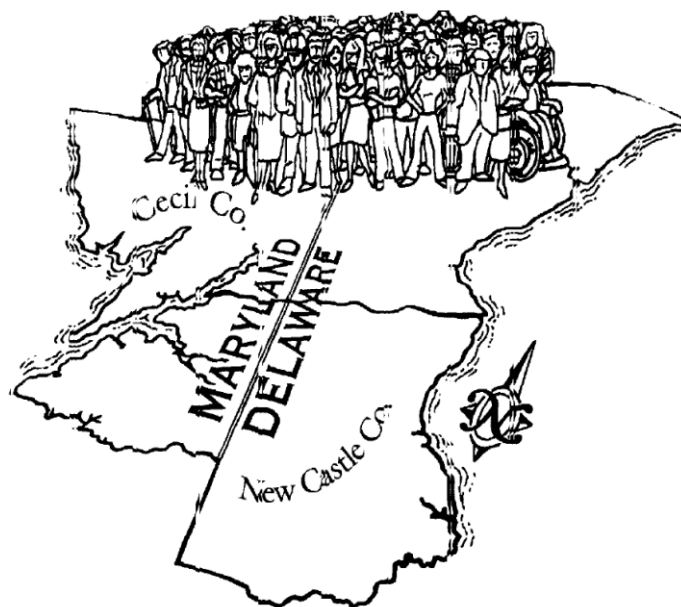


# UNIFIED PLANNING WORK PROGRAM



for the  
Wilmington  
Metropolitan  
Area

## Fiscal Year 2017

July 1, 2016 - June 30, 2017

*Prepared by the Wilmington Area Planning Council  
Approved by the WILMAPCO Council May 12, 2016  
Amended by the WILMAPCO Council September 8, 2016*

**WILMAPCO**

Partners with you in transportation planning

**FY 2017 Unified Planning Work Program**

**FISCAL YEAR 2017  
July 1, 2016 – June 30, 2017**

**UNIFIED PLANNING WORK PROGRAM**

**For the**

**WILMINGTON METROPOLITAN AREA**

Prepared by the staff of the  
Wilmington Area Planning Council

The preparation of this document was financed in part with funds provided by the Federal Government, including the Federal Transit Administration and the Federal Highway Administration of the United States Department of Transportation.

## **FY 2017 Unified Planning Work Program**

# FY 2017 Unified Planning Work Program

Wilmington Area Planning Council Unified Planning Work Program - FY 2017

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## **FY 2017 Unified Planning Work Program**

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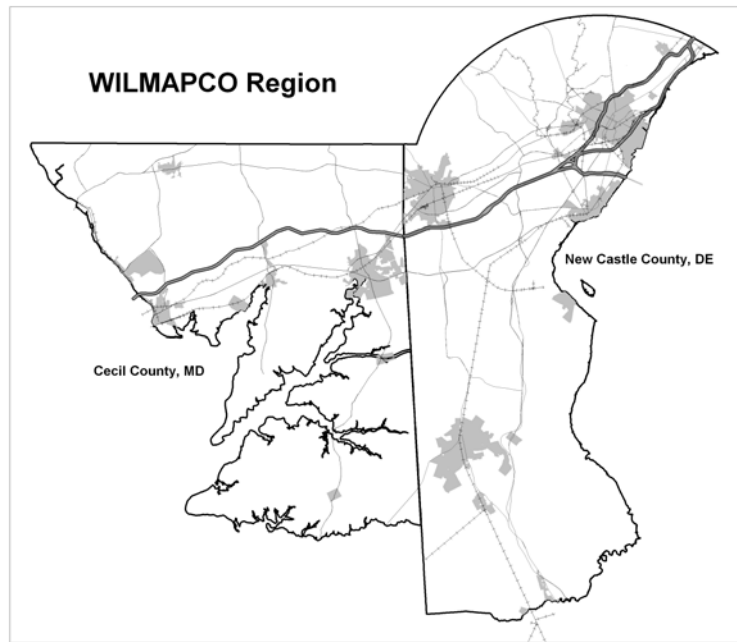
## I INTRODUCTION

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 Fixing America's Surface Transportation Act (FAST Act) 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 2015 population of 659,300. Although the square mileage of the two counties is fairly similar, their population figures are quite disparate: Cecil County had a 2015 population of 103,600, while New Castle County had 555,700. New Castle County is an urbanized county with a density of 1,403 persons per square mile while Cecil County has only 297 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 FAST Act 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 Sustainable Economic Development and Goods Movement**

#### ➤ *Objectives:*

- Maximize our investments
- Develop effective transportation networks
- Plan for energy security and climate change

### ❖ **Efficiently Transport People**

#### ➤ *Objectives:*

- Improve System Performance
- Promote Accessibility and Connectivity
- Engage the Public Via an Open Involvement Process

### ❖ **Improve Quality of Life**

#### ➤ *Objectives:*

- Protect the Public Health and Safety
- Promote Active Transportation
- Ensure Transportation Choice and Equity
- Preserve Natural and Cultural Resources

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

## FY 2017 Unified Planning Work Program

system plans and programs and for the resolution of transportation planning-related issues.

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 and 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 all projects other than projects on the National Highway System.

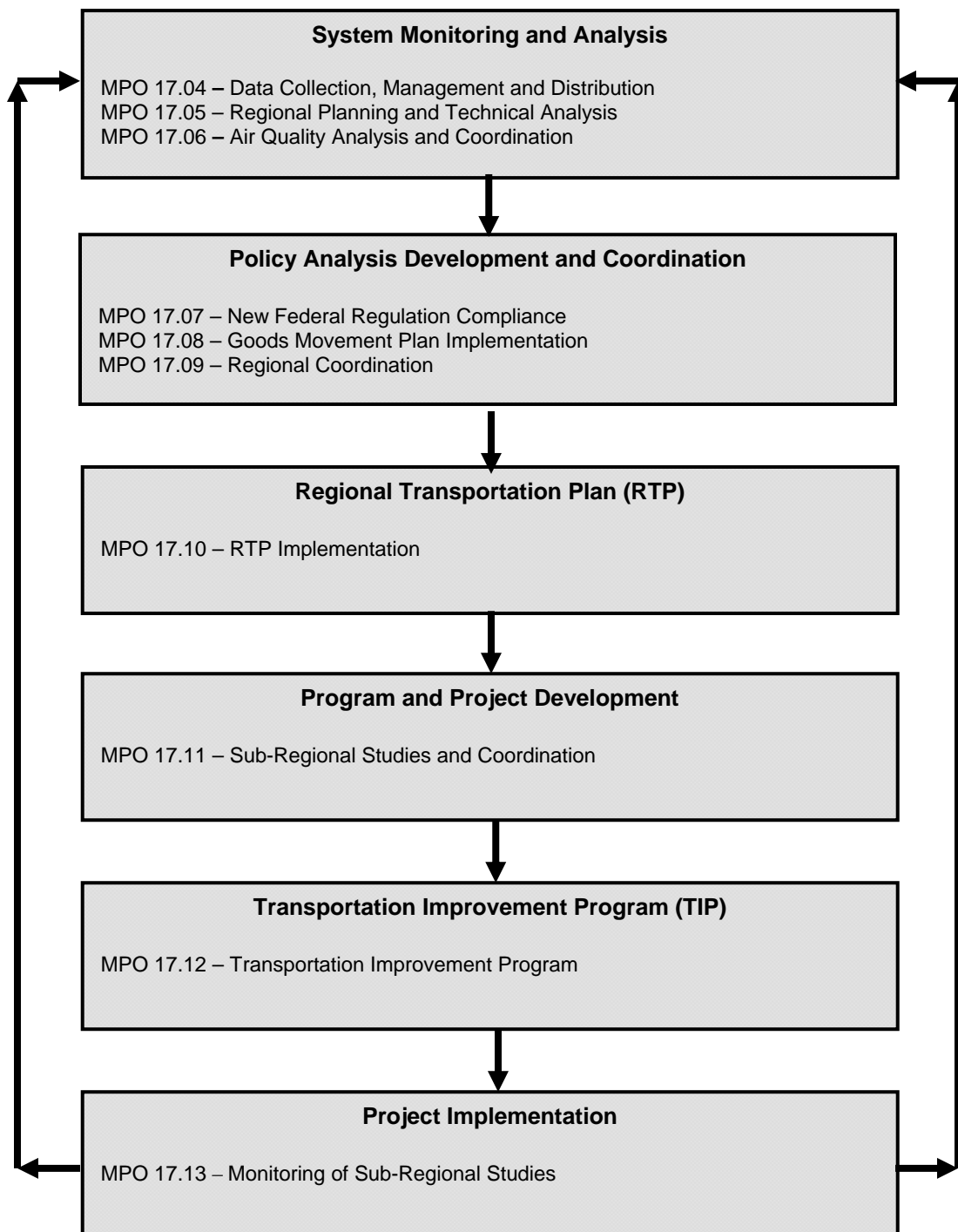
The work tasks in this UPWP are presented in a sequence that reflects the planning process used by WILMAPCO. The first three tasks describe activities that are overarching and permeate all aspects of the planning process. *Administration* provides the underpinnings of WILMAPCO's activities, the *Unified 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, objectives, actions, performance measures, 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 monitored by WILMAPCO to provide continuity from the planning process through the engineering process.

# FY 2017 Unified Planning Work Program

## WILMAPCO FY 2017 UPWP

### Planning Flow Chart





# FY 2017 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** – Jennifer L. Cohan
3. **Delaware Department of Transportation, Delaware Transit Corporation, Chief Executive Officer** – John Sisson
4. **City of Wilmington, Mayor** – Dennis P. Williams
5. **New Castle County, County Executive** – Thomas P. Gordon
6. **New Castle County, Municipalities representative** – Michael Spencer, Mayor, Town of Newport
7. **Maryland Governor's appointee** – Heather Murphy, Maryland Department of Transportation
8. **Cecil County, County Executive** – Tari Moore
9. **Cecil County, Municipalities representative** – William Miners, Councilman, Town of Chesapeake City

### **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** – Valerie Gray
3. **Delaware Department of Transportation** – Tim Snow
4. **Delaware River and Bay Authority** – Stephen D. Williams
5. **Delaware Economic Development Office** – Dave Archer
6. **Delaware Department of Transportation, Delaware Transit Corporation** – Catherine Smith
7. **Maryland Department of Transportation** – Ian Beam
8. **Maryland Transit Administration** – Michael Helta
9. **Maryland Department of Planning** – David Dahlstrom
10. **Maryland State Highway Administration** – Peter Sotherland
11. **Maryland Department of the Environment** – Alexandra Krempasanka
12. **Newark Planning Department** – Michael Fortner
13. **New Castle County Department of Land Use** – Marco Boyce
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

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### Ex-Officio Members:

18. **Federal Transit Administration** – Tony Cho
19. **Federal Highway Administration** – Marc Dixon
20. **Federal Environmental Protection Agency** – Gregory Beacoat
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. **7/40 Alliance** – Barry Shotwell
2. **AARP** – Charles Shaw
3. **Bear Glasgow Council** – Glen Pusey
4. **Cecil County** – Pat Folk, Frank Vari, Joseph Mitchell, Sr.
5. **Cecil County Board of Realtors** – John Ford
6. **Centreville Civic Association** – Wesley Avera
7. **City of New Castle** – Gail Seitz
8. **City of Wilmington** – Bruce Brunozzi, Antonio Valenzuela
9. **Civic League for New Castle County** – Vic Singer
10. **Claymont Community Coalition** – Brett Saddler
11. **Committee of 100** – Bill Lower
12. **Delaware State Chamber of Commerce** – Jim Lardear
13. **Delmarva Rail Passengers Association** – Tom Posatko
14. **Elderly & Disabled Transit Advisory Committee (EDTAC)** – Darlene Cole
15. **Greater Hockessin Area Development** – Fran Swift
16. **Delaware Hispanic Commission** – Javier Torrijos
17. **League of Women Voters** – Peggy Shultz
18. **Milltown-Limestone Civic Alliance** – Dave Tancredi

## **FY 2017 Unified Planning Work Program**

- 19. Pike Creek Civic League – Jeff Peters**
- 20. Southern New Castle County – Richard Janney**
- 21. Southern New Castle County Alliance – David Carter**
- 22. The Nature Conservancy – Maria Dziembowska**

### **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, Principal Planner

William Swiatek, Senior Transportation Planner

Jacob Thompson, Transportation Planner

Randi Novakoff, Outreach Manager

Sharen T. Elcock, Executive Assistant

Janet Butler, Administrative Assistant

# FY 2017 Unified Planning Work Program

## III FY 2017 UPWP FINANCIAL INFORMATION

### FY 2017 UPWP FUNDING ANALYSIS TOTAL FUNDS AVAILABLE and TOTAL CASH COMMITMENT

SOURCE	COST SHARE	CASH SHARE	IN-KIND MATCH
<b>DELAWARE</b>			
FHWA	\$1,298,047	\$1,298,047	
FTA	\$319,872	\$319,872	
STATE	\$202,240	\$110,000	\$92,240
NEW CASTLE COUNTY	\$172,875	\$31,500	\$141,375
CITY OF WILMINGTON	\$29,365	\$11,796	\$17,569
<b>MARYLAND</b>			
FHWA	\$67,154	\$67,154	
FTA	\$24,227	\$24,227	
STATE	\$11,423	\$11,423	
CECIL COUNTY	\$11, 423	\$2,200	\$9,223
<b>TOTAL</b>	<b>\$2,136,626</b>	<b>\$1,876,219</b>	<b>\$260,407</b>

## FY 2017 Unified Planning Work Program

### FY 2017 UPWP FUNDING OUTLINE

Task #	Task Description	Cash Activity	In-Kind Activity	Total
MPO 17.01	Administration	\$254,511	\$48,656	\$303,167
MPO 17.02	Unified Planning Work Program (UPWP)	\$79,391	\$15,798	\$95,190
MPO 17.03	Public Outreach & Public Education	\$206,146	\$35,152	\$241,297
MPO 17.04	Data Collection, Management & Distribution	\$172,090	\$10,764	\$182,853
MPO 17.05	Regional Planning & Technical Analysis	\$156,252	\$16,169	\$172,421
MPO 17.06	Air Quality Coordination & Analysis	\$47,755	\$9,503	\$57,258
MPO 17.07	New Federal Regulation Compliance	\$47,704	\$9,493	\$57,196
MPO 17.08	Goods Movement Plan Implementation	\$49,114	\$9,773	\$58,887
MPO 17.09	Regional Coordination	\$127,287	\$25,329	\$152,616
MPO 17.10	RTP Implementation	\$80,403	\$16,000	\$96,403
MPO 17.11	Sub-Regional Studies and Coordination	\$242,827	\$34,790	\$277,617
MPO 17.12	Transportation Improvement Program (TIP)	\$68,917	\$13,714	\$82,631
MPO 17.13	Monitoring of Sub-Regional Studies	\$172,695	\$15,266	\$187,963
<b>TOTAL</b>		<b><u>\$1,705,092</u></b>	<b><u>\$260,407</u></b>	<b><u>\$1,965,499</u></b>
Vacation and Holiday		\$171,127		171,127
<b>Grand Total</b>		<b>\$1,876,219</b>	<b>\$260,407</b>	<b>\$2,136,626</b>

## FY 2017 Unified Planning Work Program

### WILMAPCO Consultant Costs (included in cash activity above)

MPO 17.01	BOOKKEEPING	\$10,000
MPO 17.03	MEDIA RELATIONS COORDINATION	\$24,000
MPO 17.03	URBAN BIKE PROJECT: EARN A BIKE & TRIP FOR KIDS PROGRAM	\$3,000
MPO 17.03	NEWARK BIKE PROJECT	\$2,500
MPO 17.04	CECIL COUNTY INTERSECTION COUNTS	\$4,000
MPO 17.04	NCC INTERSECTIONS COUNTS	\$25,000
MPO 17.04	CECIL COUNTY TRAVEL TIME RUNS	\$18,000
MPO 17.04	REGIONAL MODELING SUPPORT	\$54,000
MPO 17.04	PUBLIC OPINION SURVEY	\$17,000
MPO 17.05	CONGESTION MANAGEMENT SYSTEM CONSULTANT SUPPORT	\$35,000
MPO 17.05	UNIVERSITY OF DELAWARE PARK & RIDE	\$10,000
MPO 17.05	REGIONAL TRANSPORTATION PERFORMANCE MEASUREMENT DEVELOPMENT	\$30,000
MPO 17.11	CC-ROUTE 40 PROGRAM DEVELOPMENT SUPPORT	\$20,000
MPO 17.11	WILMINGTON INITIATIVES PUBLIC OUTREACH AND MANAGEMENT	\$48,000
MPO 17.13	CHURCHMANS CROSSING PROGRAM DEVELOPMENT	\$48,000
MPO 17.13	NCC-ROUTE 40 PROGRAM DEVELOPMENT SUPPORT	\$48,000
		<b>\$396,500</b>

## FY 2017 Unified Planning Work Program

### FY 2017 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 OF WILMINGTON	TOTAL
MPO 17.01	Administration	\$17,235	\$26,415	\$1,723	\$3,283	\$48,656
MPO 17.02	Unified Planning Work Program (UPWP)	\$5,596	\$8,577	\$560	\$1,066	\$15,798
MPO 17.03	Public Outreach & Public Education	\$12,451	\$19,084	\$1,245	\$2,372	\$35,151
MPO 17.04	Data Collection, Management & Distribution	\$3,813	\$5,844	\$381	\$726	\$10,764
MPO 17.05	Regional Planning & Technical Analysis	\$5,727	\$8,778	\$573	\$1,091	\$16,169
MPO 17.06	Air Quality Analysis & Coordination	\$3,366	\$5,159	\$337	\$641	\$9,503
MPO 17.07	New Federal Regulation Compliance	\$3,362	\$5,154	\$336	\$640	\$9,493
MPO 17.08	Goods Movement Plan Implementation	\$3,462	\$5,306	\$346	\$659	\$9,773
MPO 17.09	Regional Coordination	\$8,972	\$13,751	\$897	\$1,709	\$25,329
MPO 17.10	RTP Implementation	\$5,667	\$8,686	\$567	\$1,079	\$16,000
MPO 17.11	Sub-Regional Studies & Coordination	\$12,323	\$18,887	\$1,232	\$2,347	\$34,790
MPO 17.12	Transportation Improvement Program (TIP)	\$4,858	\$7,445	\$486	\$925	\$13,714
MPO 17.13	Monitoring of Sub-Regional Studies	\$5,408	\$8,289	\$541	\$1,030	\$15,267
	TOTAL	\$92,240	\$141,375	\$9,223	\$17,569	<b>\$260,407</b>

## FY 2017 Unified Planning Work Program

### IV FY 2017 WORK TASKS – WILMAPCO

#### MPO 17.01 – ADMINISTRATION

##### **17.01.01 – 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.

##### **17.01.02 – 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.

**\$10,000 Bookkeeping**

##### **17.01.03 – 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.

##### **17.01.04 – 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.

##### **17.01.05 – 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.

##### **17.01.06 – 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 and well-trained staff.



## FY 2017 Unified Planning Work Program

SCHEDULE: FY 2017

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, with well-trained and educated staff, and informed committees.

**PARTICIPANTS:** WILMAPCO Staff

**TOTAL COSTS:**

Resource Allocation	WILMAPCO		\$244,511
	IN-KIND SERVICES		\$48,656
	CONSULTANT		\$10,000
	TOTAL		\$303,167
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$176,081	\$0	176,081
FTA DE	\$43,391	\$0	\$43,391
FHWA MD	\$9,110	\$0	\$9,110
FTA MD	\$3,286	\$0	\$3,286
Delaware	\$14,922	\$17,235	\$32,156
Maryland	\$1,550	\$0	\$1,550
New Castle County	\$4,273	\$26,415	\$30,688
Cecil County	\$298	\$1,723	\$2,022
City of Wilmington	\$1,600	\$3,283	\$4,883
TOTALS	\$254,511	\$48,656	\$303,167

## FY 2017 Unified Planning Work Program

### **MPO 17.02 – UNIFIED PLANNING WORK PROGRAM (UPWP)**

#### **17.02.01 – 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 2017 UPWP by the WILMAPCO staff.

#### **17.02.02 – 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.

#### **17.02.03 – Other**

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

**OUTCOME AND FINAL PRODUCT:** The FY 2017 Unified Planning Work Program will contain documentation of all transportation planning activities in the WILMAPCO region.

#### **SCHEDULE:**

Draft Review by TAC and PAC	March 2016
Draft UPWP 30-Day Public Comment Period	April 4, 2016–May 5, 2016
Final Draft Approval by TAC and PAC	April 2016
Council Approval	May 2016
Submission to DelDOT and MDOT	May 2016
Implementation	July 1, 2016

**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 2017 Unified Planning Work Program

TOTAL COSTS:

Resource Allocation	WILMAPCO		\$79,391
	IN-KIND SERVICES		\$15,798
	CONSULTANT		\$0
	TOTAL		\$95,190
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$54,926	\$0	\$54,926
FTA DE	\$13,535	\$0	\$13,535
FHWA MD	\$2,842	\$0	\$2,842
FTA MD	\$1,025	\$0	\$1,025
Delaware	\$4,655	\$4,496	\$10,251
Maryland	\$483	\$0	\$483
New Castle County	\$1,333	\$8,577	\$9,910
Cecil County	\$93	\$560	\$653
City of Wilmington	\$499	\$1,066	\$1,565
TOTALS	\$79,391	\$15,798	\$95,190

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### **MPO 17.03 – 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.

#### **17.03.01 – Public Meetings and Outreach**

*ADMINISTRATOR: Randi Novakoff, Outreach Manager and 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. Staff will explore new locations to hold public workshops, particularly TIP workshops. Venues where people are already present will be sought. 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.

#### **17.03.02 – Development of Public Information Documents**

*ADMINISTRATOR: Randi Novakoff, Outreach Manager and 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. A public friendly TIP summary document will be created to provide ease of understanding of the larger TIP document. 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. All public information documents developed will be conveyed in language and context that can be easily understood by the lay citizen. Acronyms, abbreviations, and jargon will be kept to a minimum and all necessary background information will be provided. 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.

#### **17.03.03 – Newsletter and E-News**

*ADMINISTRATOR: Randi Novakoff, Outreach Manager and Staff*

A quarterly newsletter on transportation issues, plans, and projects will be produced by Delaware Media 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 process.

#### **17.03.04 – Development of Multimedia presentations**

*ADMINISTRATOR: Randi Novakoff, Outreach Manager and Staff*

To expand the public's awareness of WILMAPCO, staff will develop various presentations to educate the public on

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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.

### 17.03.05 – Webpage Management

*ADMINISTRATOR: Randi Novakoff, Outreach Manager; William Swiatek, Senior Transportation Planner; and 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.

### 17.03.06 – School Children Education and Safe Routes to School Program

*ADMINISTRATOR - Randi Novakoff, Outreach Manager; and Bill Swiatek, Senior Transportation Planner*  
A School Children's Transportation Program was developed in 2001 and adjustments have been made to improve its effectiveness. In 2010 the program was correlated to Delaware State learning standards and integrated into the statewide curriculum used by all Delaware schools. Staff will continue to work with other local schools and community centers by participating in educational cluster sessions, GIS days, summer camps, and other educational activities. The Safe Routes to School Program helps create safe, convenient, and fun opportunities for children to bicycle and walk to and from schools. Staff will work with elementary schools, DOTs, health educators, AAA Delaware, and other local partners to coordinate **the educational components of SRTS** programs. Highlights **have included** Walk to School Days **and Park-n-Walk** events, bike **and pedestrian safety** rodeos, safety assemblies, art contests, safety fairs, surveys, and **many** other **educational** activities and events. Staff will continue efforts to coordinate the educational component of the Safe Routes to Schools program including, chairing and organizing meetings, coordinating walk and bike to school events, offering incentive items, partnering with outside organizations, and coordinating educational events and activities that encourage students to walk and bike to school safely.

### Newark Bike Project Youth Empowerment Program:

The Youth Empowerment Program is geared towards developing character and leadership skills through community engagement. Serving youth ages 11 to 15 (with older youth acting as assistant facilitators), the 12-week program will be carried out in three sessions during the spring, summer, and fall. The program provides three main objectives:

1. Educate the next generation of sustainable riders on developing safe biking habits and basic mechanics of two-wheeled transportation;
2. Bike Safety & Ridership Workshops, facilitated by the participants, at local middle schools and community events; and
3. Character development through community service and leadership training for the youth that participate in the entire three month program. **\$2,500 is budgeted for the program.**

### 17.03.07 – Media Relations Coordination and Social Media

*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, coordinating e-blasts, and encouraging radio and TV interviews on talk shows to promote specific issues. This task also includes the creation of several 30-second radio commercials to increase public awareness of the organization, promote WILMAPCO events, and promote opportunities for comment and involvement via the radio. This task also includes coordination of social media efforts such as Facebook. Project pages and event invitations will be created and promoted through the WILMAPCO Facebook page. A Facebook page will also be maintained for the Air Quality Partnership of Delaware to promote awareness of that group's. The work on public outreach and educational efforts under this task will be generally guided by the policy advice of the PAC.

**\$24,000 is budgeted for commercial announcements.**

### 17.03.08 – Coordination with Other Agencies on Public Outreach

*ADMINISTRATOR – Tigist Zegeye, Executive Director; 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 work to facilitate the sharing of WILMAPCO information and events on other agencies'

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and organizations' websites. 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.

### **17.03.09 – 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 the Air Quality Partnership of Delaware (AQP). AQP is a public/private coalition of businesses, agencies, and individuals working to raise awareness and inform the public about practices that improve air quality and citizen health statewide in Delaware, and across New Castle and Cecil counties. AQP has developed a custom character to message and educate the public about air quality matters. This approach will provide an interactive method to convey important air quality matters and will provide a strong foundation for retention and understanding of target messages. The project will develop an outreach program for youth and their families related to clean air and how it impacts health and increase awareness of their daily activities, which affect the environment, health and their lives.

Outreach will also include assistance developing and implementing anti-idling reduction and air quality awareness programs in partnership with organizations such as DNREC, American Lung Association, Nemours, and Dover/Kent MPO. Federal and local grants will be solicited to fund outreach efforts approved by the Air Quality Partnership.

### **17.03.10 – 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.

**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 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 30 children over the course of three sessions, with a graduation rate of at least 85%. Corry Wright and the Urban Bike Project administer this project. **\$3,000 is budgeted for the program.**

### **17.03.11 – 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 are designed to educate the citizens of New Castle County and Cecil County on transportation planning and programming and opportunities for involvement.

**SCHEDULE:** FY 2017

**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.

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**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

**TOTAL COSTS:**

<b>Resource Allocation</b>	WILMAPCO		\$176,646
	IN-KIND SERVICES		\$35,151
	CONSULTANT		\$29,500
	<b>TOTAL</b>		\$241,297
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	\$142,620	\$0	\$142,620
FTA DE	\$35,145	\$0	\$35,145
FHWA MD	\$7,378	\$0	\$7,378
FTA MD	\$2,662	\$0	\$2,662
Delaware	\$12,086	\$12,451	\$24,537
Maryland	\$1,255	\$0	\$1,255
New Castle County	\$3,461	\$19,084	\$22,545
Cecil County	\$242	\$1,245	\$1,487
City of Wilmington	\$1,296	\$2,372	\$3,668
<b>TOTALS</b>	\$206,146	\$35,151	\$241,297

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### **MPO 17.04 – 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.

#### **17.04.01 – Data Collection**

ADMINISTRATOR: Daniel Blevins, Principal Planner, William Swiatek, Senior Transportation Planner and Jacob Thompson, 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. **\$4,000 is budgeted for consultant support in traffic data collection in Cecil County and \$25,000 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). **\$18,000 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.

#### **17.04.02 – Data Updating, Management and Acquisition**

ADMINISTRATORS: Daniel Blevins, Principal Planner, Jacob Thompson, Transportation 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

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.



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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. In order to better serve the needs of our planning activities, a list of additional needed data from member agencies is provided below:

<b>Data</b>	<b>Description</b>	<b>County</b>	<b>Responsible Agency</b>	<b>Delivery Date</b>
<b>Pavement Conditions</b>	Tabular data file of roadway conditions during FY 2016. Includes: <ul style="list-style-type: none"> <li>- NCC: Total centerline miles and quality rated either Good, Fair or Poor</li> <li>- Cecil: Total centerline miles and quality rated either Very Good, Good, Fair, Mediocre or Poor</li> </ul>	New Castle/ Cecil	DeIDOT/ MDSHA	August 2016
<b>Bridge Inventory and Conditions</b>	Tabular/GIS file of all Bridges with each county in the region and their status (Structurally Deficient and Functionally Obsolete) for FY 2016	New Castle/ Cecil	DeIDOT/ MDSHA	August 2016
<b>Annual Crash Statistics</b>	GIS file of all reported crashes and associated attribute data for calendar year 2015	New Castle	DeIDOT	June 2016
<b>Annual Transit Ridership</b>	Tabular data consisting of transit operations statistics (Monthly and Annual): <ul style="list-style-type: none"> <li>- Total Transit Ridership by service type and route</li> <li>- On-Time performance for paratransit and fixed route services</li> <li>- Transit costs per trip for paratransit and fixed route services</li> <li>- Total Annual Route Mileage for paratransit and fixed route services</li> </ul>	New Castle	DTC	August 2016
<b>Completed Projects- FY 2016</b>	GIS file of all projects completed during the fiscal year	New Castle	DeIDOT	August 2016
<b>EZ Pass/MTag Usage</b>	Tabular file of Monthly/Annual totals at all toll collection facilities including: <ul style="list-style-type: none"> <li>- SR 1 &amp; Dover, Smyrna, Denney Rd. Biddles Corner and Boyd's Corner Rd.</li> <li>- I-95 @ DE/MD Line</li> <li>- I-95 @ Kent/Cecil Border</li> </ul>	New Castle/ Cecil	DeIDOT/ MDSHA	August 2016
<b>Transit Data</b>	Updated GIS files for DTC bus stops, transit routes and headways	New Castle	DTC	August 2016
<b>Air Quality Data</b>	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
<b>Parcel Data</b>	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 2016

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### Regional Model Development and Support

ADMINISTRATOR: *Daniel Blevins, Principal Planner*

- Assist DelDOT modeling in developing input for all travel demand models. 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. **\$54,000 is budgeted for consultant support.**

### Data Report Production

ADMINISTRATOR: *Daniel Blevins, Principal Planner*

- Provide timely updates to regularly published data summaries.

### 17.04.03 – Data Distribution and Local Planning Support

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

### 17.04.04 – Public Opinion Survey

ADMINISTRATOR: *Randi Novakoff, Outreach Manager*

The Public Opinion Survey 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. 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 knows about WILMAPCO. A Transportation Justice Survey has also been created to provide data specific to the transportation justice community. Results are then used, in conjunction with other outreach efforts, to set policies for future planning efforts. **\$17,000 is budgeted for consultant support.**

### 17.04.05 – 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

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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 2017

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		\$54,090
	IN-KIND SERVICES		\$10,764
	CONSULTANT		\$118,000
	TOTAL		\$182,854
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$119,059	\$0	\$119,059
FTA DE	\$29,339	\$0	\$29,339
FHWA MD	\$6,159	\$0	\$6,159
FTA MD	\$2,222	\$0	\$2,222
Delaware	\$10,089	\$3,813	\$13,902
Maryland	\$1,048	\$0	\$1,048
New Castle County	\$2,889	\$5,844	\$8,733
Cecil County	\$202	\$381	\$583
City of Wilmington	\$1,082	\$726	\$1,808
TOTALS	\$172,090	\$10,764	\$182,854

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### **MPO 17.05 – REGIONAL PLANNING AND TECHNICAL ANALYSIS**

#### **17.05.01 – Congestion Management System Development**

*ADMINISTRATOR: Daniel Blevins, Principal Planner, William Swiatek, Senior Transportation Planner, Jacob Thompson, 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. **\$35,000 is budgeted for consultant support.**

#### **17.05.02 – Regional Progress Report**

*ADMINISTRATOR: William Swiatek, Senior Transportation Planner and Jacob Thompson, Transportation Planner*

In an effort to gauge how well the region is progressing towards the goals developed in the Regional Transportation Plan (RTP), staff will develop a Regional Progress Report every two years. Using data-driven performance measures where possible, the report tracks the progress of each and every action in the RTP. Red, yellow, and green light indicators are provided for each action representing poor, partial, and full progress. The former Public Participation Plan evaluation task will be folded into the next Progress Report, as public engagement was specifically identified as an objective (with three actions) in the 2040 RTP: 2015 Update.

#### **17.05.03 – Environmental and Transportation Justice Analysis**

*ADMINISTRATOR: William Swiatek, Senior Transportation Planner, Jacob Thompson, Transportation Planner*

Measures will continually be developed to better assess the mobility and public participation constraints of our region's low income and minority communities, in step with our obligations under the federal Environmental Justice initiative and Title VI mandate. These populations are referred to as our Environmental Justice communities. Additionally, staff will seek to understand the mobility challenges of other populations constrained by our transportation system – seniors (those aged 65+), people with disabilities, and those who live in households without vehicles. These three groups are referred to collectively as our Transportation Justice communities. Staff produced an updated Environmental Justice Report in 2013, and an updated Transportation Justice Report was completed in 2015.

#### **17.05.04 – Data Analysis for Planning Partners**

*ADMINISTRATOR: Daniel Blevins, Principal Planner, William Swiatek, Senior Transportation Planner, Jacob Thompson, 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).**

#### **17.05.05 - Top Priority Pedestrian Segments**

*ADMINISTRATOR: William Swiatek, Senior Transportation Planner, Jacob Thompson, Transportation Planner*

A regional assessment of top priority pedestrian segments was completed in 2012. 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. Staff will also update the Prioritized Pedestrian Network this year.

#### **17.05.06 – Sea-level Rise Transportation Vulnerability Assessment**

*ADMINISTRATOR: William Swiatek, Senior Transportation Planner, Jacob Thompson, Transportation Planner*

A regional Sea-level Rise (SLR) transportation vulnerability assessment was finalized in 2011, 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. Staff will support efforts to adapt to SLR in Delaware and Maryland. The SLR transportation vulnerability assessment will be updated when fresh SLR scenario data are released by DNREC.

#### **17.05.07 – Regional Transportation Performance Measure Development**

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

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*Thompson, Transportation Planner*

**OBJECTIVE AND TASK DESCRIPTION:** Provides tracking trends of key indicators of how the transportation system is performing to improve the ability to address short- and long-term decisions based on system performance. In order to respond to demands for accountability from elected officials and the public, development of transportation and land use performance measures and prepare an annual performance report on state and regional efforts and their relation to the goals of State and MPO long range plans.

This task will provide support for decisions about transportation budgeting and appropriations and will provide a trigger for in-depth examinations of performance problems and possible corrections. It will focus on identifying and using the most credible performance measures that are reliable, relevant and regional in scope, easy to understand by a wide audience, available from public sources of data and available over a period of time. This task is to mainly cover consulting help in expediting LOS analysis, extraction of real-time ITMS data for uses in various projects. **\$30,000 is budgeted for consultant support.**

**SCHEDULE:** FY 2017

**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.

**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		\$81,252
	IN-KIND SERVICES		\$16,169
	CONSULTANT		\$75,000
	TOTAL		\$172,421
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$108,102	\$0	\$108,102
FTA DE	\$26,639	\$0	\$26,639
FHWA MD	\$5,593	\$0	\$5,593
FTA MD	\$2,018	\$0	\$2,018
Delaware	\$9,161	\$5,727	\$14,888
Maryland	\$951	\$0	\$951
New Castle County	\$2,623	\$8,778	\$11,401
Cecil County	\$183	\$573	\$756
City of Wilmington	\$982	\$1,091	\$2,073
TOTALS	\$156,252	\$16,169	\$172,421

## **FY 2017 Unified Planning Work Program**

### **MPO 17.06 – 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.

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; and
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), 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 2017

**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.

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TOTAL COSTS:

Resource Allocation	WILMAPCO		\$47,755
	IN-KIND SERVICES		\$9,503
	CONSULTANT		\$0
	TOTAL		\$57,258
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$33,039	\$0	\$33,039
FTA DE	\$8,142	\$0	\$8,142
FHWA MD	\$1,709	\$0	\$1,709
FTA MD	\$617	\$0	\$617
Delaware	\$2,800	\$3,366	\$6,166
Maryland	\$291	\$0	\$291
New Castle County	\$802	\$5,159	\$5,961
Cecil County	\$56	\$337	\$393
City of Wilmington	\$300	\$641	\$941
TOTALS	\$47,755	\$9,503	\$57,258

## FY 2017 Unified Planning Work Program

### **MPO 17.07 – NEW FEDERAL REGULATION COMPLIANCE**

**OBJECTIVE AND TASK DESCRIPTION:** Fixing America's Surface Transportation Act (FAST Act), was signed into law by President Obama on December 4, 2015. Funding surface transportation programs at approximately \$305 billion for fiscal years (FY) 2016, 2017, 2018, 2019 and 2020, FAST Act is the first law enacted in over ten years that provide long-term funding certainty for surface transportation. Overall, the Fast Act largely maintains current program structures and funding shares between highways and transit. It is a down-payment for building a 21<sup>st</sup> century transportation system, increasing funding by 11 percent over five years. The law also makes changes and reforms to many Federal transportation programs, including streamlining the approval processes for new transportation projects, providing new safety tools, and establishing new program to advance critical freight projects. A more detailed summary of some FAST Act provisions is found below.

**Project Delivery:** DOT has been a leader in reducing the bureaucratic red tape that can stall and delay critical transportation projects from moving forward. The FAST Act adopted a number of Administration proposals to further speed the permitting processes while still protecting environmental and historic treasures and also codifying the online system to track projects and interagency coordination processes.

**Freight:** FAST Act would establish both formula and discretionary grant programs to fund critical transportation projects that would benefit freight movements. These programs are similar to what the Administration proposed and will for the first time provide a dedicated source of Federal funding for freight projects, including multimodal projects. The Act emphasizes the importance of Federal coordination to focus local governments on the needs of freight transportation providers.

**Innovative Finance Bureau:** FAST Act establishes a new National Surface Transportation and Innovative Finance Bureau within the Department to serve as a one-stop shop for state and local governments to receive federal funding, financing or technical assistance. This builds on the work of the Department's Build America Transportation Investment Center and provides additional tools to improve coordination across the Department to promote innovative finance mechanisms. The Bureau is also tasked with responsibility to drive efficiency in the permitting process, consistent with a request to establish a dedicated permitting office.

**TIFIA:** The Transportation Infrastructure and Innovation Act (TIFIA) Loan program provides important financing options for large projects and public-private partnerships. The FAST Act includes organizational changes that will provide an opportunity for important structural improvements with the potential to accelerate the delivery of innovative finance projects. However, FAST Act's cut to the TIFIA program could constrain growth in this area over the course of the bill.

**Safety:** FAST Act includes authority sought by the Administration to prohibit rental car companies from knowingly renting vehicles that are subject to safety recalls. It also increased maximum fines against non-compliant auto manufactures from \$35 million to \$105 million. The law also will help bolster the Department's safety oversight of transit agencies and also streamlines the Federal truck and bus safety grant programs, giving more flexibility to States to improve safety in these areas. However, we know the bill also took a number of steps backwards in terms of the Department's ability to share data with the public and on the Department's ability to exercise aggressive oversight over our regulated industries.

**Transit:** FAST Act includes a number of positive provisions, including reinstating the popular bus discretionary grant program and strengthening the Buy America requirements that promote domestic manufacturing through vehicle and track purchases.

**Ladder of Opportunity:** The Act includes a number of items that strengthen workforce training and improve regional planning. These include allocating slightly more formula funds to local decision makers and providing planners with additional design flexibilities. Notably, FAST makes Transit Oriented Development (TOD) expenses eligible for funding under highway and rail credit programs. TOD promotes dense commercial and residential development near transit hubs in an effort to shore up transit ridership and promote walkable, sustainable land use.



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SCHEDULE: FY 2017

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		\$47,704
	IN-KIND SERVICES		\$9,493
	CONSULTANT		\$0
	TOTAL		\$57,196
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$33,003	\$0	\$33,003
FTA DE	\$8,133	\$0	\$8,133
FHWA MD	\$1,707	\$0	\$1,707
FTA MD	\$616	\$0	\$616
Delaware	\$2,797	\$3,362	\$6,159
Maryland	\$290	\$0	\$290
New Castle County	\$801	\$5,154	\$5,955
Cecil County	\$56	\$336	\$392
City of Wilmington	\$300	\$640	\$940
TOTALS	\$47,704	\$9,493	\$57,196

## FY 2017 Unified Planning Work Program

### **MPO 17.08 – GOODS MOVEMENT PLAN IMPLEMENTATION**

**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. The recently completed Delmarva Freight Plan summarizes current and future freight planning and transportation needs to enhance freight and goods movement and related economic opportunities on the 14-county tri-state area of Delmarva.

**OUTCOME AND FINAL PRODUCT:** WILMAPCO will work to meet the need for multimodal freight planning collaboration within regional jurisdictions and across economic corridors to enhance mobility at the local, state, multi-state, and national level. Also it will begin to seek ways to implement the goals of the freight plan and begin a system to monitor changes along the freight corridors identified by the plan.

**SCHEDULE:** FY 2017

**TASK TYPE:** Recurring

**PUBLIC PARTICIPATION:** Meetings with freight transport companies, as well as public meetings and the annual freight summit and subsequent task for 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, Jacob Thompson, Transportation Planner, William Swiatek, Senior Planner*

**PARTICIPANTS:** WILMAPCO Staff, member agencies, DRPC

**TOTAL COSTS:**

Resource Allocation	WILMAPCO		\$49,114
	IN-KIND SERVICES		\$9,773
	CONSULTANT		\$0
	TOTAL		\$58,887
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$33,979	\$0	\$33,979
FTA DE	\$8,373	\$0	\$8,373
FHWA MD	\$1,758	\$0	\$1,758
FTA MD	\$634	\$0	\$634
Delaware	\$2,879	\$3,462	\$6,341
Maryland	\$299	\$0	\$299
New Castle County	\$825	\$5,306	\$6,131
Cecil County	\$58	\$346	\$404
City of Wilmington	\$309	\$659	\$968

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<b>TOTALS</b>	\$49,114	\$9,773	\$58,887
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### **MPO 17.09 – 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.

#### **17.09.01 – 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.

#### **17.09.02 – Inter-Regional Agency Coordination**

*ADMINISTRATOR: Tigist Zegeye, Executive Director, Daniel Blevins, Principal Planner, Jacob Thompson, 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. This work also supports FHWA'S Every Day Counts goals for regional models of cooperation.

#### **17.09.03 – Livability and Sustainability Initiatives**

*ADMINISTRATOR: Tigist Zegeye, Executive Director, William Swiatek, Senior Transportation Planner, Jacob Thompson, 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. Specific work includes supporting coordinated community development efforts and the development the region's electric vehicle public infrastructure.

#### **17.09.04– 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 2017

**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

## FY 2017 Unified Planning Work Program

transportation system and regional economic development and equity issues.

PARTICIPANTS: WILMAPCO Staff, member agencies, local officials

**TOTAL COSTS:**

Resource Allocation	WILMAPCO		\$127,287
	IN-KIND SERVICES		\$25,329
	CONSULTANT		\$0
	TOTAL		\$152,616
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$88,062	\$0	\$88,062
FTA DE	\$21,701	\$0	\$21,701
FHWA MD	\$4,556	\$0	\$4,556
FTA MD	\$1,644	\$0	\$1,644
Delaware	\$7,463	\$8,972	\$16,435
Maryland	\$775	\$0	\$775
New Castle County	\$2,137	\$13,751	\$15,888
Cecil County	\$149	\$897	\$1,046
City of Wilmington	\$800	\$1,709	\$2,509
TOTALS	\$127,287	\$25,329	\$152,616

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### **MPO 17.10 – RTP IMPLEMENTATION**

The WILMAPCO 2040 Regional Transportation Plan (RTP), adopted on January 8, 2015, identifies the region's long-term transportation needs and the projects and activities which seek to address them. The RTP extends at least two decades into the future, and the projects it calls for are financially reasonable and meet air quality standards.

The Goals and Objectives arrived at by consensus through the long-range plan updates are:

#### ❖ **Support Sustainable Economic Development and Goods Movement**

##### ➤ *Objectives:*

- Maximize our investments
- Develop effective transportation networks
- Plan for energy security and climate change

#### ❖ **Efficiently Transport People**

##### ➤ *Objectives:*

- Improve System Performance
- Promote Accessibility and Connectivity
- Engage the Public Via an Open Involvement Process

#### ❖ **Improve Quality of Life**

##### ➤ *Objectives:*

- Protect the Public Health and Safety
- Promote Active Transportation
- Ensure Transportation Choice and Equity
- Preserve Natural and Cultural Resources

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

SCHEDULE: FY 2017

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

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TOTAL COSTS:

Resource Allocation	WILMAPCO		\$80,403
	IN-KIND SERVICES		\$16,000
	CONSULTANT		\$0
	TOTAL		\$96,403
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$55,626	\$0	\$55,626
FTA DE	\$13,708	\$0	\$13,708
FHWA MD	\$2,878	\$0	\$2,878
FTA MD	\$1,038	\$0	\$1,038
Delaware	\$4,714	\$5,667	\$10,381
Maryland	\$490	\$0	\$490
New Castle County	\$1,350	\$8,686	\$10,036
Cecil County	\$94	\$567	\$661
City of Wilmington	\$506	\$1,079	\$1,585
TOTALS	\$80,403	\$16,000	\$96,403

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### **MPO 17.11 – 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 2014 include the following:

#### **MPO 17.11.01 – 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 and 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 bicycle and pedestrian safety education programs.

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

**SCHEDULE:** FY 2017

**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, Jacob Thompson, Transportation Planner*

#### **MPO 17.11.02 –Scenic and Historic Byways Planning Assistance**

**OBJECTIVE AND TASK DESCRIPTION:** WILMAPCO, in partnership with DeIDOT, MDOT, New Castle County, Cecil 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 2017

**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, DeIDOT, Cecil County, MDOT

#### **17.11.03 – Walkable Community Workshop Program**

**OBJECTIVE AND TASK DESCRIPTION:** Walkable Community Workshops are interactive events that focus attention

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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 2017

**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, William Swiatek, Senior Transportation Planner, Randi Novakoff, Outreach Manager, Jacob Thompson, Transportation Planner*

### **17.11.04 – 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: Lyn Erickson

#### **2. MARC Commuter Rail Service Extension Ridership Analysis**

**WILMAPCO STAFF PARTICIPANT:** *Dave Gula, Principal 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 use 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 Baltimore and Philadelphia as endpoints.

**SCHEDULE:** FY 2017

### **17.11.05 – Coordination with the Cecil County Office of Planning and Zoning**

#### **1. Cecil County Transit Coordination**

**WILMAPCO STAFF PARTICIPANT:** *Heather Dunigan, Principal Planner, Dave Gula, Principal 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 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. **\$20,000 is budgeted for consultant support.**

**SCHEDULE:** FY 2017



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### 17.11.06 – Coordination with the City of Wilmington

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

*WILMAPCO STAFF PARTICIPANT: Tigist Zegeye, Executive Director, Dave Gula, Principal 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. A separate consultant will be retained to complete concept plans for smaller projects that are designed in concert with community input.

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. Neighborhood Planning Support

*WILMAPCO STAFF PARTICIPANT: William Swiatek, Senior Transportation Planner*

Staff will provide technical guidance and support on neighborhood planning and community development efforts across the City of Wilmington, as needed.

SCHEDULE: FY 2017

### 17.11.07– Coordination with the City of Newark

Newark Regional Transportation Center

*ADMINISTRATOR: Dave Gula, Principal Planner*

WILMAPCO will work with DelDOT in partnership with DEDO, DTC, the City of Newark, New Castle County, Norfolk Southern, Amtrak and the University of Delaware to use the TIGER IV grants funds to: 1) Complete the design for NRTC, creating the optimal solution for passenger and freight train operations at the existing Newark Train Station, and while keeping in context with the 272-acre UD STAR Campus; 2) Complete the engineering to 100%; and 3) Construct the NRTC while allowing for continuous passenger and freight operations at the existing facility.

WILMAPCO is the Grant co-applicant and DelDOT is the co-applicant and Project Manager for the construction. The team of Whitman, Requardt and Associates and Parsons Brinkerhoff has been retained as the consultant for the project. They will work with DelDOT and WILMAPCO to complete the design, complete the engineering to 100% and manage the construction to project completion. They will also assist in coordinating with the project stakeholders and developing the stakeholder MOAs. This project is scheduled for completion in December 2018. The budget for the project is \$31,900,000 and is derived from the TIGER IV Planning Grant (\$10,000,000) and the local matching funds

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(\$21,900,000).

### **17.11.08 – Coordination with New Castle County**

North Claymont Area Master Plan

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

Project will develop a master plan for the North Claymont area, including the Tri-State Mall and Claymont Steel site. WILMAPCO will work with New Castle County, DelDOT, DNREC, DTC, Claymont Renaissance and area stakeholders to assess existing conditions and scenarios for future land use, transportation, and economic development.

SCHEDULE: FY 2017

### **17.11.09 - Coordination with the Town of Elkton**

Elkton Pedestrian Plan

*WILMAPCO STAFF PARTICIPANT: William Swiatek, Senior Transportation Planner, Jacob Thompson, Transportation Planner*

The Elkton Pedestrian Plan will identify necessary improvements to the Town's pedestrian network. Work includes a review of previous work, an inventory of the existing pedestrian network, the identification of needed improvements, and the prioritization of those improvements. This Plan was requested by the Town, in order to support the transformation of Elkton into a more walkable community.

SCHEDULE: FY 2017

### **17.11.10 – Coordination with the Town of Charlestown**

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner*

WILMAPCO will work with the Town of Charlestown to 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. Alignment for bicycle facilities and East Coast Greenway have been identified, and an inventory of existing facilities is complete.

SCHEDULE: FY 2017

### **17.11.11– Coordination with the Town of Ardentown**

*Ardentown Paths Plan*

*WILMAPCO STAFF PARTICIPANT: William Swiatek, Senior Transportation Planner, Jacob Thompson, Transportation Planner*

The Ardentown Paths Plan will identify necessary improvements to the historic network of pedestrian paths in Ardentown, DE, in order to preserve its natural and cultural history and to support making Ardentown a more walkable and bikable community.

Staff will work closely with the Ardentown Planning Committee, DelDOT and New Castle County.

SCHEDULE: FY 2017

### **17.11.12 – Other**

*ADMINISTRATOR: Tigist Zegeye, Executive Director*

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 2017

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.

## FY 2017 Unified Planning Work Program

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		\$174,827
	IN-KIND SERVICES		\$34,790
	CONSULTANT		\$68,000
	TOTAL		\$277,617
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$167,998	\$0	\$167,998
FTA DE	\$41,399	\$0	\$41,399
FHWA MD	\$8,691	\$0	\$8,691
FTA MD	\$3,136	\$0	\$3,136
Delaware	\$14,237	\$12,323	\$26,560
Maryland	\$1,478	\$0	\$1,478
New Castle County	\$4,077	\$18,887	\$22,964
Cecil County	\$285	\$1,232	\$1,517
City of Wilmington	\$1,527	\$2,437	\$3,874
TOTALS	\$242,827	\$34,790	\$277,617

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### **MPO 17.12 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

**OBJECTIVE AND TASK DESCRIPTION:** Provides for the amendment of the FY 2017-2020 TIP, development of the FY 2018-2021 TIP, and advanced preparation for FY 2019-2022 TIP. The TIP will be developed using public input and will be financially constrained and meet air quality conformance requirements. The TIP will be developed according federal requirements of Fixing America's Surface Transportation Act or "FAST Act" and 49 U.S.C. 5303(j), to develop a TIP—a list of upcoming transportation projects—covering a period of at least four years. The TIP will be developed in cooperation with Maryland and Delaware departments of transportation and public transit providers. The TIP will include capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements, Federal Lands Highway projects, and safety projects from the states' Strategic Highway Safety Plans. The TIP will include all regionally significant projects receiving FHWA or FTA funds, or for which FHWA or FTA approval is required, in addition to non-federally funded projects that are consistent with the Regional Transportation Plan (RTP). Furthermore, the TIP will be fiscally constrained. 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 DelDOT and MDOT planners and/or engineers.
2. Scoring submitted projects in accordance with the prioritization process.
3. Working with both DelDOT 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 meetings on the draft TIP.
7. Preparing the document and coordinating with our member agencies to develop and produce a user friendly TIP.
8. Maintaining inventory of TIP projects and monitoring them for consistency to the RTP goals and objectives.
9. Reviewing current TIP with DelDOT and MDOT.
10. Incorporate TIP status reporting into regional progress report to examine current status of prior TIP projects.
11. Preparing interactive web mapping.
12. Working with the AQS to review priority for CMAQ funds.
13. Work with Nonmotorized Transportation Working Group, TAC, MDOT and DelDOT to solicit and prioritize projects for Transportation Alternatives Program.
14. Evaluate the anticipated effect toward achieving performance based targets linked to investment priorities.

**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 2018-2021 TIP will be completed in March 2016 for approval by the WILMAPCO Council and forwarded to FHWA, FTA, EPA, DelDOT 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, Jacob Thompson, Transportation Planner*

**PARTICIPANTS:** Public, WILMAPCO, Member Agencies

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TOTAL COSTS:

Resource Allocation	WILMAPCO		\$68,917
	IN-KIND SERVICES		\$13,714
	CONSULTANT		\$0
	TOTAL		\$82,631
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$47,679	\$0	\$47,679
FTA DE	\$11,749	\$0	\$11,749
FHWA MD	\$2,467	\$0	\$2,467
FTA MD	\$890	\$0	\$890
Delaware	\$4,040	\$4,858	\$8,898
Maryland	\$420	\$0	\$420
New Castle County	\$1,157	\$7,445	\$8,602
Cecil County	\$81	\$486	\$567
City of Wilmington	\$433	\$925	\$1,359
TOTALS	\$68,917	\$13,714	\$82,631

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### **MPO 17.13 – 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 2030 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.

#### **17.13.01 – 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. Staff will also provide assistance to the City of New Castle Parking Subcommittee as they evaluate parking needs to refine the Plan's parking recommendations. DelDOT contact: Bruce Allen

##### **2. City of New Castle 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.

#### **17.13.02 – 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.

#### **17.13.03 – City of Newark Planning**

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

Staff will continue to work with involved member agencies to implement the short -and long-term recommendations of the Newark plans, including monitoring implementation of the Newark Traffic Calming Plan, Newark Transportation Plan, the Newark Regional Transportation Center Plan, Newark Transit Study, and Newark Bicycle Plan.

#### **17.13.04 – Centreville Village Plan**

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal 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.

#### **17.13.05 – 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.

#### **17.13.06 – New Castle County**

##### **1. SR 141 Corridor 20-Year Transportation Plan & TOD Analysis**

*WILMAPCO STAFF PARTICIPANT: Daniel Blevins, Principal Planner, David Gula, Principal Planner*

Staff will work with the County and its planning partners to create a 20-year land use plan based on existing and future land use development within the corridor.

##### **2. Glasgow Avenue Main Street Study**

*WILMAPCO STAFF PARTICIPANT: David Gula, Principal Planner, Daniel Blevins, Principal Planner*

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This project is for a comprehensive study that will improve the appearance and functionality along Glasgow Avenue that will encourage more non-motorized trips and better connectivity. WILMAPCO will work with NCC, DelDOT, and area stakeholders.

### 3. Red Clay Valley Scenic Byway – Design Standards Overlay District

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Randi Novakoff, Outreach Manager*  
Staff worked with the County and its planning partners to create a scenic corridor zoning overlay and design standards, which was completed in 2016. Staff will assist New Castle County and the Red Clay Valley Scenic Byway as they work to implement the standards.

### 4. New Castle County Greenway Plan

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal 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.

### 17.13.07 – 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.

### 17.13.08 – Delaware Department of Transportation and Delaware Transit Corporation

#### 1. Churchmans Crossing Implementation

*WILMAPCO STAFF PARTICIPANT: Daniel Blevins, Principal Planner, Dave Gula, Principal 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: Marco Boyce

**\$48,000 is budgeted to support these efforts.**

#### 2. Route 40 Corridor Improvements

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

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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. DelDOT contact: Mark Tudor, NCC contact: Marco Boyce. **\$48,000 is budgeted to support these efforts.**

### 3. Tyler McConnell Bridge

*WILMAPCO STAFF PARTICIPANT: Daniel Blevins, Principal Planner and Dave Gula, Principal Planner*

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

### 4. Route 301

*WILMAPCO STAFF PARTICIPANT: Daniel Blevins, Principal Planner*

The initial Greater Route 301 MIS was a joint effort by DelDOT, 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.

DelDOT contact: Mark Tudor, NCC contact: Marco Boyce

### 5. DTC Business Plan / Long-Range Plan

*WILMAPCO STAFF PARTICIPANT: Dave Gula, Principal 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: Al Loyola

### 6. Claymont Transportation Plan

*WILMAPCO STAFF PARTICIPANT: Dave Gula, Principal Planner, Randi Novakoff, Outreach Manager*

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

### 7. Amtrak Northeast Corridor Feasibility Study

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

WILMAPCO Staff will work with DelDOT, 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 a very important freight rail project for the State and region. The additional track capacity between Perryville and Newark will facilitate the long-term 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.

## **17.13.09 – 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, Principal 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. 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, Principal 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.

### 3. Transit Service, Between Harford and Cecil Counties—*Filling the Gap*

*WILMAPCO STAFF PARTICIPANT: Dave Gula, Principal 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



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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. MTA contact: Kevin Quinn.

#### 4. Cecil County Bicycle Plan

*WILMAPCO STAFF PARTICIPANT: Dave Gula, Principal Planner*

The Cecil County Bicycle Plan was developed 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 proposed bicycle facilities for both unincorporated and incorporated areas of Cecil County, while integrating the bicycle recommendations for Elkton and Perryville. WILMAPCO staff will coordinate with staff from Cecil County Planning and Zoning and incorporated towns to implement the recommendations.

#### 5. 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

### 17.13.10– Town of Chesapeake City

#### 1. Town of Chesapeake City Comprehensive Plan Update

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, William 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, William 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, William 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.

#### 5. Walking and Biking Plan & Implementation Program

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

WILMAPCO will assist the Town with development of funding applications for the Transportation Alternatives Program or other sources of implementing funds to complete identified improvements from the Walkable Community Workshop and town plans.

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### 17.13.11– Town of Elkton Planning

#### 1. Town of Elkton TOD Feasibility Study

*WILMAPCO STAFF PARTICIPANT: Dave Gula, Principal Planner, William Swiatek, Senior Transportation Planner*  
Staff will work with the Town of Elkton in implementing recommendations from the TOD Feasibility Study.

#### 2. Town of Elkton Bicycle Plan

*WILMAPCO STAFF PARTICIPANT: Dave Gula, Principal Planner, William Swiatek, Senior 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: Dave Gula, Principal Planner, William Swiatek Senior 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).

### 17.13.12 – City of Wilmington

#### 1. Wilmington Initiatives Implementation

*WILMAPCO STAFF PARTICIPANT: Dave Gula, Principal 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 4<sup>th</sup> Street Improvements Project
- Wilmington Signalization Project
- Northeast Boulevard Streetscape Improvements
- Two-Way King Street Study

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 Smith

#### 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: Marie Reed; City of Wilmington contact: Dave Blankenship; DelDOT contacts: Sarah Coakley and Jeff Niezgoda

#### 3. Downtown Wilmington Circulation Study

*WILMAPCO STAFF: Dave Gula, Principal 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 Smith

#### 4. City of Wilmington updates to Subdivision Regulations

*WILMAPCO STAFF PARTICIPANT: Tigist Zegeye, Executive Director, William 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).

#### 5. Delaware Avenue/11<sup>th</sup>/12<sup>th</sup> Streets Curve Study

*WILMAPCO STAFF PARTICIPANT: Tigist Zegeye, Executive Director, Dave Gula, Principal 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

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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.

### 6. Wilmington Bicycle Plan

*WILMAPCO STAFF PARTICIPANT: Dave Gula, Principal Planner, Jacob Thompson, Transportation Planner*

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

### 17.13.13 – Town of Perryville

#### 1. Town of Perryville Greenway Plan

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

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, Principal 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.

### 17.13.14 – Town of North East

#### 1. Transportation and Land Use Maps Update

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, William 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.

#### 2. Town of North East Transit Oriented Development

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

WILMAPCO and the Town of North East completed a Transit Oriented Development (TOD) Study Plan to identify opportunities and land areas within North East for future transit supportive development and transportation around existing and future transit. The Plan identified a potential location for a future train station and transit hub, and included recommendations for land use master planning, zoning and urban design to support new development that will be sensitive to the existing character and desired development patterns, and included implementation strategies, 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 an Advisory Committee that included North East Planning Commission, The North East Mayor and Commissioner's Town Board, State Highway Administration, Chesapeake Bay Critical Area Commission, Maryland Department of Planning, Cecil County, North East Rail Service Committee (to be established), Homeowners Associations, and interested citizens.

#### 3. Town of North East Subdivision Regulations and Road Code Revisions

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, William 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.

### 17.13.15 - Coordination with the Town of Port Deposit

#### Transit Feasibility Study

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

The Port Deposit Transit Feasibility Study was completed in FY 2013 and assessed potential routes, ridership and cost for fixed route public transit as well as alternative measures to improve mobility within the town and promote access to areas outside the town. Staff will work with Port Deposit and Cecil County to promote implementation of

## FY 2017 Unified Planning Work Program

improvements and services.

### 17.13.16- Coordination with the Village of Marshallton

Village of Marshallton Circulation Study

*ADMINISTRATOR: William Swiatek, Senior Transportation Planner*

In coordination with the Village of Marshallton, DelDOT and New Castle County the Marshallton Circulation Study was completed in 2014. The study made recommendations to address heavy vehicle volumes and speeding traffic on Old Capitol Trail, along with improving the village's multimodal transportation network. Staff will support the implementation of these recommendations as needed.

### 17.13.17 – 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 2017

**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		\$76,695
	IN-KIND SERVICES		\$15,267
	CONSULTANT		\$96,000
	TOTAL		\$187,963
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$119,478	\$0	\$119,478
FTA DE	\$29,442	\$0	\$29,442
FHWA MD	\$6,181	\$0	\$6,181
FTA MD	\$2,230	\$0	\$2,230
Delaware	\$10,125	\$5,408	\$15,533
Maryland	\$1,051	\$0	\$1,051
New Castle County	\$2,899	\$8,289	\$11,188
Cecil County	\$202	\$541	\$743
City of Wilmington	\$1,086	\$1,030	\$2,116
TOTALS	\$172,695	\$15,267	\$187,693

## V PRIOR YEARS' WORK TASKS CARRIED OVER

This table shows the status of FY 2016 UPWP work tasks which were not completed by June 30, 2016 and have been amended into the FY 2017 UPWP.

	TASK #	DESCRIPTION	BALANCE REMAINING 6/30/16
1	MPO 14.10	Member Agency and WILMAPCO Consultant Support	\$68,539.01
2	MPO 15.04	Regional Model Development and Support	\$15,835.26
3	MPO 15.05	Congestion Management System Consultant Support – <a href="#">Amend FY 2017 UPWP – Transfer to General Funds</a>	\$3.61
4	MPO 15.05	Regional Transportation Performance Measurement Development – <a href="#">Amend FY 2017 UPWP – Transfer to General Funds</a>	\$23.34
5	MPO 15.10	Member Agency and WILMAPCO Consultant Support	\$71,519.90
6	MPO 16.01	Bookkeeping – <a href="#">Amend FY 2017 UPWP – Transfer to General Funds</a>	\$6,985.00
7	MPO 16.03	Media Relations Coordination – <a href="#">Amend FY 2017 UPWP – Transfer to General Funds</a>	\$1,078.00
8	MPO 16.04	Cecil County Intersection Counts – <a href="#">Amend FY 2017 UPWP – Transfer to General Funds</a>	\$8,000.00
9	MPO 16.04	New Castle County Intersection Counts	\$8,750.00
10	MPO 16.04	Cecil County Travel Time Runs - <a href="#">Amend FY 2017 UPWP – Transfer to General Funds</a>	\$4,136.03
11	MPO 16.04	Regional Model Development and Support	\$20,000.00
12	MPO 16.04	Public Opinion Survey - <a href="#">Amend FY 2017 UPWP – Transfer to General Funds</a>	\$312.00
13	MPO 16.05	Congestion Management System Consultant Support	\$11,219.85
14	MPO 16.05	Regional Transportation Performance Measurement Development	\$8,260.65
15	MPO 16.11	Cecil County-Route 40 Program Development Support	\$20,446.36
16	MPO 16.11	Wilmington Initiatives Public Outreach and Management	\$23,205.25
17	MPO 16.13	Churchmans Crossing Program Development	\$48,000.00
18	MPO 16.13	New Castle County-Route 40 Program Development Support	\$13,551.19
	<b>TOTAL</b>		<b>\$329,865.45</b>

	TASK #	DESCRIPTION	BALANCE REMAINING 6/30/16
		<b>Proposed Tasks to be Carried Over to FY 2017 UPWP</b>	
1	MPO 14.10	Member Agency and WILMAPCO Consultant Support	\$68,539.01
2	MPO 15.04	Regional Model Development and Support	\$15,835.26
3	MPO 15.10	Member Agency and WILMAPCO Consultant Support	\$71,519.90
4	MPO 16.04	New Castle County Intersection Counts	\$8,750.00
5	MPO 16.04	Regional Model Development and Support	\$20,000.00
6	MPO 16.05	Congestion Management System Consultant Support	\$11,219.85
7	MPO 16.05	Regional Transportation Performance Measurement Development	\$8,260.65
8	MPO 16.11	Cecil County-Route 40 Program Development Support	\$20,446.36
9	MPO 16.11	Wilmington Initiatives Public Outreach and Management	\$23,205.25
10	MPO 16.13	Churchmans Crossing Program Development	\$48,000.00
11	MPO 16.13	New Castle County – Route 40 Program Development Support	\$13,551.19
		<b>TOTAL</b>	<b>\$309,327.47</b>
		<b>Proposed Tasks to be Transferred to General Funds</b>	
1	MPO 15.05	Congestion Management System Consultant Support – <a href="#">Amend FY 2017 UPWP – Transfer to General Funds</a>	\$3.61
2	MPO 15.05	Regional Transportation Performance Measurement Development – <a href="#">Amend FY 2017 UPWP – Transfer to General Funds</a>	\$23.34
3	MPO 16.01	Bookkeeping – <a href="#">Amend FY 2017 UPWP – Transfer to General Funds</a>	\$6,985.00
4	MPO 16.03	Media Relations Coordination – <a href="#">Amend FY 2017 UPWP – Transfer to General Funds</a>	\$1,078.00
5	MPO 16.04	Cecil County Intersection Counts – <a href="#">Amend FY 2017 UPWP – Transfer to General Funds</a>	\$8,000.00
6	MPO 16.04	Cecil County Travel Time Runs – <a href="#">Amend FY 2017 UPWP – Transfer to General Funds</a>	\$4,136.03
7	MPO 16.04	Public Opinion Survey – <a href="#">Amend FY 2017 UPWP – Transfer to General Funds</a>	\$312.00
		<b>TOTAL</b>	<b>\$20,537.98</b>
		<b>GRAND TOTAL</b>	<b>\$329,865.45</b>

#### Prior Years' Carry over Funds

MD FHWA \$35,347.52

MD FTA \$13,597.21

MD State \$5,339.91

DE FHWA \$353,373.16

DE FTA \$70,479.92

**Total \$478,137.72**

**Total Available Funds to be Carried Over = \$478,137.72**

**\$309,327.42 for prior year's tasks which were not complete by June 30, 2016**

**\$189,348 (\$168,810 + \$20,538) to be programmed for future tasks**

**MPO 14.10 – 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. **\$284,012 was budgeted for member agency and WILMAPCO consultant support. \$68,539.01 remains in this task.**

Project	Description
Glasgow Avenue Main Street Study	A design study that will improve the appearance and functionality along Glasgow Avenue.
SR 141 Corridor 20-Year Transportation Land Use Plan & TOD Analysis	To design a 20-year transportation/land use plan based on existing and future land use development within the corridor.

**TOTAL COSTS:**

Resource Allocation	WILMAPCO	\$0	
	IN-KIND SERVICES	\$0	
	CONSULTANT	\$68,539	
	TOTAL	\$68,539	
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$46,288	\$0	\$46,288
FTA DE	\$6,823	\$0	\$6,823
FHWA MD	\$10,005	\$0	\$10,005
FTA MD	\$4,013	\$0	\$4,013
Delaware	\$0	\$0	\$0
Maryland	\$1,410	\$0	\$1,410
New Castle County	\$0	\$0	\$0
Cecil County	\$0	\$0	\$0
City of Wilmington	\$0	\$0	\$0
TOTALS	\$68,539	\$0	\$68,539

#### **MPO 15.04 – 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.

##### **15.04.02 – 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.

##### **Regional Model Development and Support**

*ADMINISTRATOR: Daniel Blevins, Principal Planner*

- Assist DelDOT modeling in developing input for all travel demand models. 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. **\$30,000 was budgeted for consultant support. \$15,835.26 remains in this task.**

#### **TOTAL COSTS:**

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Resource Allocation	WILMAPCO		\$0
	IN-KIND SERVICES		\$0
	CONSULTANT		\$15,835
	TOTAL		\$15,835
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$10,694	\$0	\$10,694
FTA DE	\$1,576	\$0	\$1,576
FHWA MD	\$2,311	\$0	\$2,311
FTA MD	\$927	\$0	\$927
Delaware	\$0	\$0	\$0
Maryland	\$326	\$0	\$326
New Castle County	\$0	\$0	\$0
Cecil County	\$0	\$0	\$0
City of Wilmington	\$0	\$0	\$0
TOTALS	\$15,835	\$0	\$15,835



**MPO 15.10 – RTP UPDATE**

- 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. **\$103,462.97 is budgeted for member agency and WILMAPCO consultant support. \$71,519.90 remains in this task.**

Project	Description
North Claymont Area Master Plan	Project will develop a master plan for the North Claymont area, including the Tri-State Mall and Claymont Steel site.
SR 9 Corridor Mater Plan	To develop a master plan based on existing and future land use development within the corridor.
MARC Ridership Analysis	Staff will provide assistance to update the commuter ridership model.

**TOTAL COSTS:**

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Resource Allocation	WILMAPCO	\$0	
	IN-KIND SERVICES	\$0	
	CONSULTANT	\$71,520	
	TOTAL	\$71,520	
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$48,301	\$0	\$48,301
FTA DE	\$7,120	\$0	\$7,120
FHWA MD	\$10,440	\$0	\$10,440
FTA MD	\$4,187	\$0	\$4,187
Delaware	\$0	\$0	\$0
Maryland	\$1,472	\$0	\$1,472
New Castle County	\$0	\$0	\$0
Cecil County	\$0	\$0	\$0
City of Wilmington	\$0	\$0	\$0
TOTALS	\$71,520	\$0	\$71,520

## **MPO 16.04 – 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.

### **16.04.01 – 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. **\$25,000 is budgeted for consultant support in traffic data collection in New Castle County. \$8,750.00 remains in this task.**

### **Regional Model Development and Support**

**ADMINISTRATOR:** Daniel Blevins, Principal Planner

- Assist DelDOT modeling in developing input for all travel demand models. 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. **\$20,000 is budgeted for consultant support. \$20,000 remains in this task.**

#### **TOTAL COSTS:**

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Resource Allocation	WILMAPCO		\$0
	IN-KIND SERVICES		\$0
	CONSULTANT		\$28,750
	TOTAL		\$28,750
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$19,416	\$0	\$19,416
FTA DE	\$2,862	\$0	\$2,862
FHWA MD	\$4,196	\$0	\$4,196
FTA MD	\$1,683	\$0	\$1,683
Delaware	\$0	\$0	\$0
Maryland	\$592	\$0	\$592
New Castle County	\$0	\$0	\$0
Cecil County	\$0	\$0	\$0
City of Wilmington	\$0	\$0	\$0
TOTALS	\$28,750	\$0	\$28,750

## **MPO 16.05 – REGIONAL PLANNING AND TECHNICAL ANALYSIS**

### **16.05.01 – Congestion Management System Development**

*ADMINISTRATOR: Daniel Blevins, Principal Planner, William Swiatek, Senior Transportation Planner, Tamika Graham, Senior 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. **\$35,000 is budgeted for consultant support. \$11,219.85 remains in this task.**

### **16.05.07 – Regional Transportation Performance Measure Development**

*ADMINISTRATOR: Daniel Blevins, Principal Planner*

**OBJECTIVE AND TASK DESCRIPTION:** Provides tracking trends of key indicators of how the transportation system is performing to improve the ability to address short- and long-term decisions based on system performance. In order to respond to demands for accountability from elected officials and the public, development of transportation and land use performance measures and prepare an annual performance report on state and regional efforts and their relation to the goals of State and MPO long range plans.

This task will provides support for decisions about transportation budgeting and appropriations and will provide a trigger for in-depth examinations of performance problems and possible corrections. It will focus on identifying and using the most credible performance measures that are reliable, relevant and regional in scope, easy to understand by a wide audience, available from public sources of data and available over a period of time. This task is to mainly cover consulting help in expediting LOS analysis, extraction of real-time ITMS data for uses in various projects.

**\$35,000 is budgeted for consultant support. \$8,260.65 remains in this task.**

#### **TOTAL COSTS:**

Resource Allocation	WILMAPCO		\$0
	IN-KIND SERVICES		\$0
	CONSULTANT		\$19,481
	TOTAL		\$19,481
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$13,156	\$0	\$13,156
FTA DE	\$1,939	\$0	\$1,939
FHWA MD	\$2,844	\$0	\$2,844
FTA MD	\$1,141	\$0	\$1,141
Delaware	\$0	\$0	\$0
Maryland	\$401	\$0	\$401
New Castle County	\$0	\$0	\$0
Cecil County	\$0	\$0	\$0
City of Wilmington	\$0	\$0	\$0
TOTALS	\$19,481	\$0	\$19,481

## **MPO 16.11 – 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 2014 include the following:

### **16.11.05 – Coordination with the Cecil County Office of Planning and Zoning**

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. \$20,446.36 remains in this task.**

### **16.11.06 – Coordination with the City of Wilmington**

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

*WILMAPCO STAFF PARTICIPANT: Tigist Zegeye, Executive Director, Dave Gula, Principal 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. **\$48,000 is budgeted for consultant support. \$23,205.25 remains in this task.**

#### **TOTAL COSTS:**

Resource Allocation	WILMAPCO		\$0
	IN-KIND SERVICES		\$0
	CONSULTANT		\$43,652
	TOTAL		\$43,652
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$29,479	\$0	\$29,479
FTA DE	\$4,345	\$0	\$4,345
FHWA MD	\$6,372	\$0	\$6,372
FTA MD	\$2,556	\$0	\$2,556
Delaware	\$0	\$0	\$0
Maryland	\$898	\$0	\$898
New Castle County	\$0	\$0	\$0
Cecil County	\$0	\$0	\$0
City of Wilmington	\$0	\$0	\$0
TOTALS	\$43,652	\$0	\$43,652

## **MPO 16.13 – 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 2030 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.

### **16.13.12 – Delaware Department of Transportation and Delaware Transit Corporation**

#### **1. Churchmans Crossing Implementation**

*WILMAPCO STAFF PARTICIPANT: Daniel Blevins, Principal Planner, Dave Gula, Principal 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: Marco Boyce

**\$48,000 is budgeted to support these efforts. \$48,000 remains in this task.**

#### **2. Route 40 Corridor Improvements**

*WILMAPCO STAFF PARTICIPANT: Daniel Blevins, Principal Planner, Dave Gula, Principal 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 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. DelDOT contact: Mark Tudor, NCC contact: Marco Boyce. **\$48,000 is budgeted to support these efforts. \$13,551.19 remains in this task.**

## TOTAL COSTS:

Resource Allocation	WILMAPCO		\$0
	IN-KIND SERVICES		\$0
	CONSULTANT		\$61,551
	TOTAL		\$61,551
Cost Allocation	Cash	In-Kind	Total
FHWA DE	\$41,569	\$0	\$41,569
FTA DE	\$6,127	\$0	\$6,127
FHWA MD	\$8,985	\$0	\$8,985
FTA MD	\$3,603	\$0	\$3,603
Delaware	\$0	\$0	\$0
Maryland	\$1,267	\$0	\$1,267
New Castle County	\$0	\$0	\$0
Cecil County	\$0	\$0	\$0
City of Wilmington	\$0	\$0	\$0
TOTALS	\$61,551	\$0	\$61,551

## VI FY 2017 UPWP COST ALLOCATION BY FUNDING SOURCE

FY 2017 WORK TASKS - WILMAPCO										
TASK #	FEDERAL				STATE 10%		LOCAL 10%			FY2017 PROGRAM
	FHWA	FTA	FHWA	FTA	DELAWARE	MARYLAND	NEW CASTLE COUNTY	CECIL COUNTY	CITY OF WILMINGTON	
	DELAWARE		MARYLAND							
CASH ALLOCATION										
Administration										
MPO 17.01	\$176,081	\$43,391	\$9,110	\$3,286	\$14,922	\$1,550	\$4,273	\$298	\$1,600	\$254,511
Unified Planning Work Program (UPWP)										
MPO 17.02	\$54,926	\$13,535	\$2,842	\$1,025	\$4,655	\$483	\$1,333	\$93	\$499	\$79,391
Public Outreach & Education										
MPO 17.03	\$142,620	\$35,145	\$7,378	\$2,662	\$12,086	\$1,255	\$3,461	\$242	\$1,296	\$206,146
Data Collection, Management & Distribution										
MPO 17.04	\$119,059	\$29,339	\$6,159	\$2,222	\$10,089	\$1,048	\$2,889	\$202	\$1,082	\$172,090
Regional Planning & Technical Analysis										
MPO 17.05	\$108,102	\$26,639	\$5,593	\$2,018	\$9,161	\$951	\$2,623	\$183	\$982	\$156,252
Air Quality Coordination and Analysis										
MPO 17.06	\$33,039	\$8,142	\$1,709	\$617	\$2,800	\$291	\$802	\$56	\$300	\$47,755
New Federal Regulation Compliance										
MPO 17.07	\$33,003	\$8,133	\$1,707	\$616	\$2,797	\$290	\$801	\$56	\$300	\$47,704
Goods Movement Plan Implementation										
MPO 17.08	\$33,979	\$8,373	\$1,758	\$634	\$2,879	\$299	\$825	\$58	\$309	\$49,114
Regional Coordination										
MPO 17.09	\$88,062	\$21,701	\$4,556	\$1,644	\$7,463	\$775	\$2,137	\$149	\$800	\$127,287
RTP Implementation										
MPO 17.10	\$55,626	\$13,708	\$2,878	\$1,038	\$4,714	\$490	\$1,350	\$94	\$506	\$80,403
Sub-regional Studies & Coordination										
MPO 17.11	\$167,998	\$41,399	\$8,691	\$3,136	\$14,237	\$1,478	\$4,077	\$285	\$1,527	\$242,827
Transportation Improvement Program										
MPO 17.12	\$47,679	\$11,749	\$2,467	\$890	\$4,040	\$420	\$1,157	\$81	\$433	\$68,917
Monitoring of Sub-regional Studies										
MPO 17.13	\$119,478	\$29,442	\$6,181	\$2,230	\$10,125	\$1,051	\$2,899	\$202	\$1,086	\$172,695
TOTAL FY 2017 NEW TASKS										
	\$1,179,654	\$290,697	\$61,029	\$22,017	\$99,967	\$10,381	\$28,627	\$1,999	\$10,720	\$1,705,092
Vacation & Holiday	\$118,393	\$29,175	\$6,125	\$2,210	\$10,033	\$1,042	\$2,873	\$201	\$1,076	\$171,127
Grand Total	\$1,298,047	\$319,872	\$67,154	\$24,227	\$110,000	\$11,423	\$31,500	\$2,200	\$11,796	\$1,876,219

FY 2017 WORK TASKS - WILMAPCO										
TASK #	FEDERAL				STATE 10%		LOCAL 10%			FY2017 PROGRAM
	FHWA	FTA	FHWA	FTA	DELAWARE	MARYLAND	NEW CASTLE COUNTY	CECIL COUNTY	CITY OF WILMINGTON	
	DELAWARE		MARYLAND							
IN-KIND ALLOCATION										
Administration										
MPO 17.01	\$0	\$0	\$0	\$0	\$17,235	\$0	\$26,415	\$1,723	\$3,283	\$48,656
Unified Planning Work Program (UPWP)										
MPO 17.02	\$0	\$0	\$0	\$0	\$5,596	\$0	\$8,577	\$560	\$1,066	\$15,798
Public Outreach & Education										
MPO 17.03	\$0	\$0	\$0	\$0	\$12,451	\$0	\$19,084	\$1,245	\$2,372	\$35,151
Data Collection, Management & Distribution										
MPO 17.04	\$0	\$0	\$0	\$0	\$3,813	\$0	\$5,844	\$381	\$726	\$10,764
Regional Planning & Technical Analysis										
MPO 17.05	\$0	\$0	\$0	\$0	\$5,727	\$0	\$8,778	\$573	\$1,091	\$16,169
Air Quality Coordination and Analysis										
MPO 17.06	\$0	\$0	\$0	\$0	\$3,366	\$0	\$5,159	\$337	\$641	\$9,503
New Federal Legislation Compliance										
MPO 17.07	\$0	\$0	\$0	\$0	\$3,362	\$0	\$5,154	\$336	\$640	\$9,493
Goods Movement Plan Implementation										
MPO 17.08	\$0	\$0	\$0	\$0	\$3,462	\$0	\$5,306	\$346	\$659	\$9,773
Regional Coordination										
MPO 17.09	\$0	\$0	\$0	\$0	\$8,972	\$0	\$13,751	\$897	\$1,709	\$25,329
RTP Implementation										
MPO 17.10	\$0	\$0	\$0	\$0	\$5,667	\$0	\$8,686	\$567	\$1,079	\$16,000
Sub-regional Studies & Coordination										
MPO 17.11	\$0	\$0	\$0	\$0	\$12,323	\$0	\$18,887	\$1,232	\$2,347	\$34,790
Transportation Improvement Program										
MPO 17.12	\$0	\$0	\$0	\$0	\$4,858	\$0	\$7,445	\$486	\$925	\$13,714
Monitoring of Sub-regional Studies										
MPO 17.13	\$0	\$0	\$0	\$0	\$5,408	\$0	\$8,289	\$541	\$1,030	\$15,267
TOTAL FY 2017 NEW TASKS										
	\$0	\$0	\$0	\$0	\$92,240	\$0	\$141,375	\$9,223	\$17,569	\$260,407



FY 2017 WORK TASKS - WILMAPCO										
TASK #	FEDERAL				STATE 10%		LOCAL 10%			FY2017 PROGRAM
	FHWA	FTA	FHWA	FTA			NEW CASTLE COUNTY	CECIL COUNTY	CITY OF WILMINGTON	
	DELAWARE		MARYLAND							
TOTAL TASK COST										
Administration										
MPO 17.01	\$176,081	\$43,391	\$9,110	\$3,286	\$32,156	\$1,550	\$30,688	\$2,022	\$4,883	\$303,167
Unified Planning Work Program (UPWP)										
MPO 17.02	\$54,926	\$13,535	\$2,842	\$1,025	\$10,251	\$483	\$9,910	\$653	\$1,565	\$95,190
Public Outreach & Education										
MPO 17.03	\$142,620	\$35,145	\$7,378	\$2,662	\$24,537	\$1,255	\$22,545	\$1,487	\$3,668	\$241,297
Data Collection, Management & Distribution										
MPO 17.04	\$119,059	\$29,339	\$6,159	\$2,222	\$13,902	\$1,048	\$8,733	\$583	\$1,808	\$182,853
Regional Planning & Technical Analysis										
MPO 17.05	\$108,102	\$26,639	\$5,593	\$2,018	\$14,888	\$951	\$11,401	\$756	\$2,073	\$172,421
Air Quality Coordination and Analysis										
MPO 17.06	\$33,039	\$8,142	\$1,709	\$617	\$6,166	\$291	\$5,961	\$393	\$941	\$57,258
New Federal Regulation Compliance										
MPO 17.07	\$33,003	\$8,133	\$1,707	\$616	\$6,159	\$290	\$5,955	\$392	\$940	\$57,196
Goods Movement Plan Implementation										
MPO 17.08	\$33,979	\$8,373	\$1,758	\$634	\$6,341	\$299	\$6,131	\$404	\$968	\$58,887
Regional Coordination										
MPO 17.09	\$88,062	\$21,701	\$4,556	\$1,644	\$16,435	\$775	\$15,888	\$1,046	\$2,509	\$152,616
RTP Implementation										
MPO 17.10	\$55,626	\$13,708	\$2,878	\$1,038	\$10,381	\$490	\$10,036	\$661	\$1,585	\$96,403
Sub-regional Studies & Coordination										
MPO 17.11	\$167,998	\$41,399	\$8,691	\$3,136	\$26,560	\$1,478	\$22,964	\$1,517	\$3,874	\$277,617
Transportation Improvement Program										
MPO 17.12	\$47,679	\$11,749	\$2,467	\$890	\$8,898	\$420	\$8,602	\$567	\$1,359	\$82,631
Monitoring of Sub-regional Studies										
MPO 17.13	\$119,478	\$29,442	\$6,181	\$2,230	\$15,533	\$1,051	\$11,188	\$743	\$2,116	\$187,963
TOTAL FY 2017 TASKS										
	\$1,179,654	\$290,697	\$61,029	\$22,017	\$192,207	\$10,381	\$170,002	\$11,222	\$28,289	\$1,965,499
Vacation & Holiday	\$118,393	\$29,175	\$6,125	\$2,210	\$10,033	\$1,042	\$2,873	\$201	\$1,076	\$171,127
Grand Total	\$1,298,047	\$319,872	\$67,154	\$24,227	\$202,240	\$11,423	\$172,875	\$11,423	\$29,365	\$2,136,626

PRIOR YEARS' CARRY OVER TASKS - WILMAPCO										
TASK #	FEDERAL				STATE 10%		LOCAL 10%			CARRY OVER TO FY2017
	FHWA	FTA	FHWA	FTA			NEW CASTLE COUNTY	CECIL COUNTY	CITY OF WILMINGTON	
	DELAWARE		MARYLAND							
Member Agency and WILMAPCO Consultant Support										
MPO 14.10	\$46,288	\$6,823	\$10,005	\$4,013	\$0	\$1,410	\$0	\$0	\$0	\$68,539.00
Regional Model Development and Support										
MPO 15.04	\$10,694	\$1,576	\$2,311	\$927	\$0	\$326	\$0	\$0	\$0	\$15,835.00
Member Agency and WILMAPCO Consultant Support										
MPO 15.10	\$48,301	\$7,120	\$10,440	\$4,187	\$0	\$1,472	\$0	\$0	\$0	\$71,520.00
New Castle County Intersection Counts										
MPO 16.04	\$5,909	\$871	\$1,277	\$512	\$0	\$180	\$0	\$0	\$0	\$8,750.00
Regional Model Development and Support										
MPO 16.04	\$13,507	\$1,991	\$2,919	\$1,171	\$0	\$412	\$0	\$0	\$0	\$20,000.00
Congestion Management System Consulant Support										
MPO 16.05	\$7,577	\$1,117	\$1,638	\$657	\$0	\$231	\$0	\$0	\$0	\$11,220.00
Regional Transportation Performance Measurement Development										
MPO 16.05	\$5,579	\$822	\$1,206	\$484	\$0	\$170	\$0	\$0	\$0	\$8,261.00
Cecil County Route 40 Program Development Support										
MPO 16.11	\$13,808	\$2,035	\$2,985	\$1,197	\$0	\$421	\$0	\$0	\$0	\$20,446.00
Wilmington Initiatives Public Outreach and Management										
MPO 16.11	\$15,671	\$2,310	\$3,387	\$1,359	\$0	\$477	\$0	\$0	\$0	\$23,205.00
Churchmans Crossing Program Development										
MPO 16.13	\$32,417	\$4,778	\$7,007	\$2,810	\$0	\$988	\$0	\$0	\$0	\$48,000.00
NCC Route 40 Program Development Support										
MPO 16.13	\$9,152	\$1,349	\$1,978	\$793	\$0	\$279	\$0	\$0	\$0	\$13,551.00
TOTAL PRIOR YEARS' CARRY OVER TASKS - WILMAPCO										
	\$208,904	\$30,794	\$45,152	\$18,110	\$0	\$6,365	\$0	\$0	\$0	\$309,327.00
TOTAL AMOUNT FOR NEW PROJECTS AMENDED INTO FY 17 UPWP										
	\$127,876	\$18,850	\$27,639	\$11,085	\$0	\$3,896	\$0	\$0	\$0	\$189,348.00
TOTAL ALL PRIOR YEARS' CARRY OVER TASKS										
	\$336,780	\$49,643	\$72,792	\$29,195	\$0	\$10,261	\$0	\$0	\$0	\$498,675
GRAND TOTAL ALL TASKS										
	\$1,634,827	\$369,515	\$139,946	\$53,422	\$202,240	\$21,684	\$172,875	\$11,423	\$29,365	\$2,635,301

VII **COUNCIL RESOLUTIONS**

## Wilmington Area Planning Council

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Chief Executive Officer

**Bill Miners, Vice-Chair**  
Chesapeake City  
Councilman

**Jennifer Cohan**  
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Capital Programming

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Mayor of Newport

**Dennis P. Williams**  
Mayor of Wilmington

**WILMAPCO Executive Director**  
Tigist Zegeye

### RESOLUTION

**BY THE WILMINGTON AREA PLANNING COUNCIL  
ADOPTING THE STATE/LOCAL CASH COMMITMENT WHEN MATCHING  
WILMAPCO'S FEDERAL FUNDS FOR FY 2017  
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, \$110,000 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 2017 UPWP, as outlined above.

*May 12, 2016*  
Date

  
John Sisson, Chairperson  
Wilmington Area Planning Council

**WILMAPCO**

*Partners with you in transportation planning*

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**WILMAPCO Executive Director**  
Tigist Zegeye

## RESOLUTION

### BY THE WILMINGTON AREA PLANNING COUNCIL ADOPTING THE STATE/LOCAL MATCHING RATIO FOR WILMAPCO'S FEDERAL FUNDS FOR FY 2017 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 2017 UPWP, as outlined above.

May 12, 2016  
Date:

  
John Sisson, Chairperson  
Wilmington Area Planning Council

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**WILMAPCO Executive Director**  
Tigist Zegeye

## RESOLUTION

### BY THE WILMINGTON AREA PLANNING COUNCIL ADOPTING THE FY 2017 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 2017 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 2017.

May 12, 2016  
Date

  
\_\_\_\_\_  
John Sisson, Chairperson  
Wilmington Area Planning Council

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## RESOLUTION BY THE WILMINGTON AREA PLANNING COUNCIL AMENDING THE FY 2017 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 2017 Unified Planning Work Program was adopted by Council on May 12, 2016; 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 2017 UPWP by adding the incomplete work tasks (carry-over tasks) from prior years' UPWPs and transferring carryover funds from completed tasks to General Funds.

September 8, 2016  
Date:

  
John Sisson, Chairperson  
Wilmington Area Planning Council



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Tigist Zegeye

## RESOLUTION BY THE WILMINGTON AREA PLANNING COUNCIL AMENDING THE FY 2017 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 2017 Unified Planning Work Program was adopted by Council on May 12, 2016; and

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

**WHEREAS**, the \$20,538 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 \$168,810 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 \$189,348; and

**WHEREAS**, staff may seek new tasks from member agencies and submit them to Council for approval before including them in the FY 2017 UPWP;

**NOW, THEREFORE, BE IT RESOLVED**, that the WILMAPCO Council does hereby amend the FY 2017 UPWP by transferring funding from General Funds to Consultant Support for WILMAPCO and member agencies task.

September 8, 2016  
Date:

  
John Sisson, Chairperson  
Wilmington Area Planning Council

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