

**NATIONAL CAPITAL REGION TRANSPORTATION
PLANNING BOARD (TPB)**

Call for Projects

**For the New 25-Year Transportation Plan and 6-Year
Transportation Improvement Program (TIP)**

DRAFT

November 10, 2005

This document is available in an alternative format upon request. Please contact Wendy Klancher at wklancher@mwkog.org, (202)962-3321 or (202)962-3213 (TDD). Allow 7 working days for preparation of the material. An electronic version of this document is available at the TPB website: <http://www.mwkog.org/transportation/>.

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INTRODUCTION

The National Capital Region Transportation Planning Board (TPB), the designated Metropolitan Planning Organization (MPO) for the Washington region, has responsibilities for both long-term transportation planning covering the next two to three decades (the Plan) 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 2006 to 2030. The plan identifies transportation projects and strategies that can be implemented by 2030, within financial resources “reasonably expected to be available.”

Purpose of Document

This document is a broad solicitation for projects and programs to be included in the new 25-year plan and six-year TIP (the “2006 CLRP” and the “FY 2007-2012 TIP”). Individual counties, municipalities and state and federal agencies with the fiscal authority to fund transportation projects, as well as public groups and individuals, 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 below. The TPB Vision can be found on page 1-2 and includes eight policy goals regarding sustainability of the region's infrastructure, environment, air quality, economic development, and quality of life.

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 System (CMS). 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.

The “2006 CLRP” is a major plan update, which means that a financial plan of revenues expected to be available for the long-range plan will be developed (anticipated to be complete in February 2006), and public involvement activities will be enhanced.

Planning Provisions in SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act: Legacy for Users)

In August 2005, SAFETEA-LU became the new federal surface transportation law. Until a final rule is established on the metropolitan planning provisions, the TPB will rely on the interim

guidance released by FHWA and FTA in September 2005 to guide the planning process¹. FHWA and FTA are expected to initiate a comprehensive rulemaking in the spring of 2006. Plans and TIPs adopted after July 1, 2007 must meet all SAFETEA-LU planning requirements.

Below are a few changes from SAFETEA-LU that implementing agencies should be aware of as project submissions are developed:

- Project eligibility for the Congestion Mitigation and Air Quality Improvement program (CMAQ) has been expanded to include diesel retrofit technologies. SAFETEA-LU established two priorities for the program: diesel retrofit technologies and “cost-effective congestion mitigation activities”.
- The TPB’s next major Plan update with a new financial plan will occur in 2010 (instead of 2009) because SAFETEA-LU requires that the Plan and TIP are updated every 4 years, instead of 3 and 2 respectively.
- SAFETEA-LU includes eight planning factors to consider during Plan and TIP development (instead of seven). The TPB Vision incorporates the eight planning factors. The factors now stress:
 - Safety;
 - Security; and
 - Consistency between transportation improvements and state and local planned growth and economic development patterns.

SAFETEA-LU changes that will impact the next Plan and TIP in calendar year 2007:

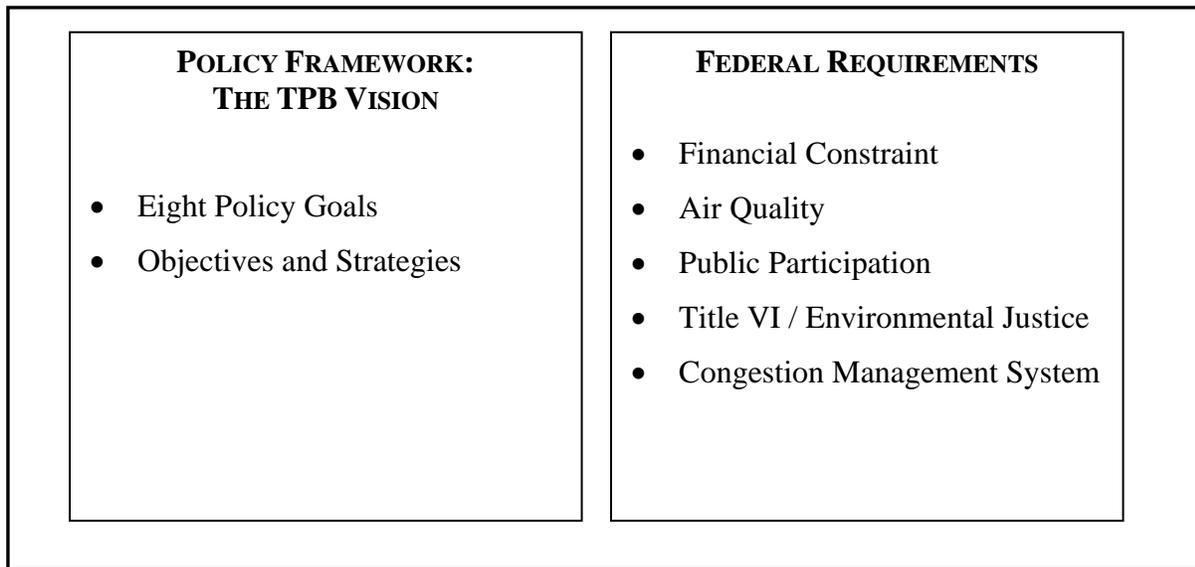
- Implementing agencies will be asked to identify on the project description forms “types of potential mitigation activities” for major projects and how those actions or activities will be funded.
- In 2007, all projects and programs funded with the following three programs must be derived from a TPB Human Service Transportation Coordination Plan (to be developed in 2006):
 - 1) Formula Program for Elderly Persons and Persons with Disabilities (Section 5310);
 - 2) Job Access and Reverse Commute (JARC, Section 5316); and
 - 3) New Freedom Program² (Section 5317)
- Furthermore, SAFETEA-LU states that “the plan and TIP shall consider the design and delivery of non-emergency transportation services”.

¹ Interim Guidance for Implementing Key SAFETEA-LU Provisions on Planning, Environment and Air Quality for Joint FHWA/FTA Authorities. September 2, 2005.

²The New Freedom Program provides capital and operating funding for transportation services above and beyond what is required by the Americans with Disabilities Act (ADA).

- 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.

**Figure 1:
Key Criteria for Developing the Plan and Transportation Improvement Program (TIP)**



Relationship between the Plan and TIP

Every year the TPB prepares 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 under federal requirements must be updated at least every four years. The TIP must be updated every four years as well.

Key Dates for Updating the Plan and TIP

The proposed schedule for updating the Plan and TIP is shown on page viii. Below is an overview of key activities.

February 2006

- Implementing agencies must submit all project information by February 3, 2006.
- The TPB releases the project submissions for a 30-day public comment period at the February Citizen Advisory Committee meeting.
- The Financial Plan for the long-range plan is finalized.

March 2006

- The TPB reviews the comments and is asked to approve the project submissions for inclusion in the air quality conformity analysis of the Plan and TIP.
- Public outreach forums are held.

April to August 2006

- The Plan and TIP are analyzed for air quality conformity, including conformity with fine particulate matter (PM_{2.5}) standards.
- Public-friendly materials on the draft Plan and TIP are developed to facilitate public comment.

September 2006

- The TPB releases the Plan, TIP, and Air Quality Conformity Determination for another 30-day public comment period in September.

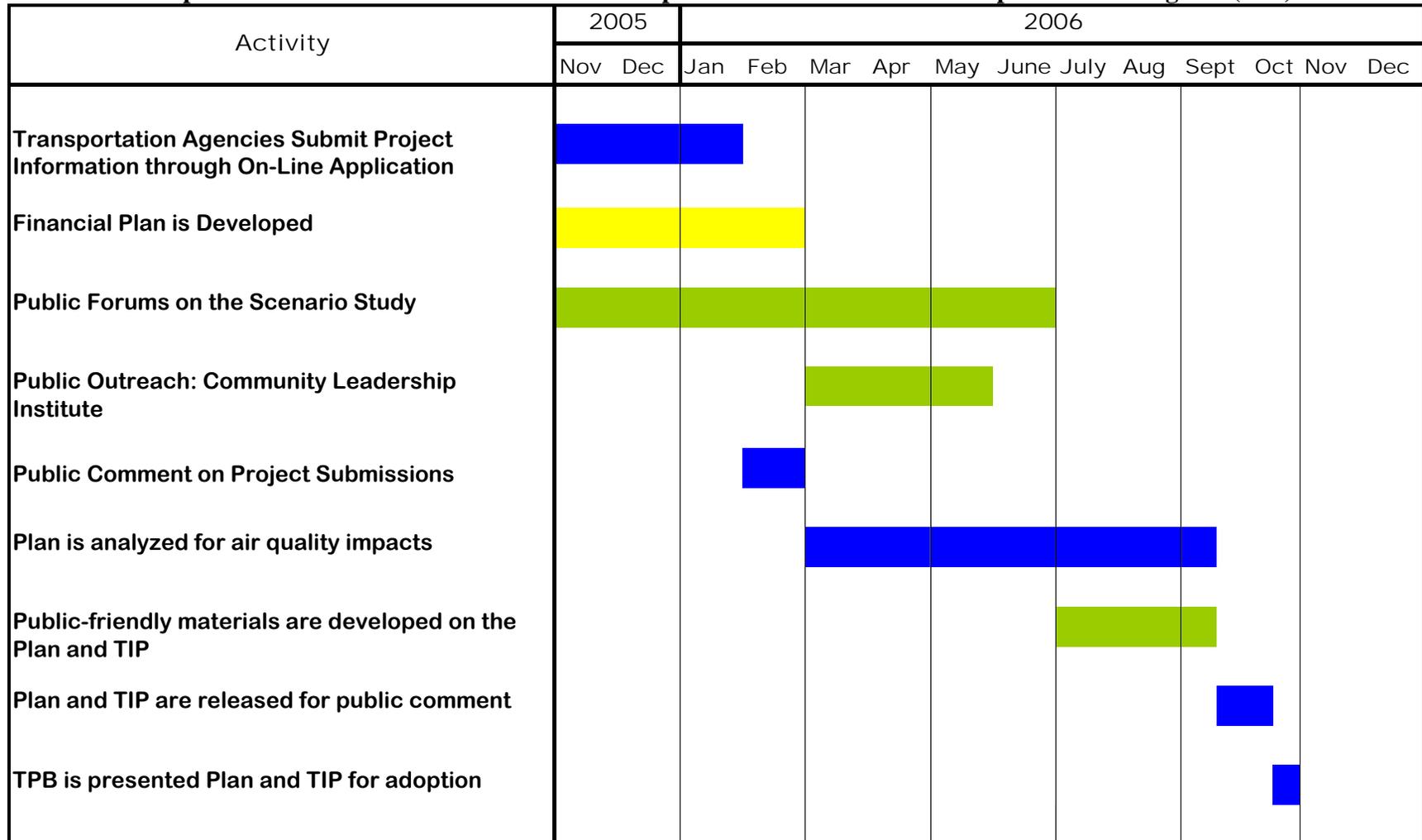
October 2006

- The TPB reviews public comments and is asked to adopt the Air Quality Conformity Determination, the Plan, and TIP.

**Proposed Schedule
For the New 25-Year Transportation Plan and 6-Year Improvement Program (TIP)**

| | |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| *November 16, 2005 | TPB Reviews Draft Call For Projects (formerly called the "Solicitation Document") |
| *December 21, 2005 | TPB Releases Final Call For Projects |
| December 21, 2005 | Transportation Agencies Begin Submitting Project Information through On-Line Application |
| ----- | |
| February 3, 2006 | <u>DEADLINE:</u> Transportation Agencies Complete On-Line Project Submissions |
| February 9, 2006 | Plan and TIP Project Submissions Released for Public Comment |
| *February 15, 2006 | TPB Briefed on Project Submissions |
| March 12, 2006 | Public Comment Period Ends |
| *March 15, 2006 | TPB Reviews Public Comments and is asked to Approve Project Submissions for Inclusion in the Air Quality Conformity Analysis |
| *July 19, 2006 | TPB Receives Status Report on the Draft Plan and TIP |
| September 14, 2006 | Draft Plan and TIP Released for Public Comment (Public-friendly materials on the draft Plan and TIP are provided to facilitate public comment) |
| *September 20, 2006 | TPB Briefed on the Plan and TIP |
| October 14, 2006 | Public Comment Period Ends |
| *October 18, 2006 | TPB Reviews Public Comments and Responses to Comments, and is Presented the Draft Plan and TIP for Adoption |
| *TPB Meeting | |

**Figure 2:
Proposed Timeline for the New 25-Year Transportation Plan and 6-Year Improvement Program (TIP)**



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. SAFETEA-LU established eight factors for Plan and TIP development. These factors are included in the TPB Vision.

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 Vision's policy goals and objectives set by the TPB.** 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.

The Vision policy goals, objectives, and strategies are provided in the following pages.

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.

Policy Goals, Objectives, and Strategies

Policy Goal 1: The Washington metropolitan region's transportation system will provide reasonable access at reasonable cost to everyone in the region.

Objectives:

1. A comprehensive range of choices for users of the region's transportation system.
2. Accurate, up-to-date and understandable transportation system information which is available to everyone in real time, and is user-friendly for first-time visitor and residents, regardless of mode of travel or language of the traveler.
3. Fair and reasonable opportunities for access and mobility for persons with special accessibility needs.
4. Convenient bicycle and pedestrian access.

Strategies:

1. Plan, implement, and maintain a truly integrated, multi-modal regional transportation system.
2. Plan and implement a tourist-friendly system that encourages the use of transit and provides international signage and information.
3. Make the region's transportation facilities safer, more accessible, and less intimidating for pedestrians,

bicyclists, and persons with special needs.

4. Plan and implement a uniform fare system for transit and commuter rail.
5. Adopt a regional transit planning process and plan, with priority to uniformity, connectivity, equity, cost effectiveness and reasonable fares.

Policy Goal 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.

Objectives:

1. Economically strong regional core.
2. Economically strong regional activity centers with a mix of jobs, housing, services, and recreation in a walkable environment.
3. A web of multi-modal transportation connections which provide convenient access (including improved mobility with reduced reliance on the automobile) between the regional core and regional activity centers, reinforcing existing transportation connections and creating new connections where appropriate.

4. Improved internal mobility with reduced reliance on the automobile within the regional core and within regional activity centers.
 5. Efficient and safe movement of people, goods, and information, with minimal adverse impacts on residents and the environment.
- passengers can switch easily from one transportation mode to another.
5. Identify and develop additional highway and transit circumferential facilities and capacity, including Potomac River crossings where necessary and appropriate, that improve mobility and accessibility between and among regional activity centers and the regional core.

Strategies:

1. Define and identify existing and proposed regional activity centers, taking full advantage of existing infrastructure, for the growth and prosperity of each jurisdiction in the region.
 2. Encourage local jurisdictions to provide incentives for concentrations of residential and commercial development along transportation/transit corridors within and near the regional core and regional activity centers, such as zoning, financial incentives, transfer of development rights, priority infrastructure financing, and other measures.
 3. Encourage the federal government to locate employment in the regional core and in existing and/or planned regional activity centers.
 4. Give high priority to regional planning and funding for transportation facilities that serve the regional core and regional activity centers, including expanded rail service and transit centers where
6. Intercept automotive traffic at key locations, encouraging "park once," and provide excellent alternatives to driving in the regional core and in regional activity centers.
 7. Develop a system of water taxis serving key points along the Potomac and Anacostia Rivers.

Policy Goal 3: The Washington metropolitan region's transportation system will give priority to management, performance, maintenance, and safety of all modes and facilities.

Objectives:

1. Adequate maintenance, preservation, rehabilitation, and replacement of existing infrastructure.
2. Enhanced system safety through effective enforcement of all traffic laws and motor carrier safety regulations, achievement of national targets for seatbelt use, and appropriate safety features in facility design.

Strategies:

1. Factor life-cycle costs into the transportation system planning and decision process.
2. Identify and secure reliable sources of funding to ensure adequate maintenance, preservation, and rehabilitation of the region's transportation system.
3. Support the implementation of effective safety measures, including red light camera enforcement, skid-resistant pavements, elimination of roadside hazards, and better intersection controls.

Policy Goal 4: The Washington metropolitan region will use the best available technology to maximize system effectiveness.

1. Deploy technologically advanced systems to monitor and manage traffic, and to control and coordinate traffic control devices, such as traffic signals, including providing priority to transit vehicles where appropriate.
2. Improve incident management capabilities in the region through enhanced detection technologies and improved incident response.
3. Improve highway lighting, lane markings, and other roadway delineation through the use of advanced and emerging technologies.

Objectives:

1. Reduction in regional congestion and congestion-related incidents.
2. A user-friendly, seamless system with on-demand, timely travel information to users, and a simplified method of payment.
3. Improved management of weather emergencies and major incidents.
4. Improved reliability and predictability of operating conditions on the region's transportation facilities.
5. Full utilization of future advancements in transportation technology.

Strategies:

4. Establish a unified, technology-based method of payment for all transit fares, public parking fees, and toll roads in the region.
5. Utilize public/private partnerships to provide travelers with comprehensive, timely, and accurate information on traffic and transit conditions and available alternatives.
6. Use technology to manage and coordinate snow plowing, road salting operations, and other responses to extreme weather conditions, and to share with the public assessments of road

- conditions and how much time it will take to clear roadways.
7. Use advanced communications and real-time scheduling methods to improve time transfers between transit services.
 8. Develop operating strategies and supporting systems to smooth the flow of traffic and transit vehicles, reduce variances in traffic speed, and balance capacity and demand.
 9. Maintain international leadership in taking advantage of new technologies for transportation, such as automated highway systems and personal rapid transit.

Policy Goal 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.

Objectives:

1. The Washington region becomes a model for protection and enhancement of natural, cultural, and historical resources.
2. Reduction in reliance on the single-occupant vehicle (SOV) by offering attractive, efficient and affordable alternatives.
3. Increased transit, ridesharing, bicycling and walking mode shares.

4. Compliance with federal clean air, clean water and energy conservation requirements, including reductions in 1999 levels of mobile source pollutants.
5. Reduction of per capita vehicle miles traveled (VMT).
6. Protection of sensitive environmental, cultural, historical and neighborhood locations from negative traffic and developmental impacts through focusing of development in selected areas consistent with adopted jurisdictional plans.

Strategies:

1. Implement a regional congestion management program, including coordinated regional bus service, traffic operations improvements, transit, ridesharing, and telecommuting incentives, and pricing strategies.
2. Develop a transportation system supportive of multiple use and higher density (commercial and residential) in the regional core and regional activity centers as a means of preserving land; natural, cultural and historic resources; and existing communities.
3. Support regional, state and federal programs which promote a cost-effective combination of technological improvements and transportation strategies to reduce air pollution, including promoting use of

transit options, financial incentives, and voluntary emissions reduction measures.

4. Develop a regional tourism initiative to encourage air and train arrival in the region, and additional transit access and automobile parking at the termini of Metrorail/rail services.
5. Provide equivalent employer subsidies to employees with the intent of "leveling the playing field" between automobile and transit/ridesharing.
6. Plan and implement transportation and related facilities that are aesthetically pleasing.
7. Implement a regional bicycle/trail/pedestrian plan and include bicycle and pedestrian facilities in new transportation projects and improvements.
8. Reduce energy consumption per unit of travel, taking maximum advantage of technology options.

Policy Goal 6: The Washington metropolitan region will achieve better inter-jurisdictional coordination of transportation and land use planning.

Objectives:

1. A composite general land use and transportation map of the region that identifies the key elements needed for regional transportation planning-- regional activity centers, principal transportation corridors and

facilities, and designated "green space."

2. Region-wide coordination of land use and transportation planning in accordance with the recommendations of the Partnership for Regional Excellence report approved by the COG Board of Directors in 1993.

Strategies:

1. Develop a regional process to notify local governments formally of regional growth and transportation policy issues, and encourage local governments to specifically address such issues in their comprehensive plans.
2. Identify an agreed-upon set of definitions and assumptions to facilitate regional cooperation.
3. Ensure that major corridor studies include options that serve the regional core and regional activity centers shown on the regional map.
4. Develop, in cooperation with local governments, model zoning and land use guidelines that encourage multiple use development patterns and reduce non-work automobile dependency.
5. Plan for development to be located where it can be served by existing or planned infrastructure.

Policy Goal 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.

Objectives:

1. Consensus on a set of critical transportation projects and a funding mechanism(s) to address the region's growing mobility and accessibility needs.
2. A fiscally sustainable transportation system.
3. Users of all modes pay an equitable share of costs.

Strategies:

1. Conduct outreach and education activities to promote public participation.
2. Develop public support and approval for a specific set of regional and local transportation priorities and a funding mechanism(s) to supplement (and not supplant) priorities to be implemented with current and forecasted federal, state, and local funding.

Policy Goal 8: The Washington metropolitan region will support options for international and inter-regional travel and commerce.

Objectives:

1. The Washington region will be among the most accessible in the nation for international and inter-regional passenger and goods movements.
2. Continued growth in passenger and goods movements between the Washington region and other nearby regions in the mid-Atlantic area.
3. Connectivity to and between Washington Dulles International, National, and Baltimore-Washington International airports.

Strategies:

1. Maintain convenient access to all of the region's major airports for both people and goods.
2. Support efficient, fast, cost-effective operation of inter-regional passenger and freight rail services.
3. Support the development of a seamless regional transportation system.
4. Support coordinated ticketing and scheduling among Amtrak, MARC, VRE, WMATA, local bus and inter-city bus service.
5. Develop a regional plan for freight movement.

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 (PM_{2.5}, or particulate matter less than or equal to 2.5 micrometers in diameter). The CLRP and the TIP have to meet air quality conformity requirements as specified in the amended Environmental Protection Agency (EPA) regulations issued in July 2004 and in supplemental guidance issued thereafter.

Background

Ozone

Since EPA designated the Washington area as nonattainment for the 1-hour ozone standard in the 1990 CAAA, the Metropolitan Washington Air Quality Committee (MWAQC) and the state air management agencies have developed state air quality implementation plans (SIP)s to achieve EPA's emissions reduction requirements and demonstrate attainment. These work efforts included the development and submittal to EPA of a final 'severe' area ozone attainment SIP in 2004, which, following EPA's approval in May 2005, established revised mobile source emissions budgets for volatile organic compounds (VOC) and nitrogen oxides (NO_x). On April 15, 2004 EPA designated the Washington, DC – MD – VA area as 'moderate' nonattainment for the 8-hour ozone standard, which replaced the 1-hour ozone standard. SIP planning efforts are now underway to address these additional requirements.

For air quality conformity purposes, per EPA guidance, emissions budgets associated with the 1-hour standard are being used on an interim basis until new 8-hour ozone standard budgets are established to assess conformity of transportation plans and programs. The current CLRP and TIP adhere to those existing mobile emissions budget levels.

Fine Particles Standards (PM_{2.5})

On December 17, 2004 EPA designated the DC – MD – VA area (consisting of the Washington MSA, excluding Stafford County, VA, and Calvert County, MD) as nonattainment for PM_{2.5}. While the attainment date for the area is 2010, air quality conformity requirements include a 1 year grace period, which started on April 5, 2005, in which to demonstrate conformity of transportation plans and programs to the new standards. If a plan and TIP which conform to the new standards are not in place (including both TPB and federal approvals) by April 6, 2006, the conformity status lapses.

Current Status

As part of the conformity assessment of the 2006 CLRP and FY2007 – 12 TIP, projected emissions for the actions and projects expected to be completed in the 2010, 2020 and 2030 analysis years will need to be estimated. If the analysis of mobile source emissions for any of these years shows an increase in NO_x or VOC above what is allowed in the emissions budgets, or if PM_{2.5} issues arise, 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 is developing a schedule for submittal and analysis of candidate TERM proposals for potential inclusion in the 2006 CLRP and FY 2007-12 TIP for the purpose of NO_x, VOC, or PM_{2.5} emissions mitigation. Should emissions analysis for any forecast year estimate 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 provided in the federal planning regulations.

The long-range Plan "must include a financial plan that demonstrates the consistency of proposed transportation investments with already available and projected sources of revenues. The plan shall 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 (local, State, and Federal and private) available for transportation projects shall be determined and any shortfalls shall be identified. Proposed new revenue and/or revenue sources to cover shortfalls shall be identified, including strategies for ensuring their availability for proposed investments. Existing and proposed revenues shall cover all forecasted capital, operating, and maintenance costs."

In June 2005, FHWA and FTA issued "Fiscal Constraint Guidance" which provides planning guidance and a set of questions and answers on financial plans and fiscal constraint for Plans and TIPs. The guidance recognizes that transportation planning varies across the county, the difficulty in predicting project costs and revenues, and that flexibility is needed in demonstrating fiscal constraint. The guidance is available at the FHWA website: <http://www.fhwa.dot.gov/hep/index.htm>.

The 2006 financial analysis for the new Plan and TIP is currently under development and is expected to be finalized in February 2006. This financial analysis is expected to produce the same financial "big picture" as in the 2003 analysis. The vast majority of currently anticipated future transportation revenues will continue to be devoted to the maintenance and operation of the current transit and highway systems. Because no significant sources of new revenues are anticipated, all new expansion projects to be considered for inclusion in the CLRP will require a project specific funding plan with identified revenue sources.

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.

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 provided in the federal planning regulations.

"The TIP shall 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).

The financial plan shall be developed by the MPO in cooperation with the State and the transit operator. The State and transit operator must provide MPOs with estimates of available Federal and State funds which the MPOs shall utilize in developing financial plans. It is expected that the State would develop this information as part of the STIP development process and that the estimates would be refined through this process.

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.

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

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

TITLE VI AND ENVIRONMENTAL JUSTICE

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations, dated February 11, 1994, requires Federal agencies to identify and address disproportionately high and adverse human health and environmental effects, including interrelated social and economic effects of their programs, policies, and activities on minority and low-income populations.

In December of 1998 the US Department of Transportation/Federal Highway Administration released Order 6640.23 "FHWA Actions to Address Environmental Justice In Minority and Low-Income Populations." Order 6640.23 "establishes policies and procedures for the Federal Highway Administration (FHWA) to use in complying with Executive Order 12898". The document states that Executive Order 12898 is "primarily a reaffirmation of the principles of Title VI of the Civil Rights Act of 1964 (Title VI) and related statutes, the National Environmental Policy Act (NEPA), 23 U.S.C. 109(h), and other Federal environmental laws, emphasizing the incorporation of those provisions with the environmental and transportation decision-making processes."

Furthermore, "these requirements will be administered to identify the risk of discrimination, early in the development of FHWA's programs, policies, and activities so that positive corrective action can be taken. In implementing these requirements, the following information should be obtained where relevant, appropriate, and practical:

- (1) population served and/or affected by race, or national origin, and income level;
- (2) proposed steps to guard against disproportionately high and adverse effects on persons on the basis of race, or national origin; and,
- (3) present and proposed membership by race, or national origin, in any planning or advisory body that is part of the program."

The TPB addresses these requirements in several ways. First, to ensure on-going input from transportation disadvantaged population groups, the TPB established the Access for All Advisory Committee 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 locations of transportation disadvantaged populations from the Census. 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 at the TPB website:

<http://www.mwcog.org/transportation/>.

CONGESTION MANAGEMENT DOCUMENTATION

A Congestion Management System (CMS) is an integral part of the transportation planning process of the Washington metropolitan area, and is a component of the metropolitan area's long-range transportation plan. The CMS component of the Plan provides information on transportation system performance, usage, and efficiency, and provides information on the potential impact of proposed strategies to alleviate congestion. The CMS component of the Plan will document that serious consideration has been given to strategies that provide the most efficient and effective use of existing and future transportation facilities, including alternatives to highway capacity increases for single-occupant-vehicles (SOVs).

CMS requirements are addressed in both TEA-21 and SAFETEA-LU; federal regulations published in the *Federal Register* on December 19, 1996 are in effect. Federal regulations require consideration of congestion management strategies in cases where single-occupant-vehicle capacity is proposed. Thus **the congestion management documentation form needs to be filled out for any project to be included in the Plan or TIP that significantly increases the single occupant vehicle carrying capacity of a highway.** Non-highway projects do not need a form. Certain highway projects may also be exempt from needing a form. 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.

**SECTION 3:
PROJECT SUBMISSION
INSTRUCTIONS**

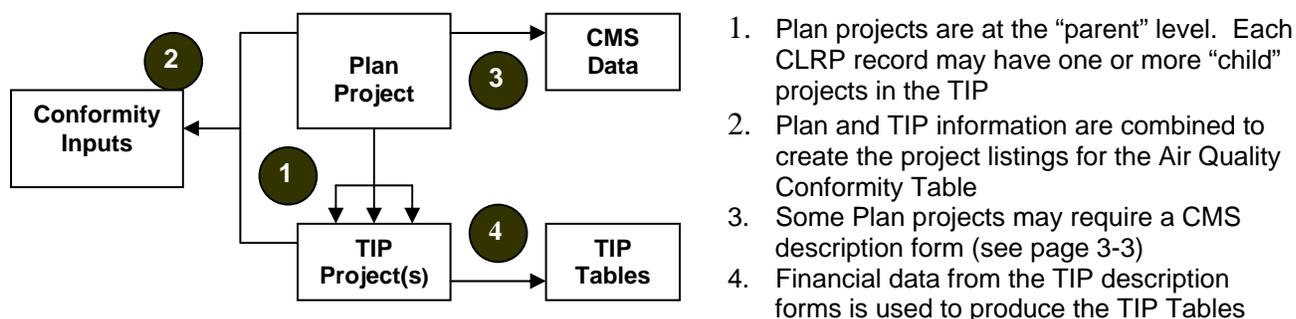
This section is under development and is subject to revisions pending the completion of the online application.

INTRODUCTION

This section describes the process to be used by transportation implementing agencies when updating project information for the region’s Plan, TIP, Conformity and Congestion Management System documents where necessary. Implementing agency staff will use an online database application [known as iTIP] to update their project information. This application will be hosted on the Council of Government’s web site and will allow users to access the Plan and TIP database that was previously approved by the TPB.

Each project should be described using the forms in the database. These 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 Documentation Form must be completed for all projects meeting the requirements described on page 3-3 of these instructions. The relationship between the Plan, TIP, Conformity, and CMS is shown below in Figure 3.

Figure 3: Relationship Between Plan, TIP, CMS, and Conformity Information



The iTIP Online Database

Staff from implementing agencies will be assigned an account with user names and passwords. [*User names and web addresses are still under development.*] Once logged into the application users will have access to the Plan and TIP database. This online arrangement will allow collaborative work on data between related agencies.

A user manual with complete form instructions will be provided to agency staff when the application is complete. TPB staff will also offer multiple training sessions to assist staff with the new format.

Plan Description Forms

Each submission should describe the project 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 be identified. Plan Project Description Forms should be used to describe the full scope of a facility's improvements.

The actual forms in the application are under development, but the following fields are expected to be included. Italicized items are new or altered from previous years.

1. CLRPIDRandomly generated ID number for database tracking purposes
2. AgencyPrimary submitting agency
3. Secondary AgencyAny other agencies working in conjunction with primary agency
4. Project TypeFunctional class or category on which projects will be grouped in reports (e.g. Interstate, Primary, Transit, etc.)
5. *Project Name*Name of projects that are not specific to a single facility
6. Facility Name.....Name of facility that is being improved or altered
7. *Facility Route Prefix, Number* Interstate or State abbreviation for route type (e.g. I, VA, MD, US) and route number designation
8. From/At NameBeginning project limit or location for spot improvement
9. *From Route Prefix, Number*..... see Facility Route Prefix, Number above
10. To NameEnding project limit
11. *To Route Prefix, Number* see Facility Route Prefix, Number above
12. Jurisdiction..... Check box field to identify the jurisdiction(s) the project is located in
13. Agency Project IDProject codes for agency use
14. Construct.....Project involves construction on a new or existing facility (Yes/No)
15. TERMProject is a Transportation Emission Reduction Measure (Yes/No)
16. StudyProject is a study and not funded for construction (Yes/No)
17. Maintenance/OperationsProject is Maintenance and/or Operational in nature (Yes/No)
18. ActionProject is some other action or strategy not described above (Yes/No)
19. Bicycle/PedestrianProject is: primarily a bicycle/pedestrian project; includes accommodations for bicycle/pedestrian users; does not include any such accommodations
20. *Short Description*One or two sentence general description of project (e.g. "Widen facility to four lanes.")
21. Long DescriptionFurther detailed information if required
22. PurposeDescription of how the project supports regional goals and objectives as outlined in the TPB Vision
23. *Total Estimated Cost*.....Estimated cost of the project from start to finish
24. Remaining CostEstimated cost remaining to be spent on project
25. *Programmed Cost*Calculated amount based on programming in any accompanying TIP projects (not editable on CLRP form)
26. SourceIndication of federal, state, local or other sources of funding
27. Capacity Increase.....Project will increase capacity on a facility of functional class above 3
28. CMS RequiredProject (does not/does) require Congestion Management System documentation based on the criteria listed on page 3-2

29. Exemption.....Criteria that identify the project as being exempt from CMS documentation
30. Completion/Implementation Date...Date the project will be completed (open to traffic) or implemented
31. *Project Status*Project is complete, withdrawn, or ongoing (i.e. implemented)
32. *Web Site*URL for further project information from implementing agency
33. *E-mail*E-mail for project manager or point-of-contact for information
34. *Phone Number*Phone number for project manager or point-of-contact for information
35. Last Modified On.....Automated field that tracks when changes have been made
36. Notes/Remarks.....General notes for agency/TPB staff to use (will not be public)

TIP Description Forms

A TIP Project Description Form should be completed for each project intended for programming in the current TIP. Every TIP project record must have a “parent” record in the Plan table. Any projects that do not have funding associated with them between last fiscal year’s annual element and the out year of the TIP will not be listed in the published TIP Tables. Projects that are noted as having funding included under another project listing are exempt from this.

The following fields are expected to be displayed on the iTIP TIP Project Description Forms. Italicized items are new or altered from previous years.

1. TIPIDRandomly generated ID number for database tracking purposes
2. AgencyPrimary submitting agency
3. Secondary AgencyAny other agencies working in conjunction with primary agency
4. Project Type.....Functional class or category on which projects will be grouped in reports (e.g. Interstate, Primary, Transit, etc.)
5. *Project Name*Name of projects that are not specific to a single facility
6. Facility Name.....Name of facility that is being improved or altered
7. *Facility Route Prefix, Number* Interstate or State abbreviation for route type (e.g. I, VA, MD, US) and route number designation
8. From/At NameBeginning project limit or location for spot improvement
9. *From Route Prefix, Number*..... see Facility Route Prefix, Number above
10. To NameEnding project limit
11. *To Route Prefix, Number* see Facility Route Prefix, Number above
12. Jurisdiction.....Check box field to identify the jurisdiction(s) the project is located in
13. Agency Project IDProject codes for agency use
14. Bicycle/PedestrianProject is: primarily a bicycle/pedestrian project; includes accommodations for bicycle/pedestrian users; does not include any such accommodations
15. *Short Description*.....One or two sentence general description of project (e.g. “Widen facility to four lanes.”)
16. Long DescriptionFurther detailed information if required
17. *Web Site*URL for further project information from implementing agency
18. *E-mail*E-mail for project manager or point-of-contact for information
19. *Phone Number*Phone number for project manager or point-of-contact for information
20. Environmental Review TypeType of NEPA documentation required, if any
21. Environmental Review Status.....Current status of any required NEPA documentation
22. Completion/Implementation Date...Date the project will be completed (open to traffic) or implemented
23. Project StatusProject is delayed, reprogrammed, complete, withdrawn, or ongoing

24. Notes/Remarks.....General notes for agency/TPB staff to use (will not be public)
25. Capital Costs
 - a. Fiscal YearFiscal year in which funds are expected to be obligated
 - b. PhaseFunds obligated for: a) Planning and Engineering, b) R.O.W. acquisition, c) Construction, d) Studies (non-P.E.), and e) Other (e.g. bus purchases, TERM implementation, etc.)
 - c. SourceFederally recognized source of funds
 - d. Fed/State/Local Share ...Percentage distribution of federal, state and local funds
 - e. AmountFunds shown in \$1,000s
26. Conformity Information
 - a. Improvement.....Check box field to identify type of improvement being made to the facility (e.g. construct, widen, upgrade, etc.)
 - b. Facility Type FromFunctional class of facility before improvement
 - c. Facility Type To.....Functional class of facility after improvement
 - d. Lanes FromNumber of lanes on facility before improvement
 - e. Lanes ToNumber of lanes on facility after improvement
 - f. R.O.W. AcquiredRight-of-way has been acquired for the facility
 - g. Under Construction.....Construction has begun on facility

CMS Documentation Forms

A Congestion Management Documentation Form should be completed for each project or action intended for the Plan or the current TIP that involves a significant increase in single-occupant vehicle (SOV) carrying capacity of a highway. Below are the criteria to determine whether a project needs a form. Congestion Management Documentation Forms are also included in the online application.

The following categories of projects **REQUIRE** a congestion management form (mark "YES" on Item 7 of the Plan Project Description Form), except if they fall under one or more of the exemption criteria listed subsequently.

- 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.
- If you indicated that the project does not require CMS documentation then identify the reason(s) why the project is exempt:
 - 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 improvements, including replacement of an at-grade intersection with an interchange
 - The project will not allow motor vehicles, such as bicycle or pedestrian facilities
 - The project consists of preliminary studies or engineering only, and is not funded for construction
 - Any project that received NEPA approval on or before April 6, 1992

- Any project that was already under construction on or before September 30, 1997, or for which construction funds were committed in the FY98-03 TIP. Note that funds being committed in the FY99-04 TIP does not exempt a project.
- Any project whose construction cost is less than \$5 million.

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.

For assistance or more information, please call Andrew Austin at (202) 962-3353.