

PROGRAM MANAGEMENT & COORDINATION

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PROJECT: UPWP MANAGEMENT

PURPOSE: To manage, coordinate, and guide the activities of the Unified Planning Work Program (UPWP) and the regional transportation planning process. This requires a variety of means including: direct involvement in planning activities, public education and public participation opportunities, and support of the multi-disciplined and multi-agency transportation committees essential to a coordinated regional planning process.

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In FY 2012, the Baltimore Metropolitan Council (BMC) staff will continue to provide administrative support for the UPWP. Staff manages the work program and budget, and is charged with preparation of work programs, contracts and quarterly progress reports. Included within this budget category are non-staff expenses that support transportation planning functions. Typical expenses include: 1) staff training and education, and participation at meetings and other transportation-related seminars, workshops and conferences; 2) membership fees for professional organizations and associations; 3) publication costs including printing and design; 4) travel expenses; 5) preparation for special events; 6) purchase of computers and related software for BMC staff; 7) fuel expenses to support the congestion monitoring program; and 8) annual computer maintenance agreements for BMC and local/state participants.

The local jurisdictions are also responsible for a similar set of work tasks that are required as part of their involvement in the administration of the UPWP. This includes preparation of invoices and progress reports, financial reports, project work programs, annual UPWP contracts, and related correspondence. This activity also supports the professional development and training activities of the local government staffs.

BMC staff will prepare the detailed tasks associated with the development of the FY 2013 UPWP grant application and associated contracts with the member agencies of the Baltimore Regional Transportation Board (BRTB). The FY 2013 UPWP and budget will be scheduled for approval in Spring, 2012.

FY 2012 PERFORMANCE OBJECTIVES:

1. Manage the multi-year program of UPWP initiatives.
2. Prepare and process monthly progress reports and invoices associated with the work performed under the UPWP for the local jurisdictions and BMC staff.
3. Prepare the FY 2013 UPWP grant application and associated contracts in conjunction with the BRTB and Technical Committee and pertinent federal, state, and local agencies.
4. Provide and participate in seminars, workshops, and classroom-type courses designed to develop technical skills and broader perspectives on transportation-related subjects.
5. Continue to promote participation of minority business enterprises in the planning process and implementation of transportation projects within the Baltimore region in accordance with Title VI of the Civil Rights Act of 1964 and the requirements set forth in 49 CFR Part 23.
6. Promote Federal Transit Administration's policy to encourage private enterprise participation in the planning and provision of transportation services.
7. Provide support activity to the BRTB, Technical Committee, Interagency Consultation Group, Travel Analysis Advisory Group, Citizens Advisory Committee, Bicycle & Pedestrian Advisory Group, Freight Movement Task Force, Cooperative Forecasting Group, etc., including the preparation of meeting notices, minutes, agendas, mailings, and reports on issues of special committee interest.
8. Coordinate UPWP funded planning initiatives with non-UPWP funded transportation planning efforts of state and local jurisdictions of the Baltimore region.
9. Use the Internet for various transportation planning functions.

BALTIMORE REGION UPWP
FY 2012 UNIFIED PLANNING WORK PROGRAM

PRODUCTS/MILESTONES	SCHEDULE
Minutes, resolutions and special reports	Throughout Fiscal Year
Quarterly progress reports, invoices, and financial reports	Throughout Fiscal Year
FY 2012 UPWP amendments	Throughout Fiscal Year
FY 2013 UPWP and budget	3 rd Quarter
FY 2013 UPWP budget development and local contracts	4 th Quarter

PARTICIPANTS: Baltimore Metropolitan Council, City of Annapolis, Baltimore City, and Anne Arundel, Baltimore, Carroll, Harford, and Howard counties.

<u>BUDGET:</u>	Baltimore Metropolitan Council	\$535,000
	City of Annapolis	7,620
	Baltimore City	7,620
	Anne Arundel County	7,620
	Baltimore County	7,620
	Carroll County	7,620
	Harford County	7,620
	Howard County	<u>7,620</u>

TOTAL \$588,340

FHWA Share –	\$301,230
FTA Share –	\$169,442
MDOT Share –	\$53,500
Local Share –	\$64,168

PROJECT: LEGISLATIVE COORDINATION

PURPOSE: To review targeted state and federal legislative initiatives and inform the BRTB of the potential impact these initiatives may have on the transportation system and related interests in the Baltimore region.

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This project includes the review and assessment of relevant transportation, environmental quality, and growth management legislation introduced during the year with specific emphasis on developments during sessions of the Maryland General Assembly and the United States Congress. Legislative status reports will be made available to the BRTB in a timely manner, and also placed online. A summary of the final disposition of legislation will be prepared following the Governor's bill signing sessions. As the new Federal surface transportation legislation is being developed, staff will track progress and advise members at critical junctures in the process. On September 30, 2009, SAFETEA-LU expired without new legislation in place. Congress has approved several continuing resolutions and extensions while the content of federal legislation is being crafted which will be monitored for its impact on metropolitan planning.

FY 2012 PERFORMANCE OBJECTIVES:

1. Review significant transportation, environmental quality, and growth management legislation introduced during the 2011 Maryland General Assembly.
2. Provide annotated legislative reports for BRTB members and the public.
3. Review and report on federal rulemaking activities that affect the interests of the region.
4. Track progress and issues related to the development of new surface transportation legislation.

BALTIMORE REGION UPWP
FY 2012 UNIFIED PLANNING WORK PROGRAM

PRODUCTS/MILESTONES	SCHEDULE
Review of federal legislative and policy initiatives	Throughout Fiscal Year
Review of other legislative-related activities as requested	Throughout Fiscal Year
Informational briefings and supporting documentation on the 2011 General Assembly	3 rd Quarter

PARTICIPANTS: Baltimore Metropolitan Council, City of Annapolis, Baltimore City, and Anne Arundel, Baltimore, Carroll, Harford, and Howard counties.

<u>BUDGET:</u>	Baltimore Metropolitan Council	\$40,000
	City of Annapolis	5,000
	Baltimore City	10,000
	Anne Arundel County	10,000
	Baltimore County	10,000
	Carroll County	10,000
	Harford County	10,000
	Howard County	<u>10,000</u>
	TOTAL	\$105,000

FHWA Share –	\$53,760
FTA Share –	\$30,240
MDOT Share –	\$ 4,000
Local Share –	\$17,000

PROJECT: PUBLIC PARTICIPATION AND COMMUNITY OUTREACH

PURPOSE: To allow both individuals and groups opportunities to participate in the regional transportation planning process. Public participation in the planning process is essential because it enables government agencies to understand and account for the concerns and needs of the public, particularly at times when key decisions regarding the region's transportation network are made.

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Throughout FY 2012, staff will continue to support efforts to incorporate greater public participation in the decision-making process. A wide array of strategies will be used to educate the public as well as solicit more participation in the regional transportation planning process.

FY 2012 PERFORMANCE OBJECTIVES:

1. Work with the Citizens Advisory Committee (CAC) to reach out to populations who traditionally have not participated in the planning process, youth, transit dependent individuals, and people who do not typically utilize the internet to access public information or participate in civic life.
2. Explore opportunities to engage the public in new leadership and volunteer opportunities. For example, staff will explore volunteer training opportunities for CAC members and other volunteers to serve as outreach volunteers to educate the public at community events, fairs, festivals, etc. about the transportation planning process and/or to solicit public input.
3. Provide innovative opportunities for citizen input via the Internet, using visualization and crowdsourcing techniques, and other appropriate means.
4. Review and update (as needed) the Public Participation Plan, Limited English Proficiency (LEP) Plan, and Title VI Plan with CAC and public input.
5. Review, summarize and respond to comments received during all public comment periods.

6. Use various means of communication (newsletters, mailings, web site, e-newsletters, social media marketing, etc.) to educate and engage the public on the planning process, as well as promote key activities of the BRTB (for example, Bike to Work Day, safety campaigns, Clean Commute Month, etc.).
7. Provide staff support to the CAC and its various subcommittees.
8. Coordinate specific opportunities for public participation at key points in the metropolitan planning process (as seen in the table below).

In FY 2012, anticipated public participation opportunities include:

ACTIVITY	OPPORTUNITY	ANTICIPATED TIMELINE
<i>Plan It 2035</i> Long-Range Transportation Plan	CAC input and review	1 st and 2 nd Quarters
	Draft Plan – Public comment period; Public meeting(s)	1 st Quarter
	Final Plan – Public comment period; Public meeting(s)	2 nd Quarter
Updates to Public Participation Plan (PPP), Limited English Proficiency (LEP) Plan, and Title VI Plan as needed	CAC input and review	1 st Quarter
	Public comment period (45+ days); Public meeting(s) as appropriate	2 nd Quarter
FY 2012 – 2015 TIP	Public comment period; Public meeting(s) as appropriate	4 th Quarter
Air Quality Conformity Determination of Plan it 2035 & 2012-2015 TIP	Public comment period; Public meeting(s) as appropriate	4 th Quarter
TIP Amendments	Public comment period; Public meeting(s) as appropriate	As needed throughout the year
FY 2013 Unified Planning Work Program	Public comment period; Public meeting(s) as appropriate	2 nd and 3 rd Quarters
BRTB meetings	Regular comment opportunity; Report on comments and activities by Public Involvement Coordinator	Monthly
Federal Certification Review	Public input meeting	3 rd & 4 th Quarters

**BALTIMORE REGION UPWP
FY 2012 UNIFIED PLANNING WORK PROGRAM**

In FY 2012, anticipated products and milestones include:

PRODUCTS/MILESTONES	SCHEDULE
CAC Meetings	Monthly (or as needed)
<i>BRTB Notes</i> Newsletter	Bi-annually
<i>B'More Involved</i> and other e-newsletters	Throughout Fiscal Year
Social Media Marketing	Throughout Fiscal Year
Web-based surveys	Throughout Fiscal Year
Conduct outreach and participation events	Throughout Fiscal Year
Maintain web site and, when possible, add new visualization tools and opportunities for public comment and crowdsourcing	Throughout Fiscal Year
Support <i>Plan It 2035</i> planning process by supporting public involvement activities, coordinating outreach efforts, working with the BRTB to review and respond to public comments, etc.	Throughout Fiscal Year

PARTICIPANTS: Baltimore Metropolitan Council

BUDGET: **\$140,000**

FHWA Share – \$71,680
FTA Share – \$40,320
MDOT Share – \$14,000
Local Share – \$14,000

PROJECT: PROFESSIONAL CONSULTANT SERVICES

PURPOSE: To retain consultant services for work activities in the Unified Planning Work Program (UPWP) that requires external support due to complexity or uniqueness of the tasks. These work efforts will strengthen the overall regional transportation planning process and expand the capabilities of the Baltimore MPO. BMC will utilize transportation consultants to expand the activities funded in the UPWP and to provide services that are currently not available to the MPO.

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In FY 2011, consultants were utilized in various activities; these included: collection of traffic count data; review and application of the regional land use model; continued integration of environmental mitigation in the planning process; an update to the Access 2000 study; a study to assess freight impacts in a localized area; and an initial look at activity based modeling by assessing the development of synthetic population. Comments and recommendations from these consultants' activities enhance the decision-making ability of the region's transportation professionals and provide input to BMC staff.

In FY 2012, the continued use of consultant services will be employed. Consultant services will be used but not limited to the following activities:

Technical Oversight – Provide technical guidance on various tasks, including enhancement of the regional travel demand model.

Model Development – Utilize technical assistance to allow for improvements to the regional travel demand model.

Improve Evacuation Procedures – Activities that follow-up on a FY 2010 tabletop exercise.

Traffic Monitoring Program – Obtain portable and classified traffic counts throughout the region for use in the travel demand model and for local traffic management purposes.

Regional Transit Analysis – Undertake an analysis of existing and planned service to maximize efficiencies and opportunities for connectivity.

Regional Freight Analysis – Conduct an analysis to identify critical freight improvements throughout the region and improvements that allow for better access to and from the Port of Baltimore.

FY 2012 PERFORMANCE OBJECTIVES:

1. Prepare "Requests for Proposals" as needed.
2. Participate in review of technical consultant proposals as needed.
3. Review and comment on products for consistency with project objectives.

PRODUCTS/MILESTONES	SCHEDULE
Consultant contracts	Throughout Fiscal Year
Memoranda/Reports	Throughout Fiscal Year

PARTICIPANTS: Baltimore Metropolitan Council, Consultants

BUDGET: Consultants **\$715,000**

FHWA Share – \$366,080
FTA Share – \$205,920
MDOT Share – \$71,500
Local Share – \$71,500