



U.S. Department
of Transportation
**Federal Highway
Administration**

Nevada Division

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705 N. Plaza Street Suite 220
Carson City, NV 89701
775-687-1204

Mr. Lee Gibson
Executive Director
Regional Transportation Commission
P.O. Box 30002
Reno, NV 89520

Re: Regional Transportation Commission of Washoe County 2015 Federal Certification Review

Dear Mr. Gibson:

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) are conducting a certification review of the transportation planning process for the Regional Transportation Commission (RTC) of Washoe County on March 30-31, 2015. The previous certification review for the RTC was completed in April 2012. The Moving Ahead for Progress in the 21st Century Act (MAP-21) continues the requirement for certification of the transportation planning process in urbanized areas over 200,000 population once every four years.

Certification reviews evaluate the cooperative planning process carried out by the Metropolitan Planning Organization (MPO), the State, transit operators, and local governments. They highlight good practices and identify opportunities for improvement. The certification process relies extensively on knowledge gained throughout the year from routine engagement in the area's planning process, as well as the scheduled certification review meeting. Attached is a list of questions to assist RTC staff in preparing for the review. A response to these questions would be appreciated by March 13, 2015. These responses will be helpful to the review team during the certification review meeting.

The certification process includes an opportunity for the public to talk directly with FHWA and FTA in an open public meeting concerning their views on the transportation planning process conducted in the metropolitan area. This public session is scheduled for March 30, 2015. We also offer the opportunity and encourage any RTC Board members or other local elected officials to meet with us separately prior to the public session. We request RTC's assistance with certification review tasks such as scheduling interviews with local elected officials and preparing for the public meeting.

I will provide more information in the coming weeks regarding the schedule and additional details. We look forward to meeting with you and your staff and working together to complete the certification process. Please feel free to contact either Ted Matley of FTA at 415-744-2590 or myself at 775-687-8580 with any questions or concerns.

Sincerely,

Christina K. Leach

Christina K. Leach, AICP
Planning and Research Program Manager

ecc: Amy Cummings- RTC
Debra Goodwin- RTC
Ted Mately-FTA

Regional Transportation Commission of Washoe County 2015 Certification Review Questionnaire

Certification Topics

- A. 2012 Certification Review Findings
- B. Metropolitan Planning Area Boundaries and Designations
- C. Organizational Structure and Board Membership
- D. Agreements and Coordination
- E. Unified Planning Work Program
- F. Transportation Planning Process
- G. Regional Transportation Plan Development
- H. Financial Planning and Fiscal Constraint
- I. Air Quality Conformity
- J. TIP Development and Project Selection
- K. Public Outreach
- L. Self Certification
- M. Title VI, ADA, and Environmental Justice
- N. Congestion Management Process
- O. List of Obligated Projects
- P. Environmental Mitigation, Consultation and Coordination
- Q. Management and Operations
- R. Transportation Safety Planning
- S. Security in the Planning Process
- T. Integrating Freight in the Transportation Planning process
- U. Visualization
- V. Land Use and Livability
- W. Travel Demand Forecasting and Modeling
- X. Intelligent Transportation Systems (ITS)
- Y. Congestion Mitigation and Air Quality (CMAQ) Program
- Z. Program Delivery

C. ORGANIZATIONAL STRUCTURE AND BOARD MEMBERSHIP

1. Please describe RTC's organizational structure. Provide a copy of RTC's current organization charts, and document any changes in the organization since the 2012 Certification Review.
2. Briefly describe the purpose, function, and membership of all committees (technical, policy, ad-hoc, standing, etc.).
3. Briefly describe the membership and structure of the RTC Board.
 - a. How was Board membership determined?
 - b. What jurisdictions are represented on the Board?
 - c. What is the voting structure of the Board?

D. AGREEMENTS AND COORDINATION

1. What official cooperative agreements or memoranda of understanding (MOU) have been established among the MPO, the State, and other government agencies as appropriate regarding transportation planning responsibilities as required under 23 CFR 450.314? Please provide copies of any agreements or MOU.
2. How do the RTC and the NDOT cooperatively determine their mutual responsibilities in the conduct of the planning process, including development of the following products?
 - a. Regional Transportation Plan (RTP)
 - b. Transportation Improvement Program (TIP)
 - c. Unified Planning Work Program (UPWP)
 - d. Travel Demand Model
 - e. Corridor or other major planning studies?
 - f. Performance Measures
3. What processes are specified for coordination on project prioritization and selection for the TIP?

4. Do existing agreements or MOU include specific provisions for cooperatively developing and sharing information related to the development of financial plans that support the RTP and TIP and the annual listing of obligated projects?
5. Do existing agreements or MOU accurately represent the transportation planning process as actually practiced? Are any updates to existing agreements being developed? If so, what changes are planned?

E. UNIFIED PLANNING WORK PROGRAM (UPWP) DEVELOPMENT

1. How are UPWP activities developed, selected, and prioritized? Who participates in the development of the UPWP?
2. How are freight, nonmotorized transportation, bicycles, pedestrians, and other modal interests represented during development of the UPWP?
3. Who determines what projects and activities are ultimately included as a work element in the UPWP?
4. How do the activities in the UPWP relate to the goals and priorities identified in the RTP?
5. For the past four years, have all the Federal planning funds been expended each year? Is there a running balance of Federal planning funds? If so, what is the average balance? Are there any ongoing issues concerning over- or under-budgeting of Federal planning funds?
6. How is the status of planning activities tracked and reported?

F. TRANSPORTATION PLANNING PROCESS

The metropolitan transportation planning process is required to be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

- encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between States and urbanized areas, while minimizing transportation related fuel consumption and air pollution through metropolitan and statewide transportation planning processes
- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and for freight;

- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
 - Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
 - Promote efficient system management and operation; and
 - Emphasize the preservation of the existing transportation system.
 - Establish and use a performance-based approach to transportation decision making and development of transportation plans.
 - Integrate into the metropolitan transportation planning process other performance-based transportation plans or processes.
1. Please discuss how each of the Planning Factors is considered in the planning process.
 2. How is consideration of the planning factors demonstrated in the RTP, TIP, UPWP, and other planning products?
 3. How are the State, Federal agencies and Native American tribal government involved in the planning process?
 4. How is the public involved in the planning process? How is complete and timely information provided to citizens, affected public agencies, private providers of transportation, Local, State and Federal environmental agencies?
 5. How is the metropolitan planning process carried out in coordination with the following:
 - a. Statewide transportation planning process
 - b. Regional intelligent transportation systems (ITS) architecture
 - c. Coordinated public transit-human services transportation plan
 - d. Strategic Highway Safety Plan
 - e. Public Participation Plan
 - f. Congestion Management Process

G. REGIONAL TRANSPORTATION PLAN DEVELOPMENT

1. How does the existing 2013 RTP address the following required elements of the metropolitan transportation plan? For each element, discuss how the RTC plans to address this requirement in the 2016 RTP update. [If an element has already been fully discussed under a different certification topic, please refer to that response.]

- a. Demand analysis (demographic, land-use, and travel demand forecasting) [23 CFR 450.322(f)(1)]
 - b. Utilization of a congestion management process (CMP) in program and project prioritization [23 CFR 450.322(f)(3),(4), and (5)]
 - c. Pedestrian and bicycle transportation facilities [23 CFR 450.322(f)(8)]
 - d. Maintenance and preservation of the Federally supported, existing and future transportation system [23 CFR 450.322(f)(5)]
 - e. Design concept and scope of all existing and proposed transportation facilities in sufficient detail to permit conformity determinations [23 CFR 450.322 (f)(6)]
 - f. Types of potential environmental mitigation activities and potential areas to carry out these activities [23 CFR 450(f)(7)]
 - g. Consultation with State and local agencies responsible for land-use management, natural resources, environmental protection, conservation, and historic preservation, involving comparison of Transportation Plans with State conservation plans or maps or comparison of Transportation Plans with inventories of natural or historic resources [23 CFR 450.322(g)(1) and (2)]
 - h. Identification of transportation and transit enhancements [23 CFR 450.322(f)(9)]
 - i. Demonstration of fiscal constraint for the adopted Transportation Plan [23 CFR 450.322(f)(10)]
 - j. Opportunities for public agencies, citizens, and other interested parties to participate in development of the Transportation Plan in accordance with the requirements of 23 CFR 45.316(a) [23 CFR 450.322(i)]
 - k. Performance-based planning 23 USC 104, 134 [23 CFR Part 450]
2. How is the distribution of impacts to different socioeconomic and ethnic minorities identified and measured? How are benefits and burdens across all socioeconomic and ethnic groups examined in the modeling and planning performed in support of Transportation Plan development?
 3. Is public official and citizen involvement consistent with the Public Participation Plan? How does RTC ensure that public outreach/review/feedback is received throughout all phases of plan development?
 4. Does the plan utilize performance measures and performance targets is assessing the performance of the transportation system?

5. During development of the plan were multiple scenarios considered?
6. How will air quality conformity needs be addressed in the 2016 update of the RTP?
7. What support can FHWA and FTA provide in addressing performance measures for the 2016 RTP update?

H. FINANCIAL PLANNING AND FISCAL CONSTRAINT

1. Please discuss the process used by the RTC to develop financial plans for the RTP and TIP. As part of the discussion, please address the following questions:
 - a. How is the information for the financial plan gathered and coordinated among agencies (MPOs, State DOT, local jurisdictions)? What steps are taken to ensure MPO and State DOT financial plans are consistent?
 - b. How are the assumptions and data sources for each revenue source (Federal, State, local, other) documented in the financial plan for the RTP and TIP?
 - c. How are the approaches for forecasting future revenues defined and documented?
 - d. If new revenue sources are identified, what strategies are used to ensure that the availability of these funds are documented? Are the responsible parties and steps for implementing these strategies identified?
 - e. How does the RTC ensure the first two years of the TIP only includes projects for which funding is available or committed?
 - f. What steps are taken to ensure the financial plans for the TIP are consistent with the RTP?
 - g. How does RTC determine and demonstrate financial constraint of the RTP and TIP when modifications or amendments are made?
 - h. What methodology does RTC use to prepare conceptual project estimates?
 - i. How are differences between the RTP cost estimates and the TIP cost estimates reconciled? Does RTC update project cost estimates in the RTP and TIP periodically to reflect the latest available information?
 - j. How is the operation and maintenance (O&M) estimate for the Federally-supported system developed and documented? How is an “adequate” level of O&M determined?

- k. If using Advance Construction (AC), does RTC reflect both AC projects and their conversion to federal-aid funding in the TIP?
- l. Is RTC utilizing any innovative funding techniques?
2. Please provide a copy of RTC's financial plan for the current RTP and current TIP. Also, provide supporting documentation and schedules for the financial assumptions used in the development of the RTP and TIP.
3. The following questions are related to Super Circular 2 CFR 200 that was effective December 26, 2014.
 - a. Is RTC planning to use an Indirect Cost Allocation Plan (ICAP) or a de minimus rate of 10% for indirect costs? 2 CFR 200.414(f)
 - b. Please indicate how RTC is addressing the requirement to include a period of performance at the beginning of each agreement. 2 CFR 200.309
 - c. Please indicate how the RTC is addressing the updated closeout process that is now based on the declared period of performance. 2 CFR 200.343-345
 - d. Periodic invoicing is necessary to prevent a project from being inactive (defined as no expenditures in 12 months). Does RTC have a plan to invoice on a scheduled basis or when the contract advances?

I. AIR QUALITY

1. Is there a formal agreement or MOU between the RTC and the Washoe County Air Quality Management Division (WCAQMD) defining the respective roles and responsibilities for air quality-related transportation planning activities?
2. How do RTC and WCAQMD ensure the latest planning assumptions are incorporated into the conformity process?
3. How does the RTC meet public participation requirements for RTP/TIP conformity determinations?
4. How is interagency consultation (for air quality conformity purposes) conducted? Are written consultation procedures in place?
5. How does RTC ensure the RTP and TIP includes all regionally significant transportation projects, including intermodal facilities, whether or not they are FHWA/FTA funded or approved?
6. Does the detail for each regionally significant project provide sufficient descriptive information, including adequate design concept and scope, for air quality analysis and conformity determinations?

7. Does the UPWP incorporate all of the metropolitan transportation planning-related air quality planning activities, including those not funded by FHWA/FTA?

J. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) DEVELOPMENT AND PROJECT SELECTION

1. Please discuss the development of RTC's current TIP. Please address the following questions and provide copies of RTC's TIP development procedures:
 - a. How does the State and the MPO collaborate on the development of the TIP?
 - b. Are specific criteria used to prioritize projects for inclusion in the TIP? If so, please describe the prioritization process and how criteria were developed. Please address the following specific funding categories:
 - i. Surface Transportation Program (STP) suballocated to urbanized areas
 - ii. Congestion Mitigation and Air Quality Improvement Program (CMAQ)
 - iii. Transportation Alternatives Program (TAP)
 - c. How does RTC ensure all projects (or project phases) in the TIP are consistent with the RTP?
 - d. Does the TIP include the estimated total cost for each project (even if project extends beyond the four year timeframe of the TIP)?
 - e. Are all regionally significant projects, regardless of funding included in the TIP?
 - f. Where appropriate, are TIP projects grouped by function, geographic area, and work type using classifications under 23 CFR 771.117, and consistent with the exempt project classifications contained in the US EPA conformity requirements under 40 CFR Part 51?
 - g. Over the past four years, did RTC experience any significant delays in the planned implementation of projects in the TIP?
 - h. How is public involvement incorporated into the TIP development process?
2. What is the process for modifying or amending the TIP? Please provide a copy of RTC's TIP modification and amendment procedures.
3. How does the TIP link investment priorities to the performance targets included in the RTP?

K. PUBLIC OUTREACH

1. Please provide a copy of the RTC's adopted Public Participation Plan (PPP)
2. How was the PPP developed? Were all interested parties who participate in the metropolitan planning process provided a specific opportunity to participate in its development and provide comments prior to its approval?
3. Does the RTC periodically evaluate the effectiveness of the PPP, as required by Federal regulations, to ensure that public outreach efforts are addressing the diverse needs of the community? If so, please provide a copy of the evaluation. If not, how does RTC determine the effectiveness of its public involvement processes?
4. Please discuss and provide documentation as appropriate to address the following public outreach and consultation requirements:
 - a. How does the RTC seek to engage a wide segment of the region's population in the transportation planning process?
 - b. How is timely information about transportation issues and processes provided to citizens, public agencies, transportation agency employees, private sector transportation providers, and others affected by transportation plans, programs, and projects?
 - c. What opportunities are provided for public involvement at key decision points in the long-range planning, programming (TIP), and project development phases of transportation decision-making?
 - d. How is adequate public notice of public involvement activities and opportunities for public review at key decision points including but not limited to approval of the RTP and TIP?
 - e. How is public access provided to technical and policy information used in the development of the RTP and TIP?
 - f. How does the RTC engage in public education efforts designed to make the transportation planning process and decisions it produces easier to understand in laypersons' terms?
 - g. Does the RTC employ any visualization techniques? If so, what types of techniques? What are the results?
 - h. How does the public involvement process demonstrate explicit consideration and responsiveness to public input received during the planning and program development processes? What kind of feedback do the public/interested parties receive on the proposals and questions they put forward?

- i. How does the public involvement process strategically inform and engage those traditionally underserved by existing transportation systems, including low-income and minority households? Have organizations representing low-income and minority populations been consulted as part of the evaluation of the public involvement process? (Also see additional Title VI and Environmental Justice questions.)
- j. What opportunities are provided for participation by traffic, ridesharing, parking, transportation safety and enforcement agencies, airports, appropriate private transportation providers, and city officials?
- k. Is key information made available in electronic format?
- l. Is RTC utilizing any innovative techniques in the public outreach process?

L. SELF CERTIFICATION

- 1. What process/procedures are used to self certify the planning process?
 - a. How are the State DOT and others (including interested parties) involved?
 - b. What criteria have been established for the self-certification?
 - c. What opportunities are provided for public comment?
 - d. How is the self-certification process documented?
- 2. What supporting documentation/information is provided to the RTC Board when the self-certification is approved?
- 3. Does the RTC have processes, procedures, guidelines, and/or policies that address Title VI, ADA, DBE, and other regulatory requirements included in the MPO Self-Certification? How are these documented?

M. TITLE VI AND RELATED REQUIREMENTS

- 1. Please answer the following questions regarding RTC’s efforts to address Title VI, ADA, and the Executive Order on Environmental Justice (EJ) requirements throughout the transportation planning process:
 - a. What goals, policies, approaches, and measurements has the RTC adopted to address Title VI and related requirements?

- b. Describe the MPOs policy on how Title VI complaints (formal and informal) are handled.
- c. Does the RTC have any active or previously resolved Title VI complaints?
- d. Has RTC developed a demographic profile of the metropolitan planning area, including the concentrations of low-income and minority populations within the region? If so, how did the RTC conduct this analysis?
- e. How does the planning process identify the needs of low-income and minority populations in the existing conditions analysis, prepared as part of the RTP?
- f. How are benefits and burdens across all socioeconomic and ethnic groups examined in the modeling and planning performed in support of RTP development?
- g. Does the PPP include a specific strategy for engaging those traditionally underserved by the existing transportation system? If so, what are its main components? Is there a process to evaluate the effectiveness of public involvement, including its success at engaging low-income and minority residents? If so, how is this process being carried out?
- h. What measures are used to verify that multimodal access and mobility performance improvements in the plan and the TIP comply with Title VI?
- i. Has the region performed any analysis (such as the “four-factor” analysis) to determine whether there is a group (or groups) whose comprehension of the English language is limited? If so, how has the region reached out to this Limited English Proficiency (LEP) group? If not, what steps were taken to address the needs of these individuals? How are these activities documented in the PPP?
- j. Has the RTC used its LEP data to address the language needs of identified populations or persons through its public documents, solicitations and website?
- k. On an annual basis, the MPO self-certifies that it complies with all Federal laws and regulations, including Title VI of the Civil Rights Act. Such compliance includes reaching out to segments of the community that are not traditionally involved in transportation planning. Which groups have been contacted and involved in the planning process, and how has this outreach been documented?
- l. Does the RTC have an ADA Transition Plan? If so, how does the RTC ensure the plan stays up to date?
- m. Is the RTP and other products of the planning process consistent with Title VI and the related laws/requirements?

N. CONGESTION MANAGEMENT PROCESS

1. Please address the following questions regarding RTC's compliance with the Congestion Management Process (CMP) requirements. Provide any existing CMP documentation.
 - a. How is the CMP integrated into the overall metropolitan planning process? Describe how the CMP contributes to the development of programs and projects contained in the RTP and TIP. How are these activities supported in the UPWP?
 - b. Are transportation system management and operations strategies an integral part of the metropolitan planning process? How is the CMP coordinated with transportation system management and operations activities?
 - c. Does the CMP follow the 8-Step approach (as described in the FHWA CMP Guidebook)? If not, why not, and are there any steps being taken to align the CMP with the recommended 8-Step approach?
 - i. 8-Step CMP Approach:
 1. Identify Area of Applications
 2. Define System or Network of Interest
 3. Develop Performance Measures
 4. Institute System Performance Monitoring Plan
 5. Identify and Evaluate Strategies
 6. Implement Selected Strategies and Manage Transportation System
 7. Monitor Strategy Effectiveness
 - d. Is the CMP fully documented so that consistency with statutory requirements can be demonstrated?
 - e. Does the CMP define congestion management objectives and appropriate performance measures to assess the extent of congestion and support evaluation of congestion reduction strategies?
 - f. Does the CMP include a coordinated program for data collection and system performance monitoring to define the extent and duration of congestion and evaluation the effectiveness of implemented actions?
 - g. What technical tools are utilized through the CMP to identify congestion at various levels and extents (e.g. regional, corridor, spot location, and time-of-day)? Do these tools also identify and assess non-recurring congestion (e.g., due to events, traffic incidents, weather)?
 - h. Does the CMP identify congestion management strategies (i.e., demand management, public transportation, ITS) that will contribute to the more effective use and improved safety of the existing and future transportation system?
 - i. Does the CMP include an implementation schedule for congestion management strategies?

- j. How often is the CMP evaluated for effectiveness and updated? What is the process for such evaluation and update? Are proper and effective analysis tools being utilized to evaluate the anticipated performance and expected benefits of future strategies?
- k. Does the CMP consider all modes of transportation (SOV, shared ride, transit, intermodal connections, non-motorized means such as bicycling and walking, etc.) in developing congestion management strategies?
- l. How are freight mobility needs assessed and addressed through the CMP?
- m. For nonattainment TMAs, describe the process for addressing proposals to add SOV capacity. How have other travel demand reduction and operational management strategies been analyzed/implemented before SOV capacity is added? When SOV capacity is warranted, how does the CMP demonstrate the analysis of travel demand reduction and operational management strategies?
- n. For SOV projects identified in a nonattainment TMA, have travel demand reduction and operational management strategies been incorporated into the SOV projects? Have other travel demand reduction and operational management strategies been identified in the corridor, separate from the SOV project? How have these projects been analyzed and demonstrated through the CMP?
- o. What CMP strategies have been implemented and how have they been integrated with other resulting strategies from the metropolitan planning process?
- p. What CMP work activities are included in the UPWP? What UPWP activities are planned to strengthen and/or improve an objectives-driven, performance-based approach to CMP?

O. LIST OF OBLIGATED PROJECTS

1. What is the process for conveying information on annual obligations to the MPO? What information is provided? How? When?
2. Is a listing published for all projects for which funds are obligated each year?
3. Which transportation projects and modes are included in the listing? Are bicycle and pedestrian facilities included?
4. How is the Annual Listing made available to the public? Have public comments have been received on the Annual Listing?
5. What method is available for comparing the projects in the Annual Listing to the TIP?

P. ENVIRONMENTAL MITIGATION, CONSULTATION, AND COORDINATION

1. What information and data have been assembled regarding the location and condition of environmental features that might be affected by proposals outlined in the RTP?
2. How is the Transportation Plan compared with State conservation plans and maps? How is the Transportation Plan compared to inventories of natural or historic resources?
3. In the development of the RTP, what opportunities are provided for participation and consultation by State, Tribal, and local agencies responsible for land-use management, natural resources, environmental protection, conservation, and historic preservation?
4. What outreach activities have been used to consult with Federal, State, Tribal, and local agencies?
5. How have discussions with Federal, State, Tribal, and local agencies been documented?
6. Has the RTC worked with resource or land management agencies to define potential mitigation measures that may be needed (system-wide, not project level) to address potential impacts associated with implementation of the RTP? If yes, what criteria have been used to assess which activities may have the greatest potential to restore, improve, and maintain the environment?

Q. MANAGEMENT AND OPERATIONS CONSIDERATIONS

1. Does the RTP include M&O strategies supported by specific goals and measurable objectives contained in the plan? What involvement does the operations community have in the development of these goals, objectives and strategies, and more generally, in the planning process? Are these M&O strategies consistent with the CMP?
2. Does the RTP and TIP include a documented methodology for assessing the costs associated with maintaining and operating the existing Federal-aid transportation system? Does the methodology also assess revenue availability to fund the associated costs?
3. Is a data collection and analysis process in place to assess the existing transportation system for M&O efficiencies? Have current operations conditions been adequately assessed to form a baseline?
4. What mechanism(s) are in place for measuring performance of M&O goals and objectives?
5. What transit M&O strategies are implemented in your area to improve the performance of existing transportation facilities? Are multimodal approaches such as coordinated signal/bus pre-emption systems, dedicated busway considerations, and/or BRT projects included?

6. How is the ITS Regional Architecture related to the planning process? Are the ITS projects in the TIP and RTP that support M&O strategies consistent with the ITS Regional Architecture?
7. How are the M&O strategies in the RTP and TIP identified to allow stakeholders to clearly see the levels of investment?
8. Has the MPO region been utilizing a Regional Concept for Transportation Operations (RCTO)? The RCTO is a collaborative process that develops a short-term (typically three to five years) objectives-driven M&O approach agreed upon by a diverse group of transportation operations stakeholders interested in improving the performance of the region's transportation system.

R. TRANSPORTATION SAFETY PLANNING

1. How is the safety planning factor considered in the planning process?
2. Is safety addressed as an explicit goal in the planning process and the RTP? If yes, what safety related goals and objectives have been identified?
3. Are safety goals and objectives consistent with the SHSP? For example, are “number of crashes” consistent between your safety plan and the SHSP?
4. Is RTC considering development of a safety plan under the SHSP umbrella?
5. Have safety goals and objectives been developed to cover all modes of transportation (transit, bicyclists, pedestrian, freight)?
6. What safety data does the MPO collect or obtain from other sources? (i.e., fatalities, serious injuries, crash rates, high crash locations, collision inventories, pedestrian injuries, behavior statistics, driver's age, location, GIS, and roadway inventory data etc.)?
7. Are safety performance measures incorporated in the planning process? If so, what metrics are used?
8. How is safety considered in determining which projects will be included in the RTP and TIP?
9. What are the plans for addressing safety in the next TIP and RTP update?

S. SECURITY IN THE PLANNING PROCESS

1. How has the RTC defined security planning for the MPO area?

2. Does the RTC (and NDOT) collaborate with regional, State or national security professionals during the transportation planning process? Which organizations are included and how does this collaboration occur?
3. What types of natural emergencies does this region account for?
4. Have any plans been created for evacuation of transportation-disadvantaged populations such as the elderly, low-income, and disabled?
5. Do the regional planning entities have their own Continuity of Operations Plan (COOP)? If so, what are the principal components of the plan?

T. INTEGRATING FREIGHT INTO TRANSPORTATION PLANNING

1. How is the freight community engaged in the planning process, particularly in the development of the RTP, TIP and PPP? How does the RTC Technical Advisory Committee include input from freight representatives and private freight shippers?
2. How does the RTC consider and evaluate land use and freight-oriented developments within the metropolitan planning area?
3. Has the RTC prioritized and addressed freight-related system linkages and improvements within the MPO planning area?
4. How does the MPO collect and utilize freight-related data? Does this data serve to provide origin-destination information for purposes of traffic demand model calibration and validation? Does the RTC utilize this freight-related data to track any freight-related performance goals or objectives?
5. Are maps available that indicate areas of recurring congestion that particularly impact freight system performance?
6. How does the RTC coordinate with NDOT and local agencies on freight related issues? Will RTC be actively involved in the development and implementation of the Nevada State Freight Plan?
7. What support can FHWA provide to assist with development of staff expertise regarding freight issues? Is there any additional assistance that would be helpful in incorporating freight into the overall planning process?

U. VISUALIZATION TECHNIQUES

1. Are any provisions for the use of visualization techniques set forth in the PPP?

2. What efforts are employed to move beyond traditional tables and listing to visually display information? How does RTC determine the effectiveness of these visualization techniques?
3. What kind of graphics are used in the RTP, TIP and other key RTC documents?
4. Is the RTC utilizing any innovative visualization techniques?

V. LAND USE AND LIVABILITY

1. How does the RTP demonstrate comparison of the consistency of proposed transportation improvements with State and local planned growth and economic development?
2. What coordination, if any, has been achieved with a local jurisdiction or other organization to foster TDM programs or land development design/patterns to reduce congestion or reduce VMT growth rates?
3. How does the RTC work with local jurisdictions/organizations to support and integrate transportation and land use planning and development?
4. How does RTC incorporate Complete Streets into the planning, programs and projects?
5. What project selection criteria or other methods are used to advance transportation projects that come out of plans to achieve regional livability and sustainability?
6. What innovative programs or technical support is being conducted to improve the integration of transportation and land use planning and development especially among local member jurisdictions?
7. How does the RTC address the “livability” principles set forth through the HUD/EPA/DOT Partnership for Sustainable Communities into the planning process?
 - a. Provide more transportation choices
 - b. Promote equitable, affordable housing
 - c. Enhance economic competitiveness
 - d. Support existing communities
 - e. Coordinate and leverage federal policies and investment
 - f. Value communities and neighborhoods
8. How does RTC integrate the following elements into the planning process?
 - a. Bicycle and pedestrian and/or other nonmotorized travel
 - b. Transportation and Transit Enhancements
 - c. Safe Routes to School projects and programs
 - d. Context Sensitive Solutions

ADDITIONAL CONSIDERATIONS

W. TRAVEL FORECASTING METHODS

1. Please describe the current status and capabilities of the travel demand model.
2. Please describe the methods used to develop forecasts of future travel demand including key planning assumptions.
3. Is there a technical advisory committee in place to review planning assumptions and forecasting methods? If yes, please describe the membership of the committee.

X. INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

1. When was the regional ITS architecture last updated? When is the next update planned?
2. Who is responsible for maintaining and updating the regional ITS architecture? Who is responsible for ensuring that all future ITS projects are consistent with the regional ITS architecture?
3. What progress has been made on improving and enhancing the regional ITS architecture
4. since the last certification review?
5. Is there a documented maintenance plan for the architecture? Is the regional ITS architecture maintained according to plan? What is RTC's role in the architecture maintenance? How is the Regional ITS architecture made available to stakeholders in the region?
6. Is there a systems engineering (SE) process in place for the development of ITS projects in the region? How does the region ensure that an SE process is being used? Who is responsible for ensuring that all future ITS projects will be developed using an SE process?
7. Describe the relationship between the RTP and the regional ITS architecture. Are goals, objectives and or strategies from the plan specifically referenced and used in the regional ITS architecture?
8. Are the projects identified in the TIP consistent with the regional ITS architecture? How does the region verify they are consistent?
9. Describe the relationship between the Congestion Management Process (CMP) and the regional ITS architecture. How is the architecture used to support the CMP?

Y. CONGESTION MITIGATION AND AIR QUALITY (CMAQ) PROGRAM

1. How are CMAQ projects selected for inclusion in the TIP and RTP?
2. How are CMAQ projects prioritized?
3. How are CMAQ funds made available to local agencies?
4. Are there obstacles in the MPOs planning process that impede successful implementation or prioritization of CMAQ projects?

5. For the past four years, have all the CMAQ funds been expended each year? Is there a running balance of CMAQ funds? If so, what is the average balance? Are there any ongoing issues concerning over- or under-budgeting of CMAQ funds?
6. Has the air pollution control district and other interested parties been actively involved in the prioritization and selection of possible CMAQ projects?

Z. PROGRAM DELIVERY

1. How does RTC monitor the TIP to assure timely completion of projects?
2. Are project status reports produced? If so, how often?
3. What are the primary causes of project delivery delays?
4. How has RTC addressed these delays?
5. How can FHWA, FTA, and NDOT assist RTC (and local agencies) in addressing project delays?