

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

TO: TPB Technical Committee

FROM: Melanie Wellman
Transportation Planner

DATE: March 28, 2008

SUBJECT: Congestion Management Process (CMP) Reference Materials for Completion of the
CMP Documentation Forms

This memorandum provides a summary of comments received on the previously circulated draft reference materials to assist agencies as they fill out the CMP documentation forms (required for single-occupant vehicle [SOV] capacity-increasing projects), as well as the finalized version of those materials.

At the request of the Subcommittee, the reference materials were distributed to the TPB Technical Committee, Commuter Connections Subcommittee, and Management, Operations, and Intelligent Transportation Systems (MOITS) Technical Subcommittee for review, and comments were requested by March 18th. The spreadsheet has been updated to include the comments received from these Committees, and is attached for your use when filling out the forms. This information should be shared with personnel in your agencies directly responsible for filling out the CLRP/TIP submissions.

The following is a summary of the major changes made by staff to the draft reference materials, based upon the comments received. All suggested changes have been integrated into the final document.

- The several major Commuter Connections programs are now listed separately, rather than in a single listing, and any previously listed local government programs that were, in fact, part of Commuter Connections are now covered by the main Commuter Connections listings.
- Information has been added on WMATA bicycle parking and bicycle racks on buses.
- Information has been added on carsharing programs at Metrorail stations.
- Information has been added on MDOT activities addressing Base Realignment and Closure (BRAC).
- Information has been added on the I-270 Integrated Corridor Management (ICM) project.

The Excel document attached also contains a worksheet titled “Explanation” which is a summary of why the reference material was developed and the content of the material in the spreadsheet. The explanation should be read prior to using the reference material.

The next Travel Management Subcommittee meeting has been scheduled for Tuesday, April 15, 2008, 9:30 AM. This meeting will be about ten days before the final Congestion Management

TPB Technical Committee
March 28, 2008
Page 2 of 2

Documentation Forms are due to the TPB staff, and it is greatly encouraged that agencies will be well underway by then in filling out any necessary forms. Subcommittee members are encouraged to bring their completed or semi-completed CMP documentation forms to the April 15th meeting, along with any questions.

If you have any questions, please contact me at mwellman@mwkog.org or (202) 962-3259. Thank you.

Attachment.

Explanation of Reference Materials for Local Jurisdictions

These reference materials were developed at the request of the Travel Management Subcommittee to assist agencies as they fill out the Congestion Management Process (CMP) documentation forms required for federally-funded single occupant vehicle (SOV) capacity-increasing projects proposed in the 2008 CLRP and TIP.

Federal regulations state that any project proposing a significant increase in SOV capacity must show how congestion management strategies have been considered to effectively manage the additional capacity. In our region this is being accomplished by agencies completing a Congestion Management Documentation Form which describes what type of congestion management strategies have been considered, or are implemented, in the project's vicinity.

Agencies completing these forms are able to cite various ongoing strategies going on in the region and in their local jurisdiction and corridor. Staff developed the attached "Reference Material" spreadsheet that personnel completing the forms could refer to. The spreadsheet contains a listing of CMP demand management and operations management strategies being undertaken in the region. Agency personnel may also need to coordinate within their own agencies to find out about other strategies that are being or might have been considered in conjunction with the proposed SOV project.

The spreadsheet was developed in Excel format to allow agencies to use the "sort" feature to categorize strategies according to each agency's individual needs. The reference material is broken down into several categories, as listed across the top of the spreadsheet:

- Geography - Indicates to what extent a project is implemented. The projects could be region-wide, or implemented in a particular state or multi-jurisdictional area, county, city, or localized corridor.
- Location - Provides more detailed information on the location of a project. For example, a project may just be implemented in a certain area of a county, throughout multiple counties, or simply along one or two specific roadways.
- Local Jurisdiction/Organization - Provides the specific name of an agency or organization implementing the strategy.
- Strategy Name - Identifies the specific type of strategy being implemented.
- Operational or Demand Mngt. Strategy - Indicates whether a strategy is managing operations (contributing to the more effective use of existing systems) or managing demand (influencing traveler's behavior).
- Project/Program Name - Provides the specific name of the program being implemented.
- Description - Briefly describes the program.

- Website - Provides the link (if available) to the Website on the program. This could be especially useful for public transportation agencies, which provide bus and rail schedules on their website.

For your reference, the following are links to the blank CLRP documentation form and blank CMP sub-form. These have been distributed to various subcommittees over the past several months:

[Blank CLRP Documentation Form](#) (Note: this form is for reference only.)

<http://itip.mwcog.org> (If you wish to complete the actual CLRP forms for submission, please go to this site. A login is required.)

[CMP Sub-form](#)

In addition, a sample filled-in version of the CMP sub-form can be used as a basis for filling out the forms. This form was also distributed to various subcommittees and can be accessed again for your reference:

[Sample Template for CMP Sub-form](#)

The deadline for completing the forms is April 25, 2008. A meeting of the Travel Management Subcommittee will be held on April 15, and the primary topic of discussion will be questions related to the completion of the CMP sub-forms. Anyone that has specific questions is greatly encouraged to attend with their completed or semi-completed forms.

If you have any questions, please contact Melanie Wellman at mwellman@mwcog.org or (202) 962-3259. Thank you.