



DDOT State Transportation Improvement (STIP) Procedure

The current District of Columbia STIP is developed in conjunction with the National Capital Region Transportation Planning Board (TPB)'s Transportation Improvement Program (TIP). The TPB is the Metropolitan Planning Organization (MPO) for the Metropolitan Washington region. The region's TIP is a six-year program that is updated on a two year cycle, with administrative modifications and amendments as required. Administrative Modifications are minor changes to a project included in the CLRP, TIP or STIP. Amendments are major changes to a project included in the CLRP, TIP or STIP. The following link details procedures to amend/modify the STIP:

<http://www.mwcog.org/uploads/committee-documents/bF5fXIZY20080110144627.pdf>

Generally, the schedule for development of the region's TIP and the District's STIP begins in September and continues through July of the following year in accordance with the MPO's TIP development schedule and includes internal DDOT deadlines for review. Currently, the District's element of the region's TIP serves as the District's STIP.

Steps in the current process include:

- **Development of Long Range Plan/Inputs for the Development of the District's STIP**
– The development of the DDOT Long Range Plan will encapsulate future projects and priorities of the District; however existing commitments/Initiatives and recommendations from systems plans and studies will continue to be used as inputs for determining which projects are to be included in the District STIP. The Long Range Plan is scheduled for completion in 2014, and will include opportunities for public comment.
- **Project Identification** – Project Identification will consist of developing a list of STIP project candidates from the above mentioned inputs including the Long Range Plan, existing commitments and initiatives and recommendations from systems plans and studies. This phase will include adjusting the schedule for internal call for projects to improve project selection and vetting; including more comprehensive information on the project call sheet; and enhancing project by project evaluation and vetting.



- **DDOT Internal Call for Projects** – DDOT’s annual call for projects will begin in June 2012. A new project development form will be used to capture the necessary information for CLRP submission, TIP/STIP and obligation plan.
- **Initial Prioritization/Ranking** – Representatives from across DDOT, including Executive Staff, Senior Management and Project Managers will participate in this initial round of project prioritization/ranking of projects based on established criteria. Project ranking is based on the following criteria: Safety and Security, Mobility (including maximizes operational efficiency and expands traveler choice/improves quality of alternative modes), Environmental Quality, Asset Preservation/Conditions; and Livability/Prosperous Places. Each project evaluation criteria has a unique definition, rating scale and weight as detailed in **Attachment B**.
- **Draft Project List** – The draft project list includes projects programmed for implementation over a six-year period with the expectation of receiving federal funding.
- **Public Participation** – Before entering into the STIP development process, the public will be provided an opportunity to provide recommendations for projects to be considered for the STIP. This stage of public involvement will recognize community concerns and solicit feedback that will assist with the prioritization of projects. Once the internal call for projects has occurred and after the projects have been vetted, a draft project list will be developed which contains all projects that will be a part of the STIP. The draft project list will be shared with the public to receive feedback of the variety of different projects. DDOT will document relevant comments; and prepare and post for public review responses to comments received to ensure that full public participation throughout the STIP development process is achieved.
- **Final Prioritization/Ranking** – Representatives from across DDOT, including Executive Staff, Senior Management and Project Managers will participate in this second of two phases of project prioritization/ranking of projects based on established criteria. Project ranking is based on the following criteria: Safety and Security, Mobility (including maximizes operational efficiency and expands traveler choice/improves quality of alternative modes), Environmental Quality, Asset



District Department of Transportation

Preservation/Conditions; and Livability/Prosperous Places. Each project evaluation criteria has a unique definition, rating scale and weight as detailed in **Attachment A**. The purpose of this phase is to ensure that comments received from the public are incorporated into the final list of projects.

- **Programming** – Programming is identifying funding for projects in the STIP/TIP that cover a six year period. Programming includes providing project-related information such as a description; an approximate cost, phasing and proposed source of funding of the project. Most projects follow a logical phased sequence e.g.: study, followed by design, followed by construction
- **Final Project List** – The final project list will be sent to the MPO in response to its call for projects. Projects are submitted in two stages. The first project submission occurs in December and includes which affect air quality conformity; the second project submission is for those projects that do not affect air quality conformity.