using current revenue sources and which projects are to be implemented using proposed revenue sources (while the existing transportation system is being adequately operated and maintained).
>
> In developing the TIP, the MPO, the States and the public transportation operators must cooperatively develop estimates of funds that are reasonably expected to be available to support TIP implementation. The TIP shall include a project or a phase of a project only if full funding can reasonably be anticipated to be available for the project within the time period contemplated for completion of the project.
>
> Only projects for which construction and operating funds can reasonably be expected to be available may be included under full status in the plan. In the case of new funding sources, strategies for ensuring their availability shall be identified. In developing the financial analysis, the MPO shall take into account all projects and strategies funded under Title 23, USC and the Federal Transit Act, other Federal funds, local sources, state assistance, and private participation. All revenue and cost estimates must use an inflation rate(s) to reflect "year of expenditure dollars" based upon reasonable financial principles and information developed cooperatively by the MPO, States and public transportation operators.
>
> In non-attainment areas, projects included for the first two years of the current TIP shall be limited to those for which funds are available or committed.

New projects included in the Air Quality Conformity Analysis should be amended into the FY 2013-2018 TIP if funding is expected to be programmed for any phase between fiscal years 2013 and 2018. For these new projects, agencies must ensure that the first two years in the TIP are "limited to those for which funds are available or committed."

TITLE VI AND ENVIRONMENTAL JUSTICE

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

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

The TPB addresses these requirements in several ways. First, to ensure on-going input from transportation disadvantaged population groups, the TPB has a proactive public involvement process as described in the TPB's Public Participation Plan. The TPB established the Access for All Advisory Committee in 2001 to advise on issues, projects and programs important to low-income communities, minority communities and persons with disabilities. Second, each time the Plan is updated, the AFA committee reviews maps of proposed major projects and comments on the long-range plan. The AFA chair, a TPB member, presents those comments to the TPB. Third, an analysis of travel characteristics and accessibility to jobs is conducted to ensure that disadvantaged groups are not disproportionately impacted by the long-range plan. The latest analysis and AFA report can be found on the CLRP website. Fourth, The TPB has a Language Assistance Plan (Language Assistance Plan: Accommodating Individuals with Limited English Proficiency in the Planning Process) and follows the COG accommodations policy for people with disabilities and LEP persons to ensure access to documents and meetings.

CONGESTION MANAGEMENT DOCUMENTATION

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

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

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

1. The CMP must consider congestion and congestion management strategies directly associated with Plan projects. Requested in this Call for Projects is documentation of any project-specific information available on congestion that necessitates or impacts the proposed project. Submitting agencies are asked to cite whether congested conditions necessitate the proposed project, and if so, whether the congestion is recurring or non-recurring.

2. For any project providing a significant increase to SOV capacity, it must be documented that the implementing agency considered all appropriate systems and demand management alternatives to the SOV capacity. This requirement and its associated questions are substantially unchanged from what has been requested in recent years. A special set of SOV congestion management documentation questions must be answered for any project to be included in the Plan or TIP that significantly increases the single occupant vehicle carrying capacity of a highway. A copy of the Congestion Management Documentation Form is included in this Call for Projects document for reference. Note that this form is not required to be filled out for all projects, only for projects meeting certain criteria. Non-highway projects do not need a form.

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

OTHER FEDERAL REQUIREMENTS

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

PLANNING FACTORS

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

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

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

PUBLIC PARTICIPATION

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

- Representatives of users of pedestrian walkways, bicycle transportation facilities, the disabled are specifically added as parties to be provided with the opportunity to participate in the planning process;
- The MPO is to develop a participation plan in consultation with interested parties that provides reasonable opportunities for all parties to comment; and
- To carry out the participation plan, public meetings are to be: conducted at convenient and accessible locations at convenient times; employ visualization techniques to describe plans; and make public information available in an electronically accessible format, such as on the Web.

The TPB adopted a Public Participation Plan on December 19, 2007. The Plan can be found online at www.mwcog.org/clrp/public/plan.asp.

CONSULTATION

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

ENVIRONMENTAL MITIGATION DISCUSSION

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

FREIGHT PLANNING

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

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

Questions 22 through 29 on the Financially Constrained Long-Range Transportation Plan Project Description Form address a number of planning factors, including economic competitiveness, truck and freight safety, accessibility and mobility of people and freight, and integration and connectivity of the transportation system for people and freight. Strong consideration should be given to projects that support these goals for freight.

ANNUAL LISTING OF PROJECTS

Federal regulations require that the TPB must publish or otherwise make available an annual listing of projects, consistent with the categories in the TIP, for which federal funds have been obligated in the preceding year. With the assistance of and in cooperation with the transportation implementing agencies in the region, the TPB has prepared a listing of projects for which federal funds have been obligated each year since 2001.

SECTION 3: PROJECT SUBMISSION INSTRUCTIONS

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

THE ONLINE DATABASE FOR THE CLRP, TIP AND CONFORMITY

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

CLRP PROJECT DESCRIPTION FORM INSTRUCTIONS

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

Basic Project Information

1. Submitting Agency.....The agency that is submitting the project information. Defined by the user's agency status.

2. Secondary Agency.....Any other agencies working in conjunction with primary agency

3. *Agency Project ID*.....Agencies can use this field to track projects with their own ID systems.

4. *Project Type*.....Identify the functional class or category on which projects will be grouped in reports. Options include: *Interstate, Primary, Secondary, Urban, Transit, Bike/Ped, Bridge, Enhancement, ITS, Maintenance, CMAQ, Other*.

5. *Project Category*.....Identify the nature of the project: *System Expansion* (adding capacity to a road or transit system), *System Preservation* (any work on the road or transit system that does not add capacity), *Management, Operations and Maintenance*, *Study*, *Other*.

6. *Project Name*.....A very brief, user-friendly description of the project; e.g. "East Market Street Widening" or "Downtown Circulator Bus System"

7. *Facility*.....These fields should be used to describe actual infrastructure or transit routes. Any of these fields may be left blank and there is no need for redundant entries. If a project can be described adequately in the *Project Title* field, it is not necessary to fill in these fields.

    a. *Prefix*.....Interstate or State abbreviation for route type, e.g. I, VA, MD, US. Combinations such as VA/US are acceptable

    b. *Number*.....The route number that corresponds with the above prefix. Again, combinations are acceptable.

c. *Name* .....Full name of facility; e.g. “Capital Beltway,” “East Street” or “Red Line”. To the extent possible, this field should be limited to actual street names or transit routes.

d. *Modifier* .....Any term that needs to be used to further describe a facility, such as “extended”, “relocated” or “interchange”.

8. *From (At)* .....The beginning project limit or location of a spot improvement. Use the *(At)* checkbox to indicate a spot or interchange improvement. Follow the conventions above for *Prefix, Number, Name* and *Modifier.*

9. *To*.....Terminal project limit. Follow conventions above for *Prefix, Number, Name* and *Modifier.*

10. *Description* .....Describe the project as clearly as possible. Use public-friendly phrasing and avoid technical jargon where possible.

11. *Projected Completion Year*.....Estimated year that the project will be open to traffic or implemented.

12. *Project Manager* .....Name of project manager or point-of-contact for information

13. *E-mail* .....E-mail address for project manager or point-of-contact for information

14. *Web Site* .....URL for further project information from implementing agency

15. *Total Mileage* .....If available; enter the total length of the project to the closest tenth of a mile.

16. *Map Image* .....If available, upload an image file to assist

17. *Documentation* .....If necessary, upload any extra documentation for the project. This could include financial plans or supplemental information materials.

18. *Bike/Ped Accommodations* ....Indicate using the pull-down menu whether the project is: a) *Primarily a bicycle/pedestrian project*, b) *Includes accommodations for bicycle/pedestrian users*, or c) *Does not include accommodations for bicycles and pedestrians*.

19. *Jurisdiction* .....Select the appropriate jurisdictions for the project. Multiple jurisdictions can be selected by pressing the **CTRL** key while clicking.

20. *Total Estimated Cost* .....If available, enter the cost of the project from start to finish

21. *Remaining Cost* .....Estimated cost remaining to be spent on project (not required).

22. *Sources* .....Indicate the sources of funds: Federal, State, Local, Private, Bonds, Other. Hold the **CTRL** key down to select multiple sources.

MAP-21 Planning Factors

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

Use the checkboxes to select all that apply:

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

b. Increases the safety of the transportation system for all motorized and non-motorized users.

i. *Is this project being proposed specifically to address a safety issue?*
Note: It is presumed that all new projects being constructed include safety considerations. Select "Yes" only if the primary reason the project is being proposed is to address a safety issue.

ii. *If so, please briefly describe (in quantifiable terms, where possible) the nature of the safety problem:*

c. Increases the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users.

d. Increase accessibility and mobility of people

e. Increase accessibility and mobility of freight

f. Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns.

g. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

h. Promote efficient system management and operation.

i. Emphasize the preservation of the existing transportation system.

Environmental Mitigation

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

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

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

Congestion Management Process Documentation

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

25. *Congested Conditions*

a. *Do traffic congestion conditions on this or another facility necessitate the proposed project or program?*

   Check "Yes' if this project is being planned specifically to address congestion conditions.

b. *If so, is the congestion recurring or incident-related non-recurring in nature?*

   Use the checkboxes to identify either option.

c. *If the congestion is on a different facility, please identify it here:*

   Identify the name of the congested parallel or adjacent route that this project is intended to relieve.

26. *Capacity*

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

- New limited access or other principal arterial roadways on new rights-of-way
- Additional through lanes on existing limited access or other principal arterial roadways
- Construction of grade-separated interchanges on limited access highways where previously there had not been an interchange.

a. *Is this a capacity-increasing project on a limited access highway or other principal arterial*?
Check "Yes" if the project will increase capacity on an SOV facility of functional class 1 (limited access highway), 2 (principal arterial) or 5 (grade-separated interchange on limited access highway).

b. *If the answer to Question 26.a was "yes," are any of the following exemption criteria true about the project? (Choose one, or indicate that none of the criteria apply):*

- *None of the exemption criteria below apply to this project – a Congestion Management Documentation Form is required.*
- *The project will not use federal funds in any phase of development or construction (100% state, local, and/or private funding).*
- *The number of lane-miles added to the highway system by the project totals less than one lane-mile*
- *The project is an intersection reconstruction or other traffic engineering improvements, including replacement of an at-grade intersection with an interchange*
- *The project, such as a transit, bicycle or pedestrian facility, will not allow private single-occupant motor vehicles.*
- *The project consists of preliminary studies or engineering only, and is not funded for construction*
- *Any project whose construction cost is less than $10 million.*

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

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

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?*

    Use the checkboxes to select "Yes" or "No".

    a. *If yes, what is the status of the systems engineering analysis compliant with federal Rule 940 for the project?*

    Use the checkboxes to select: *Not Started; Ongoing, not complete;* or *Completed*

    b. *Under which Architecture: DC, Maryland,* or *Virginia State Architecture, WMATA Architecture, COG/TPB Regional ITS Architecture* or *Other; Please specify* _____

28. *Actual Completion Year*.....Use this field to indicate that the <u>full scope</u> of the project has been opened to traffic or implemented.

29. *Project Withdrawn*.....Use this checkbox to indicate that a project is being withdrawn from the Plan.

30. *Withdrawn Date*.....Provide an approximate date for the withdrawal of the project.

Record Tracking

This section is used to keep track of modifications to records. These fields are automated and are not editable.

31. Created by.....Identification of who created the record originally.

32. Created On.....Date record was originally created on

33. Last Updater.....Recorded ID of last person to make modifications to record

34. Last Updated On .....Recorded date and time of last modifications to record

35. Comments.....General notes for agency or TPB staff to use.

TIP AND CONFORMITY FORM INSTRUCTIONS

Each phase of the project (even if there is only one) should be described under the "Project Phases". The Air Quality Conformity Analysis is based on the information in these listings, so all regionally significant phases of all projects in the plan need to be included.

TIP funding information should be completed for each project intended for programming in the current TIP. The TIP should show all funds (federal and non-federal) that are expected to be obligated between FY 2013 and FY 2018. Previous fiscal years are shown for historical purposes only and have no bearing on the current fiscal years.

1. *Submitting Agency* .....Automatically displayed based on user's agency.

2. *Project Name*.....Automatically filled in based on parent project.

3. *Phase Name* .....A very brief, public-friendly description of the project phase; e.g. "East Market Street Widening" or "Downtown Circulator Bus." This can be the same as the project name.

4. *Facility* .....These fields should be used to describe actual infrastructure or transit routes. Any of these fields may be left blank and there is no need for redundant entries. If a project can be described adequately in the *Project Title* field, it is not necessary to fill in these fields.

a. *Prefix* .....Interstate or State abbreviation for route type, e.g. I, VA, MD, US. Combinations such as VA/US are acceptable.

b. *Number* .....The route number that corresponds with the above prefix.

c. *Name*.....Full name of facility; e.g. "Capital Beltway," "East Street" or "Red Line". To the extent possible, this field should be limited to actual street names or transit routes.

d. *Modifier*.....Any term that needs to be used to further describe a facility, such as "extended", "off-ramp", or "interchange".

5. *From (At)* .....The beginning project limit or location of a spot improvement. Use the *(At)* checkbox to indicate a spot or interchange improvement. Follow the conventions above for *Prefix, Number, Name* and *Modifier.*

6. *To*.....Terminal project limit. Follow conventions above for *Prefix, Number, Name* and *Modifier.*

7. *Description* .....Describe the project as clearly as possible. Use public-friendly phrasing and avoid technical terms where possible.

8. *Agency Project ID* .....Agencies can use this field to track projects with their own ID systems.

9. *Environmental Review* .....Type of NEPA documentation required, if any

10. *Review Status* .....Current status of any required NEPA documentation

<u>Questions 11 – 15 only need to be completed for projects that have conformity impacts.</u>

11. *Improvement* .....Pull-down field to identify type of improvement being made to the facility (e.g. construct, widen, upgrade, etc.)

12. Facility Type From/To

a. *Facility Type From* .....Functional class of facility before improvement

b. *Facility Type To*.....Functional class of facility after improvement

13. Lanes From/To

a. *Lanes From* .....Number of lanes on facility before improvement

b. *Lanes To* .....Number of lanes on facility after improvement

14. *R.O.W. Acquired* .....Right-of-way has been acquired for the facility

15. *Under Construction?* .....Construction has begun on the facility

16. *Projected Completion Year*.....Estimated year that the project will be complete.

17. *Completed* .....Date the project was completed (open to traffic) or implemented

18. *TIP Project Status* .....Project is delayed, complete, withdrawn, or ongoing

19. Capital Costs

a. *Amount*.....Funds shown in $1,000s

b. *Phase* .....Funds obligated for: a) Planning and Engineering, b) R.O.W. acquisition, c) Construction, d) Studies and e) Other

c. *Fiscal Year* .....Fiscal year in which funds are expected to be obligated

d. *Source*.....Federally recognized source of funds

e. *Fed/State/Local Share*.....Percentage distribution of federal, state and local funds

20. *Creator* .....Recorded ID of the user that created the record

21. *Created On* .....Date record was originally created on

22. *Last Updated On* .....Recorded date and time of last modifications to record

23. Last Updater.....Recorded ID of last person to make modifications to record

CONGESTION MANAGEMENT DOCUMENTATION FORM FOR SOV PROJECTS

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

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

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

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

SAMPLE FORMS

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

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

BASIC PROJECT INFORMATION

1. Submitting Agency:
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:

	Prefix	Route	Name	Modifier
7. Facility:				
8. From (_ at):				
9. To:				

10. Description:

11. Projected Completion Date:
12. Project Manager:
13. Project Manager E-Mail:
14. Project Information URL:
15. Total Miles:
16. Schematic:
17. Documentation:
18. Bicycle or Pedestrian Accommodations: _ Not Included; _ Included; _ Primarily a Bike/Ped Project; _ N/A
19. Jurisdictions:
20. Total cost (in Thousands):
21. Remaining cost (in Thousands):
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)
    _ 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:

28. Completed Date:
29. _ Project is being withdrawn from the CLRP.
30. Withdrawn Date:
31. Record Creator:
32: Created On:
33. Last Updated by:
34. Last Updated On:
35. Comments

TRANSPORTATION IMPROVEMENT PROGRAM FOR FY 2013-2018 PROJECT DESCRIPTION FORM

BASIC PROJECT INFORMATION

1. Submitting Agency:
2. Project Name (from CLRP Project):
3. Phase Name:

	Prefix	Route	Name	Modifier
4. Facility:				
5. From (_ at):				
6. To:				

7. Description:
8. Agency Phase ID:
9. Projected Completion Year:
10. Project Status: _ New Project
    _ In previous TIP, proceeding as scheduled
    _ In previous TIP, delayed or reprogrammed
11. Completed:

Environmental Review

12. Type: _ PCE; _ CE; _ DEA; _ EA; _ FONSI; _ DEIS; _ FEIS; _ F4; _ N/A
13. Status: _ Proposed for preparation; _ Under preparation; _ Prepared for review; _ Under review; _ Approved

Complete Streets

14. Bicycle/Pedestrian Accommodation (Choose from the drop-down menu)
    - Bicycle/pedestrian accommodations included
    - No bicycle/pedestrian accommodations included
    - Not Applicable
    - Primarily a bicycle/pedestrian project

15. Does your jurisdiction or agency have a Complete Streets Policy?

☐ Yes ☐ No If Yes, answer #16.

16. Choose one of the following:

☐ Complete Streets policy is not applicable to this project.

☐ This project advances our Complete Streets policy goals.

☐ This project is exempt (Identify the exemption from the dropdown menu)

- Grandfathered
- User group prohibited by law
- Excessive cost
- Absence of need
- Environmental
- Historic Preservation
- Accommodation of user group contrary to jurisdiction/agency policy or plans
- Other (Explain: _____)

Capital Costs

TIP PROJECT DESCRIPTION FORM

FISCAL YEAR	AMOUNT	PHASE	SOURCE	FED	STA	LOC

17. Project URL: _____
18. Project Manager Name: _____
19. Project Manager Email: _____

Congestion Management Documentation Form for Projects in the 2040 CLRP

BASIC PROJECT INFORMATION

1. Agency: Secondary Agency:

2. Project Title:

	Prefix	Route	Name	Modifier
4. Facility:				
5. From (_ at):				
6. To:				

7. Jurisdiction(s):

8. Indicate whether the proposed project's location is subject to or benefits significantly from any of the following in-place congestion management strategies:

_ Metropolitan Washington Commuter Connections program (ridesharing, telecommuting, guaranteed ride home, employer programs)

_ A Transportation Management Association is in the vicinity

_ Channelized or grade-separated intersection(s) or roundabouts

_ Reversible, turning, acceleration/deceleration, or bypass lanes

_ High occupancy vehicle facilities or systems

_ Transit stop (rail or bus) within a 1/2 mile radius of the project location

_ Park-and-ride lot within a one-mile radius of the project location

_ Real-time surveillance/traffic device controlled by a traffic operations center

_ Motorist assistance/hazard clearance patrols

_ Interconnected/coordinated traffic signal system

_ Other in-place congestion management strategy or strategies (briefly describe below:)

9. List and briefly describe how the following categories of (additional) strategies were considered as full or partial alternatives to single-occupant vehicle capacity expansion in the study or proposal for the project.

a. Transportation demand management measures, including growth management and congestion pricing

b. Traffic operational improvements

c. Public transportation improvements

d. Intelligent Transportation Systems technologies

e. Other congestion management strategies

f. Combinations of the above strategies

10. Could congestion management alternatives fully eliminate or partially offset the need for the proposed increase in single-occupant vehicle capacity? Explain why or why not.

11. Describe all congestion management strategies that are going to be incorporated into the proposed highway project.

12. Describe the proposed funding and implementation schedule for the congestion management strategies to be incorporated into the proposed highway project. Also describe how the effectiveness of strategies implemented will be monitored and assessed after implementation.