



# DDOT Transportation Planning Board (TPB) Procedure

The TPB coordinates and approves regional transportation plans and programs that the federal government must approve before federal-aid transportation funds can be spent.

DDOT staff TPB related responsibilities include:

## **TPB Business Practices**

### **1) Develop/Approve The Constrained Long Range Plan (CLRP ) and the Transportation Improvement Program (TIP)**

#### Approximate Schedule for Annual Long-Range Plan and TIP Updates

- November - TPB reviews Draft Call for Projects
- December - TPB releases Final Call for Projects, agencies begin submissions
- February - Deadline for project submissions, Plan and TIP project submissions released for public comment, TPB briefed on project submissions
- March - Plan and TIP public comment period ends, TPB reviews public comments and is asked to approve project submissions for inclusion in the air quality conformity analysis
- July - TPB receives status report on the Draft Plan and TIP
- September -Draft Plan and TIP released for public comment. (Public-friendly materials on the draft Plan and TIP are provided.), TPB briefed on the Plan and TIP
- October - Draft Plan and TIP public comment period ends, TPB reviews public comments and responses to comments, and is presented with the Draft Plan and TIP for adoption.
- Upon approval of the CLRP and TIP by the TPB, DDOT TPPA Regional Planning staff coordinates FHWA and FTA approval of the District's State Transportation Improvement Plan (STIP), which is the District portion of the TPB's TIP.



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- DDOT TPPA Regional Planning staff also coordinates District of Columbia requests to amend the region's CLRP and TIP as well as the District's STIP.

## **2) Develop/Approve Unified Planning Work Program (UPWP)**

### Approximate Schedule for Annual Update of Unified Planning Work Program

- January - Develop draft work plan outline and budget for review, including revised work statements, budgets and recommendations for funding to be carried over from the prior Fiscal Year.
- February - Present draft Work Program to TPB Technical Committee and TPB and release for public comment.
- March - Obtain final approvals from TPB Technical Committee, and TPB.
- May - Send funding commitment letters to funding agencies and identify any adjustments that need to be made to the TIP.
- June - Implement TIP funding changes (if needed), Obtain funding commitment letters from state funding agencies
- July - Begin implementation

## **3) Develop/Approve Commuter Connection Work Program (CCWP)**

### Approximate Schedule for Annual Update of Commuter Connections Work Program

- November - Verify program elements, Identify project components within each program Element, Produce draft bullet points for review
- December - Develop draft work plan document for STDM review, Establish comment period, Refine program elements based on feedback
- January - Present draft Work Program to Commuter Connections Subcommittee for review and comment, Refine program elements based on feedback in concurrence with STDM.
- February - Present draft Work Program to TPB Technical Committee and TPB and release for public comment.



- March - Obtain final approvals from Commuter Connections Subcommittee, TPB Technical Committee, and TPB.
- May - Send funding commitment letters to funding agencies and identify any adjustments that need to be made to the TIP.
- June - Implement TIP funding changes (if needed), Obtain funding commitment letters from state funding agencies
- July - Begin implementation

**4) Represent DDOT in the Regional Planning Process through monthly TPB –related meetings**

- Prepare for/attend State Transportation Working Group Meeting
- Prepare for/attend TPB Technical Committee Meeting
- Prepare for/attend TPB Steering Committee Meeting
- Prepare/transmit via e-mail TPB Briefing Paper for DDOT Director, DOP Director, District of Columbia Council TPB Members and staffs
- Attend Pre-TPB Briefing Meeting with District TPB members and staff to discuss TPB-related issues and highlight District of Columbia concerns
- Attend TPB Meeting
- DDOT TPPA Regional Planning Staff also regularly analyze meeting agendas and conducts follow up on TPB-related issues within DDOT, with other District of Columbia Government Agencies, with the DC Council as well as with staffs from other agencies involved in or affected by the TPB’s regional planning process.

**5) Participate in Ongoing TPB-Related Planning Activities through monthly meetings and conference calls. On-going Planning Activities include:**

- Bicycle and Pedestrian Planning
- Freight Planning
- Safety Planning



- Scenario Planning
- Human Services Transportation Coordination
- Emergency Preparedness and Transportation Security
- Management, Operations and Technology
- Congestion Management



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