

**REGULAR COUNCIL MEETING  
MAY 9, 2019**

The Council meeting was held at WILMAPCO, The Tower at STAR Campus, 100 Discovery Boulevard, Suite 800, Newark, DE 19713.

**1. CALL TO ORDER:** Mr. John Sisson, Council Chair, opened the meeting at 4:05 p.m.

**2. ROLL CALL:**

**Members present:**

Drew Boyce, representing Jennifer L. Cohan, DeIDOT Secretary of Transportation  
Connie Holland, Delaware Governor's Appointee  
Herb Inden, representing City of Wilmington Mayor, Michael S. Purzycki  
Heather Murphy, Maryland Governor's Appointee  
Eric Sennstrom, representing Cecil County Executive, Alan McCarthy  
John Sisson, Delaware Transit Corporation, Chief Executive Officer  
Michael Spencer, representing New Castle County Municipalities  
Andrea Trabelsi, representing Rich Hall, representing New Castle County Executive,  
Matthew Meyer

**Members absent:**

Dave Warnick, representing Cecil County Municipalities

**Guests, Observers:**

Tom Fruehstorfer, WILMAPCO PAC Chairperson

**Staff members:**

Dan Blevins, Principal Planner  
Janet Butler, Administrative Assistant  
Heather Dunigan, Principal Planner  
Sharen T. Elcock, Executive Assistant  
Dave Gula, Principal Planner  
Randi Novakoff, Outreach Manager  
Bill Swiatek, Principal Planner  
Jacob Thompson, Transportation Planner  
Tigist Zegeye, Executive Director

Minutes prepared by Janet Butler

**3. MINUTES:**

The March 7, 2019 meeting minutes were approved.

**ACTION:** On motion by Mr. Spencer seconded by Mr. Sennstrom the Council approved the March 7, 2019 Council Meeting Minutes.

Motion passed.

(5-9-19-01)

**PUBLIC COMMENT PERIOD:**

None.

**COUNCIL MEMBERS' AND DIRECTOR'S REPORT:**

**4. Chairperson's Report:**

**- Appointment of Nominating Committee for 2019-2020 Officers:**

Mr. Boyce reported that the Nominating Committee met prior to this meeting, and Mr. John Sisson, DTC, was nominated to remain as Chair, and Mr. Eric Sennstrom, Cecil County, was nominated to remain as Vice Chair. Council members voted unanimously to approve Mr. John Sisson to serve as Chair, and Mr. Eric Sennstrom to serve as Vice Chair, from June 30, 2019 to July 1, 2020.

**ACTION:** On motion by Mr. Spencer seconded by Ms. Trabelsi the Council approved the following FY2019-2020 Officers: Mr. John Sisson, Chair, and Mr. Eric Sennstrom, Vice Chair.

Motion passed.

(5-9-19-02)

**- Council Member's Reports:**

Mr. Sisson said that the DART Service Changes will be available on May 19, 2019. The first electric buses arrived in Dover. One electric bus was presented at the Smyrna Rest Area during an Earth Day event in April.

Mr. Spencer said Jeff Riegner has completed a draft of the Bike/Pedestrian Study that connects the Town of Newport with the Jack Markell Trail, which he expects to be completed within two weeks.

Mr. Inden said the final draft of the City of Wilmington Comprehensive Plan was released and will become available this week. The plan will go to the City Council for approval. The draft report will be on the City of Wilmington's website and Mr. Inden will provide a website link.

Mr. Boyce said House Bill 66 regarding the change in the Delaware Code that requires that DeIDOT move to a bi-annual program for the STIP was signed by the Governor of Delaware on Monday. This means that Council's work for FY2020 is done; therefore, DeIDOT will not be submitting the STIP this year, but, will continue to hold workshops in the fall. DeIDOT will be scheduling time to review with WILMAPCO the FY2021 Transportation Improvement Program (TIP) including projects going forward.

Ms. Trabelsi said New Castle County representatives played a Land Use Board Game, "Growing Better Places," with Charter High School students, which is specific to New Castle County land use issues that can lead to more engagement with the community.

Ms. Holland reported that the Population Consortium Bill passed the Delaware Senate and House of Representatives. The Bill will be signed by the Governor of Delaware on May 14, 2019, at Legislative Hall in Dover.

Ms. Zegeye added that the federal requirement is that WILMAPCO complete the Transportation Improvement Program (TIP) every four years, but, staff had chosen to complete it every year. Staff will hold a planning meeting with DeIDOT on Monday to

develop the new bi-annual TIP schedule. A TIP schedule will also be developed for MDOT.

**5. Executive Director's Report** – Ms. Zegeye shared the following events and information:

- On April 3, 2019, staff held a 12<sup>th</sup> Street Connector public workshop, and 50 people attended. A draft report is available for review.
- Staff attended the Mid-Atlantic Greenways and Trails Summit from April 4-5, 2019, in Philadelphia.
- Staff assisted the City of New Castle with three Comprehensive Plan public workshops on April 29, 30, and May 1, 2019.
- Staff participated in the University of Delaware's IPA workshop on integrating health into DeIDOT prioritization process on April 12, 2019.
- Staff continues to support the development of the Wilmington Resilience Plan and the Newark Sustainability Plan.
- The Route 9 Master Plan Monitoring Committee met on April 23, 2019, and the next meeting will be held on May 21, 2019.
- Staff attended the Mid-Atlantic Electric Vehicle (EV) summit at DVRPC on April 30, 2019.
- The East 7<sup>th</sup> Street Peninsula project final public workshop will be held on May 15, 2019.
- The Southern New Castle County (SNCC) Master Plan's project team is working on developing land use illustrations that will be presented to the community in June.
- The US 202 Corridor Master Plan's project team is working on refining ideas and developing scenarios based on the March 20<sup>th</sup> public meeting.
- A Safe Routes to School program at Bayard Middle School in Wilmington is underway.
- Wilmington Montessori Safe Routes to School public workshop was held on April 18<sup>th</sup>.
- May is Bike Month. Several events were planned and posted on WILMAPCO's website.
- From May 6-10, 2019, staff is helping to coordinate Downes Elementary School Bike to School Week.
- The WILMAPCO April 2019 Financial Report is under budget. There are two more months left in the fiscal year, and we anticipate more consultant invoices coming in to be paid.
- The CMAQ Traffic Congestion Transportation Performance Measurement Addendum for the Philadelphia, PA-NJ-DE-MD Urbanized Area (**Attachment A**) was distributed to Council, which is an addendum to the signed agreement on performance measures with DeIDOT and MDOT. This agreement reviews performance measures in urbanized areas; therefore, WILMAPCO is working with the Delaware, Maryland, Pennsylvania, and New Jersey MPOs and sharing information on performance measures.
- The 2019 Audit was completed in April, 2019. There were no findings. Ms. Zegeye said electronic copies of the report were sent to Council members and finance staff of member agencies.
- The FY 2050 Regional Transportation Plan (RTP) copies were distributed to Council.

- The Air Quality (AQ) Conformity Determinations for Cecil and New Castle Counties were submitted to Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for approval on May 8<sup>th</sup>.
- The TMA Planning Certification Review Letter was distributed to Council. A summary of 9 commendations and 11 recommendations are included (**Attachment B**), which Ms. Zegeye reviewed with Council members. The summary includes WILMAPCO's responses that address each of FHWA's and FTA's recommendations. The U.S. Department of Transportation FHWA and FTA, March 19, 2019, Summary Report of the Transportation Management Area Planning Certification Review, in the WILMAPCO, Philadelphia Transportation Management Area was also distributed to Council.

**7. Public Advisory Committee (PAC) Report:**

Mr. Tom Fruehstorfer, PAC Chair, said the PAC met on April 15, 2019. Mr. John Flaherty, Delmarva Rail Passenger Service, shared information on an Amtrak Train Service in a Delaware Fact Sheet. The PAC approved the public outreach portion of the FY 2020 Unified Planning Work Program (UPWP). Ms. Novakoff explained education messaging with an emphasis on alternative modes of transportation as it applies to congestion and Air Quality (AQ). One PAC member recommended that the pollutants be analyzed for Level of Service (LOS). Mr. Gula presented information on the Concord Pike Master Plan public outreach. Mr. Gula also presented information regarding the public outreach of the Southern New Castle County (SNCC) Master Plan. Ms. Novakoff provided an update on the Air Quality Partnership (AQP) of Delaware activities which included coordinating Delaware's Air Quality Awareness Week, April 8-12, 2019.

**8. Technical Advisory Committee (TAC) Report:**

Ms. Dunigan said the TAC met on March 21, 2019. There were no action items. Presentations included FY 2020 Unified Planning Work Program (UPWP), Project Prioritization for the FY 2021-2024 TIP, Transportation Justice (TJ) Equity Analysis, and Air Quality Partnership of Delaware Update. TAC also met on April 18, 2019. The TAC recommended approval of the FY 2020 UPWP. Presentations included the Newark Bikeways Central Loop by Mark Deshon, BikeNewark, Transportation Improvement Program (TIP) by Heather Dunigan, and Maryland/Monroe/MLK project by Dave Gula.

**ACTION ITEMS:**

**9. To Adopt the State/Local Cash and In-Kind Commitment for Fiscal Year 2020**

Ms. Zegeye said this UPWP resolution is for adopting the State/Local Cash and In-kind commitment for FY 2020. The State of Maryland's cash commitment is \$12,607, with minimum cash match of \$4,400 from Cecil County. In addition, \$403,632 comes from the State of Delaware, with \$31,500 coming from New Castle County, and \$11,796 from the City of Wilmington, which has any remaining matching obligation in cash or by in-kind services. Attached to the resolution, is an agreement between Cecil County and the Town of Elkton providing the In-kind amount of \$8,207, which includes 140 hours of in-kind services. This action did not go to the PAC. The TAC reviewed this action at their April meeting. Staff recommends that Council adopt the State/Local Cash and In-Kind commitment for the FY2020 UPWP.

**ACTION:** On motion by Mr. Sennstrom seconded by Mr. Spencer the Council adopted the State/Local Cash and In-Kind Commitment for Fiscal Year 2020.

Motion passed.

(5-9-19-03)

**10. To Adopt the Draft FY 2020 Unified Planning Work Program (UPWP)**

Ms. Zegeye said this resolution is to adopt the FY 2020 UPWP. Not much has changed in the document since the last Council meeting. On page III-1, is the Cost Share, on Page III-2 is the FY 2020 UPWP Funding Outline, and on Page III-3, are the Consultant Costs. The three new projects included in the FY 2020 UPWP are the Churchman’s Crossing Plan Update, the Governor Printz Boulevard Study, and the Newport Transportation Plan. Public notices were placed in the News Journal and Cecil Whig newspapers. The WILMAPCO website received 86 web hits. There were no public comments; however, staff received several telephone calls from consultants. The PAC approved the public participation and public education portion of the FY 2020 UPWP. The TAC recommended that the Council adopt the FY 2020 UPWP at their last meeting. Staff recommends that Council adopt the FY 2020 UPWP.

**ACTION:** On motion by Mr. Spencer seconded by Mr. Sennstrom the Council adopted the FY2020 UPWP.

Motion passed.

(5-9-19-04)

**PRESENTATION/DISCUSSION ITEMS:**

**11. WILMAPCO Transportation Justice (TJ) Analysis Update**

Mr. Swiatek said the TJ Equity Analysis is an update of the work WILMAPCO had done with Title VI and Environmental Justice (EJ). The ongoing TJ study includes three primary groups: 1) Low-income and racial/ethnic minorities; 2) Seniors, the disabled, and zero-car households; and 3) Limited English Proficiency (LEP) and Low-Literacy (LL) populations.

Transportation equity concerns the analysis has uncovered, to date, include: Transportation Access (low-income and Blacks); Housing and Transportation Costs (poverty); Travel Time on Public Transit (Blacks); pedestrian and bike crashes (Blacks); public electric vehicle stations (poverty, Blacks, and Hispanics), and Community Transportation Projects (Blacks).

A Spatial Analysis will be completed for the Title VI/EJ areas. Environmental Justice (EJ) areas are used in the WILMAPCO project prioritization process. Projects in EJ areas are given points in the project prioritization process. The EJ area definitions have historically come from an analysis of Census data. WILMAPCO is using the block group level census data as a foundation, but is this year also supplementing it with affordable housing development data and school district data on student demographics.

One analysis considered transportation and housing cost affordability. Here data from the Center for Neighborhood Technology were used and transportation/housing costs for lower-income households (80% of median income) were considered. Generally, neighborhoods within racial/ethnic and poverty concentrations are more affordable than the average for a lower-income household.

However, most high poverty neighborhoods are having unaffordable housing plus transportation costs for the average lower income family. The analysis found that only 6% of high poverty neighborhoods have affordable transportation costs; 58% of high poverty neighborhoods have affordable housing costs; and 25% of high poverty neighborhoods have equal or higher transportation costs than housing costs.

Transportation costs are generally high in the WILMAPCO region, given its very suburban, car-dependent character.

An analysis of Transportation Improvement Program (TIP) project spending within areas of ethnic/racial and poverty concentration indicated that black neighborhoods received 38% less spending than expected (based on the population size of those concentrations) on community projects since the FY 2002 TIP. An analysis of the average demographic makeup of WILMAPCO's sub-regional studies indicated that since 1999, the demographics of the average study area was about the same as the region. There were also 15 plans within black concentrations and nine plans (60%) in 2013 or later. Therefore, planning efforts have been strong within black neighborhoods, but they have been fairly recent.

Total non-expressway crashes were analyzed using 2016 data for equity concerns. The number of total crashes was about what was expected as compared to the population of ethnic/racial and poverty concentrations. However, black neighborhoods had particularly high pedestrian and bicycle crash rates, as compared to their population base.

The Electric Vehicle (EV) charging stations were also measured. As of 2019, there were 21 in the region. Staff tagged Census Block Groups with EV stations and calculated racial/ethnic and the poverty makeup of those places versus the regional average. Whites were overrepresented in neighborhoods with EV stations.

Travel Times for commutes less than 30 minutes were counted. The 30-minute travel times were found in areas of racial/ethnic and poverty concentrations and were compared to the regional average. The region's Title VI/EJ neighborhoods generally had lower travel times on the various modes than average.

In addition, the project team completed a Literature Review that was combined with the team's experiences that helped to create new recommendations for public engagement of EJ/Title VI groups. The Route 9 Corridor Monitoring Committee is one example of successful community empowerment and involvement.

The project team also created a Language Assistance Plan which revealed that, predominantly, Spanish and Chinese people speak English "less than very well." Both groups are protected by the Federal Safe Harbor Provision, given their size, in the region. Steps must be taken to promote their inclusion in the public participation process. This analysis included the following three proficiency Tiers: Tier 3: Proactive Spanish LEP & LL (more intensity); Tier 2: Proactive Chinese LEP; and Tier 1: Responsive LEP & LL (less intensity).

The next steps for the TJ Equity Analysis are to complete the Connectivity Analysis (CADSR data) and Mobility-Challenged Chapter (Technical analysis/outreach recommendations). The team will also work toward WILMAPCO Council endorsement, which is expected by November 2019.

Mr. Sisson asked if the time of day was an important factor in conducting successful public outreach. Mr. Swiatek replied that a best practice is to work with the community to find the best time. Usually that is during evenings and on weekends. Ms. Trabelsi asked how childcare was set up. Mr. Swiatek said that, with the Route 9 effort, we have had success with childcare being in the same large room as the public workshop. That way

parents/guardians can participate in the workshop and keep an eye on their kids. Ms. Novakoff often provides assistance with engaging children with interactive activities.

## **12. Newark Area Transit Study**

Ms. Dunigan said the Newark Transit Improvement Partnership (TriP) was formed in 2016 to coordinate and consolidate transit systems between partners. The Newark Area Transit Study was conducted in 2018-2019 by TRIP to provide more technical analysis and outreach for a better understanding of the transit needs of people who live, work, and attend school in the Newark area.

The goals of the Newark Area Transit Study include: 1) Improve mobility options to meet demands of Newark residents, employees, students, and visitors; 2) Provide quality passenger amenities to enhance bus service and attract discretionary riders; 3) Make transit services easier to understand and use; and 4) Promote transit system efficiency for all providers.

Technical analysis, a review of best practices, and community outreach yielded recommendations to 1) Better meet the needs of Newark residents, students, employees, and visitors; 2) Provide amenities to enhance bus service and attract riders; 3) Make transit services easier to understand and use; and 4) Promote transit system efficiency for all providers. Ms. Dunigan also added, transit ridership is surprisingly low in Newark considering the number of routes serving the area.

The six transit operators in Newark are 1) Cecil Transit, 2) DART, 3) Unicity, 4) University of Delaware Transportation, 5) Amtrak, and 6) SEPTA (Wilmington/Newark Line Regional Rail). DART service in Newark is primarily lacking in areas in the north and west of the City, which are places where the University of Delaware Bus service is strong. Cooperation between all of the transit service providers in the City would be a cost-effective solution to improving transit access in Newark.

Data collection and analysis, public outreach, initial recommendations, and a final report are all part of the project methodology. A public workshop was held in November, 2018 that was lightly attended and a public presentation was made to Newark City Council in April, 2019. In addition, driver interviews were conducted and 142 passengers at the Park and Ride and Newark Transit Hub were surveyed.

Of those surveyed, 88% percent were completely or fairly satisfied with Newark's transit services; 67% use transit for work, 36% use transit for shopping and errands, and 27% use transit for medical trips. The most requested changes included more frequent bus service, including longer service hours on weekdays, more service on weekends, and better on-time service.

Residents who took the online survey provided 204 responses. The residents were most familiar with DART, followed by the University of Delaware bus service, but, less familiar with Cecil Transit and Unicity bus service. Forty-three percent ride transit occasionally. Most of those that do not ride transit said it was because bus routes took too long and bus service did not take them to destinations where they needed to go.

The project team also learned about other bus service from research that included discounts and free service. For instance, in Palo Alto, California, bus service is provided free to the general public on the Marguerite Shuttle, students can take the VTA's U-Line bus for free, and monthly passes are discounted. Service on Bear Transit, in Berkeley,

California, is open to the general public for \$1-\$1.50 and UC Berkley students can use any AC Transit Service for free. In Salt Lake City, Utah, service is provided free on UT shuttle services, and faculty and staff ride free.

Initial recommendations were working towards a comprehensive network that can be used by everyone, minimizing overlaps and poor-performing service, considering restructuring routes using best practices, which could include clock-face headways for simple routing and scheduling, bi-directional preference to avoid large one-way loops, and providing for transfers at multiple places, but, focusing on seamless connections at transit hubs.

A recommendation for DART is to coordinate departures among Wilmington-bound routes and Christiana Mall-bound routes to provide consistent service throughout the time period, such as every 10 minutes to Wilmington during peak AM/PM periods. A recommendation for Cecil Transit is to add a stop along Route 896 near the train station entrance and coordinate with DART along the 896 corridor. A recommendation for Unicity is to have an on-demand type of service for late and early hours. A recommendation for University of Delaware transit is to develop a new University of Delaware STAR Campus route. Changes overall to Newark's transit services would require more resources for added vehicles, drivers, and maintenance facilities.

Better agency cooperation would provide increased ridership, expanded service reach, seamless and cost-effective travel between service providers, consistent and easily accessible information, and cost-effectiveness. It would also afford opportunities to coordinate with marketing and technology, branding, fare policies and media, transit infrastructure, schedules, and route alignments/service areas.

The TriP next steps are to continue participating in the TriP Working Group, hold quarterly meetings, finalize daily fare card coordination and fare reciprocity discussions between Cecil Transit and DART, consider short-term route changes that are recommended, incorporate connections between various systems into the DART App, continue discussions on coordinating bus stops, add better amenities, and undertake future comprehensive bus network redesign, which could include the horizon year of 2030, to seek additional funding and grants.

The Newark Area Transit Study future tasks include incorporating revisions from public, agencies and City Council; preparing a draft report for agency and public review; preparing a final report; and provide presentations for City of Newark and WILMAPCO Council's acceptance in July 2019.

Mr. Sisson said bus service coordination seems simple, but, it is not. The City of Newark has four bus services that do not coordinate well, but, DART is making progress slowly.

### **13. New Castle County Bicycle Plan Update**

Ms. Dunigan said the New Castle County Bicycle Plan is being developed to implement the Delaware Statewide Bicycle Policy Plan. The Vision that states, "Everyone in Delaware has front-door access to a bicycle network that is safe, comfortable, and conveniently connected to places people want to go. A seamlessly integrated transportation and land use decision-making process, with many partners working together, encourages a culture where people choose bicycling in their daily lives for transportation, recreation, and improved health."



The New Castle County Bicycle Plan's Objectives include 1) Identify the bicycle transportation network; 2) Provide equitable bicycle access including to transit; 3) Encourage bicycle parking and other end-of-trip facilities; 4) Improve safety through design, maintenance, and enforcement, 5) Incorporate bicycle elements into land use planning; and 6) Develop an implementation and an evaluation plan.

Various customized, interactive public outreach events were held including at the Town of Townsend (June 2018); Southern New Castle County (October 2018); CCOBH Halloween Event (October 2018); Brandywine 100 (December 2018); Town of Elsmere (December 2018); and City of Newark (March 2019).

Public outreach activities also included an online public survey (January 30-April 30, 2019), which received 286 responses and more than 9,017 data points. The complete survey responses will be summarized by the project team, which will take some time.

Survey respondents rated various bicycle strategies by category. For Shared Streets, Bicycle Boulevards were rated the highest, while other forms of shared streets were not strongly supported. Most other strategies received strong support. For Bike Lanes, Buffered Lanes were rated the highest; for Separated Bikeways, Pathways were rated the highest; for Programs and Policies, Bike Friendly Land Use was rated the highest; and for Other Facilities, Protected Intersections were rated the highest.

To aid with developing project prioritization methodology, respondents distributed stars into categories. Percentages by category were: 1) Address a safety issue (19%); 2) Serve community destinations (15%); 3) Connect to shopping and jobs (14%), 4) Include Safe Routes to School (13%); 5) Provide comfort for all ages abilities (12%), 6) Fill a gap (11%); 7) Promote greater equity (8%); and 8) Be close to bus or rail transit (5%).

A mapping exercises both at workshops and through the survey identified numerous project ideas, destinations, and areas of concern. These comments are being analyzed for development of recommendations.

Online survey participants were asked what type of transportation they use the most. Eighty-seven percent said they drive automobiles, 10% said bicycle; 2% use public transit; and 1% walks. When asked how often they bicycle, 44% said a couple of times per week, and 10% said once a week. When asked how they feel about bicycling in their community, 17% were not comfortable at all; while 36% were cautious; and 15% were very comfortable.

Next steps for the New Castle County Bicycle Plan are to consolidate and assess recommendations based on outreach; refine recommendations using technical analysis and agency outreach, incorporate local plans, prioritize recommendations, and write a draft report.

Ms. Trabelsi asked if there would be a list of projects by the fall 2019 timeline. Ms. Dunigan responded that list is expected by mid-summer. Mr. Boyce added DelDOT would like to incorporate the New Castle Bicycle Plan into their planning.

**14. INFORMATION ITEMS:** Administrative Modification Request Letters.

**ADJOURNMENT:** Mr. Spencer made a motion to adjourn, Mr. Boyce seconded the motion. The meeting adjourned at 5:25 p.m.

**ATTACHMENTS: (2)**

**CMAQ Traffic Congestion  
Transportation Performance Management Addendum for  
the Philadelphia, PA-NJ-DE-MD Urbanized Area**

to be addended to the Transportation Performance Management  
Written Procedures/Agreements of

**The Delaware Valley Regional Planning Commission (DVRPC),  
the Lancaster County Transportation Coordinating Committee (LCTCC),  
the North Jersey Transportation Planning Authority (NJTPA),  
the South Jersey Transportation Planning Organization (SJTPO),  
and the Wilmington Area Planning Council (WILMAPCO)**

1. Overall Schedule

- a. The metropolitan planning organizations (MPOs) subject to the federal CMAQ Traffic Congestion Transportation Performance Management requirement for the Philadelphia, PA-NJ-DE-MD Urbanized Area (UZA 69076) along with the state departments of transportation (State DOTs) for Pennsylvania (Pennsylvania Department of Transportation), New Jersey (New Jersey Department of Transportation), Delaware (Delaware Department of Transportation), and Maryland (Maryland Department of Transportation State Highway Administration), will collaboratively determine the overall schedule for data collection, analysis, target setting, and reporting for the CMAQ Traffic Congestion performance measures.

2. Transportation Performance Data Collection and Analysis

- a. The MPOs and State DOTs subject to this requirement for the Philadelphia, PA-NJ-DE-MD Urbanized Area will collaborate on the collection and analysis of data to measure and forecast CMAQ Traffic Congestion performance in keeping with the data requirements specified in 23 CFR 490.709.
- b. All data collected pursuant to the analysis of the CMAQ Traffic Congestion performance measures in the Philadelphia, PA-NJ-DE-MD Urbanized Area will be shared among the MPOs and State DOTs subject to this requirement, to the extent allowed by data restrictions that may be outside the control of the parties.

3. Selection of Transportation Performance Targets

- a. The MPOs and State DOTs subject to this requirement for the Philadelphia, PA-NJ-DE-MD Urbanized Area will set draft and final CMAQ Traffic Congestion performance targets, by collaborating to the maximum extent practicable.
  - (i) Collaboration will include as many of the following opportunities as deemed appropriate for the measure: in-person meetings, webinars, conference calls, and email/written communication.
  - (ii) The member agencies of the MPOs and the State DOTs subject to this requirement for the Philadelphia, PA-NJ-DE-MD Urbanized Area, which include public transportation operators providing service in this urbanized area, shall be given an opportunity to provide comments on CMAQ Traffic Congestion performance targets for the urbanized area.

4. Reporting of CMAQ Traffic Congestion Performance Targets for the Philadelphia, PA-NJ-DE-MD Urbanized Area

- a. Per 23 CFR 490.107(c), each MPO subject to this requirement for the Philadelphia, PA-NJ-DE-MD Urbanized Area will report CMAQ Traffic Congestion performance targets to their respective state department(s) of transportation through their submittal of a CMAQ Performance Plan as specified in 23 CFR 490.107(c)(3). Such submittals shall be subject to schedules that will be mutually agreed to by each MPO and appropriate State DOT.
- b. Per 23 CFR 490.107(b), each state department of transportation subject to this requirement for the Philadelphia, PA-NJ-DE-MD Urbanized Area will include the relevant MPO CMAQ Performance Plan, including the aforementioned performance targets, as an attachment to their periodic performance reports to the Federal Highway Administration.

5. Reporting of Performance to be Used in Tracking Progress Toward Attainment of CMAQ Traffic Congestion Performance Targets for the Philadelphia, PA-NJ-DE-MD Urbanized Area

- a. Per 23 CFR 490.107(c)(3)(i), each MPO subject to this requirement for the Philadelphia, PA-NJ-DE-MD Urbanized Area will report their performance to the relevant state department(s) of transportation through their submittal of a CMAQ Performance Plan biennially on a coordinated schedule with the State Biennial Performance Reports.
- b. Per 23 CFR 490.107(c)(3)(ii)(C), the CMAQ Performance Plans that accompany the mid- and full-performance period Progress Reports will include baseline condition/performance for each MPO, reported CMAQ Traffic Congestion targets, as well as an assessment of the progress of the projects identified in the

CMAQ Performance Plan toward achieving CMAQ Traffic Congestion performance targets for the urbanized area.

- c. Per 23 CFR 490.107, each state department of transportation subject to this requirement for the urbanized area will include the relevant MPO CMAQ Performance Plan as an attachment to their State Biennial Performance Reports to the Federal Highway Administration.

6. Documentation in Supporting Plans and Programs

- a. Per 23 CFR 450.324(f)(3), 450.324(f)(4), 450.326(c), and 450.326(d), each MPO subject to this requirement for the Philadelphia, PA-NJ-DE-MD Urbanized Area will include the required information relating to the CMAQ Traffic Congestion performance measures in any metropolitan transportation plan or transportation improvement program amended or adopted after May 20, 2019.
- b. Per 23 CFR 450.216(f) and 450.218(q), each state department of transportation subject to this requirement for the Philadelphia, PA-NJ-DE-MD Urbanized Area will include the required information relating to the CMAQ Traffic Congestion performance measures, in any statewide transportation plan or statewide transportation improvement program amended or adopted after May 20, 2019



U. S. Department  
of Transportation

Federal Transit Administration  
1780 Market Street  
Suite 500  
Philadelphia, PA 19103  
215- 656-7100  
215-656-7260 (fax)

Federal Highway Administration  
1201 College Park Drive  
Suite 102  
Dover, DE 19904  
302-734-5323  
302-734-3066 fax)

**MAR 26 2019**

Ms. Tigist Zegeye  
Executive Director  
Wilmington Area Planning Council  
100 Discovery Blvd, Suite 800  
Newark, DE 19713

**Re: Federal Certification of the Philadelphia Metropolitan Area Planning Process**

Dear Ms. Zegeye:

This letter notifies you that the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) jointly certify the planning process for the Wilmington Area Planning Council (WILMAPCO) portion of the Philadelphia Transportation Management Area (TMA). This certification is based on the findings from the Federal Certification Review conducted on November 7 and 8, 2018. The Philadelphia TMA is served by two metropolitan planning organizations (MPOs): WILMAPCO and the Delaware Valley Regional Planning Commission (DVRPC); therefore, the U.S. Department of Transportation is issuing two separate reports for the separate planning processes. The certification for the DVRPC portion of the Philadelphia TMA was prepared under a separate cover letter and separate corresponding report.

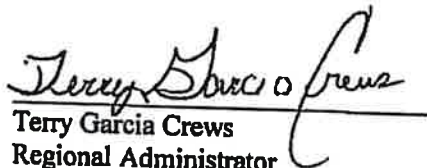
The planning process at WILMAPCO is a continuing, cooperative, and comprehensive process and reflects a significant professional commitment to deliver quality in transportation planning. The overall conclusion of the certification review is that the planning process for the WILMAPCO portion of the Philadelphia TMA complies with the spirit and intent of Federal metropolitan transportation planning laws and regulations under 23 U.S.C. 134 and 49 U.S.C. 5303. The Delaware Valley Regional Planning Commission portion of the Philadelphia TMA also complies with Federal metropolitan transportation planning laws and was certified on February 20, 2019.


We would like to thank you and your staff for your time and assistance in planning and conducting the review. Enclosed is a report that documents the results of this review and offers recommendations and commendations for continuing quality improvements and enhancements to the planning process. This report has been transmitted concurrently to WILMAPCO, Maryland DOT and Delaware DOT, and Delaware Transit Corporation.

Ms. Tigist Zegeye  
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If you have any questions regarding this review, please contact Lindsay Donnellon, Community Planner, FHWA Delaware Division, at (410) 779-7157, or Tim Lidiak, Community Planner, FTA Region III, at (215) 656-7084.

Sincerely,

  
Terry Garcia Crews  
Regional Administrator  
Federal Transit Administration

  
Caroline Trueman  
Acting Delaware Division Administrator  
Federal Highway Administration

Enclosure

cc via e-mail: Drew Boyce, Director, Planning, DelDOT  
John Sisson, CEO, Delaware Transit Corporation  
Heather Murphy, Director, Planning, Maryland DOT  
Spencer Stevens, FHWA Office of Planning  
Dwayne Weeks, FTA Office of Planning

## 2019 Review Findings: Recommendations

1. The Federal Review Team recommends WILMAPCO include previous year's activities and accomplishments in the current UPWP. (Due June 2019)

Response: The current UPWP includes a section "Monitoring of Sub-Regional Studies." This allows for staff to work with member agencies and the public to coordinate the implementation of adopted transportation and comprehensive development plans significant to the attainment of the RTP goals.

2. The Federal Review Team recommends that WILMAPCO add a date to the TIP development process and schedule which illustrates when the MPO will submit Final TIPs and accompanying conformity determination documents to Federal Agencies for review and approval. (Due September 2019)

Response: Staff has added this information to the TIP development schedule included in the Introduction of the FY 2020-2023 TIP document.

3. The Federal Review Team recommends that the WILMAPCO TIP include a discussion of the anticipated effect of the TIP on achieving transportation performance management targets. While the planning regulations provide that this can occur "to the maximum extent practicable" there are MPOs which have taken this on. NYMTC example was provided. (Due September 2019)

Response: WILMAPCO will continue to update and improve upon the performance measure summary in the Introduction of the TIP and Appendix H. How performance measures relate to our goals is summarized in the Introduction and expanded upon in the Regional Progress Report.

4. The Federal Review Team recommends that WILMAPCO record in detail all activities and events conducted to reach minority communities. The records should include, but not be limited to location, type of activity, number of participants, dates, lessons learned, etc. (Due November 2019)

Response: We documented unique outreach strategies and approaches to minority communities within the 2013 EJ Report and will do so again in its 2019 iteration. The demographic quotas used to achieve a robust regional public opinion survey are documented in that report. Outreach approaches within individual studies are heavily documented within those studies, such as the Route 9 Master Plan. While we will take this under consideration, a line-by-line scorecard of events has little apparent value, especially if we do not do this in comparison of all events. Better are performance indicators that measure public opinion/knowledge of WILMAPCO by minority group, the varying transportation needs of minority groups, readership of our newsletter by EJ area, etc. all of which we do carefully measure.

5. The Federal Review Team recommends that WILMAPCO direct the public to submit complaints against the MPO to DelDOT, FHWA and/or FTA. Access to the complaint process and forms should be simple and straightforward and should include each agency's contact information. (Due November 2019)



Response: We will direct complaints to the additional agencies suggested here. The complaint process will be reviewed and revised in the wake of the 2019 Transportation Justice Plan. As it stands, we feel the complaint process is simple and straightforward already. "Title VI and Nondiscrimination Assurance" is a link on WILMAPCO's homepage. From there, language advises of the complaint process with a link for more information. It's a 2 click process from the homepage to get to everything there is to know about the complaint process and procedures.

6. The Federal Review Team recommends that WILMAPCO report the percentage DBE participation to DelDOT or MDOT-SHA. (Due November 2019)

Response: We provide this information to the State DOTs upon request.

7. The Federal Review Team recommends that WILMAPCO make the FAST ACT compliant Freight Plan accessible on the WILMAPCO website. Similarly, the plan needs to be more easily accessible on DelDOT's site. (Due November 2019)

Response: The WILMAPCO website has been updated to make the Freight Plan and many other freight-related products more accessible. <http://www.wilmapco.org/goodsmovement/>

8. The Federal Review Team recommends WILMAPCO continue to make significant contributions to future development of any new 8-hour ozone and PM<sub>2.5</sub> SIP development, including development of relevant CMAQ projects that will contribute to overall improved air quality. (Due Loosely over the next 2-4 years)

Response: We will work to accomplish this within our existing interagency consultation processes.

9. The Federal Review Team recommends WILMAPCO be prepared to send staff to receive MOVES training, EPA's Office of Transportation and Air Quality will offer training for beginners when the newer model is released. (Due Loosely over the next 2-4 years)

Response: Due to our limited size, WILMAPCO has no plans of conducting conformity modeling "in house." We have had success coordinating model runs through State DOTs and their consultants.

10. The Federal Review Team recommends WILMAPCO continue to investigate innovative ways to reduce emissions in case MVEBs are reduced in the future (this is highly possible). (Due Loosely over the next 2-4 years)

Response: We will work to accomplish this within our existing interagency consultation processes.

11. The Federal Review Team recommends that WILMAPCO continue to consider ways to provide better project descriptions for both air quality conformity and the public comment period. (Due?)

Response: WILMAPCO will continue to coordinate with the implementing agencies to improve project descriptions. We have updated our online TIP project map to directly link to implementing agency project details.