

FY 2013 Unified Planning Work Program

**FISCAL YEAR 2013
July 1, 2012 – June 30, 2013**

UNIFIED PLANNING WORK PROGRAM

For the

WILMINGTON METROPOLITAN AREA

Prepared by the staff of the
Wilmington Area Planning Council

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FY 2013 Unified Planning Work Program

FY 2013 Unified Planning Work Program

Wilmington Area Planning Council Unified Planning Work Program - FY 2013

TABLE OF CONTENTS

	PAGE
I - INTRODUCTION	I-1
II – ORGANIZATION.....	II-1
WILMAPCO COUNCIL	II-1
TECHNICAL ADVISORY COMMITTEE (TAC)	II-1
PUBLIC ADVISORY COMMITTEE (PAC)	II-2
WILMAPCO STAFF	II-3
III - FY 2013 UPWP FINANCIAL INFORMATION.....	III-1
FY 2013 UPWP FUNDING ANALYSIS	III-1
FY 2013 UPWP FUNDING OUTLINE	III-2
FY 2013 UPWP IN-KIND ACTIVITIES	III-4
IV - FY 2013 WORK TASKS - WILMAPCO	IV-1
MPO 13.01 - ADMINISTRATION	IV-1
MPO 13.02 - UNIFIED PLANNING WORK PROGRAM (UPWP).....	IV-3
MPO 13.03 - PUBLIC OUTREACH AND PUBLIC EDUCATION	IV-5
MPO 13.04 – DATA COLLECTION, MANAGEMENT AND DISTRIBUTION	IV-9
MPO 13.05 – REGIONAL PLANNING AND TECHNICAL ANALYSIS.....	IV-14
MPO 13.06 – AIR QUALITY ANALYSIS AND COORDINATION.....	IV-16
MPO 13.07 – NEW FEDERAL REGULATION COMPLIANCE	IV-18
MPO 13.08 – GOODS MOVEMENT ANALYSIS	IV-20
MPO 13.09 – REGIONAL COORDINATION.....	IV-21
MPO 13.10 – REGIONAL TRANSPORTATION PLAN (RTP) IMPLEMENTATION.....	IV-23
MPO 13.11 – SUB-REGIONAL STUDIES AND COORDINATION	IV-25
MPO 13.12 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP).....	IV-31
MPO 13.13 – MONITORING OF SUB-REGIONAL STUDIES	IV-33
V - PRIOR YEARS' WORK TASKS CARRIED OVER	V-1
VI - FY 2013 UPWP COST ALLOCATION BY FUNDING SOURCE CHART	VI-2
VII – COUNCIL RESOLUTIONS	VII-1

FY 2013 Unified Planning Work Program

FY 2013 Unified Planning Work Program

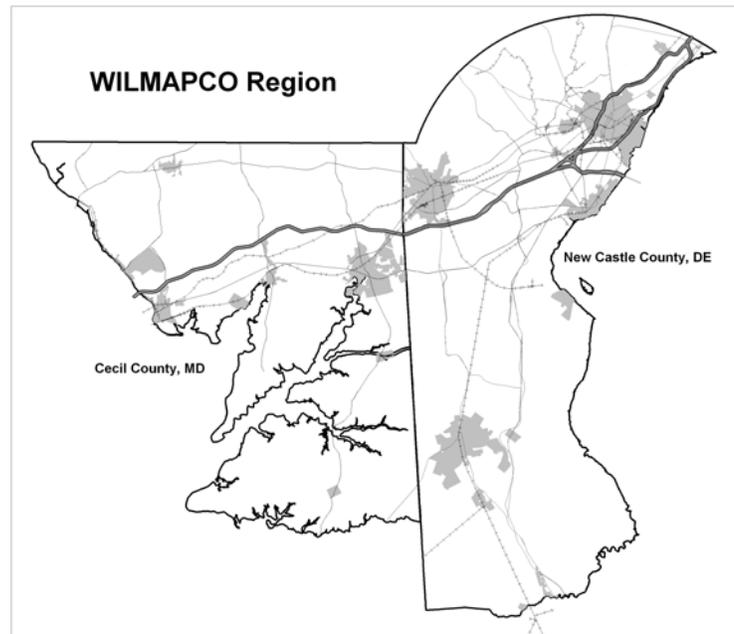
I INTRODUCTION

The Unified Planning Work Program (UPWP) is a document that includes all planning activities to be performed with funds provided under Title 23, U.S.C. and the Federal Transit Act. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requires that metropolitan planning organizations (MPOs), such as the Wilmington Area Planning Council (WILMAPCO), in areas with over 200,000 populations develop a UPWP in cooperation with the State and operators of publicly owned transit. Other sources of federal funds used for planning activities in the region should also be included in the UPWP.

The UPWP discusses the planning priorities facing the metropolitan planning area and should describe all metropolitan transportation and transportation-related air quality planning activities anticipated within the area during the next one- or two-year period, regardless of funding sources or agencies conducting activities, in sufficient detail to indicate who will perform the work, the schedule for completing the work and the products that will be produced.

The WILMAPCO region consists of two counties. The total area is 744 square miles (396 in New Castle County and 348 in Cecil County) with a 2010 population of 639,587. Although the square mileage of the two counties is fairly similar, their population figures are quite disparate: Cecil County had a 2010 population of 101,108, while New Castle County had 538,479. New Castle County is an urbanized county with a density of 1,350 persons per square mile while Cecil County has only 290 persons per square mile.

WILMAPCO's mission is to ensure the implementation of the best multi-modal transportation plan that meets all the requirements mandated by the Federal Clean Air Act and its Amendments (CAAA) and SAFETEA-LU and that promotes the attainment of the Goals for the Region. The Goals, Objectives and Actions arrived at by consensus through the several long-range plan updates are:



❖ **Support Economic Growth, Activity and Goods Movement**

➤ *Objectives:*

- Ensure a Predictable and Adequate Public Investment Program to Guide Private Sector Investment Decisions
- Plan and Invest to Promote the Attractiveness of the Region

❖ **Efficiently Transport People**

➤ *Objectives:*

- Improve Transportation System Performance
- Promote Accessibility, Mobility, and Transportation Alternatives

❖ **Improve Quality of Life**

➤ *Objectives:*

- Protect the Public Health, Safety, and Welfare
- Preserve our Natural, Historic, and Cultural Resources
- Support Existing Municipalities and Communities
- Provide Transportation Opportunity and Choice

WILMAPCO performs its mission by using the Comprehensive, Continuing and Cooperative (3-C) metropolitan transportation system planning process. It serves as a cooperative regional forum for the development of transportation system plans and programs and for the resolution of transportation planning-related issues.

FY 2013 Unified Planning Work Program

WILMAPCO is responsible to all the citizens of the region to ensure the implementation of the best transportation plan for the region. Therefore, the WILMAPCO Council is composed of elected officials from state, county and municipal jurisdictions. These elected officials are accountable to their respective citizens. The implementation of the transportation plan is carried out by WILMAPCO's member agencies.

WILMAPCO collects, analyzes and evaluates demographic, land use and transportation-related data and seeks public input to understand the transportation system requirements of the region. Understanding these requirements allows for the development of plans and programs and the implementation of a transportation system that provides for the efficient transport of people, goods and services.

WILMAPCO has developed and updated a long-range Regional Transportation Plan (RTP). The RTP is a regionally based plan encompassing a twenty-year planning horizon and includes all transportation modes. The Transportation Improvement Program (TIP) is a four-year program of capital investments that implements the long-range plan. The RTP is derived from the Vision Goals established for the region and is supported by demographic and land use data to define the transportation system investments. These transportation system investments are periodically tested and updated, and the resulting paradigms are adopted as the twenty-year horizon transportation plan.

WILMAPCO evaluates the RTP within a four-year planning horizon, weighs and prioritizes elements, considers funding sources, and evaluates the potential near-term benefit to the citizens of the WILMAPCO region. The highest priority RTP projects are then incorporated into the TIP for implementation. WILMAPCO, in conjunction with its member agencies, implements these near-term elements of the RTP. In addition, WILMAPCO, as the region's metropolitan planning organization, must approve all federally funded transportation projects in the region and must select projects to be funded with Congestion Mitigation and Air Quality (CMAQ) funds and Urbanized Area Surface Transportation Project (STP) funds.

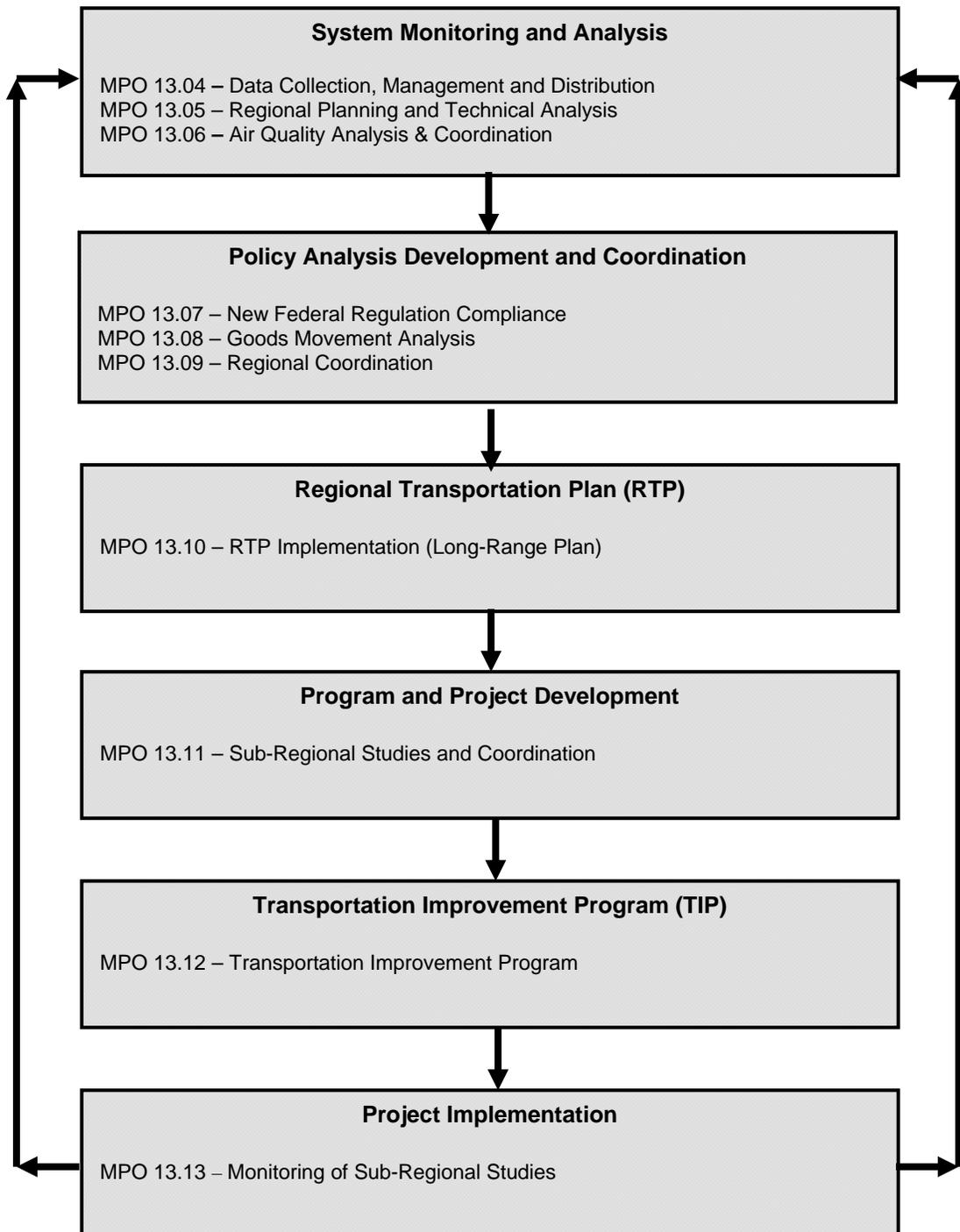
The work tasks in this UPWP are presented in a sequence that reflects the planning process used by WILMAPCO. The first three tasks describe activities that are overarching and permeate all aspects of the planning process. *Administration* provides the underpinnings of WILMAPCO's activities, the *Unified Planning Work Program (UPWP)* task provides for the development and administration of the work plan and budget that guide all of WILMAPCO's activities, and the *General Public Outreach and Education* task provides for public involvement and education throughout the planning process.

The actual planning work is reflected in the remaining work tasks. The following flow chart shows the general flow of the planning process as reflected in the Unified Planning Work Program (UPWP). Data is collected and analyzed and used to inform policy discussions. Policies are determined and incorporated into the long-range regional transportation plan (RTP). The Plan includes policies, actions, and projects that guide the development of studies and plans. The projects that are recommended for implementation in studies and plans are programmed for capital and operating funds in the TIP. Projects programmed for engineering in the TIP are followed by WILMAPCO to provide continuity from the planning process through the engineering process.

FY 2013 Unified Planning Work Program

WILMAPCO FY 2013 UPWP

Planning Flow Chart



FY 2013 Unified Planning Work Program

II ORGANIZATION

WILMAPCO Council

The policy making body of WILMAPCO is its Council that consists of nine voting members:

1. **Delaware Governor's appointee** – Connie C. Holland
2. **Delaware Department of Transportation, Secretary** – Shailen P. Bhatt
3. **Delaware Department of Transportation, Delaware Transit Corporation, Executive Director** – Lauren L. Skiver
4. **City of Wilmington, Mayor** - James M. Baker
5. **New Castle County, County Executive** – Paul G. Clark
6. **New Castle County, Municipalities representative** – Vance A. Funk III, Mayor, City of Newark
7. **Maryland Governor's appointee** – Donald A. Halligan, Maryland Department of Transportation
8. **Cecil County Commissioners** – James T. Mullin
9. **Cecil County, Municipalities representative** – Joseph L. Fisona, Mayor, Town of Elkton

Technical Advisory Committee (TAC)

The TAC consists of planners and engineers from all WILMAPCO participating agencies. It performs analyses and makes recommendations concerning transportation and land use issues to Council for their approval. The actual technical work is performed by WILMAPCO staff and the TAC member organizations. The TAC elects its own chairperson and vice-chair annually from among its members to serve for a one-year period from fiscal year to fiscal year, subject to approval by the Council. The following is a list of the TAC member agencies and the current representatives:

1. **Cecil County Office of Planning and Zoning** – Anthony J. Di Giacomo
2. **Delaware Department of Natural Resources and Environmental Control** – Philip A. Wheeler
3. **Delaware Department of Transportation** – Karen Brittingham
4. **Delaware River and Bay Authority** – Stephen D. Williams
5. **Delaware Economic Development Office** – Shannon Marchman
6. **Delaware Department of Transportation** – Catherine Smith
7. **Maryland Department of Transportation** – Ian Beam
8. **Maryland Transit Administration** – Leonard Howard
9. **Maryland Department of Planning** – Bihui Xu
10. **Maryland State Highway Administration** – Eric Beckett
11. **Maryland Department of the Environment** – Diane Franks
12. **Newark Planning Department** – Michael Fortner
13. **New Castle County Department of Land Use** – John Janowski
14. **Delaware Office of State Planning Coordination**– Herbert M. Inden
15. **Town of Elkton** – Jeanne D. Minner
16. **Wilmington Department of Planning** – Gwinneth Kaminsky Rivera
17. **Wilmington Department of Public Works** – David Blankenship

FY 2013 Unified Planning Work Program

Ex-Officio Members:

18. **Federal Transit Administration** – Tony Cho
19. **Federal Highway Administration** – Marc Dixon
20. **Federal Environmental Protection Agency** – Martin Kotsch
21. **Amtrak** – Stan Slater
22. **Diamond State Port Corporation** – Randall Horne

Current subcommittees of the TAC are the **Air Quality Subcommittee (AQS)**, the **Congestion Management System (CMS) Subcommittee**, the **Demographic and Data Subcommittee**, the **Goods Movement Working Group**, the **Environmental Justice Working Group**, and the **Nonmotorized Transportation Working Group**.

Public Advisory Committee (PAC)

The Public Advisory Committee (PAC) was organized to include citizen representatives from different geographic areas throughout the WILMAPCO region that have an interest in transportation policy and public involvement. PAC members are recruited from the following groups: civic umbrella groups, business groups, public interest groups, environmental groups, transportation interest groups and agencies that represent diverse populations, such as minorities, the elderly, disabled citizens, and transit-dependent populations.

The PAC assists Council with public outreach by recommending public outreach and involvement strategies; reviewing WILMAPCO publications for clarity, effectiveness and user friendliness; serving as a liaison between Council and the public for the distribution of WILMAPCO publications and information; advising Council on the needs for public education regarding WILMAPCO and regional transportation policies; and advising Council on the effectiveness of public outreach for Action Items.

Members of the PAC were recommended by the Executive Director and appointed by the Council to serve for a term of no more than three (3) years and may be reappointed by the Council for an additional term. The PAC elects its own chair and vice-chairperson annually from among its members for a term of one year from fiscal year to fiscal year, subject to approval by the Council.

The current membership of the PAC is as follows:

1. AARP
2. Bear Glasgow Council
3. Cecil County – three (3) representatives
4. Cecil County Board of Realtors
5. Cecil County Chamber of Commerce
6. Centreville Civic Association
7. City of New Castle
8. City of Newark
9. City of Wilmington – two (2) Representatives
10. Civic League for New Castle County
11. Claymont Community Coalition
12. Committee of 100
13. Delaware Greenways
14. Delaware State Chamber of Commerce
15. Delmarva Rail Passengers Association
16. Elderly & Disabled Transit Advisory Committee (EDTAC)
17. Latin American Community Center
18. League of Women Voters
19. Milltown-Limestone Civic Alliance
20. Neighborhood House, Inc.
21. New Castle County Chamber of Commerce
22. Pike Creek Civic League
23. Southern New Castle County
24. Southern New Castle County Alliance
25. Urban Environmental Center

FY 2013 Unified Planning Work Program

WILMAPCO Staff

The day-to-day operations of the agency are performed by the WILMAPCO staff, with technical expertise in transportation systems planning and other related areas. The staff, in conjunction with WILMAPCO's member agencies, collects, analyzes and evaluates demographic, land use, and transportation data to understand the transportation system requirements of the region. They also prepare materials for use at TAC, PAC and Council meetings as well as any existing sub-committee meetings.

The professional staff members participate in all WILMAPCO meetings and provide expertise as needed. In addition, they represent the agency at other meetings of importance to planning activities within the region.

The current staff members are:

Tigist Zegeye, Executive Director

Heather Dunigan, Principal Planner

Daniel S. Blevins, Principal Planner

Dave Gula, Senior Transportation Planner

William Swiatek, Senior Transportation Planner

Tamika Graham, Transportation Planner

Randi Novakoff, Outreach Manager

Sharen T. Elcock, Executive Assistant

Janet Butler, Administrative Assistant

FY 2013 Unified Planning Work Program

III FY 2013 UPWP FINANCIAL INFORMATION

**FY 2013 UPWP FUNDING ANALYSIS
TOTAL FUNDS AVAILABLE
and
TOTAL CASH COMMITMENT**

SOURCE	COST SHARE	CASH SHARE	IN-KIND MATCH
DELAWARE			
FHWA	\$1,448,345	\$1,448,345	
FTA	\$291,505	\$291,505	
STATE	\$217,481	\$55,000	\$162,481
NEW CASTLE COUNTY	\$185,903	\$31,500	\$154,403
CITY OF WILMINGTON	\$31,587	\$11,796	\$19,791
MARYLAND			
FHWA	\$34,394	\$34,394	
FTA	\$10,897	\$10,897	
STATE	\$5,662	\$5,662	
CECIL COUNTY	\$5,661	\$2,200	\$3,461
TOTAL	\$2,231,435	\$1,891,299	\$340,136

FY 2013 Unified Planning Work Program

FY 2013 UPWP FUNDING OUTLINE

Task #	Task Description	Cash Activity	In-Kind Activity	Total
MPO 13.01	Administration	\$267,786	\$65,262	\$333,048
MPO 13.02	Unified Planning Work Program (UPWP)	\$101,677	\$19,532	\$121,209
MPO 13.03	Public Outreach & Public Education	\$185,789	\$44,839	\$230,628
MPO 13.04	Data Collection, Management & Distribution	\$128,688	\$15,727	\$144,415
MPO 13.05	Regional Planning & Technical Analysis	\$93,243	\$24,385	\$117,628
MPO 13.06	Air Quality Coordination & Analysis	\$46,037	\$10,557	\$56,594
MPO 13.07	New Federal Regulation Compliance	\$53,370	\$13,561	\$66,931
MPO 13.08	Goods Movement Analysis	\$57,979	\$11,125	\$69,104
MPO 13.09	Regional Coordination	\$158,873	\$40,681	\$199,554
MPO 13.10	RTP Implementation	\$127,696	\$8,113	\$135,810
MPO 13.11	Sub-Regional Studies and Coordination	\$243,101	\$40,702	\$283,804
MPO 13.12	Transportation Improvement Program (TIP)	\$169,883	\$20,471	\$190,354
MPO 13.13	Monitoring of Sub-Regional Studies	\$105,964	\$25,182	\$131,146
TOTAL		\$1,740,087	\$340,136	\$2,080,233
Vacation and Holiday		\$151,212		\$151,212
Grand Total		\$1,891,299	\$340,136	\$2,231,435

FY 2013 Unified Planning Work Program

WILMAPCO Consultant Costs (included in cash activity above)

MPO 13.01	BOOKKEEPING	\$45,000
MPO 13.03	MEDIA RELATIONS COORDINATION	\$27,720
MPO 13.03	URBAN BIKE PROJECT: EARN A BIKE & TRIP FOR KIDS PROGRAM	\$5,000
MPO 13.04	CECIL COUNTY INTERSECTION COUNTS	\$10,000
MPO 13.04	NCC INTERSECTIONS COUNTS	\$20,000
MPO 13.04	CECIL COUNTY TRAVEL TIME RUNS	\$15,000
MPO 13.04	I-95 RAMP COUNTS	\$20,000
MPO 13.04	DATA ACQUISITION: DE HOUSEHOLD TRAVEL MONITORING SURVEY	\$5,000
MPO 13.04	REGIONAL MODELING SUPPORT	\$5,000
MPO 13.04	CECIL COUNTY PUBLIC OPINION SURVEY	\$15,000
MPO 13.05	UNIVERSITY OF DELAWARE PARK & RIDE	\$10,000
MPO 13.10	MEMBER AGENCY AND WILMAPCO CONSULTANT SUPPORT	\$100,000
MPO 13.11	CC-ROUTE 40 PROGRAM DEVELOPMENT SUPPORT	\$25,000
MPO 13.11	TRACK 'A' EXTENTION RIDERSHIP ESTIMATION	\$25,000
MPO 13.11	NORTH EAST TOD PLAN	\$6,154
MPO 13.11	WILMINGTON INITIATIVES PUBLIC OUTREACH AND MANAGEMENT	\$48,000
MPO 13.13	CHURCHMANS CROSSINGPROGRAM DEVELOPMENT	\$10,000
MPO 13.13	NCC-ROUTE 40 PROGRAM DEVELOPMENT SUPPORT	\$10,000
		\$401,874

FY 2013 Unified Planning Work Program

FY 2012 UPWP IN-KIND ACTIVITIES

Value of in-kind activities, by task, to be performed by member-agencies to fulfill matching share requirement (see charts on pages III-1 and III-2).

TASK #	TASK DESCRIPTION	STATE OF DELAWARE	NEW CASTLE COUNTY	CECIL COUNTY	CITY WILMINGTON OF	TOTAL
MPO 13.01	Administration	\$31,175	\$29,625	\$664	\$3,797	\$65,262
MPO 13.02	Unified Planning Work Program (UPWP)	\$9,330	\$8,866	\$199	\$1,136	\$19,532
MPO 13.03	Public Outreach & Public Education	\$21,419	\$20,354	\$456	\$2,609	\$44,839
MPO 13.04	Data Collection, Management & Distribution	\$7,513	\$7,139	\$160	\$915	\$15,727
MPO 13.05	Regional Planning & Technical Analysis	\$11,648	\$11,069	\$248	\$1,419	\$24,385
MPO 13.06	Air Quality Analysis & Coordination	\$5,043	\$4,792	\$107	\$614	\$10,557
MPO 13.07	New Federal Regulation Compliance	\$6,478	\$6,156	\$138	\$789	\$13,561
MPO 12.08	Goods Movement Analysis	\$5,314	\$5,050	\$113	\$647	\$11,125
MPO 13.09	Regional Coordination	\$19,433	\$18,467	\$414	\$2,367	\$40,681
MPO 13.10	RTP Implementation	\$3,876	\$3,683	\$83	\$472	\$8,113
MPO 13.11	Sub-Regional Studies & Coordination	\$19,443	\$18,477	\$414	\$2,368	\$40,702
MPO 13.12	Transportation Improvement Program (TIP)	\$9,779	\$9,293	\$208	\$1,191	\$20,471
MPO 13.13	Monitoring of Sub-Regional Studies	\$12,029	\$11,431	\$256	\$1,465	\$25,182
	TOTAL	\$162,481	\$154,403	\$3,461	\$19,791	\$340,136

FY 2013 Unified Planning Work Program

IV FY 2013 WORK TASKS – WILMAPCO

MPO 13.01 – ADMINISTRATION

13.01.01 – General Administration

ADMINISTRATOR: Tigist Zegeye, Executive Director and Sharen T. Elcock, Executive Assistant

This task includes all office management functions including purchasing all supplies, office equipment and computer equipment, maintaining equipment and facilities and developing the most cost-effective and efficient methods of providing the necessary support for staff, member agencies and the public. This task also includes updating and maintaining WILMAPCO's database of interested citizens, consultants, state and local officials, and committee members. In addition, weekly staff meetings keep staff informed of WILMAPCO activities and provide direction and the exchange of ideas.

13.01.02 – Financial Administration

ADMINISTRATOR: Tigist Zegeye, Executive Director and Sharen T. Elcock, Executive Assistant

This task includes all financial and accounting functions including preparation of monthly Financial Status Reports and monthly billing reports. This task also provides for annual audits, annual budget development and monitoring, and coordination with federal fund administrators.

\$45,000 Bookkeeping

13.01.03 – Personnel Administration

ADMINISTRATOR: Tigist Zegeye, Executive Director and Sharen T. Elcock, Executive Assistant

This task includes all personnel functions including recruiting and hiring of new personnel, maintaining personnel records, coordinating employee evaluations, administering employee benefits programs, and performing all payroll functions including preparation of all tax returns, W-2s and 1099s.

13.01.04 – Support for Council, Committees and Subcommittees

ADMINISTRATORS:

Council: Tigist Zegeye, Executive Director

Technical Advisory Committee: Heather Dunigan, Principal Planner

Public Advisory Committee: Randi Novakoff, Outreach Manager

Air Quality Subcommittee: William Swiatek, Senior Transportation Planner

Congestion Management System Subcommittee: Daniel Blevins, Principal Planner

Demographics and Data Subcommittee: Daniel Blevins, Principal Planner

Nonmotorized Transportation Working Group: Heather Dunigan, Principal Planner

Goods Movement Working Group: Daniel Blevins, Principal Planner

Environmental Justice Working Group: William Swiatek, Senior Transportation Planner

The Council, with the support of the advisory committees, determines WILMAPCO policy, approves the expenditure of federal transportation funds in the WILMAPCO region, and oversees staff planning and agency coordination activities. Staff efforts ensure that the Council and the supporting advisory committees function effectively, that materials and information are developed on a timely basis to support council decisions, and that public meetings are regularly held. This task includes time and expenses for staff preparation and attendance at all WILMAPCO Council, committee and sub-committee meetings including development of materials (agendas, minutes, reports) as well as mailings.

13.01.05 – Staff Training and Education

ADMINISTRATOR: WILMAPCO Staff

Ongoing staff training includes attendance at conferences, seminars and training sessions. Employee training needs are also identified and appropriate classes and/or training programs are made available to employees to enhance their skills.

13.01.06 – Other

ADMINISTRATOR: Sharen T. Elcock, Executive Assistant

Other administrative tasks as identified.

OUTCOME AND FINAL PRODUCT: Efficient operation of the WILMAPCO Council and offices, accurate financial and budget information, efficient personnel administration, well-staffed committees provided with all necessary information to perform their functions, effective staff communications and knowledgeable, well-trained staff.

SCHEDULE: FY 2013

FY 2013 Unified Planning Work Program

TASK TYPE: Recurring

PUBLIC PARTICIPATION: All WILMAPCO Council, committee and subcommittee meetings are open to the public and databases are maintained to ensure that as many people as possible are kept informed of WILMAPCO activities. All financial reports are made available to the public at TAC and Council meetings or by request.

BENEFIT: Optimal utilization of planning funds by ensuring that WILMAPCO is run efficiently, cost effectively and within budget and with well-trained and educated staff and informed committees.

PARTICIPANTS: WILMAPCO Staff

TOTAL COSTS:

Resource Allocation	WILMAPCO		\$222,786
	IN-KIND SERVICES		\$65,262
	CONSULTANT		\$45,000
	TOTAL		\$333,048
Cost Allocation	Cash	In-Kind	Total
FHWA DE	205,069	0	205,069
FTA DE	41,274	0	41,274
FHWA MD	4,870	0	4,870
FTA MD	1,543	0	1,543
Delaware	7,787	31,175	38,962
Maryland	802	0	802
New Castle County	4,460	29,625	34,085
Cecil County	311	664	976
City of Wilmington	1,670	3,797	5,467
TOTALS	267,786	65,262	\$333,048

FY 2013 Unified Planning Work Program

MPO 13.02 – UNIFIED PLANNING WORK PROGRAM (UPWP)

13.02.01 – UPWP Preparation

ADMINISTRATOR: Tigist Zegeye, Executive Director, Sharen T. Elcock, Executive Assistant, and Staff
WILMAPCO, in cooperation with the states of Delaware and Maryland and operators of publicly owned transit, develops a UPWP to meet the requirements of 23 CFR Part 420, sub-part A that states, "In urbanized areas with populations of 200,000 or more, the states' Metropolitan Planning Organization (MPO) shall develop a UPWP, which describes urban transportation and transportation-related air quality planning activities anticipated in the metropolitan area during the next one- or two-year period including all planning work to be performed regardless of funding source or the agencies conducting activities. The UPWP will also indicate who will perform the work, the schedule for completing it, and its products." This task provides for the development of the FY 2014 UPWP by the WILMAPCO staff.

13.02.02 – UPWP Administration

ADMINISTRATOR: Tigist Zegeye, Executive Director and Sharen T. Elcock, Executive Assistant
This task provides for the administration of the UPWP throughout the fiscal year including distribution of the document, preparation of funding agreements, contract administration, and preparation of proposed amendments and updating the document as required.

13.02.03 – Other

ADMINISTRATOR: Tigist Zegeye, Executive Director and Sharen T. Elcock, Executive Assistant
Other UPWP tasks as identified.

OUTCOME AND FINAL PRODUCT: The FY 2014 Unified Planning Work Program will contain documentation of all transportation planning activities in the WILMAPCO region.

SCHEDULE:

Project ideas for Staff to perform in FY 2014 due by	February 2013
Draft Review by TAC and PAC	March 2013
Draft UPWP 30-Day Public Comment Period	April, 2013–May, 2013
Final Draft Approval by TAC and PAC	April 2013
Council Approval	May 2013
Submission to DelDOT and MDOT	May 2013
Implementation	July 1, 2013

TASK TYPE: Recurring

PUBLIC PARTICIPATION: The public is invited to attend all TAC and PAC meetings during the development of the UPWP and the final draft will be available for public review from April until adoption by the Council in May. The public review period will be advertised in local newspapers.

BENEFIT: A document that guides planning activities in the Wilmington metropolitan region.

PARTICIPANTS: WILMAPCO Staff, TAC, PAC and Council

FY 2013 Unified Planning Work Program

TOTAL COSTS:

Resource Allocation	WILMAPCO	\$101,677	
	IN-KIND SERVICES	\$19,532	
	CONSULTANT	\$0	
	TOTAL	\$121,209	
Cost Allocation	Cash	In-Kind	Total
FHWA DE	77,863	0	77,863
FTA DE	15,671	0	15,671
FHWA MD	1,849	0	1,849
FTA MD	586	0	586
Delaware	2,957	9,330	12,287
Maryland	304	0	304
New Castle County	1,693	8,866	10,560
Cecil County	118	199	317
City of Wilmington	634	1,136	1,770
TOTALS	101,677	19,532	121,209

FY 2013 Unified Planning Work Program

MPO 13.03 – PUBLIC OUTREACH AND PUBLIC EDUCATION

OBJECTIVE AND TASK DESCRIPTION: Provides for public education and participation in transportation planning decisions in the WILMAPCO region. Federal and State transportation planning laws and regulations require public involvement in the process. These requirements reflect the fact that transportation decisions are more likely to be effective, add value to the surrounding communities, and be implemented in a timely manner when the public is involved in the process.

This task provides for the staff time for general public involvement in the transportation planning process at WILMAPCO. In addition to the specific sub-tasks described below, this task also provides for staff time to make presentations and brief interested groups and elected officials; participate in public meetings and workshops; and general staff liaison and coordination of work with other agencies and groups. Individual planning efforts and their public involvement activities are budgeted in those specific work tasks later in this document.

13.03.01 – Public Meetings and Outreach

ADMINISTRATOR: Randi Novakoff, Outreach Manager, Tigist Zegeye, Executive Director, Staff

- A. General Public - Staff will identify organizations and individuals representing a broad spectrum of community interests and encourage their participation in the transportation planning process. This will include working to identify new stakeholders and underserved populations within the region. It will also include developing relationships and partnerships with communities through presentations made to civic, county, municipal and other stakeholder groups; participation in community activities such as festivals, workshops, and summer camps; and through distribution of WILMAPCO literature at several locations and events. Different public outreach formats will be used to promote events and documents including: public meetings, workshops, walking workshops, conferences, seminars, and webinars. Meetings will also be held in a variety of ADA compliant locations to reach a wider audience. Each project will use an array of formats specific to the needs of the community and staff and will create incentives for public participation such as giveaway items distributed at WILMAPCO outreach activities.
- B. Targeted Audiences - Public participation strategies will be developed that fit the audience and its particular issues, rather than using a “one size fits all” approach. Staff will strive to understand the interests and concerns of target audiences in order to determine the most relevant content and most efficient ways to communicate with and engage each segment. Staff will target specific audiences, go where people are, and participate in events targeted to those audiences.

13.03.02 – Development of Public Information Documents

ADMINISTRATOR: Randi Novakoff, Outreach Manager, Tigist Zegeye, Executive Director, Staff

Brochures, booklets, pamphlets, and flyers will be developed to promote general WILMAPCO efforts as well as individual tasks. Supplemental guides may also be created to provide more detailed information regarding topics such as: air quality, the TIP process, the RTP Update, or the public involvement process. Transportation planning information will be conveyed in language and context that is easily understandable to the lay citizen. Acronyms, abbreviations, and jargon will be kept to a minimum and all necessary background information on documents prepared will be provided to ease understanding of transportation planning processes and programs. Easy to understand documents will be developed explaining steps in the planning process and typical timelines involved. Real examples and success stories will be used to demonstrate how public ideas have influenced planning outcomes. Staff will develop literature that promotes awareness of WILMAPCO's achievements and capabilities.

13.03.03 – Newsletter and E-News

ADMINISTRATOR: Randi Novakoff, Outreach Manager, Tigist Zegeye, Executive Director, Staff

A quarterly newsletter on transportation issues, plans, and projects will be produced and distributed to a database of interested parties to provide information on WILMAPCO and member agency activities. In addition, a monthly electronic newsletter will be sent out with current meeting information and brief stories of interest to the MPO's e-mail address list. A special effort will be made in newsletters to include examples of the impact the public has had on the transportation planning progress.

13.03.04 – Development of Multimedia presentations

ADMINISTRATOR: Randi Novakoff, Outreach Manager, Staff

To expand the public's awareness of WILMAPCO, staff will develop various presentations to educate the public on the importance of their involvement in the transportation planning process. Various PowerPoint slide presentations will be created to show to civic and community groups, city, town, and county council meetings, and other interested organizations. These presentations will focus on several topics, including the TIP development process, interregional coordination, and possible freight studies.

FY 2013 Unified Planning Work Program

13.03.05 – Webpage Management

ADMINISTRATOR: Randi Novakoff, Outreach Manager, William Swiatek, Senior Transportation Planner, Staff
Maintain, update, and continue to improve the WILMAPCO webpage, which provides information including meeting dates, times, locations, and agendas for upcoming Council, Committee, Subcommittee, and other related meetings; publishes and makes available WILMAPCO's plans and studies; and informs the public about opportunities to participate. The webpage also provides access to the UPWP, the TIP, RTP, PPP, and other planning documents, as well as planning data and maps; and provides another method of presenting information and receiving comments on draft documents and planning activities in the region. This task also includes updating and maintaining WILMAPCO's Facebook page.

13.03.06 – Maintaining the School Children Education Program

ADMINISTRATOR - Randi Novakoff, Outreach Manager

A School Children's Transportation Program was developed in 2001 and adjustments have been made to improve its effectiveness. Staff will continue to work with other local schools, to introduce the concept of multimodal transportation alternatives and the goals of WILMAPCO's RTP to children in elementary and middle schools, prior to obtaining a drivers license. On-going maintenance will include monitoring the program's effectiveness; updating it following feedback from students and teachers; expanding the program to schools throughout our region; and promoting the program by coordinating teacher's in-service day workshops, participating in educational cluster sessions, GIS day, and other educational activities. Other school programs, such as the Safe Routes to Schools can be promoted as an element of the existing program or as an additional feature.

13.03.07 – Media Relations Coordination

ADMINISTRATOR – Randi Novakoff, Outreach Manager and Staff

This task requires contacting various media outlets (radio, television, newspapers) to promote meetings, events, major policy issues, document changes, and staffing changes relevant to WILMAPCO. It includes writing press releases to support public involvement, submitting editorials to local papers, and encouraging radio and TV interviews on talk shows to promote specific issues. This task also includes the creation several 30-second radio commercials and a "jingle" designed to increase public awareness of the organization, promote WILMAPCO events, and promote opportunities for comment and involvement via the radio. Public involvement for individual technical products and tasks are referenced in each of the individual task descriptions throughout the UPWP. The work on public outreach and educational efforts under this task will be generally guided by the policy advice of the PAC. **\$27,720 is budgeted for commercial announcements.**

13.03.08 – Coordination with Other Agencies on Public Outreach

ADMINISTRATOR – Randi Novakoff, Outreach Manager and Staff

Staff will coordinate public involvement activities with other jurisdictions and agencies particularly those focused on transportation. This will include participating and arranging local conferences and events. This includes exhibiting display booths focused on specific projects or general WILMAPCO activities. It will also include conducting seminars and conferences that educate target audiences on design, development, and technology advances furthering WILMAPCO's goals. Staff will participate in the development and scoping of a variety of plans and studies that further the goals and strategies of the RTP. Staff will also conduct legislative briefings for area elected officials as determined by community and area planning advisory committees or major funding or policy changes.

13.03.09 – Air Quality Public Outreach

ADMINISTRATOR – Randi Novakoff, Outreach Manager and William Swiatek, Senior Transportation Planner

This task provides for the oversight of the outreach efforts to the public and legislators on air quality issues. This will include managing an air quality outreach program, designed to raise the public's awareness of the health risks and what can be done statewide in Delaware, and across New Castle and Cecil counties to improve air quality. Staff will also develop new outlets to circulate the message including exploring new partnerships with neighboring air quality organizations such as the Clean Air Partners in the Baltimore metropolitan area. Participation will include PowerPoint presentations, brochures, newsletters, and possible multi-media strategies promoting the Air Quality Partnerships of Delaware and Pennsylvania. Participation also includes arranging local press and other events to increase awareness of air quality issues. Federal and local grants will be solicited to fund outreach efforts approved by the Air Quality Partnership. For more information about the program, please refer to MPO 13.11.04.

13.03.10 – Environmental and Transportation Justice Outreach

ADMINISTRATOR – Randi Novakoff, Outreach Manager and William Swiatek, Senior Transportation Planner

With the PAC, strategies have been developed and are being implemented to engage minority, low-income, elderly, disabled, households without an automobile, low-literacy, and Limited-English speaking communities in the transportation decision-making process. Strategies will reduce the participation barriers these Environmental Justice and Transportation Justice Communities often experience. Staff will attend and help organize expos, exhibits, and conferences to better engage and understand the evolving needs of these constrained populations.

FY 2013 Unified Planning Work Program

Urban Bike Project: Earn-a-Bike and Trip for Kids Program serves the community's needs, provides for transportation choice and improves quality of life by educating our youth about a safe, practical, and cost-efficient form of transportation. Bicycling to work rates are low across Wilmington, especially within our disadvantaged communities. This project sparks the culture change necessary to view the bicycle as an appropriate, affordable, healthy and energy-efficient form of transportation. In addition, the project instills a positive work ethic and occupies the student's after-school and weekend hours with a positive, productive, and self-esteem building program. The first component of the program includes class instruction to become proficient in the use, identification, and maintenance of bicycle parts and tools and learn safe riding skills. Under supervision from Urban Bike Project staff, the youth begin construction of their bicycles from spare parts. Youth are tested on their understanding of safe riding habits before receiving the bicycles they have themselves built from scratch. A final component of the programs includes bicycle-riding activities for the youth such as bicycling around their neighborhoods, practice using bicycle racks on buses, and bicycling along scenic greenways and park trails. The aim of the program is to serve 40 to 50 children over the course of five sessions, with a graduation rate of at least 85%. The administrator of the project is Corry Wright with the collaboration of the Urban Bike Project, Inc 501 (c) 3 of Wilmington, Delaware, and partnering with United Way and the Department of Health and Social Services. **\$5,000 is budgeted for the program.**

13.03.11 – Public Participation Plan Evaluation

ADMINISTRATOR: Randi Novakoff, Outreach Manager

WILMAPCO's Public Participation Plan will be evaluated biannually to determine the effectiveness of WILMAPCO's public outreach efforts. A matrix will be developed that will tabulate how many of the Plan's objectives were met. This information will be used to establish a base year that subsequent years will be compared to. Effective outreach strategies will be continued and encouraged while less effective strategies are decreased or eliminated. Feedback from the PAC and the general public will be sought to improve the effectiveness of WILMAPCO's outreach efforts and the Public Participation Plan.

13.03.12 – Other

ADMINISTRATOR: Randi Novakoff, Outreach Manager

Other Public Outreach tasks as identified.

OUTCOME AND FINAL PRODUCT: A process and products that educates the public on transportation plans and processes in the region and encourages citizen initiative, involvement, and comment. Educational programs and events designed to educate the citizens of New Castle County and Cecil County on transportation planning and programming and opportunities for involvement.

SCHEDULE: FY 2013

TASK TYPE: Recurring

PUBLIC PARTICIPATION: The public is invited to attend all PAC, TAC, and Council meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases and media relations work with local newspapers, radio, and television stations. A Calendar of Events will be published quarterly and will include dates, times, and locations of all regular WILMAPCO Council, TAC, PAC, and subcommittee meetings, as well as special project meetings.

BENEFIT: A better-informed public who will be more equipped to make intelligent and responsible transportation decisions and a transportation system that better serves the needs of the public.

PARTICIPANTS: General Public, WILMAPCO, PAC

FY 2013 Unified Planning Work Program

TOTAL COSTS:

Resource Allocation	WILMAPCO		\$153,069
	IN-KIND SERVICES		\$44,839
	CONSULTANT		\$32,720
	TOTAL		\$230,628
Cost Allocation	Cash	In-Kind	Total
FHWA DE	142,276	0	142,276
FTA DE	28,636	0	28,636
FHWA MD	3,379	0	3,379
FTA MD	1,070	0	1,070
Delaware	5,403	21,419	26,822
Maryland	556	0	556
New Castle County	3,094	20,354	23,449
Cecil County	216	456	672
City of Wilmington	1,159	2,609	3,768
TOTALS	185,789	44,839	230,628

FY 2013 Unified Planning Work Program

MPO 13.04 – DATA COLLECTION, MANAGEMENT, AND DISTRIBUTION

OBJECTIVE AND TASK DESCRIPTION: To develop, research, and analyze data that assists member agencies and the public with understanding the demographic, economic, and transportation planning issues confronting the WILMAPCO region. This task will result in a number of analytical reports on various issues, the analysis for different studies and plan implementation, and the development of projects for the Transportation Improvement Program (TIP). Under this task, WILMAPCO staff will also provide technical assistance to member agencies, organizations, businesses and residents, as requested.

13.04.01 – Data Collection

ADMINISTRATOR: *Daniel Blevins, Principal Planner, William Swiatek, Senior Transportation Planner*

In order to produce more useful analysis tools, specific data must be collected on a more frequent basis. Data collection activities will include:

- Traffic data collection in Cecil County and New Castle County. This task will include turning movement counts (vehicle volumes at identified intersections during peak morning and evening periods to ascertain overall intersection level of service ratings) and other traffic data collection, as needs are identified. The data collected will serve as input into the WILMAPCO Congestion Management System (CMS) and other analyses. **\$10,000 is budgeted for consultant support in traffic data collection in Cecil County and \$20,000 is budgeted in New Castle County.**
- Roadway Travel Time runs will continue in New Castle County (funded through DelDOT) and in Cecil County. The travel time runs will collect travel speed and delay data on major roadways in our region and will serve as a primary input into the WILMAPCO Congestion Management System (CMS). **\$15,000 is budgeted for consultant support in roadway travel time data collection in Cecil County.**
- Additional traffic counts will be done in Cecil County, to help analyze both current and future transportation needs. Specific locations will be determined as part of this task in cooperation with MDOT and Cecil County.
- Travel demand data for use in planning activities such as the CMS and the long-range regional transportation plan (RTP) will be generated and maintained.
- Information on pedestrian travel will be collected for use in planning and project analysis and other uses as needed.
- A two week, hourly count for each on/off ramps will be collected between September 30th and November 1st for the following I-95 interchanges:

- SR 896 (8 ramps)
- SR 273 (8 ramps)
- SR 1(not counted – Construction)
- SR 141 (9 ramps)
- SR 4 (4 ramps)
- SR 52 (5 ramps)
- SR 202 (8 ramps)
- SR 3 (8 ramps)
- Harvey Rd (4 ramps)
- SR 92 (4 ramps)

\$20,000 is budgeted for the I-95 Ramp counts.

13.04.02 – Data Updating, Management and Acquisition

ADMINISTRATORS: *Daniel Blevins, Principal Planner and Staff*

This task includes recurring efforts such as the development of population and employment estimates and geographic information system management. This task also includes technical assistance to member agencies and reflects the needs that member agencies have identified during the Unified Planning Work Program development.

- **Population and Employment Estimates**

To provide location-specific, accurate population estimates, future population and employment projections, and housing and employment data by traffic analysis zones (TAZs) for use in the regional transportation planning process. Estimates and projections in this task will be based on the most current Delaware Population Consortium, Maryland Office of Planning, New Castle County and Cecil County data. Data derived from this task will be utilized in transportation network modeling, land use simulation models, analysis of sub-regional projects and studies, and the future updates of the WILMAPCO Regional Transportation Plan (RTP).

FY 2013 Unified Planning Work Program

- **Geographic Information Systems**

A regional Geographic Information Systems (GIS) database will be coordinated by staff to better organize and maintain the vast amounts of spatially related data developed by member agencies. The database will make the management and tracking of transportation project status, development patterns, and demographic data, among others, much easier to comprehend. The following contains a listing and abbreviated description of some of the components of the regional GIS development:

- Annual Travel Time and Delay data for all major arterials/freeways in New Castle and Cecil Counties
- Annual Park and Ride Usage

1. Staff will maintain, update, and map a project database so that projects can be listed, tracked and utilized by WILMAPCO's GIS. The database will include projects from the Transportation Improvement Program (TIP) and projects contained in the Regional Transportation Plan (RTP) constrained projects.

Staff will work with New Castle County, Cecil County, DeIDOT, and MDOT to compile GIS road coverages including classification, AADT, capacity and other transportation-related data elements, including land use and zoning data for planning purposes.

- **Data Acquisition**

In order for WILMAPCO to continue producing its regional performance-based documents, large amounts of data are required for their development. As a result, WILMAPCO relies on its member agencies to provide several data items delivered in a timely manner to allow for staff to produce the desired outcomes. **\$5,000** is budgeted to acquire a summary data from CADSR including multiple travel characteristics information for all of New Castle County and State. In order to better serve the needs of our planning activities, a list of additional needed data from member agencies is provided below:

Data	Description	County	Responsible Agency	Delivery Date
2011 Traffic Count Data	GIS file of 2011 Average Annual Daily Traffic Volumes (AADT) and associated roadway characteristics (i.e. speed limit, lane width, shoulder width, etc.)	New Castle	DeIDOT	May 2012
Raw Traffic Collection Data	Tabular/GIS file of all traffic data collected during calendar year 2011. This includes all permanent count locations, counts collected from individual studies and classification counts collected at various individual locations	New Castle	DeIDOT	May 2012
Pavement Conditions	Tabular data file of roadway conditions during FY 2012. Includes: <ul style="list-style-type: none"> - NCC: Total centerline miles and quality rated either Good, Fair or Poor - Cecil: Total centerline miles and quality rated either Very Good, Good, Fair, Mediocre or Poor 	New Castle/ Cecil	DeIDOT/ MDSHA	August 2012
Bridge Inventory and Conditions	Tabular/GIS file of all Bridges with each county in the region and their status (Structurally Deficient and Functionally Obsolete) for FY 2012	New Castle/ Cecil	DeIDOT/ MDSHA	August 2012
Annual Crash Statistics	GIS file of all reported crashes and associated attribute data for calendar year 2011	New Castle	DeIDOT	April 2012

FY 2013 Unified Planning Work Program

Data	Description	County	Responsible Agency	Delivery Date
Annual Transit Ridership	Tabular data consisting of transit operations statistics (Monthly and Annual): <ul style="list-style-type: none"> - Total Transit Ridership by service type and route - On-Time performance for paratransit and fixed route services - Transit costs per trip for paratransit and fixed route services - Total Annual Route Mileage for paratransit and fixed route services 	New Castle	DTC	August 2012
Completed Projects- FY 2012	GIS file of all projects completed during the fiscal year	New Castle	DeIDOT	August 2012
EZ Pass/MTag Usage	Tabular file of Monthly/Annual totals at all toll collection facilities including: <ul style="list-style-type: none"> - SR 1 & Dover, Smyrna, Denney Rd. Biddles Corner and Boyd's Corner Rd. - I-95 @ DE/MD Line - I-95 @ Kent/Cecil Border 	New Castle/ Cecil	DeIDOT/ MDSHA	August 2012
Transit Data	Updated GIS files for DTC bus stops, transit routes and headways	New Castle	DTC	August 2012
Air Quality Data	Tabular speed vs. emission data for ozone and PM2.5. In addition, GIS shapefiles of each benchmark year (including base year), containing Model AADT, VMT, VHT, emissions and truck volumes	New Castle	DeIDOT	With each model run
Parcel Data	Updated GIS file for parcels in New Castle County, with descriptive attribute data, including the number of units per parcel	New Castle	NCC-LU	October 2012

Regional Model Development and Support

ADMINISTRATOR: Daniel Blevins, Principal Planner

- Funding for additional Model Development and Calibration. Effort needed to continue to incorporate relevant truck/rail traffic data into their travel demand model to help facilitate better investment decisions. Funding allows for periodic reviews that should be performed to ensure all base year model inputs are based on the most recent data collection activities. Travel demand data for use in planning activities such as the CMS and the long-range regional transportation plan (RTP) will be generated and maintained. **\$5,000 is budgeted for consultant support.**

13.04.03 – Data Distribution and Local Planning Support

FY 2013 Unified Planning Work Program

ADMINISTRATOR: Daniel Blevins, Principal Planner, William Swiatek, Senior Transportation Planner, Tamika Graham, Transportation Planner

Staff will provide technical data to WILMAPCO member agencies, local municipalities and other entities. The data provided typically includes traffic counts, accident data, demographic projections, and data developed for the RTP. Staff will work with member agencies to improve data collection activities. The following are some anticipated data management and distribution projects:

- Maintain a WILMAPCO Data Clearinghouse for regional data provided by member agencies and other sources that will be accessible via the WILMAPCO website and by request. The clearinghouse will function as a common site for data to be shared/exchanged between various groups to improve data gathering for various activities. Data such as population/employment projections, roadway network coverages, municipal boundaries, annual transit ridership figures, and other data sets will be listed on the site. The data will be accessible by direct downloading from the website, links to other websites containing the listed data, or by submitting a request to WILMAPCO staff for the data. This format also allows for accommodating individual public data requests.
- Produce a series of WILMAPCO Data Reports containing data, maps and other information pertaining to the region. The document will be accessible by direct downloading from the website and hardcopy by request.
- Develop a summary of travel time data and analyze its impact on various parts of our region. Utilizing existing data, the project will illustrate short-term and long-term shifts in travel times and the possible implications for transportation planning activities.
- Support planning exercises for local municipalities and civic groups through the provision of specialized planning information and data products.
- Accommodate individual requests from the public, providing data in a variety of formats.

13.04.04 – Public Opinion Survey

ADMINISTRATOR: Randi Novakoff, Outreach Manager

The Public Opinion Survey asks questions about the effectiveness of actions from the RTP and provides data on the public perception of transportation facilities and services. The results are used to monitor public concerns and opinions on RTP strategies, and awareness of WILMAPCO. It also serves as a performance measure in the Annual Progress Report. A separate survey has been designed for Cecil County to provide annual transportation mode data. This will be used in conjunction with the data we currently receive from DelDOT and other Delaware transportation agencies. The Cecil County public opinion survey will be conducted annually during the month of June with results available in July or August. The New Castle County survey is conducted in concurrence with the RTP updates, once every four years. Both surveys allow WILMAPCO to track the opinions of residents over time, to identify trends, and provide direction for policies. The surveys also provide comparison data regarding topics such as: which alternative modes of transportation are most favored; the most effective methods to improve the transportation system; how land use, growth and development should be controlled; and how much the public know about WILMAPCO. Results are then used, in conjunction with other outreach efforts, to set policies for future planning efforts. **\$15,000 is budgeted for consultant support.**

13.04.05 – Other

ADMINISTRATOR: Daniel Blevins, Principal Planner

Other data collection, management, and distribution tasks as identified.

OUTCOME AND FINAL PRODUCT:

Staff, with consultant assistance, will produce a series of annual population and employment estimates for the region that will serve as inputs for updates of the RTP, TIP, transportation network model, and subsequent sub-regional transportation plans. Additional products may include reports such as a project summary report that includes findings resulting from the project and an evaluation of project results, data limitations, problems and methods needed to resolve them. Staff will produce a comprehensive GIS database containing, among other elements: upcoming TIP projects, intersection data, roadway geometry data, traffic volumes, population and employment data, proposed development listings, and travel demand forecasts. Staff will maintain the regional data clearinghouse, and produce spreadsheets and maps of available data as requested. Demographic data will also be produced to identify targeted populations for environmental justice analysis and outreach.

SCHEDULE: FY 2013

TASK TYPE: Recurring

PUBLIC PARTICIPATION: There is a 30-day public comment period on all population and employment numbers. The public is invited to attend all TAC and PAC meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized

FY 2013 Unified Planning Work Program

through press releases, the WILMAPCO website, and media relations work with local newspapers and radio and television stations.

BENEFIT: Knowledgeable member agencies and citizens better able to contribute to the planning process; increased use of sophisticated demographic data in the planning process; and more accurate travel models that promote better plan development. Population and Employment estimates will provide a useful tool for updating and monitoring the WILMAPCO RTP, network model, and other regional and sub-regional transportation planning needs. This task will also provide reports and/or maps as requested for specific uses such as travel and demographic data analysis and area study GIS maps. Activities will be better coordinated between member agencies, local municipalities and other entities.

PARTICIPANTS: WILMAPCO Staff, Demographics Subcommittee, Congestion Management Subcommittee, Member Agencies and Municipalities

TOTAL COSTS:

Resource Allocation	WILMAPCO		\$53,688
	IN-KIND SERVICES		\$15,727
	CONSULTANT		\$75,000
	TOTAL		\$144,415
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Cost Allocation	Cash	In-Kind	Total
FHWA DE	98,549	0	98,549
FTA DE	19,835	0	19,835
FHWA MD	2,340	0	2,340
FTA MD	741	0	741
Delaware	3,742	7,513	11,255
Maryland	385	0	385
New Castle County	2,143	7,139	9,283
Cecil County	150	160	310
City of Wilmington	803	915	1,718
TOTALS	128,688	15,727	144,415

FY 2013 Unified Planning Work Program

MPO 13.05 – REGIONAL PLANNING AND TECHNICAL ANALYSIS

13.05.01 – Congestion Management System Development

ADMINISTRATOR: Daniel Blevins, Principal Planner, William Swiatek, Senior Transportation Planner, Tamika Graham, Transportation Planner

Staff and the CMS Subcommittee will collect and analyze data from a variety of sources including: traffic impact studies, cordon study counts, intersection turning movement counts, travel demand model output, and corridor travel time analyses in order to update the WILMAPCO CMS Report. Based on this data, congested corridors or areas will be identified and a screening process will be applied to determine the most appropriate congestion mitigation strategies for each corridor or area. The effectiveness of strategies recommended in previous CMS reports will be assessed. A summary report of the 2012 CMS will be issued by June 2012.

13.05.02 – Regional Progress Report

ADMINISTRATOR: William Swiatek, Senior Transportation Planner, Tamika Graham, Transportation Planner

In an effort to gauge how well the region is progressing towards its goals, staff will develop a Regional Progress Report every two years. The report tracks the implementation of items such as: actions and suggested actions by implementing agencies; transportation projects, services and policies; land development activity; person-trips by mode; vehicle miles of travel; transit ridership; air quality; congestion management; and public opinions.

13.05.03 – Environmental and Transportation Justice Analysis

ADMINISTRATOR: William Swiatek, Senior Transportation Planner, Tamika Graham, Transportation Planner

Measures will continually be developed to better assess the mobility constraints of our region's low income, minority, elderly, disabled, and zero-car household populations. Additionally, efforts will continue to ensure the fair and adequate participation of these communities in the transportation decision-making process. This analysis will help us to identify problems, improve our performance, and ensure the fulfillment of our obligations to environmental justice. Staff will produce an updated Environmental Justice report in 2012, reflecting demographic changes revealed by the 2010 U.S. Census.

13.05.04 – Data Analysis for Planning Partners

ADMINISTRATOR: Daniel Blevins, Principal Planner, William Swiatek, Senior Transportation Planner, Tamika Graham, Transportation Planner

Assistance will be provided to our planning partners, when requested, in the form of data analysis in order to help enhance their planning tool capacity. As part of this assistance, WILMAPCO and the Institute for Public Administration (IPA) will collect Park & Ride /poll usage at all New Castle County locations during the winter, spring, summer and fall. Counts will be collected twice during these periods for a total of 8 counts. **\$10,000 is budgeted for University of Delaware (IPA).**

13.05.05 – Sea-level Rise Transportation Vulnerability Assessment

ADMINISTRATOR: William Swiatek, Senior Transportation Planner, Tamika Graham, Transportation Planner

A regional Sea-level Rise (SLR) transportation vulnerability assessment was recently finalized, in coordination with wider efforts from both state environmental agencies. The assessment profiles existing and planned transportation infrastructure (highways, railways, marinas, etc.) and projects which risk inundation at established rise levels. Staff will continue efforts to ensure the study's findings are worked into the decision-making process.

13.05.06 – Top Priority Pedestrian Segments

ADMINISTRATOR: William Swiatek, Senior Transportation Planner

A regional assessment of top priority pedestrian segments was recently completed. The study features an update of the Prioritized Pedestrian Network, introduced in the 2030 RTP, and walkability recommendations for the region's 20 highest-scoring corridors. A matrix of appropriate funding mechanisms for implementation was provided. Staff will work with member agencies and decision-makers to help guide identified projects onto implementation.

13.05.07 – Other

ADMINISTRATOR: Daniel Blevins, Principal Planner

Other technical development and analysis tasks as identified.

SCHEDULE: FY 2013

TASK TYPE: Recurring

PUBLIC PARTICIPATION: Updates on interagency coordination in these areas will be presented as appropriate at TAC and Council meetings or by request.

FY 2013 Unified Planning Work Program

BENEFIT: Increased interagency coordination and shared staff knowledge and resources in the development of technical tools. The task also allows WILMAPCO staff to ensure that federal regulations concerning transportation models are met.

PARTICIPANTS: WILMAPCO Staff, member agency staff

TOTAL COSTS:

Resource Allocation	WILMAPCO	\$83,244	
	IN-KIND SERVICES	\$24,385	
	CONSULTANT	\$10,000	
	TOTAL	\$117,628	
Cost Allocation			
Cost Allocation	Cash	In-Kind	Total
FHWA DE	71,405	0	71,405
FTA DE	14,372	0	14,372
FHWA MD	1,696	0	1,696
FTA MD	537	0	537
Delaware	2,712	11,648	14,360
Maryland	279	0	279
New Castle County	1,553	11,069	12,622
Cecil County	108	248	357
City of Wilmington	582	1,419	2,000
TOTALS	93,243	24,385	117,628

FY 2013 Unified Planning Work Program

MPO 13.06 – AIR QUALITY ANALYSIS AND COORDINATION

OBJECTIVE AND TASK DESCRIPTION: As the Federally designated Metropolitan Planning Organization (MPO) for New Castle County, Delaware and Cecil County, Maryland, WILMAPCO is charged with coordinating regional air quality issues with member agencies and developing air quality conformity determinations on our Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP) to ensure compliance with Federal air quality goals. This includes coordinating with the Delaware Valley Regional Planning Commission when either agency conducts a fine particulate matter (PM_{2.5}) conformity determination

Staff will coordinate on regional air quality and transportation conformity issues with the assistance of the WILMAPCO Air Quality subcommittee. These coordination issues include, but are not limited to:

1. Reviewing the TIP, RTP and major amendments to the TIP and Plan for adherence to Federal guidelines and for conformity determination “triggers”;
2. Reviewing any Federal regulations or guidance for applicability to the WILMAPCO region;
3. Reviewing all technical inputs to the air quality conformity modeling process;
4. Developing and/or reviewing any public outreach activities or materials related to air quality;
5. Serving as a forum for raising or discussing any regional or local air quality issues.

The WILMAPCO Air Quality Subcommittee includes members from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the Environmental Protection Agency (EPA), the Delaware Department of Transportation (DelDOT), the Delaware Transit Corporation (DTC), the Maryland Department of Transportation (MDOT), the Delaware Department of Natural Resources and Environmental Control (DNREC), the Maryland Department of the Environment (MDE), the Delaware Transportation Management Association (TMA), New Castle County, and Cecil County. This task also includes involvement in other regional air quality committees such as the Delaware Statewide Air Quality Conformity Consultation Working Group.

The WILMAPCO Air Quality Subcommittee will meet monthly (as necessary) to discuss and make recommendations to the WILMAPCO TAC on any amendments to the TIP or RTP that may trigger a conformity determination. This task also includes staff coordination on technical modeling issues related to air quality conformity determinations with the Delaware Department of Transportation (DelDOT), Maryland Department of Transportation (MDOT), the Delaware Department of Natural Resources and Environmental Control (DNREC), and the Maryland Department of the Environment (MDE)

OUTCOME AND FINAL PRODUCT: WILMAPCO, DelDOT, MDOT, DNREC, and MDE will undertake an interagency consultation process with local or regional offices of EPA, FHWA, and FTA on the development of the TIP, the RTP, any revisions to the preceding documents, and all required conformity determinations resulting in an air quality conforming TIP and RTP. A second result of this task will be agency coordination on other air quality issues, Federal guidance and regulations, and public outreach activities. WILMAPCO staff will produce air quality conformity determination reports for submission to USDOT and EPA when deemed appropriate by the WILMAPCO Air Quality Subcommittee and with the approval of the WILMAPCO Council.

SCHEDULE: FY 2013

TASK TYPE: Recurring

PUBLIC PARTICIPATION: There is a public comment period on all air quality conformity determinations developed as part of the TIP or RTP. The conformity determinations are presented to the Air Quality Subcommittee, TAC, and Council. The public is invited to attend all Air Quality Subcommittee, TAC and Council meetings during the development of the work products described above.

BENEFIT: Coordination between member agencies on air quality issues and transportation planning documents that conform to Federal clean air standards.

ADMINISTRATOR: Tigist Zegeye, Executive Director and William Swiatek, Senior Transportation Planner

PARTICIPANTS: WILMAPCO Staff, Air Quality Subcommittee, Member Agencies (including Municipalities), and the public.

FY 2013 Unified Planning Work Program

TOTAL COSTS:

Resource Allocation	WILMAPCO		\$46,037
	IN-KIND SERVICES		\$10,556
	CONSULTANT		\$0
	TOTAL		\$56,594
Cost Allocation	Cash	In-Kind	Total
FHWA DE	35,255	0	35,255
FTA DE	7,096	0	7,096
FHWA MD	837	0	837
FTA MD	265	0	265
Delaware	1,339	5,043	6,382
Maryland	138	0	138
New Castle County	767	4,792	5,559
Cecil County	54	107	161
City of Wilmington	287	614	901
TOTALS	46,037	10,557	56,594

FY 2013 Unified Planning Work Program

MPO 13.07 – NEW FEDERAL REGULATION COMPLIANCE

OBJECTIVE AND TASK DESCRIPTION: Under the provisions of the Federal Transportation Act, SAFETEA-LU, Metropolitan Planning Organizations (MPOs) are required to consider eight planning factors in the development of transportation plans and programs.

FEDERALLY REQUIRED PLANNING FACTORS:

- Support Economic Activity
- Increase Accessibility and Mobility
- Protect the Environment (including promote consistency with planned growth and economic development patterns)
- Enhance Modal Integration
- Promote Efficient System Management
- Preserve the Existing System
- Increase Safety
- Increase Transportation Security

Under the provisions of the Federal Transportation Act, SAFETEA-LU, Metropolitan Planning Organizations (MPOs) are required to consider five areas in the development of transportation plans and programs.

PLANNING EMPHASIS AREAS:

- Consideration of Safety and Security in the Transportation Process
- Linking the Planning and NEPA Processes
- Consideration of Management and Operations within Planning Processes
- Enhancing the Technical Capacity of Planning Processes
- Coordination of Human Service Transportation

Although SAFETEA-LU was signed into law on August 10, 2005, many of the provisions require additional rulemaking in order to implement the requirements of the law. The proposed rulemaking was published in the Federal Register on June 9, 2006, and includes the following requirements:

SAFETEA-LU REQUIREMENTS:

- Plan Cycle – Plans shall be updated every four (4) years in air quality non-attainment and maintenance areas
- Fiscal Constraint
- Transportation System Security – SAFETEA-LU calls for the security of the transportation system to be a stand-alone planning factor
- Environmental Mitigation – Plans must include a discussion of the types of potential environmental mitigation activities to be developed in consultation with federal, state, and tribal wildlife, land management, and regulatory agencies
- Consultations – MPOs must consult “as appropriate” with “State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation” in developing long range transportation plans
- Consistency of Plan with Planned Growth and Development Plans – Revises the previous planning factor related to environmental factors to add promoting consistency between transportation improvements, and state and local planned growth and economic development patterns
- Operational and Management Strategies – Plans shall include operational and management strategies to improve the performance of the existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods
- Participation Plan – MPOs must develop and utilize a “Participation Plan” that provides reasonable opportunity for interested parties to comment on the content of the plan and TIP. Further, this “Participation Plan” must be developed “in consultation with all interested parties.” This consultation requirement is intended to afford parties, who participate in the metropolitan planning process, a specific opportunity to comment on the Participation Plan prior to its approval
- Visual Techniques in Plans and TIP Development – As part of the transportation plan and TIP development, MPOs shall employ visualization techniques
- Publication of Plans and TIP – MPOs shall publish or otherwise make available for public review the transportation plans and TIPs “including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web”

FY 2013 Unified Planning Work Program

➤ Air Quality Conformity
SCHEDULE: FY 2013

TASK TYPE: Recurring

PUBLIC PARTICIPATION: Updates and information on this task will be made available at the PAC, TAC, and WILMAPCO Council meetings, and upon request.

BENEFIT: The task promotes increased interagency coordination and better integration of its planning efforts into the comprehensive MPO planning process.

ADMINISTRATOR: Tigist Zegeye, Executive Director and Staff

PARTICIPANTS: WILMAPCO Staff, Member Agency Staff and other Stakeholder Groups

TOTAL COSTS:

Resource Allocation	WILMAPCO		\$53,370
	IN-KIND SERVICES		\$13,561
	CONSULTANT		\$0
	TOTAL		\$66,931
Cost Allocation			
Cost Allocation	Cash	In-Kind	Total
FHWA DE	40,871	0	40,871
FTA DE	8,226	0	8,226
FHWA MD	971	0	971
FTA MD	308	0	308
Delaware	1,552	6,478	8,030
Maryland	160	0	160
New Castle County	889	6,156	7,045
Cecil County	62	138	200
City of Wilmington	333	789	1,122
TOTALS	53,370	13,561	66,931

FY 2013 Unified Planning Work Program

MPO 13.08 – GOODS MOVEMENT ANALYSIS

OBJECTIVE AND TASK DESCRIPTION: As an MPO, WILMAPCO is bound by federal transportation legislation to be involved with the integration and connectivity of freight, across and between modes. The collection of data and its analysis will serve to broaden WILMAPCO's understanding of the logistic, safety and economic issues that surround the movement of goods throughout the region. By engaging in this task, WILMAPCO staff will be able to more adequately address safety and congestion concerns about trucks traveling on regional roadways and economic questions regarding the mode and route choice of shippers.

OUTCOME AND FINAL PRODUCT: The WILMAPCO Goods Movement Initiative released a goods movement analysis in July 2008. This broad evaluation of freight transportation in the WILMAPCO region will provide insight into topics such as mode choice, route selection, safety and financial matters.

SCHEDULE: FY 2013

TASK TYPE: Recurring

PUBLIC PARTICIPATION: Meetings with freight transport companies, as well as public meetings, will be held throughout the goods movement planning process to ensure that the significant issues for both the private and public sectors are addressed. Updates and information on this task will be made available at the PAC, TAC, and WILMAPCO Council meetings, and upon request.

BENEFIT: The examination of the economic and safety impacts of goods movement will allow WILMAPCO planners to better understand both the economic and safety impacts surrounding trucks that travel the region's roadways, as well as freight rail, barge and pipeline. By evaluating mode and route choices, WILMAPCO can formulate a means of improving the efficiency and effectiveness of the overall goods movement system in the region.

ADMINISTRATOR: *Daniel Blevins, Principal Planner, Tamika Graham, Transportation Planner, Bill Swiatek, Senior Planner*

PARTICIPANTS: WILMAPCO Staff, member agencies

TOTAL COSTS:

Resource Allocation	WILMAPCO		\$57,979
	IN-KIND SERVICES		\$11,125
	CONSULTANT		0
	TOTAL		\$69,104
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Cost Allocation	Cash	In-Kind	Total
FHWA DE	44,400	0	44,400
FTA DE	8,936	0	8,936
FHWA MD	1,054	0	1,054
FTA MD	334	0	334
Delaware	1,686	5,314	7,000
Maryland	174	0	174
New Castle County	966	5,050	6,016
Cecil County	67	113	181
City of Wilmington	362	647	1,009

FY 2013 Unified Planning Work Program

TOTALS	57,979	11,125	69,104
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MPO 13.09 – REGIONAL COORDINATION

OBJECTIVE AND TASK DESCRIPTION: To promote the coordination of government and agency planning and programming activities, and to address policy issues that are important to the efficient operation of the transportation system in the WILMAPCO region, WILMAPCO serves as a forum for discussion, policy development, and regional coordination on key issues. Staff acts to provide forums and facilitate discussion of regional issues that might not otherwise occur given different state, local, and agency jurisdictions in the region. To address transportation issues that are generated by transportation investments, growth patterns, and policy changes outside of the WILMAPCO region, WILMAPCO serves to promote coordination with bordering governments and regional planning agencies. Regular coordination promotes awareness and education on regional transportation system and growth issues, and encourages the development of multi-regional policies and solutions that are required to address significant regional issues.

13.09.01 – Intra-Regional Coordination

ADMINISTRATOR: Tigist Zegeye, Executive Director and Staff

Transportation issues having impacts on both counties in the region may be raised from time to time. These issues will be identified and studied and recommendations will be developed to address the issues and/or an action plan will be recommended.

13.09.02 – Inter-Regional Agency Coordination

ADMINISTRATOR: Tigist Zegeye, Executive Director, Daniel Blevins, Principal Planner, Tamika Graham, Transportation Planner

To promote ongoing coordination between planning agencies, municipalities, environmental agencies and transportation departments adjacent to and impacting the WILMAPCO region, WILMAPCO staff will regularly pursue coordination opportunities with appropriate agencies. This will include the sharing of information on work programs; coordination meetings on cross border studies and other issues, and the review and discussion of regional transportation planning issues. Information regarding the transportation plans and activities of adjacent MPOs and other transportation planning commissions or organizations will be gathered and reviewed in order to determine its impact, if any, relative to plans in place for the WILMAPCO region.

13.09.03 – Sustainability Initiatives

ADMINISTRATOR: William Swiatek, Senior Transportation Planner

Staff will coordinate with agencies both within and beyond its borders to address growing concerns surrounding environmental sustainability. Beyond our sea-level rise transportation vulnerability assessment, this work includes collaboration to advance the goals of the federal Partnership for Sustainable Communities and our continued support in efforts to promote livability, sustainability, and the reduction of greenhouse gas emissions.

13.09.04– Other

ADMINISTRATOR: Tigist Zegeye, Executive Director

Other regional coordination tasks as identified.

OUTCOME AND FINAL PRODUCT: The development of a statement of issues, impacts, and conclusions, recommendations for further study, and an action plan to pursue resolution of identified issues, impacts and recommendations.

SCHEDULE: FY 2013

TASK TYPE: Recurring as issues are identified

PUBLIC PARTICIPATION: Updates and information on this task will be made available at the PAC, TAC, and WILMAPCO Council meetings, and upon request. In addition, specialized public outreach may occur if deemed appropriate.

BENEFIT: The task allows WILMAPCO to address a bi-state and regional coordination issue affecting the transportation system and regional economic development and equity issues.

PARTICIPANTS: WILMAPCO Staff, member agencies, local officials

FY 2013 Unified Planning Work Program

TOTAL COSTS:

Resource Allocation	WILMAPCO		\$158,873
	IN-KIND SERVICES		\$40,681
	CONSULTANT		\$0
	TOTAL		\$199,554
Cost Allocation			
Cost Allocation	Cash	In-Kind	Total
FHWA DE	121,664	0	121,664
FTA DE	24,487	0	24,487
FHWA MD	2,889	0	2,889
FTA MD	915	0	915
Delaware	4,620	19,433	24,053
Maryland	476	0	476
New Castle County	2,646	18,467	21,113
Cecil County	185	414	599
City of Wilmington	991	2,367	3,358
TOTALS	158,873	40,681	199,554

FY 2013 Unified Planning Work Program

MPO 13.10 – RTP IMPLEMENTATION

The WILMAPCO 2040 Regional Transportation Plan (RTP), adopted on January 13, 2011, provides a broad vision and context for transportation issues. The Plan includes a revised Transportation Investment Area (TIA) map, which identifies areas within the region based on how the transportation should be performing and what type of investments should be made. It also represents which public transportation investments will be appropriate over the next 20-25 years. Another aspect of the RTP is the updated project prioritization process that uses quantifiable measures to select projects that are tied to the goals and vision of the RTP. This process ensures that areas with the greatest need receive the highest priority for funding. **\$100,000 is budgeted for member agency and WILMAPCO consultant support.**

The WILMAPCO 2040 RTP identified several priority planning actions to achieve the goals identified in the RTP. These actions include:

- Working to ensure affordable transportation choices for all
- Working harder to address the needs of the elderly, persons with disabilities and zero-car households
- Facilitating interagency and public discussions to refine and further identify activity centers in New Castle County
- Evaluating the current Transportation Investment Areas (TIA) designations in New Castle County and the resulting policy ramifications, and consideration of alternative TIA designations, which includes interagency coordination and public review.

Additional challenges were identified in the RTP that included the following:

- Managing growth, especially regional land use trends, which involves the increase in development in rural areas of the region, and requires an understanding of new land use policies that have emerged
- Finding solutions to anticipated transportation needs that far override the funds available to pay for them
- Accommodating demographic changes such as the aging population's transportation needs
- Sustaining economic development, including workforce changes, rising gas prices, and demands for alternative energy
- Addressing congestion and improving air quality, which includes finding alternatives to automobiles

OUTCOME AND FINAL PRODUCT: Implemented actions that will help to achieve the goals of WILMAPCO's 2040 RTP.

SCHEDULE: FY 2013

TASK TYPE: Non-Recurring

PUBLIC PARTICIPATION: The task involved outreach to the members of the general public, through regular occurring and additional public outreach forums.

BENEFIT: Implementation of these actions assisted WILMAPCO in evaluating policy required to fully implement the RTP and engaged key stakeholders in a necessary discussion of public policy and planning tools for the region.

ADMINISTRATOR: Tigist Zegeye, Executive Director and Staff

PARTICIPANTS: WILMAPCO Staff, member agencies, local officials, general public, other stakeholder groups

FY 2013 Unified Planning Work Program

TOTAL COSTS:

Resource Allocation	WILMAPCO		\$27,696
	IN-KIND SERVICES		\$8,113
	CONSULTANT		\$100,000
	TOTAL		\$135,810
Cost Allocation	Cash	In-Kind	Total
FHWA DE	97,789	0	97,789
FTA DE	19,682	0	19,682
FHWA MD	2,322	0	2,322
FTA MD	736	0	736
Delaware	3,713	3,876	7,589
Maryland	382	0	382
New Castle County	2,127	3,683	5,810
Cecil County	149	83	231
City of Wilmington	796	472	1,269
TOTALS	127,696	8,113	135,810

FY 2013 Unified Planning Work Program

MPO 13.11 – SUBREGIONAL STUDIES AND COORDINATION

This task allows for the coordination of transportation and land use planning activities by working with local and state governments and community groups. WILMAPCO either takes the lead or participates in the development and scoping of a variety of plans and studies that further the implementation of the RTP. Studies we expect to administer during fiscal year 2013 include the following:

MPO 13.11.01 – Safe Routes to Schools Planning Assistance

OBJECTIVE AND TASK DESCRIPTION: This project will facilitate and promote the safe travel of children to school, particularly by foot and bicycle. WILMAPCO will work with DOTs to publicize the program to identify potential schools and will coordinate with schools and DOTs to examine existing and potential routes to school and identify deficiencies in the network that discourage safe walking and biking. Strategies to remedy these deficiencies (sidewalks, speed reduction, pedestrian and bicycle crossing improvements, bikeways, etc.) will be identified. WILMAPCO will work with the state DOTs, counties, municipalities, and school districts to design, program and implement public infrastructure improvements in tandem with locally-led marketing programs. This project satisfies a SAFETEA-LU emphasis area and there is federal funding for design and construction of identified strategies that will substantially improve the ability of students to walk and bike to school. Products will be tailored to assist sponsors in applying for federal and state implementation funds set aside for Safe Routes to School projects.

OUTCOME AND FINAL PRODUCT: Work will assist schools in developing needed plans to apply for Safe Routes to School implementation funding.

SCHEDULE: FY 2013

TASK TYPE: Non-recurring

PUBLIC PARTICIPATION: School children, parents, school districts and staff, state DOTs, municipalities, residents, transportation agencies and operators.

BENEFIT: To improve travel safety, reduce traffic congestion, improve air quality, reduce school transportation costs, and promote healthy, active living.

ADMINISTRATOR: Randi Novakoff, Outreach Manager, William Swiatek, Senior Transportation Planner, Tamika Graham, Transportation Planner

MPO 13.11.02 – Scenic and Historic Byways Planning Assistance

OBJECTIVE AND TASK DESCRIPTION: WILMAPCO, in partnership with DelDOT, New Castle County and the local scenic byway development committees, will assist with the Scenic Byway designation process by providing technical and public outreach assistance.

OUTCOME AND FINAL PRODUCT: The final products will be reports detailing resources in the corridors and characterizing the threats endangering the long-term viability of these important resources. This will include a review of zoning and land use plans for future growth, identification of current and future local and state planned infrastructure investments and transportation level of service.

SCHEDULE: FY 2013

TASK TYPE: Non-recurring

PUBLIC PARTICIPATION: These studies will require extensive public involvement. WILMAPCO and its partners will seek the input of residents, business owners, environmental and historic preservation organizations, and tourist attractions in the corridors as well as other interested stakeholders. WILMAPCO seeks public involvement by publicizing workshops and meetings. The publicity includes notices in area newspapers, flyers posted at area libraries, and direct mailings to interested groups, civic associations, individuals, and others.

BENEFIT: These studies will help to implement the RTP strategies to preserve natural and historic resources, improve commerce, and link land use and transportation.

ADMINISTRATOR: Heather Dunigan, Principal Planner, Randi Novakoff, Outreach Manager

PARTICIPANTS: WILMAPCO staff, the Scenic Byway Designation Committee established for each targeted scenic byway, New Castle County, DelDOT

FY 2013 Unified Planning Work Program

13.11.03 – Walkable Community Workshop Program

OBJECTIVE AND TASK DESCRIPTION: Walkable Community Workshops are interactive events that focus attention on making communities safer and easier to walk in. Workshops will provide information on how we can turn our communities into the kind of pedestrian-friendly places we all like to experience.

OUTCOME AND FINAL PRODUCT: During workshops, participants will learn about the elements of a walkable community and solutions to common issues. Instructors then lead a walking tour of the study area and emphasize seeing the community from the perspective of a pedestrian. Participants identify specific measures to improve conditions for pedestrians and priority actions they can take to create a more walkable community.

SCHEDULE: FY 2013

TASK TYPE: Non-recurring

PUBLIC PARTICIPATION: Any city, town, unincorporated community, or corridor where people want a safer, more attractive route for walking. Workshops bring together residents, elected officials, advocates, public agency staff, public health practitioners, educators, planners and engineers.

BENEFIT: Educate community leaders about the needed tools to advocate and plan for walkable communities

ADMINISTRATOR: *Heather Dunigan, Principal Planner, Bill Swiatek, Senior Transportation Planner, Randi Novakoff, Outreach Manager, Tamika Graham, Transportation Planner*

13.11.04 – Coordination with the Maryland Department of Transportation (MDOT)

1. Maryland I-95 Corridor Study

WILMAPCO STAFF PARTICIPANT: *Tigist Zegeye, Executive Director*

Staff will participate in an analysis of transportation needs including roadway pricing/value pricing alternatives for I-95 in Cecil County. MDOT contact: Michael Nixon

SCHEDULE: FY 2013

13.11.05 – Coordination with the Cecil County Office of Planning and Zoning

1. Cecil County Transit Coordination

WILMAPCO STAFF PARTICIPANT: *Heather Dunigan, Principal Planner, Dave Gula, Senior Transportation Planner*

Analysis will be done to determine the needs of the increased population and employment anticipated in Cecil County. Staff will coordinate with MDOT and Cecil County to determine how staff can best support member agency planning, and what, if any, additional WILMAPCO analysis is needed. Additional assistance provides analysis of needed bus stops and related pedestrian improvements. Staff will accomplish this task through participation in the Cecil County Transit Coordinating Council.

2. Cecil County Bicycle Plan

WILMAPCO STAFF PARTICIPANT: *Tamika Graham, Transportation Planner, Dave Gula, Senior Transportation Planner*

Staff will assist with the development of a Cecil County Bicycle Plan, in coordination with Cecil County, the Maryland Department of Transportation (MDOT), municipalities, cyclists and other stakeholders to establish recommendations for improved access and comfort of bicycling. The Plan will map proposed bicycle facilities, include an update of Cecil County recommendations outlined in the 2002 Maryland Bicycle and Pedestrian Access Master Plan, and identify where further bicycle investments should be made. The plan will cover both unincorporated and incorporated areas of Cecil County, while integrating the recent bicycle recommendations for Elkton and Perryville. This Plan will also improve Maryland's Bicycle Friendly State ranking from the League of American Bicyclists by having county-level bicycle plans.

3. Cecil County Route 40 Program Development Support

WILMAPCO STAFF PARTICIPANT: *Dan Blevins, Principal Planner*

Staff will develop annual report monitoring transportation and land use changes to the US 40 corridor in Cecil County.

This report will establish baseline and future traffic and land use projections and monitor on ongoing basis. In addition, the report will assess the conditions which may trigger the need to implement projects that were evaluated and identified in the 2007 Roadway Improvement Strategic Plan for Cecil County. **\$25,000 is budgeted for consultant support.**

FY 2013 Unified Planning Work Program

4. Cecil County Design Guidelines

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner

Staff will develop best practices design guidelines that would reconcile good new urbanist, neo-traditional, transit neighborhood design and complete street design elements with good environmental design elements.

SCHEDULE: FY 2013

13.11.06– Coordination with Town of Chesapeake City

1. Walking and Biking Plan & Implementation Program

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Tamika Graham, Transportation Planner

The Cecil County Bike Plan will incorporate a Chesapeake City bicycle assessment and propose local bicycle route and other recommendations. Pedestrian issues will be addressed through a Walkable Community Workshop facilitated by WILMAPCO staff.

SCHEDULE: FY 2013

13.11.07 – Coordination with Town of Elkton Planning

1. MARC Commuter Rail Service Extension Ridership Analysis

WILMAPCO STAFF PARTICIPANT: Dave Gula, Senior Transportation Planner, Heather Dunigan, Principal Planner Tamika Graham, Transportation Planner

Staff will provide assistance to update the commuter ridership model to show past trends in ridership, current ridership, and projected ridership and will take into account county to county workflow and rail sue potential that may be affected by lack of parking. The project will also analyze the full market, both north and south bound, and will be expanded to assume Washington, D.C. and Philadelphia as endpoints.

\$25,000 is budgeted for consultant support.

SCHEDULE: FY 2013

13.11.08 – Coordination with the Town of North East

1. Town of North East Subdivision Regulations and Road Code Revisions

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Bill Swiatek, Senior Planner

The Town of North East will complete revisions to Town of North East Subdivision Regulations and Road Code so that it is in alignment with the town's Comprehensive Plan and WILMAPCO's Long Range Regional Transportation Plan.

2. Town of North East Transit Oriented Development

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Bill Swiatek, Senior Planner

The Town of North East will complete a Transit Oriented Development (TOD) Study to provide a rail link to the Town of North East by examining existing and future demand on the land areas. They will also develop a transit oriented plan for rail service, which would accommodate existing and future needs of the Town. The Study will include recommendations and choices of locations where a rail station is feasible, a plan to include suitable land uses associated with rail use, and identify the impacts to the town in relationship to parking and street improvements.

Participants include The North East Planning Commission, The North East Mayor and Commissioners, State Highway Administration, Chesapeake Bay Critical Area Commission, North East Rail Service Committee (to be established), Homeowners Association, and interested citizens. **Additional \$6,154 is budgeted for consultant support.**

SCHEDULE: FY 2013

13.11.09 – Coordination with the Town of Charlestown

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Bill Swiatek, Senior Planner

The Town of Charlestown will complete planning for a linear path system that will be inter-connected by a series of facilities for joggers, pedestrians and bicyclists. The pathway network could eventually connect to a Cecil County trail system via the East Coast Greenway which, when completed, would provide a walking, biking path from Elkton through Charlestown and extend to the Susquehanna River in Perryville, MD.

SCHEDULE: FY 2013

13.11.10– Coordination with the City of Wilmington

1. Wilmington Initiatives Public Outreach and Management Assistance & Interagency Coordination

FY 2013 Unified Planning Work Program

WILMAPCO STAFF PARTICIPANT: Tigist Zegeye, Executive Director, Dave Gula, Senior Transportation Planner
The City of Wilmington (City) plays a key role in the region to promote development of cost-effective and user-friendly transportation systems. Effective outreach and proper coordination are essential components in the process of developing workable solutions to transportation problems. Implementation of this work task will assist with achieving proper intergovernmental coordination and promoting meaningful public/private communication. In particular, this effort will focus on the budgetary status of various initiatives, as it relates to updating our long-range plan. A consultant will be retained to attend, coordinate, and provide timely follow-through in support of the various initiatives. Also, up-to-date public information materials will be developed to clearly summarize the status of the various transportation projects in the City, in support of the WILMAPCO Public Outreach program and efforts to address important Environmental Justice concerns and Access to Jobs issues.

Effective coordination of public outreach activities, in concert with the design development process of the Wilmington Initiatives committees (Management, Technical, Steering, and Partners), is essential to achieving the RTP goal of linking land use and transportation activities. The Wilmington Initiatives support a variety of cultural and economic developments in an area where population and employment densities can support relatively cost-effective bus and rail transit. Inclusion of grass-roots public participation in the efforts to update the long-range plan will be critically needed to promote quality-of-life improvements, such as installing pedestrian-level Street lighting to enhance safety and security, while allowing growth of street trees to reinforce the aesthetic and environmental assets of the City.

This study coordinates Wilmington's development strategies and provides the specific information needed to make the concepts in the WILMAPCO RTP work in practice. This task is a continuation of work begun in FY 1996.

Objectives of this element of the task are:

1. To provide a balance between the requirements for local and regional access within the corridor for all modes including walking, bicycling, transit and private vehicles
2. To promote economic development related to community objectives
3. To improve the visual quality of the corridors for residents, workers and visitors in keeping with community character
4. To enhance safety for all modes of travel and environmental quality within the corridors
5. To support coherent and viable neighborhoods in sync with other community goals

Participants include WILMAPCO Staff, City of Wilmington, DelDOT, DART, a Consultant and the Community. Coordination with other ongoing planning studies and design projects, such as the Citywide Environmental Enhancement projects conducted by the City and the Christina Waterfront Projects being conducted by DelDOT and RDC, will be an integral part of this task. DelDOT contact: Ray Petrucci, City of Wilmington contact: David Blankenship. **\$48,000 is budgeted for consultant support.**

2. Two-Way King Street Study

WILMAPCO STAFF PARTICIPANT: Tigist Zegeye, Executive Director, Bill Swiatek, Senior Transportation Planner
The Downtown Circulation Study completed by WILMAPCO in 2010, identified Two-Way King Street as an area for further study. The Two-Way King Street Study will involve a mini-circulation analysis of N. Market Street and N. King Street to determine whether or not two-way traffic on the 1500 block of King Street, along with other improvements, will enhance both vehicular and pedestrian circulation in the area. Completing a more refined geometry and capacity analysis in the 1500 block of King Street, to include streets in the adjacent area such as 15th and 16th Streets and South Park Drive, will assess whether or not this potential infrastructure project can then be moved forward for funding and construction. WILMAPCO Staff will work with the City of Wilmington Departments of Planning and Public Works, other City of Wilmington Department representatives, and affected community representatives. City of Wilmington Contact: Dave Blankenship.

3. Delaware Avenue/11th/12th Streets Curve Study

WILMAPCO STAFF PARTICIPANT: Tigist Zegeye, Executive Director, Bill Swiatek, Senior Transportation Planner
The Downtown Circulation Study completed by WILMAPCO in 2010, identified the Delaware Avenue/11th/12th Streets as an area for further study. The Delaware Avenue/11th/12th Streets Curve Study will develop recommendations to improve road geometry of this area and include streetscape, pedestrian, and bicycle accommodations along the corridor. The Delaware Avenue/11th/12th Street Curve Study involves completing the roadway-geometry analysis along the curved portion of Delaware Avenue (SR52) within the central business district to identify improvements and upgrades that will address existing conditions. This analysis will identify recommendations for reconstructing this corridor. WILMAPCO Staff will work with the Wilmington Departments of Planning and Public Works, and the Wilmington Initiatives Partnership (DelDOT, DTC, WILMAPCO, and the City of Wilmington), and affected community representatives.

5. Neighborhood Planning Support

WILMAPCO STAFF PARTICIPANT: Bill Swiatek, Senior Transportation Planner

FY 2013 Unified Planning Work Program

Staff will provide technical guidance and support on neighborhood planning efforts across the City of Wilmington, including the West Side Revitalization Plan.

SCHEDULE: FY 2013

13.11.11– Coordination with the City of Newark

1. Newark Regional Transportation Center

ADMINISTRATOR: Dave Gula, Senior Transportation Planner, William Swiatek, Senior Transportation Planner, Tamika Graham, Transportation Planner

WILMAPCO will use the TIGER II Planning grants funds to: 1) determine the optimal solution for passenger and freight train operations in the vicinity of Newark; 2) reconfigure the Newark Train Station into a Regional Transportation Center for passenger and intermodal use; and 3) develop the Newark Train Station in context with the 272-acre former Chrysler site, in concert with University of Delaware capital plans, and leveraged the transit-oriented development (TOD) opportunities afforded by the site. This planning study will result in the preparation of a Newark Regional Transportation Center Plan that addresses FTA's six principals of livability. WILMAPCO is the Grant applicant and Project Manager for the project, with partnership from DEDO, DeIDOT, DTC, the city of Newark, New Castle County, Norfolk Southern and the University of Delaware. The services of a consultant will be solicited to work as an extension of staff. Parsons Brinkerhoff has been retained as the consultant for the project. They will work with WILMAPCO to complete the NEPA studies, develop a station concept plan, and complete 30% engineering for the project. They will also assist in coordinating with the project stakeholders to confirm the station master plan and develop the stakeholder MOA. This project is scheduled for completion in February 2013. The budget for the project is \$3,146,000 and is derived from the TIGER II Planning Grant (\$2,250,000) and the local matching funds (\$896,000).

SCHEDULE: FY 2013

13.11.12 - Coordination with the Town of Port Deposit

Transit Feasibility Study

ADMINISTRATOR: Heather Dunigan, Principal Planner, William Swiatek, Senior Transportation Planner

The Town of Port Deposit is located on the waterfront of the Susquehanna River, where there is a resurgence of spring and summer seasonal residents. Visitors are joined by tourists traveling through the town on bicycle tours, motorcycle runs, and others using additional modes of transportation. The Town of Port Deposit seeks access to public transportation, which will provide greater services to citizens and help reduce unnecessary trips. In addition, the roadway is not wide enough to accommodate multi-modal transportation users and vehicular traffic. Port Deposit will combine these needs into one Transit Feasibility Study that will include multi-modal transportation linkages and improvements, and public facility opportunities. WILMAPCO Staff will work with the Town of Port Deposit, Maryland State Highway Administration, Cecil County Planning Department, Cecil County Department of Public Works, and the Water Witch Volunteer Fire Department to complete this task.

SCHEDULE: FY 2013

13.11.13- Coordination with the Village of Marshallton

Village of Marshallton Circulation Study

ADMINISTRATOR: William Swiatek, Senior Transportation Planner

We will work with the Village of Marshallton, DeIDOT and New Castle County to conduct a circulation study. The study will address heavy vehicle volumes and speeding traffic on Old Capitol Trail, along with multimodal concerns throughout the village. Results of a June 2011 Walkable Community Workshop will be incorporated into the study. Staff will work with the Village of Marshallton Civic Association and DeIDOT to complete this task.

SCHEDULE: FY 2013

13.11.14 - Coordination with the Town of Odessa

Town of Odessa Comprehensive Plan Update

WILMAPCO STAFF PARTICIPANT: William Swiatek, Senior Transportation Planner

The Town of Odessa will complete the 2011-2012 Comprehensive Plan Update to include demographic information. Staff will work with the Town of Odessa, Planning Commission, Historic Commission, Mayor and Council, and Institute for Public Administration (IPA) University of Delaware to complete the Town's 2011-2012 Comprehensive Plan.

13.11.15 – Other

ADMINISTRATOR: Tigist Zegeye, Executive Director, Heather Dunigan, Principal Planner

Other sub-regional study coordination tasks as identified.

FY 2013 Unified Planning Work Program

OUTCOME AND FINAL PRODUCT: Recommendations for implementation and RTP, TIP and UPWP amendments, where appropriate.

SCHEDULE: FY 2013

TASK TYPE: Non-recurring

PUBLIC PARTICIPATION: The study process requires extensive public involvement. Although the Steering Committees for various studies and planning efforts represent the public and it is involved in the evaluation and recommended selection of strategies, we cannot understate the role of individual members of the public, particularly those most affected by the recommendations. We also conduct legislative briefings for area elected officials. WILMAPCO seeks public involvement by publicizing workshops and meetings. The publicity includes notices in area newspapers, flyers posted at area libraries, and direct mailings to interested groups, civic associations, individuals, and others. The members of Steering Committees have also taken responsibility of informing those individuals they represent of upcoming opportunities for public comment.

BENEFITS: Coordinated transportation and land use plans for our communities, supports WILMAPCO's goals and implements the 2040 RTP. Particularly, these studies and plans will link land use and transportation and seek to improve quality of life, strengthen our existing communities and improve intergovernmental relations between the state and local levels of government.

PARTICIPANTS: Each major WILMAPCO study is directed in partnership by Management Committees of Senior officials from WILMAPCO, DOT(s), County (ies), and affected municipalities. The Management Committee responsibilities include overall direction and management of the work effort. A Technical Committee, made up of staff planners and engineers from the above agencies, provides technical review of all study data and products. The Technical Committee also provides input and carries out technical analysis as requested by the Management Committee. The Steering Committees include civic association representatives, residents, builders and developers, businesses, area elected officials, Transportation Management Association of New Castle County, and other interested groups. The steering committee provides input to the study process at periodic meetings and review materials for public workshops and meetings before such events. Smaller studies may include a smaller participating and management structure.

Other responsible member agencies, as noted above, will determine their own study process and participants.

TOTAL COSTS:

Resource Allocation	WILMAPCO	\$163,948	
	IN-KIND SERVICES	\$40,702	
	CONSULTANT	\$79,154	
	TOTAL	\$283,804	
Cost Allocation			
Cost Allocation	Cash	In-Kind	Total
FHWA DE	186,165	0	186,165
FTA DE	37,469	0	37,469
FHWA MD	4,421	0	4,421
FTA MD	1,401	0	1,401
Delaware	7,070	19,443	26,513
Maryland	728	0	728
New Castle County	4,049	18,477	22,526
Cecil County	283	414	697

FY 2013 Unified Planning Work Program

City of Wilmington	1,516	2,368	3,885
TOTALS	243,101	40,702	283,804

FY 2013 Unified Planning Work Program

MPO 13.12 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

OBJECTIVE AND TASK DESCRIPTION: Provides for the development of a regional Transportation Improvement Program (TIP) for FY 2014-2017 as well as advanced preparation for FY 2015-2018 and amendments to FY 2012-2015. The TIP will be developed using public input and will be financially constrained and meet air quality conformance requirements. This task will require an active support of all WILMAPCO committees and coordination with member agencies, and it will include the following elements:

1. Assistance with scoping of TIP project submissions, in conjunction with DeIDOT and MDOT planners and/or engineers.
2. Scoring submitted projects in accordance with the prioritization process.
3. Working with both DeIDOT and MDOT to develop a financial plan for the TIP.
4. Providing assistance to the Technical Advisory Committee (TAC) members in reviewing technical scores for projects.
5. Working with the Air Quality Subcommittee (AQS) to determine need for, and review of, air quality conformity analysis.
6. Holding public hearing on the draft TIP.
7. Preparing the document and coordinating with our member agencies to develop and produce a user friendly TIP.
 - Under the SAFETEA-LU requirement, WILMAPCO may include “for illustrative purposes, additional projects that would be included in the approved transportation improvement program if reasonable additional resources beyond those identified in the financial plan were available.”
 - We also publish listings of projects. “An annual listing of projects for which Federal funds have been obligated in the preceding year shall be published or otherwise made available by the metropolitan planning organization for public review.”
8. Maintaining inventory of TIP projects and monitoring them for consistency to the RTP goals and objectives.
9. Reviewing current TIP with DeIDOT and MDOT.
10. Incorporate TIP status reporting into regional progress report to examine current status of prior TIP projects.
11. Using Google maps to provide interactive web mapping.

OUTCOME AND FINAL PRODUCTS: Implementation of projects in the Regional Transportation Plan via the TIP. A TIP that is consistent with the 2040 RTP and reflects the transportation needs of the region.

SCHEDULE: The FY 2014-2017 TIP will be completed in March 2013 for approval by the WILMAPCO Council and forwarded to FHWA, FTA, EPA, DeIDOT and MDOT.

TASK TYPE: Recurring

PUBLIC PARTICIPATION: WILMAPCO will hold public meetings at different stages of the TIP development: (1) to present a candidate list of new projects, (2) to present rankings and a draft TIP, and (3) to present a final draft TIP. WILMAPCO will also advertise a 30-day public notice for the draft TIP and air quality conformity analysis. Special public meetings may be held to address issues or concerns from our committees and/or member agencies.

BENEFIT: A four-year document that provides the program for the implementation of the Regional Transportation Plan.

ADMINISTRATOR: *Tigist Zegeye, Executive Director, Heather Dunigan, Principal Planner, Tamika Graham, Transportation Planner*

PARTICIPANTS: Public, WILMAPCO, Member Agencies

FY 2013 Unified Planning Work Program

TOTAL COSTS:

Resource Allocation	WILMAPCO		\$169,883
	IN-KIND SERVICES		\$20,471
	CONSULTANT		\$0
	TOTAL		\$190,354
Cost Allocation	Cash	In-Kind	Total
FHWA DE	130,096	0	130,096
FTA DE	26,184	0	26,184
FHWA MD	3,089	0	3,089
FTA MD	979	0	979
Delaware	4,940	9,779	14,719
Maryland	509	0	509
New Castle County	2,829	9,293	12,122
Cecil County	198	208	406
City of Wilmington	1,060	1,191	2,251
TOTALS	169,883	20,471	190,354

FY 2013 Unified Planning Work Program

MPO 13.13 – MONITORING OF SUBREGIONAL STUDIES

OBJECTIVE AND TASK DESCRIPTION: To work with member agencies and the public to develop and coordinate the implementation of adopted transportation and comprehensive development plans that are significant to the region in the attainment of the goals of the 2040 Regional Transportation Plan. Under this task, WILMAPCO staff provides member agencies technical or coordination assistance. The implementing agency will take the lead role in the specific sub-tasks described below.

13.13.01 – City of New Castle

1. City of New Castle Transportation Plan

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner

Staff will work with the City of New Castle and DelDOT to implement the recommendations. DelDOT contact: Bruce Allen

2. City of New Castle 2003 Comprehensive Plan Update

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, William Swiatek, Senior Transportation Planner

Staff will work with the City of New Castle to implement elements of the Comprehensive Plan update, including a Transportation Plan, a Land Use Plan, a Community Facilities Plan, and an Infrastructure Plan, that directly impact regional transportation routes and transit systems, which either pass through or are adjacent to the City boundaries. In addition, existing or potential pedestrian and bicycle facilities in the City relate and connect to facilities in the adjacent sectors of New Castle County. The main goals of the WILMAPCO RTP coincides with how New Castle's Comprehensive Plan update, as a document geared to support economic growth, transports people using a variety of efficient modes and improves the quality of life for New Castle's citizens. In addition, the more specific objectives of the RTP relate directly to the document, which includes: 1) promote the attractiveness of the City and Region; 2) improve transportation system performance; and 3) preserve natural, historic and cultural resources.

13.13.02 – Wilmington Bicycle Plan

WILMAPCO STAFF PARTICIPANT: Dave Gula, Senior Transportation Planner, Tamika Graham, Transportation Planner

WILMAPCO staff will coordinate with staff from the City of Wilmington's Mayor's Office and Public Works Department to form an Advisory Committee that will work to implement the recommendations of the Bike Plan.

13.13.03 – Mobility Friendly Design Standards

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Daniel Blevins, Principal Planner

Mobility Friendly Design Standards have been completed in Middletown, Chesapeake City, Rising Sun, Perryville, Port Deposit, Cecilton and North East. Staff will work with these towns, community leaders, and member agencies to implement their mobility friendly design standards.

13.13.04 – Newark/Elkton Short- and Long-Term Recommendations

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Dave Gula, Senior Transportation Planner
Staff will continue to work with involved member agencies to implement the short -and long-term recommendations of the Newark/Elkton studies. Currently, staff is working to develop updated recommendations for the City of Newark.

13.13.05 – Newark Traffic Calming

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Dave Gula, Senior Transportation Planner

Staff will work with Newark, community leaders, and DelDOT to implement plans for traffic calming and pedestrian upgrades in Newark according to the Old Newark Traffic Calming plan and Newark Ad Hoc Traffic Calming Committee plan.

13.13.06 – City of Newark Bicycle Plan

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner

WILMAPCO will work with the City of Newark, Newark Bicycle Committee and DelDOT to implement the Newark Bicycle Plan. Work also includes participation in the Newark Bicycle Committee's planning and outreach activities.

13.13.07 - Newark Transportation Plan

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Dave Gula, Senior Transportation Planner

An update to the November 1998 Newark-Elkton Intermodal Transportation Plan, Long Range Analysis in the form of a new circulation analysis and transportation plan for the City of Newark was completed in FY 2012. This update encompassed changes in local land use and traffic patterns, and the anticipated local impact from "BRAC" military base expansion in Aberdeen, Maryland.

FY 2013 Unified Planning Work Program

13.13.08 – Centreville Village Plan

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, William Swiatek, Senior Transportation Planner

Staff will work with the Centreville Civic Association, DelDOT and New Castle County to assist with implementation of the Centreville Village Plan. Staff will also complete ongoing evaluation of the effectiveness of the Plan, as outlined in the TCSP grant.

13.13.09 – East Coast Greenway

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner

Staff will work with the Nonmotorized Transportation Working Group to coordinate greenway planning efforts between Delaware and Maryland and assist with implementation of the East Coast Greenway route. Staff provides guidance regarding trail designation through our membership on the East Coast Greenway Alliance Trails Committee.

13.13.10 – New Castle County Greenway Plan

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, William Swiatek, Senior Transportation Planner

WILMAPCO, in partnership with DelDOT, New Castle County, DE State Parks, and local government will coordinate to implement the New Castle County Greenway Plan for pedestrian and bicycle pathways throughout New Castle County. This plan complements the DelDOT Bicycle Plan, which addresses on road connections, and the DelDOT Pedestrian Plan, which is in development. The Plan identified existing and potential multi-use connections, emphasizing a network of sidepaths and greenways with proposed actions and policies to promote their implementation.

13.13.11 – Delaware City Transportation Plan

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, William Swiatek, Senior Transportation Planner

The Plan identified and made recommendations to address the community's transportation concerns and recommended enhancements to the transportation system. WILMAPCO will continue to coordinate with DelDOT, Delaware City and DTC to support its implementation.

13.13.12 – Delaware Department of Transportation and Delaware Transit Corporation

1. Churchmans Crossing Implementation

WILMAPCO STAFF PARTICIPANT: Daniel Blevins, Principal Planner, Dave Gula, Senior Transportation Planner
The initial Churchmans Crossing Study was a joint effort by DelDOT, New Castle County and WILMAPCO to develop a land use/transportation vision for this important area. The land use and transportation recommendations provide a planning guide for this growth area over the next 25 years, including process and design guidelines. The study and its recommendations were adopted by the WILMAPCO Council into the 2020 Metropolitan Transportation Plan on September 11, 1997 and subsequently into the 2030 RTP. To account for the uncertainty as to when development will actually occur, the study provides performance indicators that DelDOT, New Castle County and WILMAPCO will monitor closely to determine when and which projects should be implemented. For example, if indicators predict an intersection will fall below LOS D, the improvement plan for that area will be triggered. Similar indicators are recommended to determine when various components of the transit, travel demand management, and new roadway connection recommendations should be implemented. The current phase of the Churchmans Crossing effort is referred to as "Implementation - Phase I". Early action items have been identified and have been, or are in the process of being, implemented. WILMAPCO staff is participating in the implementation of:

- a. Sidewalks/Bicycle Paths/Greenway Improvements
- b. Bus Stop Improvements
- c. Transit Service Enhancements
- d. Integrated Transportation Management System (ITMS)
- e. Intersection Improvements
- f. Roadway Improvements

DelDOT contact: Mark Tudor, NCC contact: John Janowski

\$10,000 is budgeted to support intersection and AADT data collection efforts.

2. Route 40 Corridor Improvements

WILMAPCO STAFF PARTICIPANT: Daniel Blevins, Principal Planner, Dave Gula, Senior Planner

The Route 40 Corridor Improvements Project was initiated by DelDOT in partnership with New Castle County and WILMAPCO in September 1998. The Route 40 Corridor 20-Year Transportation Plan was completed on June 19, 2000, and was adopted by the Steering Committee. Subsequently, the WILMAPCO Council had adopted the Route 40 Corridor 20-Year Transportation Plan as part of the Metropolitan Transportation Plan on September 7, 2000. The

FY 2013 Unified Planning Work Program

Plan addresses the conditions resulting from projected growth in housing, employment and traffic over the next 20 years. The Plan contains projects, separated into three phases, (Phase I 2000-2007, Phase II 2008-2013, and Phase III 2014-2020), which address the projected transportation problems that would result without the Plan. The final step of the project, now underway, is the implementation of the Plan recommendations. As part of this step a Corridor Monitoring Committee was created in order to assure that all projects in the Plan are implemented as conditions dictate – neither prior to the anticipated need, nor subject to unnecessary delay after need is identified. Staff is participating as a member of the Committee and providing assistance to the effort. DeIDOT contact: Mark Tudor, NCC contact: John Janowski. **\$10,000 is budgeted to support intersection and AADT data collection efforts.**

3. Tyler McConnell Bridge

WILMAPCO STAFF PARTICIPANT: Daniel Blevins, Principal Planner

This effort will support staff participation in the Tyler McConnell Bridge working group committee and provide technical and coordinating assistance as needed. DeIDOT contact: Mark Tudor

4. Route 301

WILMAPCO STAFF PARTICIPANT: Daniel Blevins, Principal Planner

The initial Greater Route 301 MIS was a joint effort by DeIDOT, New Castle County and WILMAPCO to reach a conclusion on a locally preferred alternative package of investment endorsed by New Castle County, municipalities and the State of Delaware through the WILMAPCO Council. WILMAPCO staff is participating in the implementation of these projects including the monitoring of traffic conditions as part of the US 301 Spur Trigger Analysis. DeIDOT contact: Mark Tudor, NCC contact: John Janowski

5. DTC Business Plan / Long-Range Plan

WILMAPCO STAFF PARTICIPANT: Dave Gula, Senior Transportation Planner

This effort will support staff participation in the DTC Business Plan / Long-Range Plan implementation and provide technical and coordinating assistance as needed. DTC contact: Stephen Kingsberry

6. Commuter Rail Study

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Dave Gula, Senior Transportation Planner

Staff will work with DeIDOT to provide technical assistance and public outreach as needed.

7. Claymont Transportation Plan

WILMAPCO STAFF PARTICIPANT: Dave Gula, Senior Transportation Planner, Randi Novakoff, Outreach Manager

Staff will work with DeIDOT, New Castle County and community groups to develop a transportation plan for the area and provide technical assistance as needed. DeIDOT contact: Drew Boyce

8. Newark Transit Study

WILMAPCO STAFF PARTICIPANT: Dave Gula, Senior Transportation Planner, Heather Dunigan, Principal Planner, Daniel Blevins, Principal Planner

WILMAPCO staff will work with the Delaware Transit Corporation (DTC), City of Newark, and the University of Delaware on a comprehensive Newark Transit Study to evaluate the potential to coordinate transit services and providers within the City of Newark. Expanded analysis has been included in the Newark Transportation Plan scope of work for FY 2010.

9. Amtrak Northeast Corridor Feasibility Study

WILMAPCO STAFF PARTICIPANT: Dave Gula, Senior Transportation Planner, Daniel Blevins, Principal Planner, Heather Dunigan, Principal Planner

WILMAPCO Staff will work with DeIDOT, Norfolk Southern Railroad, Amtrak, and Maryland DOT, to determine the feasibility and cost estimate to develop an infrastructure solution (additional track, switches, etc.) on the Amtrak Northeast Corridor that will allow 24/7 access for freight movements between Perryville, Maryland and Newark, Delaware. The Perryville-Newark Link has been identified in the Delaware and WILMAPCO freight plans, as well as by the NS Delmarva Business Unit, as the most important freight rail project for the State and region. The additional track capacity between Perryville and Newark will facilitate the expansion of transit service (MARC) to areas north of Perryville, including possible new service to Delaware. The *MARC Growth & Investment Plan* cites the need for expanded transit to: 1) provide fast, reliable transportation in key corridors and serve BRAC-related travel markets; 2) reduce the need to expand highways; 3) offer efficient, environmentally sustainable transportation choices to commuters and regional travelers; 4) encourage efficient regional land use and transit-oriented development, and 5) support more efficient freight rail movement.

FY 2013 Unified Planning Work Program

13.13.13 – MDOT, Cecil County Office of Planning and Zoning, Parks and Recreation, and Cecil County Department of Aging

1. Cecil County Transit Study

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Dave Gula, Senior Transportation Planner
Staff will assist with and monitor the implementation of the recommendations from the transit study conducted by the Cecil County Department of Aging.

2. Track A Feasibility Study Phase I and II

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Dave Gula, Senior Transportation Planner
Staff will participate in future work toward implementing commuter rail as identified in the feasibility studies and provide technical assistance as needed. Phase I investigated rail improvements between Newark and Elkton; Phase II investigated rail improvements between Elkton and Perryville Cecil County contact: Tony Di Giacomo.

3. Incorporate the Lower Susquehanna Heritage Greenways Management Plan into Cecil County Mobility Friendly Design Standards In Perryville and Port Deposit, Maryland

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Dave Gula, Senior Transportation Planner
Staff will participate in the Mobility and Transit Friendly Design Standards Studies and provide technical assistance as needed. Staff will provide assistance as requested to Cecil County and their consultant to support the work begun in FY 2002 with North East, to develop and adopt mobility friendly design standards.

4. Transit Service Between Harford and Cecil Counties—*Filling the Gap*

WILMAPCO STAFF PARTICIPANT: Dave Gula, Senior Planner, Heather Dunigan, Principal Planner
Staff will work with the Maryland Department of Transportation and Maryland Transit Administration in collaboration with Harford and Cecil counties, BMC, and DTC in seeking short-term means to improve connections between existing transit services in Harford and Cecil Counties; thereby “filling the gap” for transit riders traversing the Harford and Cecil County lines. The objectives of this effort are to examine near-term improvements that: 1) link the existing local transit service offered in Harford and Cecil Counties, 2) serve longer regional transit needs to Baltimore and Wilmington through extension of commuter bus service or better interface with existing commuter bus and rail service, and 3) improve communication regarding availability of local and regional transit services and how such linkages between the services can be made. MDOT contact: Michael Nixon.

5. TMA Feasibility Study for Cecil County, Maryland

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Randi Novakoff, Outreach Manager
Work with local and state agencies and employers to implement recommendations from TMA Feasibility Study.

13.13.12.01– Town of Chesapeake City

1. Town of Chesapeake City Comprehensive Plan Update

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Bill Swiatek, Senior Transportation Planner
Staff will work with the Town of Chesapeake City in implementing their Comprehensive Plan.

2. Town of Chesapeake City Zoning Ordinance

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Bill Swiatek, Senior Transportation Planner
Staff will work with the Town as they implement the Town of Chesapeake City Zoning Ordinance and Zoning Map so that it is in alignment with the town’s Comprehensive Plan and WILMAPCO’s Long Range Regional Transportation Plan.

3. Town of Chesapeake City Parking Plan

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner
Staff will work with the Town of Chesapeake City in implementing their Parking Plan recommendations.

4. Town of Chesapeake City Subdivision Regulations

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Bill Swiatek, Senior Transportation Planner
Staff will work with the Town as they implement the Town of Chesapeake City Subdivision Regulations so that it is in alignment with the town’s Comprehensive Plan and WILMAPCO’s Long Range Regional Transportation Plan.

13.13.12.02– Town of Elkton Planning

1. Town of Elkton TOD Feasibility Study

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Dave Gula, Senior Transportation Planner, Tamika Graham, Transportation Planner
Staff will work with the Town of Elkton in implementing recommendations from the TOD Feasibility Study.

2. Town of Elkton Bicycle Plan

FY 2013 Unified Planning Work Program

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Dave Gula, Senior Transportation Planner, Tamika Graham, Transportation Planner

Staff will work with the Town of Elkton in implementing recommendations from the bicycle plan.

3. Town of Elkton Zoning Ordinance and Subdivision Update

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Dave Gula, Senior Transportation Planner, Tamika Graham, Transportation Planner

Staff will work with the Town as they implement the zoning ordinance and subdivision regulations to be consistent with Elkton's newly updated Comprehensive Plan and WILMAPCO's Long Range Regional Transportation Plan (RTP).

13.13.13 – City of Wilmington

1. Wilmington Initiatives Implementation

WILMAPCO STAFF PARTICIPANT: Dave Gula, Senior Transportation Planner, Tigist Zegeye, Executive Director
The Wilmington Land Use and Development Capacity Assessment and The Downtown Circulation Study were both adopted by the WILMAPCO Council on September 11, 1997. The Downtown Circulation Study is updated. Results from these studies call for major improvements in the City of Wilmington encompassing several design project development efforts, such as:

- Market Street Retail Corridor Improvement
- Delaware Avenue/Washington Street Gateway Improvements
- King and Orange Streets Transit Corridor Improvements
- Transportation Center Phase III
- Downtown 4th Street Improvements Project
- Wilmington Signalization Project
- Northeast Boulevard Streetscape Improvements

Staff is working with the City of Wilmington, DelDOT, and DTC to design and implement the above projects. City of Wilmington contact: David Blankenship, DelDOT contact: Ray Petrucci, DTC contact: Cathy Dennis

2. Southbridge Circulation Study

WILMAPCO STAFF PARTICIPANT: William Swiatek, Senior Transportation Planner, Randi Novakoff, Outreach Manager

WILMAPCO will continue to work with the Southbridge community on the implementation of the Southbridge Circulation Study. This work includes an ongoing Safe Routes to School Program at Elbert-Palmer Elementary School, the co-sponsorship of a Transportation Enhancements Project centered along Heald Street and New Castle Avenue, monitoring of the South Wilmington Signage Study, efforts to reduce diesel emissions in South Wilmington and leadership within the South Wilmington Planning Network. Community contact: Marvin Thomas; City of Wilmington contact: Dave Blankenship; DelDOT contacts: Sarah Coakley and Jeff Niezgoda

3. Downtown Wilmington Circulation Study

WILMAPCO STAFF: Dave Gula, Senior Transportation Planner, Bill Swiatek, Senior Transportation Planner, Tamika Graham, Transportation Planner

Staff will be working with the City of Wilmington, DelDOT, and DTC to design and implement recommendations from the circulation study. City of Wilmington contact: David Blankenship, DelDOT contact: Ray Petrucci, DTC contact: Cathy Dennis

4. City of Wilmington updates to Subdivision Regulations

WILMAPCO STAFF PARTICIPANT: Tigist Zegeye, Executive Director, Bill Swiatek, Senior Transportation Planner

Staff will work with the City as they implement the subdivision regulations to be consistent with their Comprehensive Plans and WILMAPCO's Long Range Regional Transportation Plan (RTP).

13.13.14– Office of State Planning Coordination

Town of Bellefonte Zoning and Subdivision Ordinances

WILMAPCO STAFF PARTICIPANT: William Swiatek, Senior Transportation Planner, Randi Novakoff, Outreach Manager

Staff will work with the Town as they implement the Town of Bellefonte Zoning and Subdivision Ordinances so that it is in alignment with the town's Comprehensive Plan and WILMAPCO's Long Range Regional Transportation Plan. Office of State Planning Coordination contact: Herb Inden

13.13.15 – Town of Perryville

1. Town of Perryville Greenway Plan

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Randi Novakoff, Outreach Manager

FY 2013 Unified Planning Work Program

WILMAPCO and the Town of Perryville have developed a master plan for pedestrian and bicycle facilities and policies that were completed in FY 2012. Staff will work with the town and the Perryville Greenway Committee as they implement the recommendations.

2. Town of Perryville Transit Oriented Development (TOD)

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Dave Gula, Senior Transportation Planner

The Town of Perryville TOD study examined opportunities to enhance the existing MARC commuter service and surrounding land uses and was completed in FY 2012. Staff will work with the Town as they implement the land use and transportation recommendations.

13.13.16 – Town of North East

1. Transportation and Land Use Maps Update

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Bill Swiatek, Senior Planner

The Town of North East completed revisions to the Transportation and Land Use Maps. Staff will work with the town as they implement roads, trails, bicycle paths, sidewalks and identify the course of planning for North East.

13.13.17 – Other

ADMINISTRATOR: Tigist Zegeye, Executive Director, Heather Dunigan, Principal Planner

Other sub-regional study implementation tasks as identified.

OUTCOME AND FINAL PRODUCTS: Implemented plans and projects that will help to achieve the goals of WILMAPCO's 2040 RTP

SCHEDULE: FY 2013

TASK TYPE: Recurring

PUBLIC PARTICIPATION: Member agencies are responsible for implementing public participation strategies for their projects. WILMAPCO will assist when possible by placing notices in our newsletter, e-news and other mailings.

BENEFIT: Assurance that plans and projects are implemented in such a manner as to conform to the goals and strategies of WILMAPCO's 2040 RTP.

PARTICIPANTS: WILMAPCO Staff, Member Agencies, and the Public

TOTAL COSTS:

Resource Allocation	WILMAPCO		\$85,964
	IN-KIND SERVICES		\$25,182
	CONSULTANT		\$20,000
	TOTAL		\$131,146
Cost Allocation	Cash	In-Kind	Total
FHWA DE	81,147	0	81,147
FTA DE	16,332	0	16,332
FHWA MD	1,927	0	1,927
FTA MD	611	0	611
Delaware	3,081	12,029	15,111
Maryland	317	0	317
New Castle County	1,765	11,431	13,196
Cecil County	123	256	379
City of Wilmington	661	1,465	2,126

FY 2013 Unified Planning Work Program

TOTALS	105,964	25,182	131,146
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V PRIOR YEARS' WORK TASKS CARRIED OVER

This table shows the status of FY 2012 UPWP work tasks which were not completed by June 30, 2012 and have been amended into the FY 2013 UPWP.

	TASK #	DESCRIPTION	BALANCE REMAINING 6/30/12
1	MPO 1.07A	Village Plan – TCSP Grant	\$1,687.00
2	MPO 7.04	Town of Port Deposit Comprehensive Plan Update – Amend FY 13 UPWP – Transfer to General Funds	\$3,244.00
3	MPO 9.04	Port of Wilmington Truck Analysis – Amend FY 13 UPWP – Transfer to General Funds	\$19,300.00
4	MPO 9.11	Wilmington Subdivision Regulations Update – Amend FY 13 UPWP – Transfer to General Funds	\$5,500.84
5	MPO 10.04	Regional /Statewide Performance Measure Development	\$6,645.38
6	MPO 10.04	GIS Assistance Performed by CADSR.	\$19,478.00
7	MPO 10.08	Goods Movement Analysis	\$15,000.00
8	MPO 10.11	Chesapeake City Zoning Ordinance	\$1,467.22
9	MPO 10.11	Town of North East Subdivision Regulation and Rd Code	\$608.00
10	MPO 10.11	Greater Newark Circulation Study – Amend FY 13 UPWP – Transfer to General Funds	\$40.19
11	MPO 11.04	Regional /Statewide Performance Measure Development	\$1,562.00
12	MPO 11.04	Regional /Statewide Performance Measure Development	\$7,900.00
13	MPO 11.04	Regional Model Development and Support.	\$15,000.00
14	MPO 11.04	GIS Assistance Performed by CADSR.	\$5,051.00
15	MPO 11.11	Wilmington Initiatives Public Outreach and Management	\$8,859.80
16	MPO 11.11	Town of Charlestown Zoning and Subdivisions Ordinance Update – Amend FY 13 UPWP – Transfer to General Funds	\$594.13
17	MPO 11.11	Chesapeake Connector: Freight & Passenger Rail Benefits – Amend FY 13 UPWP – Transfer to General Funds	\$79.97
18	MPO 11.11	Town of North East Subdivision Regulations and Road Code Revisions	\$4,400.00
19	MPO 11.11	Newport Train Station Feasibility Study	\$19,553.59
20	MPO 12.03.10	Urban Bike Project	\$2,000.00
21	MPO 12.04.01	Cecil County Traffic Data Collection – Amend FY 13 UPWP – Transfer to General Funds	\$11,470.80
22	MPO 12.04.04	Public Opinion Survey	\$15,000.00
23	MPO 12.10	Consultant support for WILMAPCO and member agencies – Amend FY 13 UPWP – Transfer to General Funds	\$18,435.90
24	MPO 12.11.05	CC – Route 40 Program Development Support	\$18,300.62
25	MPO 12.11.14	Port Deposit Transit Feasibility Study	\$12,500.00
26	MPO 12.11.15	Marshallton Circulation Study	\$15,564.00
27	MPO 12.11.11	DE Ave 11 th /12 th Streets Curve Study Wilmington	\$14,807.10
28	MPO 12.11.09	Town of North East Transit Oriented Development (TOD)	\$30,617.20
29	MPO 12.13	Route 40 Program Development Support – Amend FY 13 UPWP – Transfer to General Funds	\$202.00
	TOTAL		\$274,868.35

	TASK #	DESCRIPTION	BALANCE REMAINING 6/30/12
		Proposed Tasks to be Carried Over to FY 2013 UPWP	
1	MPO 1.07A	Village Plan – TCSP Grant	\$1,687.00
5	MPO 10.04	Regional /Statewide Performance Measure Development	\$6,645.38
6	MPO 10.04	GIS Assistance Performed by CADSR.	\$19,478.00
7	MPO 10.08	Goods Movement Analysis	\$15,000.00
8	MPO 10.11	Chesapeake City Zoning Ordinance	\$1,467.22
9	MPO 10.11	Town of North East Subdivision Regulation and Rd Code	\$608.00
11	MPO 11.04	Regional /Statewide Performance Measure Development	\$1,562.00
12	MPO 11.04	Regional /Statewide Performance Measure Development	\$7,900.00
13	MPO 11.04	Regional Model Development and Support.	\$15,000.00
14	MPO 11.04	GIS Assistance Performed by CADSR.	\$5,051.00
15	MPO 11.11	Wilmington Initiatives Public Outreach and Management	\$8,859.80
18	MPO 11.11	Town of North East Subdivision Regulations and Road Code Revisions	\$4,400.00
19	MPO 11.11	Newport Train Station Feasibility Study	\$19,553.59
20	MPO 12.03.10	Urban Bike Project	\$2,000.00
22	MPO 12.04.04	Public Opinion Survey	\$15,000.00
24	MPO 12.11.05	CC – Route 40 Program Development Support	\$18,300.62
25	MPO 12.11.14	Port Deposit Transit Feasibility Study	\$12,500.00
26	MPO 12.11.15	Marshallton Circulation Study	\$15,564.00
27	MPO 12.11.11	DE Ave 11 th /12 th Streets Curve Study Wilmington	\$14,807.10
28	MPO 12.11.09	Town of North East Transit Oriented Development (TOD)	\$30,617.20
		TOTAL	\$216,000.91
		Proposed Tasks to be Transferred to General Funds	
2	MPO 7.04	Town of Port Deposit Comprehensive Plan Update – Amend FY 13 UPWP – Transfer to General Funds	\$3,244.00
3	MPO 9.04	Port of Wilmington Truck Analysis – Amend FY 13 UPWP – Transfer to General Funds	\$19,300.00
4	MPO 9.11	Wilmington Subdivision Regulations Update – Amend FY 13 UPWP – Transfer to General Funds	\$5,500.84
10	MPO 10.11	Greater Newark Circulation Study – Amend FY 13 UPWP – Transfer to General Funds	\$40.19
16	MPO 11.11	Town of Charlestown Zoning and Subdivisions Ordinance Update – Amend FY 13 UPWP – Transfer to General Funds	\$594.13
17	MPO 11.11	Chesapeake Connector: Freight & Passenger Rail Benefits – Amend FY 13 UPWP – Transfer to General Funds	\$79.97
21	MPO 12.04.01	Cecil County Traffic Data Collection – Amend FY 13 UPWP – Transfer to General Funds	\$11,470.80
23	MPO 12.10	Consultant support for WILMAPCO and member agencies – Amend FY 13 UPWP – Transfer to General Funds	\$18,435.90
29	MPO 12.13	Route 40 Program Development Support – Amend FY 13 UPWP – Transfer to General Funds	\$202.00
		TOTAL	\$58,867.83
		GRAND TOTAL	\$274,868.74

Prior Years' Carry over Funds

MD FHWA	(\$10,881.00+ \$28,213.00)	\$39,094.00
MD FTA	(\$3,912.00+\$10,655.00)	\$14,567.00
MD State	(\$1,318.00+\$4,858.00)	\$6,176.00
DE FHWA		\$354,608.00
DE FTA		<u>\$76,040.00</u>

Total **\$490,485.00**

Total Available Funds to be Programmed = \$490,485.00+\$58,868.00= \$549,353.00

Proposed Projects	
Consultant support for WILMAPCO and member agencies	\$549,353.00
Total Request	\$549,353.00
Total Available Funds to be Programmed	\$549,353.00
Remaining Funds for Future Tasks	\$0

MPO 1.07A - PROGRAM DEVELOPMENT AND COMMUNITY/AREA PLANS AND STUDIES

OBJECTIVE: To coordinate transportation and land use planning activities in Centreville, DE by working with local and state government and community groups.

TASK DESCRIPTION: WILMAPCO was awarded a \$100,000 Federal Transportation and Community and System Preservation Program grant, of which \$1,687 remains. The grant is to link transportation and land use in an historic village in New Castle County. Centreville was included in the grant application. WILMAPCO will work with the Delaware Department of Transportation, Delaware Office of State Planning Coordination, New Castle County, and community groups to develop this project which is an action in the 2030 RTP.

OUTCOME AND FINAL PRODUCT: Recommendations for implementation and RTP, TIP and UPWP amendments, where appropriate.

SCHEDULE: FY 2010

TASK TYPE: Non-recurring

PUBLIC PARTICIPATION: The study process requires extensive public involvement. Although the Steering Committees for various studies and planning efforts represent the public and is involved in the evaluation and recommended selection of strategies, we cannot understate the role of individual members of the public, particularly those most affected by the recommendations. We also conduct legislative briefings for area elected officials.

WILMAPCO seeks public involvement by publicizing workshops and meetings. The publicity includes notices in area newspapers, flyers posted at area libraries, and direct mailings to interested groups, civic associations, individuals, and others. The members of Steering Committees have also taken responsibility of informing those individuals they represent of upcoming opportunities for public comment.

BENEFITS: Coordinated transportation and land use plans for our community's supports WILMAPCO's goals and implements the 2030 RTP. Particularly, these studies and plans will link land use and transportation and seek to improve quality of life, strengthen our existing communities and improve intergovernmental relations between the state and local levels of government.

ADMINISTRATOR: Heather Dunigan, Principal Planner, WILMAPCO

TOTAL COSTS:

Resource Allocation	WILMAPCO		\$
	IN-KIND SERVICES		\$
	CONSULTANT		\$1,687
	TOTAL		\$1,687
Cost Allocation			
	Cash	In-Kind	Total
FHWA TCSP GRANT	\$1,687		\$1,687
TOTALS	\$1,687		\$1,687

MPO 10.04 – DATA COLLECTION, MANAGEMENT, AND DISTRIBUTION

OBJECTIVE AND TASK DESCRIPTION: To develop, research, and analyze data that assists member agencies and the public with understanding the demographic, economic, and transportation planning issues confronting the WILMAPCO region. This task will result in a number of analytical reports on various issues, the analysis for different studies and plan implementation, and the development of projects for the Transportation Improvement Program (TIP).

Under this task, WILMAPCO staff will also provide technical assistance to member agencies, organizations, businesses and residents, as requested.

10.04.02 - Data Updating, Management and Acquisition

ADMINISTRATORS: Daniel Blevins, Principal Planner and Staff

This task includes recurring efforts such as the development of population and employment estimates and geographic information system management. This task also includes technical assistance to member agencies and reflects the needs that member agencies have identified during the Unified Planning Work Program development.

• Population and Employment Estimates

To provide location-specific, accurate population estimates, future population and employment projections, and housing and employment data by traffic analysis zones (TAZs) for use in the regional transportation planning process. Estimates and projections in this task will be based on the most current Delaware Population Consortium, Maryland Office of Planning, New Castle County and Cecil County data. Data derived from this task will be utilized in transportation network modeling, land use simulation models, analysis of sub-regional projects and studies, and the future updates of the WILMAPCO Regional Transportation Plan (RTP).

• Geographic Information Systems

A regional Geographic Information Systems (GIS) database will be coordinated by staff to better organize and maintain the vast amounts of spatially related data developed by member agencies. The database will make the management and tracking of transportation project status, development patterns, and demographic data, among others, much easier to comprehend. The following contains a listing and abbreviated description of some of the components of the regional GIS development:

- Annual Travel Time and Delay data for all major arterials/freeways in New Castle and Cecil Counties
- Annual Park and Ride Usage

2. Staff will maintain, update, and map a project database so that projects can be listed, tracked and utilized by WILMAPCO's (GIS). The database will include projects from the Transportation Improvement Program (TIP) and projects contained in the Regional Transportation Plan (RTP) constrained projects.

3. Staff will work with New Castle County, Cecil County, DelDOT, and MDOT to compile GIS road coverages including classification, AADT, capacity and other transportation-related data elements, including land use and zoning data for planning purposes. **\$20,000** is budgeted for various work performed by John Laznik, Dave Racca and Ed Ratledge, University of Delaware, i.e. crash analysis, geocoding, GIS help, survey data, employment forecasting etc... to supplement WILMAPCO staff time. **\$19,478.00 remains in this task.**

Regional Model Development and Support

ADMINISTRATOR: Daniel Blevins, Principal Planner

•Funding for additional Model Development and Calibration. Effort needed to continue to incorporate relevant truck/rail traffic data into their travel demand model to help facilitate better investment decisions. Funding allows for periodic reviews that should be performed to ensure all base year model inputs are based on the most recent data collection activities. Travel demand data for use in planning activities such as the CMS and the long-range regional transportation plan (RTP) will be generated and maintained. **\$15,000 is budgeted for consultant support.**

Program to support a Regional/Statewide Performance Measure Development. \$6,645.38 remains in this task.

10.04.05 – Other

ADMINISTRATOR: Daniel Blevins, Principal Planner

Other data collection, management, and distribution tasks as identified.

OUTCOME AND FINAL PRODUCT:

Staff, with consultant assistance, will produce a series of annual population and employment estimates for the region that will serve as inputs for updates of the RTP, TIP, transportation network model, and subsequent sub-regional transportation plans. Additional products may include reports such as a project summary report that includes findings resulting from the project and an evaluation of project results, data limitations, problems and methods needed to resolve them. Staff will produce a comprehensive GIS database containing, among other elements: upcoming TIP projects, intersection data, roadway geometry data, traffic volumes, population and employment data, proposed development

listings, and travel demand forecasts. Staff will maintain the regional data clearinghouse, and produce spreadsheets and maps of available data as requested. Demographic data will also be produced to identify targeted populations for environmental justice analysis and outreach.

SCHEDULE: FY 2010

TASK TYPE: Recurring

PUBLIC PARTICIPATION: There is a 30-day public comment period on all population and employment numbers. The public is invited to attend all TAC and PAC meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases, the WILMAPCO website, and media relations work with local newspapers and radio and television stations.

BENEFIT: Knowledgeable member agencies and citizens better able to contribute to the planning process; increased use of sophisticated demographic data in the planning process; and more accurate travel models that promote better plan development. Population and Employment estimates will provide a useful tool for updating and monitoring the WILMAPCO RTP, network model, and other regional and sub-regional transportation planning needs. This task will also provide reports and/or maps as requested for specific uses such as travel and demographic data analysis and area study GIS maps. Activities will be better coordinated between member agencies, local municipalities and other entities.

PARTICIPANTS: WILMAPCO Staff, Demographics Subcommittee, Congestion Management Subcommittee, Member Agencies and Municipalities

TOTAL COSTS:

Resource Allocation	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		\$26,123
	TOTAL		\$26,123
Cost Allocation			
	Cash	In-Kind	Total
FHWA DE	\$19,529		\$19,529
FTA DE	\$4,107		\$4,107
FHWA MD	\$557		\$557
FTA MD	\$160		\$160
Delaware	\$935		\$935
Maryland	\$90		\$90
New Castle County	\$595		\$595
Cecil County	\$38		\$38
City of Wilmington	\$115		\$115
TOTALS	\$26,123		\$26,123

MPO 10.08 – GOODS MOVEMENT ANALYSIS

OBJECTIVE AND TASK DESCRIPTION: As an MPO, WILMAPCO is bound by federal transportation legislation to be involved with the integration and connectivity of freight, across and between modes. The collection of data and its analysis will serve to broaden WILMAPCO's understanding of the logistic, safety and economic issues that surround the movement of goods throughout the region. By engaging in this task, WILMAPCO staff will be able to more adequately address safety and congestion concerns about trucks traveling on regional roadways and economic questions regarding the mode and route choice of shippers.

As part of this task, the Delaware Department of Transportation (DelDOT) in cooperation with the Port of Wilmington and WILMAPCO will conduct a study on truck traffic relating to port operations, particularly in the areas outside of the port, along Terminal Avenue and Pigeon Point Road. The study will also attempt to identify a truck parking area outside of the port property to alleviate back-ups on Terminal Avenue and to free up approximately 3-4 acres of port property for other operations. 30 to 50 spaces will be needed within 3-5 minutes access to the port. In addition, the study will forecast future truck levels serving the Port of Wilmington and determine what other transportation improvements will be needed to keep the port competitive. **\$15,000 is budgeted to support a study to analyze the traffic flow around the Port of Wilmington.**

OUTCOME AND FINAL PRODUCT: The WILMAPCO Goods Movement Initiative released a goods movement analysis in July 2008. This broad evaluation of freight transportation in the WILMAPCO region will provide insight into topics such as mode choice, route selection, safety and financial matters.

SCHEDULE: FY 2010

TASK TYPE: Recurring

PUBLIC PARTICIPATION: Meetings with freight transport companies, as well as public meetings, will be held throughout the goods movement planning process to ensure that the significant issues for both the private and public sectors are addressed. Updates and information on this task will be made available at the PAC, TAC, and WILMAPCO Council meetings, and upon request.

BENEFIT: The examination of the economic and safety impacts of goods movement will allow WILMAPCO planners to better understand both the economic and safety impacts surrounding trucks that travel the region's roadways, as well as freight rail, barge and pipeline. By evaluating mode and route choices, WILMAPCO can formulate a means of improving the efficiency and effectiveness of the overall goods movement system in the region.

ADMINISTRATOR: Dan Blevins, Principal Planner, Tamika Graham, Transportation Planner

PARTICIPANTS: WILMAPCO Staff, member agencies

TOTAL COSTS:

Resource Allocation	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		\$15,000
	TOTAL		\$15,000
Cost Allocation			
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$11,213		\$11,213
FTA DE	\$2,358		\$2,358
FHWA MD	\$319		\$319
FTA MD	\$92		\$92
Delaware	\$537		\$537
Maryland	\$51		\$51
New Castle County	\$342		\$342
Cecil County	\$21		\$21
City of Wilmington	\$66		\$66
TOTALS	\$15,000		\$15,000

MPO 10.11 – SUBREGIONAL STUDIES AND COORDINATION

This task allows for the coordination of transportation and land use planning activities by working with local and state governments and community groups. WILMAPCO either takes the lead or participates in the development and scoping of a variety of plans and studies that further the implementation of the RTP. Studies we expect to administer during fiscal year 2009 include the following:

10.11.07– Coordination with Town of Chesapeake City

Town of Chesapeake City Zoning Ordinance

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Bill Swiatek, Senior Transportation Planner

This project will update the Town of Chesapeake City Zoning Ordinance and Zoning Map so that it is in alignment with the town's Comprehensive Plan and WILMAPCO's Long Range Regional Transportation Plan. This task will be to overhaul the zoning ordinance and modernize it. The task will also simplify the content of the regulations, and improve its clarity and organization. The Town will determine what modifications are required for procedures and practices and research best practices and modern regulatory language, including variances, special exceptions, overlay zones, site plan requirements, annexations, conditions on approvals, public notification, community or architectural design, parks, parking, and zoning administration and plan approval. In addition, updates will incorporate the required bike parking standards. Participants will include WILMAPCO Staff, Maryland Office of Planning, URS, Historic Area Commission, Jakubiak & Associates, Chesapeake City District Civic Association, and Chesapeake City Merchants Association. **\$35,000 is budgeted for consultant. \$1,467 remains in this task.**

10.11.10 – Coordination with the Town of North East

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Bill Swiatek, Senior Planner

The Town of North East will complete payment related to the tasks recently completed for the Town of North East Subdivision Regulations and Road Code Revisions, for the Engineer, legal notices and Attorney fees, with the goal of adoption of these components of the North East Zoning Ordinance.

\$15,000 is budgeted for the consultant. \$608 remains in this task.

10.11.16- Other

ADMINISTRATOR: Tigist Zegeye, Executive Director and Heather Dunigan, Principal Planner

Other sub-regional study coordination tasks as identified.

OUTCOME AND FINAL PRODUCT: Recommendations for implementation and RTP, TIP and UPWP amendments, where appropriate.

SCHEDULE: FY 2010

TASK TYPE: Non-recurring

PUBLIC PARTICIPATION: The study process requires extensive public involvement. Although the Steering Committees for various studies and planning efforts represent the public and it is involved in the evaluation and recommended selection of strategies, we cannot understate the role of individual members of the public, particularly those most affected by the recommendations. We also conduct legislative briefings for area elected officials.

WILMAPCO seeks public involvement by publicizing workshops and meetings. The publicity includes notices in area newspapers, flyers posted at area libraries, and direct mailings to interested groups, civic associations, individuals, and others. The members of Steering Committees have also taken responsibility of informing those individuals they represent of upcoming opportunities for public comment.

BENEFITS: Coordinated transportation and land use plans for our communities, supports WILMAPCO's goals and implements the 2030 RTP. Particularly, these studies and plans will link land use and transportation and seek to improve quality of life, strengthen our existing communities and improve intergovernmental relations between the state and local levels of government.

PARTICIPANTS: Each major WILMAPCO study is directed in partnership by Management Committees of Senior officials from WILMAPCO, DOT(s), County (ies), and affected municipalities. The Management Committee responsibilities include overall direction and management of the work effort. A Technical Committee, made up of staff planners and engineers from the above agencies, provides technical review of all study data and products. The Technical Committee also provides input and carries out technical analysis as requested by the Management Committee. The Steering Committees include civic association representatives, residents, builders and developers, businesses, area elected officials, Transportation Management Association of New Castle County, and other

interested groups. The steering committee provides input to the study process at periodic meetings and review materials for public workshops and meetings before such events. Smaller studies may include a smaller participating and management structure.

Other responsible member agencies, as noted above, will determine their own study process and participants.

TOTAL COSTS:

Resource Allocation	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		\$2,075
	TOTAL		\$2,075
Cost Allocation			
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$1,552		\$1,552
FTA DE	\$327		\$327
FHWA MD	\$44		\$44
FTA MD	\$13		\$13
Delaware	\$75		\$75
Maryland	\$7		\$7
New Castle County	\$47		\$47
Cecil County	\$3		\$3
City of Wilmington	\$9		\$9
TOTALS	\$2,075		\$2,075

MPO 11.04 – DATA COLLECTION, MANAGEMENT, AND DISTRIBUTION

OBJECTIVE AND TASK DESCRIPTION: To develop, research, and analyze data that assists member agencies and the public with understanding the demographic, economic, and transportation planning issues confronting the WILMAPCO region. This task will result in a number of analytical reports on various issues, the analysis for different studies and plan implementation, and the development of projects for the Transportation Improvement Program (TIP).

Under this task, WILMAPCO staff will also provide technical assistance to member agencies, organizations, businesses and residents, as requested.

11.04.01 – Data Collection

ADMINISTRATOR: Daniel Blevins, Principal Planner, William Swiatek, Senior Transportation Planner

In order to produce more useful analysis tools, specific data must be collected on a more frequent basis. Data collection activities will include:

- Traffic data collection in Cecil County and New Castle County. This task will include turning movement counts (vehicle volumes at identified intersections during peak morning and evening periods to ascertain overall intersection level of service ratings) and other traffic data collection, as needs are identified. The data collected will serve as input into the WILMAPCO Congestion Management System (CMS) and other analyses. **\$15,000 is budgeted for consultant support in traffic data collection in Cecil County (\$1,562 remains in this task) and \$20,000 is budgeted in New Castle County (\$7,900 remains in this task). Program remaining funds to Regional/Statewide Performance Measure Development.**
- Roadway Travel Time runs will continue in New Castle County (funded through DeIDOT) and in Cecil County. The travel time runs will collect travel speed and delay data on major roadways in our region and will serve as a primary input into the WILMAPCO Congestion Management System (CMS). **\$13,500 is budgeted for consultant support in roadway travel time data collection in Cecil County. Complete**
- Additional traffic counts will be done in Cecil County, to help analyze both current and future transportation needs. Specific locations will be determined as part of this task in cooperation with MDOT and Cecil County.
- Travel demand data for use in planning activities such as the CMS and the long-range regional transportation plan (RTP) will be generated and maintained.
- Information on pedestrian travel will be collected for use in planning and project analysis and other uses as needed.

11.04.02 – Data Updating, Management and Acquisition

ADMINISTRATORS: Daniel Blevins, Principal Planner and Staff

This task includes recurring efforts such as the development of population and employment estimates and geographic information system management. This task also includes technical assistance to member agencies and reflects the needs that member agencies have identified during the Unified Planning Work Program development.

• Population and Employment Estimates

To provide location-specific, accurate population estimates, future population and employment projections, and housing and employment data by traffic analysis zones (TAZs) for use in the regional transportation planning process. Estimates and projections in this task will be based on the most current Delaware Population Consortium, Maryland Office of Planning, New Castle County and Cecil County data. Data derived from this task will be utilized in transportation network modeling, land use simulation models, analysis of sub-regional projects and studies, and the future updates of the WILMAPCO Regional Transportation Plan (RTP).

• Geographic Information Systems

A regional Geographic Information Systems (GIS) database will be coordinated by staff to better organize and maintain the vast amounts of spatially related data developed by member agencies. The database will make the management and tracking of transportation project status, development patterns, and demographic data, among others, much easier to comprehend. The following contains a listing and abbreviated description of some of the components of the regional GIS development:

- Annual Travel Time and Delay data for all major arterials/freeways in New Castle and Cecil Counties
- Annual Park and Ride Usage

3. Staff will maintain, update, and map a project database so that projects can be listed, tracked and utilized by WILMAPCO's GIS. The database will include projects from the Transportation Improvement Program (TIP) and projects contained in the Regional Transportation Plan (RTP) constrained projects.

4. Staff will work with New Castle County, Cecil County, DeIDOT, and MDOT to compile GIS road coverages including classification, AADT, capacity and other transportation-related data elements, including land use and zoning data for planning purposes. **\$15,000 is budgeted for various work performed by John Laznik, Dave Racca and Ed Ratledge, University of Delaware, i.e., crash analysis, geocoding, GIS help, survey data, employment forecasting, etc... to supplement WILMAPCO staff time. \$5,051 remains in this task.**

• **Data Acquisition**

In order for WILMAPCO to continue producing its regional performance-based documents, large amounts of data are required for their development. As a result, WILMAPCO relies on its member agencies to provide several data items delivered in a timely manner to allow for staff to produce the desired outcomes. In order to better serve the needs of our planning activities, a list of the needed data from member agencies is provided below:

Data	Description	County	Responsible Agency	Delivery Date
2009 Traffic Count Data	GIS file of 2009 Average Annual Daily Traffic Volumes (AADT) and associated roadway characteristics (i.e. speed limit, lane width, shoulder width, etc.)	New Castle	DeIDOT	May 2010
Raw Traffic Collection Data	Tabular/GIS file of all traffic data collected during calendar year 2009. This includes all permanent count locations, counts collected from individual studies and classification counts collected at various individual locations	New Castle	DeIDOT	May 2010
Pavement Conditions	Tabular data file of roadway conditions during FY 2010. Includes: <ul style="list-style-type: none"> - NCC: Total centerline miles and quality rated either Good, Fair or Poor - Cecil: Total centerline miles and quality rated either Very Good, Good, Fair, Mediocre or Poor 	New Castle/ Cecil	DeIDOT/ MDSHA	August 2010
Bridge Inventory and Conditions	Tabular/GIS file of all Bridges with each county in the region and their status (Structurally Deficient and Functionally Obsolete) for FY 2010	New Castle/ Cecil	DeIDOT/ MDSHA	August 2010
Annual Crash Statistics	GIS file of all reported crashes and associated attribute data for calendar year 2009	New Castle	DeIDOT	May 2010
Annual Transit Ridership	Tabular data consisting of transit operations statistics (Monthly and Annual): <ul style="list-style-type: none"> - Total Transit Ridership by service type and route - On-Time performance for paratransit and fixed route services - Transit costs per trip for paratransit and fixed route services Total Annual Route Mileage for paratransit and fixed route services	New Castle	DTC	August 2010

Data	Description	County	Responsible Agency	Delivery Date
Completed Projects- FY 2010	GIS file of all projects completed during the fiscal year	New Castle	DeIDOT	August 2010
EZ Pass/MTag Usage	Tabular file of Monthly/Annual totals at all toll collection facilities including: - SR 1 & Dover, Smyrna, Denney Rd. Biddles Corner and Boyd's Corner Rd. - I-95 @ DE/MD Line - I-95 @ Kent/Cecil Border	New Castle/ Cecil	DeIDOT/ MDSHA	August 2010
Transit Data	Updated GIS files for DTC bus stops, transit routes and headways	New Castle	DTC	August 2010
Air Quality Data	Tabular speed vs. emission data for ozone and PM2.5. In addition, GIS shapefiles of each benchmark year (including base year), containing Model AADT, VMT, VHT, emissions and truck volumes	New Castle	DeIDOT	With each model run
Parcel Data	Updated GIS file for parcels in New Castle County, with descriptive attribute data, including the number of units per parcel	New Castle	NCC-LU	October 2010

Regional Model Development and Support

ADMINISTRATOR: Daniel Blevins, Principal Planner

- Funding for additional Model Development and Calibration. Effort needed to continue to incorporate relevant truck/rail traffic data into their travel demand model to help facilitate better investment decisions. Funding allows for periodic reviews that should be performed to ensure all base year model inputs are based on the most recent data collection activities. Travel demand data for use in planning activities such as the CMS and the long-range regional transportation plan (RTP) will be generated and maintained. **\$15,000 is budgeted for consultant support.**

11.04.05 – Other

ADMINISTRATOR: Daniel Blevins, Principal Planner

Other data collection, management, and distribution tasks as identified.

OUTCOME AND FINAL PRODUCT:

Staff, with consultant assistance, will produce a series of annual population and employment estimates for the region that will serve as inputs for updates of the RTP, TIP, transportation network model, and subsequent sub-regional transportation plans. Additional products may include reports such as a project summary report that includes findings resulting from the project and an evaluation of project results, data limitations, problems and methods needed to resolve them. Staff will produce a comprehensive GIS database containing, among other elements: upcoming TIP projects, intersection data, roadway geometry data, traffic volumes, population and employment data, proposed development listings, and travel demand forecasts. Staff will maintain the regional data clearinghouse, and produce spreadsheets and maps of available data as requested. Demographic data will also be produced to identify targeted populations for environmental justice analysis and outreach.

SCHEDULE: FY 2011

TASK TYPE: Recurring

PUBLIC PARTICIPATION: There is a 30-day public comment period on all population and employment numbers. The public is invited to attend all TAC and PAC meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases, the WILMAPCO website, and media relations work with local newspapers and radio and television stations.

BENEFIT: Knowledgeable member agencies and citizens better able to contribute to the planning process; increased use of sophisticated demographic data in the planning process; and more accurate travel models that promote better plan development. Population and Employment estimates will provide a useful tool for updating and monitoring the WILMAPCO RTP, network model, and other regional and sub-regional transportation planning needs. This task will also provide reports and/or maps as requested for specific uses such as travel and demographic data analysis and area study GIS maps. Activities will be better coordinated between member agencies, local municipalities and other entities.

PARTICIPANTS: WILMAPCO Staff, Demographics Subcommittee, Congestion Management Subcommittee, Member Agencies and Municipalities

TOTAL COSTS:

Resource Allocation	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		\$29,513
	TOTAL		\$29,513
Cost Allocation			
	Cash	In-Kind	Total
FHWA DE	\$22,063		\$22,063
FTA DE	\$4,640		\$4,640
FHWA MD	\$628		\$628
FTA MD	\$181		\$181
Delaware	\$1,057		\$1,057
Maryland	\$100		\$100
New Castle County	\$673		\$673
Cecil County	\$41		\$41
City of Wilmington	\$130		\$130
TOTALS	\$29,513		\$29,513

MPO 11.11 – SUBREGIONAL STUDIES AND COORDINATION

This task allows for the coordination of transportation and land use planning activities by working with local and state governments and community groups. WILMAPCO either takes the lead or participates in the development and scoping of a variety of plans and studies that further the implementation of the RTP. Studies we expect to administer during fiscal year 2009 include the following:

11.11.09 – Coordination with the Town of North East

WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Bill Swiatek, Senior Planner

1. The Town of North East will complete payment related to the tasks recently completed for the Town of North East Subdivision Regulations and Road Code Revisions, for the Engineer, legal notices and Attorney fees, with the goal of adoption of these components of the North East Zoning Ordinance.

\$15,000 is budgeted for consultant in FY 2010 UPWP. In addition, \$4,400 remains in this task for completion of the Town of North East Subdivision Regulations and Road Code Revisions in the FY 2011 UPWP.

11.11.11– Coordination with the City of Wilmington

1. Wilmington Initiatives Public Outreach and Management Assistance & Interagency Coordination

WILMAPCO STAFF PARTICIPANT: Tigist Zegeye, Executive Director and Dave Gula, Senior Transportation Planner

The City of Wilmington (City) plays a key role in the region to promote development of cost-effective and user-friendly transportation systems. Effective outreach and proper coordination are essential components in the process of developing workable solutions to transportation problems. Implementation of this work task will assist with achieving proper intergovernmental coordination and promoting meaningful public/private communication. In particular, this effort will focus on the budgetary status of various initiatives, as it relates to updating our long-range plan. A consultant will be retained to attend, coordinate, and provide timely follow-through in support of the various initiatives. Also, up-to-date public information materials will be developed to clearly summarize the status of the various transportation projects in the City, in support of the WILMAPCO Public Outreach program and efforts to address important Environmental Justice concerns and Access to Jobs issues.

Effective coordination of public outreach activities, in concert with the design development process of the Wilmington Initiatives committees (Management, Technical, Steering, and Partners), is essential to achieving the RTP goal of linking land use and transportation activities. The Wilmington Initiatives support a variety of cultural and economic developments in an area where population and employment densities can support relatively cost-effective bus and rail transit. Inclusion of grass-roots public participation in the efforts to update the long-range plan will be critically needed to promote quality-of-life improvements, such as installing pedestrian-level Street lighting to enhance safety and security, while allowing growth of street trees to reinforce the aesthetic and environmental assets of the City.

This study coordinates Wilmington's development strategies and provides the specific information needed to make the concepts in the WILMAPCO RTP work in practice. This task is a continuation of work begun in FY 1996. Objectives of this element of the task are:

1. To provide a balance between the requirements for local and regional access within the corridor for all modes including walking, bicycling, transit and private vehicles
2. To promote economic development related to community objectives
3. To improve the visual quality of the corridors for residents, workers and visitors in keeping with community character
4. To enhance safety for all modes of travel and environmental quality within the corridors
5. To support coherent and viable neighborhoods in sync with other community goals

Participants include WILMAPCO Staff, City of Wilmington, DelDOT, DART, a Consultant and the Community.

Coordination with other ongoing planning studies and design projects, such as the Citywide Environmental Enhancement projects conducted by the City and the Christina Waterfront Projects being conducted by DelDOT and RDC, will be an integral part of this task. DelDOT contact: Ray Petrucci, City of Wilmington contact: David Blankenship. **\$48,000 is budgeted for consultant. \$8,859 remains in this task.**

11.11.16 – Coordination with the Town of Newport

Newport Train Station Feasibility Study

ADMINISTRATOR: Tigist Zegeye, Executive Director and Dave Gula, Senior Planner

The feasibility study will complete a concept plan for a new train station, with consideration given to using the old Newport Station site on the Amtrak Northeast Corridor (NEC). The project will also contribute to WILMAPCO's RTP by combining the revitalization of the traditional and historic community of Newport with the opening of a new train station. The plan will include necessary roadway improvements, upgraded pedestrian, bicycle, and bus amenities, expanded automobile parking areas and new rail facilities; and it will consider the need for high-level platforms to

meet ADA and FRA requirements, which will be long enough to accommodate a seven-car train set on both the north and south sides of the NEC to meet future SEPTA needs. The plan will also define the preferred station amenities, and account for Norfolk Southern's current use of track 1 for regional freight movement; and consider the New Castle Greenways system, to allow improved multimodal access to the station. The work will include extensive public outreach by educating the community and seeking participation through community meetings, workshops and media coverage. WILMAPCO will partner with DelDOT, DTC, Newport Town Council, Harvey & Hanna Development Corporation, Community and Neighborhood groups, Business Owners Association, and Delaware Greenways. **\$56,125 is budgeted for consultant support. \$19,554 remains in this task.**

11.11.17– Other

ADMINISTRATOR: Tigist Zegeye, Executive Director and Heather Dunigan, Principal Planner

Other sub-regional study coordination tasks as identified.

OUTCOME AND FINAL PRODUCT: Recommendations for implementation and RTP, TIP and UPWP amendments, where appropriate.

SCHEDULE: FY 2011

TASK TYPE: Non-recurring

PUBLIC PARTICIPATION: The study process requires extensive public involvement. Although the Steering Committees for various studies and planning efforts represent the public and it is involved in the evaluation and recommended selection of strategies, we cannot underestimate the role of individual members of the public, particularly those most affected by the recommendations. We also conduct legislative briefings for area elected officials.

WILMAPCO seeks public involvement by publicizing workshops and meetings. The publicity includes notices in area newspapers, flyers posted at area libraries, and direct mailings to interested groups, civic associations, individuals, and others. The members of Steering Committees have also taken responsibility of informing those individuals they represent of upcoming opportunities for public comment.

BENEFITS: Coordinated transportation and land use plans for our communities, supports WILMAPCO's goals and implements the 2030 RTP. Particularly, these studies and plans will link land use and transportation and seek to improve quality of life, strengthen our existing communities and improve intergovernmental relations between the state and local levels of government.

PARTICIPANTS: Each major WILMAPCO study is directed in partnership by Management Committees of Senior officials from WILMAPCO, DOT(s), County (ies), and affected municipalities. The Management Committee responsibilities include overall direction and management of the work effort. A Technical Committee, made up of staff planners and engineers from the above agencies, provides technical review of all study data and products. The Technical Committee also provides input and carries out technical analysis as requested by the Management Committee. The Steering Committees include civic association representatives, residents, builders and developers, businesses, area elected officials, Transportation Management Association of New Castle County, and other interested groups. The steering committee provides input to the study process at periodic meetings and review materials for public workshops and meetings before such events. Smaller studies may include a smaller participating and management structure.

Other responsible member agencies, as noted above, will determine their own study process and participants.

TOTAL COSTS:

Resource Allocation	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		\$32,813
	TOTAL		\$32,813
Cost Allocation			
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$24,529		\$24,529
FTA DE	\$5,158		\$5,158
FHWA MD	\$699		\$699
FTA MD	\$201		\$201
Delaware	\$1,174		\$1,174
Maryland	\$112		\$112
New Castle County	\$747		\$747
Cecil County	\$47		\$47
City of Wilmington	\$144		\$144
TOTALS	\$32,813		\$32,813

MPO 12.03 – PUBLIC OUTREACH AND PUBLIC EDUCATION

OBJECTIVE AND TASK DESCRIPTION: Provides for public education and participation in transportation planning decisions in the WILMAPCO region. Federal and State transportation planning laws and regulations require public involvement in the process. These requirements reflect the fact that transportation decisions are more likely to be effective, add value to the surrounding communities, and be implemented in a timely manner when the public is involved in the process.

This task provides for the staff time for general public involvement in the transportation planning process at WILMAPCO. In addition to the specific sub-tasks described below, this task also provides for staff time to make presentations and brief interested groups and elected officials; participate in public meetings and workshops; and general staff liaison and coordination of work with other agencies and groups. Individual planning efforts and their public involvement activities are budgeted in those specific work tasks later in this document.

12.03.10 – Environmental and Transportation Justice Outreach

ADMINISTRATOR – Randi Novakoff, Outreach Manager and William Swiatek, Senior Transportation Planner

With the PAC, strategies have been developed and are being implemented to engage minority, low-income, elderly, disabled, households without an automobile, low-literacy and Limited-English speaking communities in the transportation decision-making process. Strategies will reduce the participation barriers these Environmental Justice and Transportation Justice Communities often experience. Staff will attend and help organize expos, exhibits and conferences to better engage and understand the evolving needs of these constrained populations.

1. Urban Bike Project

Urban Bike Project: Earn-a-Bike and Trip for Kids Program serves the community's needs by educating the youth and their families about safe, practical, and cost-efficient forms of recreation in Wilmington. The project promotes transportation choice and improves quality of life by introducing the bicycle as a form of transportation to underserved youths in the City of Wilmington. It also instills a positive work ethic and occupies after-school and weekend hours with a positive, productive, and self-esteem building program. The first component of the program includes class instruction to become proficient in the use, identification, and maintenance of bicycle parts and tools and learn safe riding skills. The youth will also be given instruction on healthy eating and physical activity. The second component includes outdoor activities for the youth such as bicycle trips and hiking. The aim of the program is to serve 40 to 50 children over the course of five sessions, with a graduation rate of at least 85%. The session will consist of 16, two-hour classes over the course of eight weeks. These lessons and activities create a safe environment for the youth, while building a mentoring relationship between youth and instructors. The administrator of the project is Corry Wright with the collaboration of the Urban Bike Project Inc 501 (c) 3 of Wilmington, Delaware, and partnering with United Way and the Department of Health and Social Services. **Amended \$5,000.00 for the Urban Bike Project: Earn-a-Bike and Trip for Kids Program. \$2,000 remains in this task.**

TOTAL COSTS:

Resource Allocation	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		\$2,000
	TOTAL		\$2,000
Cost Allocation			
	Cash	In-Kind	Total
FHWA DE	\$1,495		\$1,495
FTA DE	\$314		\$314
FHWA MD	\$43		\$43
FTA MD	\$12		\$12
Delaware	\$72		\$72
Maryland	\$7		\$7
New Castle County	\$46		\$46
Cecil County	\$3		\$3
City of Wilmington	\$9		\$9
TOTALS	\$2,000		\$2,000

MPO 12.04 – DATA COLLECTION, MANAGEMENT, AND DISTRIBUTION

OBJECTIVE AND TASK DESCRIPTION: To develop, research, and analyze data that assists member agencies and the public with understanding the demographic, economic, and transportation planning issues confronting the WILMAPCO region. This task will result in a number of analytical reports on various issues, the analysis for different studies and plan implementation, and the development of projects for the Transportation Improvement Program (TIP). Under this task, WILMAPCO staff will also provide technical assistance to member agencies, organizations, businesses and residents, as requested.

12.04.04 – Public Opinion Survey

ADMINISTRATOR: *Randi Novakoff, Outreach Manager*

The Public Opinion Survey asks questions about the effectiveness of actions from the RTP and provides data on the public perception of transportation facilities and services. The results are used to monitor public concerns and opinions on RTP strategies, and awareness of WILMAPCO. It also serves as a performance measure in the Annual Progress Report. A separate survey has been designed for Cecil County to provide annual transportation mode data. This will be used in conjunction with the data we currently receive from DeIDOT and other Delaware transportation agencies. The Cecil County public opinion survey will be conducted annually during the month of June with results available in July. The New Castle County survey is conducted in concurrence with the RTP updates, once every four years. Both surveys allow WILMAPCO to track the opinions of our residents over time, to identify trends, and provide direction for our policies. The surveys also provide comparison data regarding topics such as: which alternative modes of transportation are most favored; what are the most effective methods to improve our transportation system; should land use, growth and development be controlled; and how much does the public know about WILMAPCO. Results are then used, in conjunction with other outreach efforts, to set policies for future planning efforts. **\$15,000 is budgeted for consultant support.**

TOTAL COSTS:

Resource Allocation	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		\$15,000
	TOTAL		\$15,000
Cost Allocation			
	Cash	In-Kind	Total
FHWA DE	\$11,213		\$11,213
FTA DE	\$2,358		\$2,358
FHWA MD	\$319		\$319
FTA MD	\$92		\$92
Delaware	\$537		\$537
Maryland	\$51		\$51
New Castle County	\$342		\$342
Cecil County	\$21		\$21
City of Wilmington	\$66		\$66
TOTALS	\$15,000		\$15,000

MPO 12.11 – SUBREGIONAL STUDIES AND COORDINATION

This task allows for the coordination of transportation and land use planning activities by working with local and state governments and community groups. WILMAPCO either takes the lead or participates in the development and scoping of a variety of plans and studies that further the implementation of the RTP. Studies we expect to administer during fiscal year 2009 include the following:

12.11.05 – Coordination with the Cecil County Office of Planning and Zoning

1. Cecil County Route 40 Program Development Support

WILMAPCO STAFF PARTICIPANT: *Dan Blevins, Principal Planner*

Staff will develop annual report monitoring transportation and land use changes to the US 40 corridor in Cecil County.

This report will establish baseline and future traffic and land use projections and monitor on ongoing basis. In addition, the report will assess the conditions which may trigger the need to implement projects that were evaluated and identified in the 2007 Roadway Improvement Strategic Plan for Cecil County. **\$40,000 is budgeted for consultant support. \$18,300 remains in this task.**

12.11.09 – Coordination with the Town of North East

3. Town of North East Transit Oriented Development

WILMAPCO STAFF PARTICIPANT: *Heather Dunigan, Principal Planner, Bill Swiatek, Senior Planner*

The Town of North East will complete a Transit Oriented Development (TOD) Study to provide a rail link to the Town of North East by examining existing and future demand on the land areas. They will also develop a transit oriented plan for rail service, which would accommodate existing and future needs of the Town. The Study will include recommendations and choices of locations where a rail station is feasible, a plan to include suitable land uses associated with rail use, and identify the impacts to the town in relationship to parking and street improvements. Participants include The North East Planning Commission, The North East Mayor and Commissioners, State Highway Administration, Chesapeake Bay Critical Area Commission, North East Rail Service Committee (to be established), Homeowners Association, and interested citizens. **\$35,000 is amended for consultant support. \$30,617 remains in this task.**

12.11.11– Coordination with the City of Wilmington

1. Delaware Avenue/11th/12th Streets Curve Study

WILMAPCO STAFF PARTICIPANT: *Tigist Zegeye, Executive Director, Bill Swiatek, Senior Transportation Planner*

The Downtown Circulation Study completed by WILMAPCO in 2010, identified the Delaware Avenue/11th/12th Streets as an area for further study. The Delaware Avenue/11th/12th Streets Curve Study will develop recommendations to improve road geometry of this area and include streetscape, pedestrian, and bicycle accommodations along the corridor. The Delaware Avenue/11th/12th Street Curve Study involves completing the roadway-geometry analysis along the curved portion of Delaware Avenue (SR52) within the central business district to identify improvements and upgrades that will address existing conditions. This analysis will identify recommendations for reconstructing this corridor. WILMAPCO Staff will work with the Wilmington Departments of Planning and Public Works, and the Wilmington Initiatives Partnership (DeIDOT, DTC, WILMAPCO, and the City of Wilmington), and affected community representatives. **\$35,000 is budgeted for consultant support. \$14,807 remains in this task.**

12.11.14 - Coordination with the Town of Port Deposit

Transit Feasibility Study

WILMAPCO STAFF PARTICIPANT: *Heather Dunigan, Principal Planner, Dave Gula, Senior Transportation Planner*

The Town of Port Deposit is located on the waterfront of the Susquehanna River, where there is a resurgence of spring and summer seasonal residents. Visitors are joined by tourists traveling through the town on bicycle tours, motorcycle runs, and others using additional modes of transportation. The Town of Port Deposit seeks access to public transportation, which will provide greater services to citizens and help reduce unnecessary trips. In addition, the roadway is not wide enough to accommodate multi-modal transportation users and vehicular traffic. Port Deposit will combine these needs into one Transit Feasibility Study that will include multi-modal transportation linkages and improvements, and public facility opportunities. WILMAPCO Staff will work with the Town of Port Deposit, Maryland State Highway Administration, Cecil County Planning Department, Cecil County Department of Public Works, and the Water Witch Volunteer Fire Department to complete this task. **\$25,000 is budgeted for consultant support. \$12,500 remains in this task.**

12.11.15- Coordination with the Village of Marshallton

Village of Marshallton Circulation Study

WILMAPCO STAFF PARTICIPANT: William Swiatek, Senior Transportation Planner

We will work with the Village of Marshallton to conduct a circulation study of their community. The study will address heavy vehicle volumes and speeding traffic on Old Capitol Trail, along with multimodal concerns throughout the village. Results of a Walkable Community Workshop, scheduled for June 2011, will be incorporated into the study. Staff will work with the Village of Marshallton Civic Association and DeIDOT to complete this task. **\$50,000 is budgeted for consultant support. \$15,564 remains in this task.**

TOTAL COSTS:

Resource Allocation	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		
	TOTAL		
			\$91,789
			\$91,789
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$68,617		\$68,617
FTA DE	\$14,427		\$14,427
FHWA MD	\$1,954		\$1,954
FTA MD	\$561		\$561
Delaware	\$3,285		\$3,285
Maryland	\$315		\$315
New Castle County	\$2,091		\$2,091
Cecil County	\$131		\$131
City of Wilmington	\$405		\$405
TOTALS	\$91,789		\$91,789

VI FY 2013 UPWP COST ALLOCATION BY FUNDING SOURCE

FY 2013 WORK TASKS - WILMAPCO										
TASK #	FEDERAL				STATE 10%		LOCAL 10%			FY2013 PROGRAM
	FHWA	FTA	FHWA	FTA	DELAWARE	MARYLAND	NEW CASTLE COUNTY	CECIL COUNTY	CITY OF WILMINGTON	
	DELAWARE		MARYLAND							
CASH ALLOCATION										
Administration										
MPO 13.01	\$205,069	\$41,274	\$4,870	\$1,543	\$7,787	\$802	\$4,460	\$311	\$1,670	\$267,786
Unified Planning Work Program (UPWP)										
MPO 13.02	\$77,863	\$15,671	\$1,849	\$586	\$2,957	\$304	\$1,693	\$118	\$634	\$101,677
Public Outreach & Education										
MPO 13.03	\$142,276	\$28,636	\$3,379	\$1,070	\$5,403	\$556	\$3,094	\$216	\$1,159	\$185,789
Data Collection, Management & Distribution										
MPO 13.04	\$98,549	\$19,835	\$2,340	\$741	\$3,742	\$385	\$2,143	\$150	\$803	\$128,688
Regional Planning & Technical Analysis										
MPO 13.05	\$71,405	\$14,372	\$1,696	\$537	\$2,712	\$279	\$1,553	\$108	\$582	\$93,243
Air Quality Coordination and Analysis										
MPO 13.06	\$35,255	\$7,096	\$837	\$265	\$1,339	\$138	\$767	\$54	\$287	\$46,037
New Federal Regulation Compliance										
MPO 13.07	\$40,871	\$8,226	\$971	\$308	\$1,552	\$160	\$889	\$62	\$333	\$53,370
Goods Movement Analysis										
MPO 13.08	\$44,400	\$8,936	\$1,054	\$334	\$1,686	\$174	\$966	\$67	\$362	\$57,979
Regional Coordination										
MPO 13.09	\$121,664	\$24,487	\$2,889	\$915	\$4,620	\$476	\$2,646	\$185	\$991	\$158,873
RTP Implementation										
MPO 13.10	\$97,789	\$19,682	\$2,322	\$736	\$3,713	\$382	\$2,127	\$149	\$796	\$127,696
Sub-regional Studies & Coordination										
MPO 13.11	\$186,165	\$37,469	\$4,421	\$1,401	\$7,070	\$728	\$4,049	\$283	\$1,516	\$243,101
Transportation Improvement Program										
MPO 13.12	\$130,096	\$26,184	\$3,089	\$979	\$4,940	\$509	\$2,829	\$198	\$1,060	\$169,883
Monitoring of Sub-regional Studies										
MPO 12.13	\$81,147	\$16,332	\$1,927	\$611	\$3,081	\$317	\$1,765	\$123	\$661	\$105,964
TOTAL FY 2013 NEW TASKS										
	\$1,332,548	\$268,199	\$31,644	\$10,026	\$50,603	\$5,209	\$28,982	\$2,024	\$10,853	\$1,740,087
Vacation & Holiday										
	\$115,797	\$23,306	\$2,750	\$871	\$4,397	\$453	\$2,518	\$176	\$943	\$151,212
Grand Total	\$1,448,345	\$291,505	\$34,394	\$10,897	\$55,000	\$5,662	\$31,500	\$2,200	\$11,796	\$1,891,299

FY 2013 WORK TASKS - WILMAPCO

TASK #	FEDERAL				STATE 10%		LOCAL 10%			FY2013 PROGRAM
	FHWA	FTA	FHWA	FTA	DELAWARE	MARYLAND	NEW CASTLE COUNTY	CECIL COUNTY	CITY OF WILMINGTON	
	DELAWARE		MARYLAND							
IN-KIND ALLOCATION										
Administration										
MPO 13.01	\$0	\$0	\$0	\$0	\$31,175	\$0	\$29,625	\$664	\$3,797	\$65,262
Unified Planning Work Program (UPWP)										
MPO 13.02	\$0	\$0	\$0	\$0	\$9,330	\$0	\$8,866	\$199	\$1,136	\$19,532
Public Outreach & Education										
MPO 13.03	\$0	\$0	\$0	\$0	\$21,419	\$0	\$20,354	\$456	\$2,609	\$44,839
Data Collection, Management & Distribution										
MPO 13.04	\$0	\$0	\$0	\$0	\$7,513	\$0	\$7,139	\$160	\$915	\$15,727
Regional Planning & Technical Analysis										
MPO 13.05	\$0	\$0	\$0	\$0	\$11,648	\$0	\$11,069	\$248	\$1,419	\$24,385
Air Quality Coordination and Analysis										
MPO 13.06	\$0	\$0	\$0	\$0	\$5,043	\$0	\$4,792	\$107	\$614	\$10,557
New Federal Legislation Compliance										
MPO 13.07	\$0	\$0	\$0	\$0	\$6,478	\$0	\$6,156	\$138	\$789	\$13,561
Goods Movement Analysis										
MPO 13.08	\$0	\$0	\$0	\$0	\$5,314	\$0	\$5,050	\$113	\$647	\$11,125
Regional Coordination										
MPO 13.09	\$0	\$0	\$0	\$0	\$19,433	\$0	\$18,467	\$414	\$2,367	\$40,681
RTP Implementation										
MPO 13.10	\$0	\$0	\$0	\$0	\$3,876	\$0	\$3,683	\$83	\$472	\$8,113
Sub-regional Studies & Coordination										
MPO 13.11	\$0	\$0	\$0	\$0	\$19,443	\$0	\$18,477	\$414	\$2,368	\$40,702
Transportation Improvement Program										
MPO 13.12	\$0	\$0	\$0	\$0	\$9,779	\$0	\$9,293	\$208	\$1,191	\$20,471
Monitoring of Sub-regional Studies										
MPO 13.13	\$0	\$0	\$0	\$0	\$12,029	\$0	\$11,431	\$256	\$1,465	\$25,182
TOTAL FY 2013 NEW TASKS										
	\$0	\$0	\$0	\$0	\$162,481	\$0	\$154,403	\$3,461	\$19,791	\$340,136

FY 2013 WORK TASKS - WILMAPCO

TASK #	FEDERAL				STATE 10%		LOCAL 10%			FY2013 PROGRAM
	FHWA	FTA	FHWA	FTA	DELAWARE	MARYLAND	NEW CASTLE COUNTY	CECIL COUNTY	CITY OF WILMINGTON	
	DELAWARE		MARYLAND							
TOTAL TASK COST										
Administration										
MPO 13.01	\$205,069	\$41,274	\$4,870	\$1,543	\$38,962	\$802	\$34,085	\$976	\$5,467	\$333,048
Unified Planning Work Program (UPWP)										
MPO 13.02	\$77,863	\$15,671	\$1,849	\$586	\$12,287	\$304	\$10,560	\$317	\$1,771	\$121,209
Public Outreach & Education										
MPO 13.03	\$142,276	\$28,636	\$3,379	\$1,070	\$26,822	\$556	\$23,449	\$672	\$3,768	\$230,628
Data Collection, Management & Distribution										
MPO 13.04	\$98,549	\$19,835	\$2,340	\$741	\$11,255	\$385	\$9,283	\$310	\$1,718	\$144,415
Regional Planning & Technical Analysis										
MPO 13.05	\$71,405	\$14,372	\$1,696	\$537	\$14,360	\$279	\$12,622	\$357	\$2,000	\$117,628
Air Quality Coordination and Analysis										
MPO13.06	\$35,255	\$7,096	\$837	\$265	\$6,382	\$138	\$5,559	\$161	\$901	\$56,594
New Federal Regulation Compliance										
MPO 13.07	\$40,871	\$8,226	\$971	\$308	\$8,030	\$160	\$7,045	\$200	\$1,122	\$66,931
Goods Movement Analysis										
MPO 13.08	\$44,400	\$8,936	\$1,054	\$334	\$7,000	\$174	\$6,016	\$181	\$1,009	\$69,104
Regional Coordination										
MPO 13.09	\$121,664	\$24,487	\$2,889	\$915	\$24,053	\$476	\$21,113	\$599	\$3,358	\$199,554
RTP Implementation										
MPO 13.10	\$97,789	\$19,682	\$2,322	\$736	\$7,589	\$382	\$5,810	\$231	\$1,269	\$135,810
Sub-regional Studies & Coordination										
MPO 13.11	\$186,165	\$37,469	\$4,421	\$1,401	\$26,513	\$728	\$22,526	\$697	\$3,885	\$283,804
Transportation Improvement Program										
MPO 13.12	\$130,096	\$26,184	\$3,089	\$979	\$14,719	\$509	\$12,122	\$406	\$2,251	\$190,354
Monitoring of Sub-regional Studies										
MPO 13.13	\$81,147	\$16,332	\$1,927	\$611	\$15,111	\$317	\$13,196	\$379	\$2,126	\$131,146
TOTAL FY 2013 TASKS										
	\$1,332,548	\$268,199	\$31,644	\$10,026	\$213,084	\$5,209	\$183,385	\$5,485	\$30,644	\$2,080,223
Vacation & Holiday	\$115,797	\$23,306	\$2,750	\$871	\$4,397	\$453	\$2,518	\$176	\$944	\$151,212
Grand Total	\$1,448,345	\$291,505	\$34,394	\$10,897	\$217,481	\$5,662	\$185,903	\$5,661	\$31,588	\$2,231,435

PRIOR YEARS' CARRY OVER TASKS - WILMAPCO										
TASK #	FEDERAL				STATE 10%		LOCAL 10%			CARRY OVER TO FY2013
	FHWA	FTA	FHWA	FTA	DELAWARE	MARYLAND	NEW CASTLE COUNTY	CECIL COUNTY	CITY OF WILMINGTON	
	DELAWARE		MARYLAND							
Village Plan - TCSP Grant										
MPO 1.07A	\$1,687	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,687.00
Regional /Statewide Performance Measure Development										
MPO 10.04	\$5,310	\$1,117	\$151	\$43	\$0	\$25	\$0	\$0	\$0	\$6,646.00
Goods Movement Analysis										
MPO 10.08	\$11,987	\$2,519	\$341	\$98	\$0	\$55	\$0	\$0	\$0	\$15,000.00
Town of North East Subdivision Regulation and Rd Code										
MPO 10.11	\$485	\$103	\$14	\$4	\$0	\$2	\$0	\$0	\$0	\$608.00
Regional /Statewide Performance Measure Development										
MPO 11.04	\$1,248	\$263	\$35	\$11	\$0	\$5	\$0	\$0	\$0	\$1,562.00
Regional /Statewide Performance Measure Development										
MPO 11.04	\$6,314	\$1,327	\$179	\$51	\$0	\$29	\$0	\$0	\$0	\$7,900.00
Regional Model Development and Support										
MPO 11.04	\$11,987	\$2,519	\$341	\$98	\$0	\$55	\$0	\$0	\$0	\$15,000.00
GIS Assistance preformed by CADSR										
MPO 11.04	\$4,036	\$848	\$116	\$33	\$0	\$18	\$0	\$0	\$0	\$5,051.00
Wilmington Initiatives Public Outreach and Management										
MPO 11.11	\$7,080	\$1,488	\$202	\$58	\$0	\$32	\$0	\$0	\$0	\$8,860.00
Town of North East Subdivision Regulations and Road Code Revisions										
MPO 11.11	\$3,516	\$739	\$100	\$29	\$0	\$16	\$0	\$0	\$0	\$4,400.00
Newport Train Station Feasibility Study										
MPO 11.11	\$15,626	\$3,284	\$444	\$128	\$0	\$72	\$0	\$0	\$0	\$19,554.00
Urban Bike Project										
MPO 12.03.10	\$1,598	\$335	\$46	\$13	\$0	\$8	\$0	\$0	\$0	\$2,000.00
Public Opinion Survey										
MPO 12.04.04	\$11,987	\$2,519	\$341	\$98	\$0	\$55	\$0	\$0	\$0	\$15,000.00
CC – Route 40 Program Development Support										
MPO 12.11.05	\$14,624	\$3,073	\$417	\$120	\$0	\$67	\$0	\$0	\$0	\$18,301.00
Port Deposit Transit Feasibility Study										
MPO 12.11.14	\$9,990	\$2,099	\$284	\$81	\$0	\$46	\$0	\$0	\$0	\$12,500.00
Marshallton Circulation Study										
MPO 12.11.15	\$12,439	\$2,613	\$354	\$101	\$0	\$57	\$0	\$0	\$0	\$15,564.00
DE Ave 11th/12th Streets Curve Study Wilmington										
MPO 12.11.11	\$11,833	\$2,486	\$337	\$97	\$0	\$54	\$0	\$0	\$0	\$14,807.00

Town of North East Transit Oriented Development (TOD)										
MPO 12.11.09	\$24,468	\$5,141	\$696	\$200	\$0	\$112	\$0	\$0	\$0	\$30,617.00
Chesapeake City Zoning Ordinance										
MPO 10.04	\$1,172	\$247	\$33	\$10	\$0	\$5	\$0	\$0	\$0	\$1,467.00
GIS Assistance preformed by CADSR										
MPO 10.04	\$15,565	\$3,271	\$443	\$127	\$0	\$72	\$0	\$0	\$0	\$19,478.00
TOTAL PRIOR YEARS' CARRY OVER TASKS - WILMAPCO										
	\$172,952	\$35,991	\$4,874	\$1,400	\$0	\$785	\$0	\$0	\$0	\$216,002.00
TOTAL AMOUNT FOR NEW PROJECTS AMENDED INTO FY 13 UPWP										
	\$434,391	\$91,047	\$16,488	\$4,773	(\$0)	\$2,654	\$0	(\$0)	(\$0)	\$549,353.00
TOTAL AII PRIOR YEARS' CARRY OVER TASKS										
	\$607,343	\$127,038	\$21,362	\$6,173	(\$0)	\$3,440	\$0	(\$0)	(\$0)	\$765,355
GRAND TOTAL ALL TASKS										
	\$2,065,708	\$416,866	\$49,772	\$15,637	\$217,481	\$8,174	\$185,903	\$5,661	\$31,587	\$2,996,789

VII **COUNCIL RESOLUTIONS**

Wilmington Area Planning Council

850 Library Avenue, Suite 100
Newark, Delaware 19711
302-737-6205; Fax 302-737-9584
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Tigist Zegeye

RESOLUTION

**BY THE WILMINGTON AREA PLANNING COUNCIL
ADOPTING THE STATE/LOCAL CASH COMMITMENT WHEN MATCHING
WILMAPCO'S FEDERAL FUNDS FOR FY 2013
UNIFIED PLANNING WORK PROGRAM**

WHEREAS, WILMAPCO receives federal funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to support transportation planning activities; and,

WHEREAS, all federal funds must be matched by twenty percent (20%) State/Local funds; and,

WHEREAS, federal regulations permit State/Local matching to be made either in cash or by way of "in-kind services", or soft match; and,

WHEREAS, WILMAPCO requires certain of the matched funds to be made in cash in order to ensure that WILMAPCO's cash obligations may be met; and

WHEREAS, the historically agreed upon cash commitment have been the full 10% match from the State of Maryland in cash with minimum cash matches of \$2,200 from Cecil County, \$55,000 from the State of Delaware, \$31,500 from New Castle County and \$11,796 from the City of Wilmington, with any remaining matching obligation made either in cash or by in-kind services;

NOW, THEREFORE, BE IT RESOLVED that the WILMAPCO Council does hereby adopt the State/Local Cash Commitment when matching WILMAPCO's federal funding for fiscal year 2013 UPWP, as outlined above.

May 10, 2012
Date:



Joseph L. Fisona, Acting Chairperson
Wilmington Area Planning Council



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RESOLUTION

BY THE WILMINGTON AREA PLANNING COUNCIL ADOPTING THE STATE/LOCAL MATCHING RATIO FOR WILMAPCO'S FEDERAL FUNDS FOR FY 2013 UNIFIED PLANNING WORK PROGRAM

WHEREAS, WILMAPCO receives federal funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to support transportation planning activities; and,

WHEREAS, all federal funds must be matched by twenty percent (20%) State/Local funds; and,

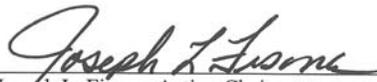
WHEREAS, State/Local funds have to be broken down by fixed ratio; and,

WHEREAS, the State of Delaware shall match 10% of its federal planning funds apportioned to WILMAPCO and the State of Maryland shall match 10% of its federal planning funds apportioned to WILMAPCO, New Castle County and the City of Wilmington shall split the 10% local share of Delaware's federal planning funds based on population such that New Castle County shall pay 85.48% of the 10% and the City of Wilmington shall pay 14.52% of the 10%, and Cecil County shall match 10% of Maryland's federal planning funds; and,

WHEREAS, the actual dollar amount of the twenty percent (20%) State/Local funds will vary annually based on the actual federal funds WILMAPCO needs;

NOW, THEREFORE, BE IT RESOLVED that the WILMAPCO Council does hereby adopt the State/Local Matching Ratio for WILMAPCO's federal funding for fiscal year 2013 UPWP, as outlined above.

May 10, 2012
Date:



Joseph L. Fisona, Acting Chairperson
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RESOLUTION

BY THE WILMINGTON AREA PLANNING COUNCIL ADOPTING THE FY 2013 UNIFIED PLANNING WORK PROGRAM

WHEREAS, The Wilmington Area Planning Council (WILMAPCO), as designated by the Governors of the States of Delaware and Maryland, is the Metropolitan Planning Organization (MPO) for the Wilmington, Delaware Metropolitan Area; and,

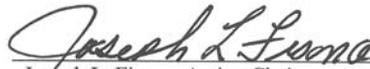
WHEREAS, Federal regulations require the endorsement by the MPO of a Unified Planning Work Program (UPWP) which documents and describes metropolitan transportation planning and related metropolitan planning activities anticipated in the Metropolitan Area during the next fiscal year; and,

WHEREAS, such documentation serves to unify the various metropolitan transportation planning efforts within a comprehensive, continuing, and cooperative planning process; and,

WHEREAS, the draft WILMAPCO FY 2013 Unified Planning Work Program has undergone appropriate technical and public review;

NOW, THEREFORE, BE IT RESOLVED that the WILMAPCO Council does hereby adopt the Unified Planning Work Program for fiscal year 2013.

May 10, 2012
Date: J



Joseph L. Fisona, Acting Chairperson
Wilmington Area Planning Council

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RESOLUTION BY THE WILMINGTON AREA PLANNING COUNCIL AMENDING THE FY 2013 UNIFIED PLANNING WORK PROGRAM

WHEREAS, The Wilmington Area Planning Council (WILMAPCO), as designated by the Governors of the States of Delaware and Maryland, is the Metropolitan Planning Organization (MPO) for the Wilmington, Delaware Metropolitan Area; and,

WHEREAS, Federal regulations require the endorsement by the MPO of a Unified Planning Work Program (UPWP) which documents and describes metropolitan transportation planning and related metropolitan planning activities anticipated in the Metropolitan Area during the next fiscal year; and,

WHEREAS, such documentation serves to unify the various metropolitan transportation planning efforts within a comprehensive, continuing, and cooperative planning process; and,

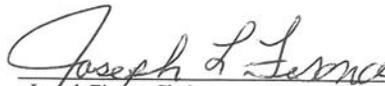
WHEREAS, the WILMAPCO FY 2013 Unified Planning Work Program was adopted by Council on May 10, 2012; and

WHEREAS, the UPWP may be amended from time to time by Council to add or modify work tasks; and

WHEREAS, the financial agreement with the Delaware Department of Transportation requires that incomplete prior years' UPWP work tasks be amended into the current UPWP for project tracking purposes;

NOW, THEREFORE, BE IT RESOLVED, that the WILMAPCO Council does hereby amend the FY 2013 UPWP by adding the incomplete work tasks (carry-over tasks) from prior years' UPWPs and transferring carryover funds from completed tasks to General Funds.

November 8, 2012
Date:



Joseph Fisona, Chairperson
Wilmington Area Planning Council

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RESOLUTION BY THE WILMINGTON AREA PLANNING COUNCIL AMENDING THE FY 2013 UNIFIED PLANNING WORK PROGRAM

WHEREAS, The Wilmington Area Planning Council (WILMAPCO), as designated by the Governors of the States of Delaware and Maryland, is the Metropolitan Planning Organization (MPO) for the Wilmington, Delaware Metropolitan Area; and,

WHEREAS, Federal regulations require the endorsement by the MPO of a Unified Planning Work Program (UPWP) which documents and describes metropolitan transportation planning and related metropolitan planning activities anticipated in the Metropolitan Area during the next fiscal year; and,

WHEREAS, such documentation serves to unify the various metropolitan transportation planning efforts within a comprehensive, continuing, and cooperative planning process; and,

WHEREAS, the WILMAPCO FY 2013 Unified Planning Work Program was adopted by Council on May 10, 2012; and

WHEREAS, the UPWP may be amended from time to time by Council to add or modify work tasks; and

WHEREAS, the \$58,868 funds from carry-over tasks are no longer required for those purposes and these funds are now available to be used for another work task; and

WHEREAS, prior years' Unified Planning Work Programs contain \$490,485 funds available to be programmed; and

WHEREAS, project requests have been proposed by staff for Consultant Support for WILMAPCO and member agencies future tasks in the amount of \$549,353; and

WHEREAS, staff may seek new tasks from member agencies and submit them to Council for approval before including them in the FY 2013 UPWP;

NOW, THEREFORE, BE IT RESOLVED, that the WILMAPCO Council does hereby amend the FY 2013 UPWP by transferring funding from General Funds to Consultant Support for WILMAPCO and member agencies task.

November 8, 2012
Date:


Joseph Fisona, Chairperson
Wilmington Area Planning Council

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