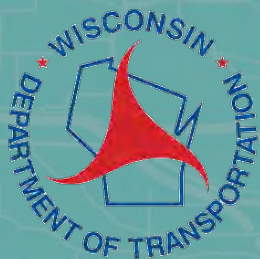


Metropolitan Planning Organization Long-Range Transportation Plan Checklist



WISCONSIN DEPARTMENT of TRANSPORTATION
Division of Transportation Investment Management

BUREAU of PLANNING and ECONOMIC DEVELOPMENT

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Acronyms

3C	Comprehensive, Continuing, and Coordinated
CFR	Code of Federal Regulations
CMP	Congestion Mitigation Process
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
HSIP	Highway Safety Improvement Program
LRTP	Long Range Transportation Plan
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
NEPA	National Environmental Protection Act
PPP	Public Private Partnership
SHSP	Strategic Highway Safety Plan
SIP	State Improvement Program
SOV	Single Occupant Vehicle
TMA	Transportation Management Area
WisDOT	Wisconsin Department of Transportation
USC	United States Code
USDOT	United States Department of Transportation



1. Overview

The metropolitan transportation plan (MTP), also known as a long-range transportation plan (LRTP), is the official multimodal transportation plan that an MPO develops, adopts, and updates through the 3-C (comprehensive, continuing, and coordinated) planning process. The LRTP is an important statement of the direction a region will be taking in its transportation system investments. It also identifies the multimodal transportation policies and projects needed to meet travel demand over a 20-year planning horizon.

The purpose of this checklist is to help MPOs determine whether the federal requirements for an LRTP, as specified under 23 CFR 450.324, have been satisfied. This document lists the federal statutes guiding the development of LRTPs in a tabular format, grouped into the following categories:

- ▶ General Requirements
- ▶ Public & Stakeholder Involvement
- ▶ Transportation System Planning
- ▶ Financial Plan
- ▶ Environmental Considerations
- ▶ Scenario Planning (*Optional*)

Please refer to the *Development and Content of the Metropolitan Transportation Plan* (23 CFR 450.324) for the exact statutory language that defines an MTP. The checklist below is a voluntary form; an MPO may include a completed copy of the checklist with their MTP when submitting for WisDOT review.

1.1. Federal Regulations

The following regulations and guidance are applicable to the development and content of a MPO's LRTP.

Table 1: Federal Regulations

Regulation	Description
23 CFR 450.324	Development and content of the metropolitan transportation plan.
23 CFR 450.306	Scope of the metropolitan planning process.
23 CFR 450.316	Interested parties, participation, and consultation.
23 CFR 450.322	Congestion management process in transportation management areas.
40 CFR 93	US NEPA conformity requirements.
23 USC 134	Metropolitan transportation planning.

2. LRTP Checklists

2.1. General Requirements

Regulatory Citation (23 CFR)	Key Requirement	Included in the LRTP?	Comments, including where in the plan.
450.324(a)	Does the LRTP address no less than a 20-year planning horizon?		
450.324(a) 450.306(b)(1)	Does the LRTP address the economic vitality planning factor: <i>Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency?</i>		
450.324(a) 450.306(b)(2)	Does the LRTP address the safety planning factor: <i>Increase the safety of the transportation system for motorized and non-motorized users?</i>		
450.324(a) 450.306(b)(3)	Does the LRTP address the security planning factor: <i>Increase the security of the transportation system for motorized and non-motorized users?</i>		
450.324(a) 450.306(b)(4)	Does the LRTP address the mobility and accessibility planning factor: <i>Increase accessibility and mobility of people and freight?</i>		
450.324(a) 450.306(b)(5)	Does the LRTP address the environment planning factor: <i>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?</i>		
450.324(a) 450.306(b)(6)	Does the LRTP address the integration and connectivity planning factor: <i>Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight?</i>		

Regulatory Citation (23 CFR)	Key Requirement	Included in the LRTP?	Comments, including where in the plan.
450.324(a) 450.306(b)(7)	Does the LRTP address the system efficiency planning factor: <i>Promote efficient system management and operation?</i>		
450.324(a) 450.306(b)(8)	Does the LRTP address the system preservation planning factor: <i>Emphasize the preservation of the existing transportation system?</i>		
450.324(a) 450.306(b)(9)	Does the LRTP address the system resiliency/reliability planning factor: <i>Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation?</i>		
450.324(a) 450.306(b)(10)	Does the LRTP address the travel and tourism planning factor: <i>Enhance travel and tourism?</i>		
450.324(b)	Does the LRTP include both long- and short-range strategies/actions that provide for an integrated multimodal transportation system?		
450.324(c)	Does the MPO review/update the MTP at least every 4 years for nonattainment and maintenance areas or every 5 years in attainment areas?		
450.324(c)	Did the MPO approve the transportation plan (and any revisions or updates), contents, and supporting analyses?		
450.324(e)	Did the MPO consult the State and public transportation operators to validate data used in other existing modal plans?		
450.324(e)	Were the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity incorporated into the plan?		

2.2. Public & Stakeholder Involvement

Regulatory Citation (23 CFR)	Key Requirement	Included in the LRTP?	Comments, including where in the plan.
450.324(j) 450.316(a)	Were representatives of the following groups provided opportunities to participate in the development of the LRTP, as outlined in MPO's public participation plan, including, but not limited to: the public, affected public agencies, public transportation employees, public ports, freight shippers/service providers, private transportation providers (e.g., intercity bus services), public transportation users, pedestrians and bicyclists, disabled, and other interested parties?		
450.316(b)	In the development of the LRTP, did the MPO consult agencies or officials responsible for the following planning activities in the MPA: state and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operators, freight movements and transportation providers (e.g., human service transportation providers)?		
450.316(c)	If Tribal lands are located within the MPA, were the appropriate Tribal government(s) involved in the development of the LRTP?		
450.316(d)	If Federal public lands are located within the MPA, were the appropriate land management agencies involved in the development of the LRTP?		
450.316(a)(1)	Did the MPO hold an additional opportunity for public comment if significant changes were made to the final LRTP originally made available to the public?		
450.316(a)(2)	Is a summary, analysis, or report included within the LRTP that describes the comments received during public participation?		

Regulatory Citation (23 CFR)	Key Requirement	Included in the LRTP?	Comments, including where in the plan.
450.324(k) 450.316(a)(1)(i)	Following its public participation plan, did the MPO provide adequate public notice of public participation activities?		
450.324(k) 450.316(a)(1)(ii)	Following its public participation plan, did the MPO provide timely and reasonable opportunities for public comment?		
450.324(k) 450.316(a)(1)(iii)	Following its public participation plan, did the MPO utilize visualization techniques to describe the LRTP?		
450.324(k) 450.316(a)(1)(iv)	Following its public participation plan, did the MPO make public information available online?		
450.324(k) 450.316(a)(1)(v)	Following its public participation plan, did the MPO hold public meetings at convenient and accessible locations/times?		
450.324(k) 450.316(a)(1)(vi)	Following its public participation plan, did the MPO demonstrate explicit consideration and response to public input in the LRTP?		
450.324(k) 450.316(a)(1)(vii)	Following its public participation plan, did the MPO seek out traditionally underserved populations?		

2.3. Transportation System Planning

Regulatory Citation (23 CFR)	Key Requirement	Included in the LRTP?	Comments, including where in the plan.
450.324(f)(1)	Does the plan contain the current and projected transportation demand of people and goods in the MPA over the planning horizon?		

Regulatory Citation (23 CFR)	Key Requirement	Included in the LRTP?	Comments, including where in the plan.
450.324(f)(2)	Does the LRTP sufficiently address major roadways?		
450.324(f)(2) 450.324(f)(8)	Does the LRTP sufficiently address public transportation?		
450.324(f)(2)	Does the LRTP sufficiently address intercity buses?		
450.324(f)(2)	Does the LRTP sufficiently address multimodal and intermodal facilities?		
450.324(f)(2) 450.324(f)(12)	Does the LRTP sufficiently address walkways and bicycle facilities?		
450.324(f)(2)	Does the LRTP sufficiently address intermodal connectors?		
450.324(f)(2)	Does the plan emphasize existing and proposed facilities that serve national and regional transportation functions over the planning horizon?		
450.324(f)(3)	Does the LRTP describe the performance measures and targets used in assessing the performance of the transportation system in accordance with §450.306(d)?		
450.324(f)(4)	Does the LRTP include a system performance report that evaluates the condition and performance of the transportation system, in respect to the targets described in §450.306(d)?		
450.324(f)(4)(i)	Does the report include progress achieved by the MPO in meeting performance targets in comparison with system performance recorded in previous reports, including baseline data?		

Regulatory Citation (23 CFR)	Key Requirement	Included in the LRTP?	Comments, including where in the plan.
450.324(f)(5)	Does the LRTP contain operational and management strategies to improve the performance of the system, relieve congestion, and enhance safety and mobility?		
450.324(f)(6)	<i>For TMAs only:</i> Does the LRTP consider the results of the congestion management process (CMP), including the identification of SOV projects?		
450.324(f)(7)	Does the LRTP assess capital investments and other strategies to preserve the existing and projected future metropolitan transportation infrastructure?		
450.324(f)(7)	Does the LRTP assess capital investments and other strategies that provide for multimodal capacity increases based on regional priorities and needs?		
450.324(f)(7)	Does the LRTP assess capital investments and other strategies to reduce the vulnerability of the existing transportation infrastructure to natural disasters?		
450.324(f)(7)	<i>Optional:</i> Does the LRTP consider projects and strategies that address areas or corridors where current or projected congestion threatens the efficient functionality of the region's transportation system?		
450.324(f)(9)	Does the plan describe all proposed improvements in sufficient detail to develop cost estimates?		
450.324(f)(9)	<i>For nonattainment and maintenance areas only:</i> Does the LRTP include design concept and scope descriptions of all existing and proposed transportation facilities in sufficient detail, regardless of funding source, for conformity determinations?		

Regulatory Citation (23 CFR)	Key Requirement	Included in the LRTP?	Comments, including where in the plan.
450.324(h)	<i>Optional:</i> Does the LRTP integrate the transportation safety priorities, goals, countermeasures, strategies, or projects for the MPA contained in the HSIP, including the SHSP, the Public Transportation Agency Safety Plan, or an Interim Agency Safety Plan?		
450.324(h)	<i>Optional:</i> Does the LRTP include emergency relief and disaster preparedness plans, strategies, and/or policies that supports homeland security and safeguard the personal safety of all motorized and non-motorized users?		

2.4. Financial Plan

Regulatory Citation (23 CFR)	Key Requirement	Included in the LRTP?	Comments, including where in the plan.
450.324(f)(11)	Is a financial plan included in the LRTP that demonstrates how the adopted transportation plan can be implemented?		
450.324(f)(11)(i)	Does the financial plan include cost estimates and revenue sources that are reasonably expected to be available to adequately operate and maintain the Federal-highway aid highways?		
450.324(f)(11)(ii)	Did the MPO, public transportation operator, and State cooperatively develop estimates of funds that will be available to support LRTP implementation?		
450.324(f)(11)(ii)	Does the financial plan include all public and private sources reasonably expected to be made available to carry out the LRTP identified in the financial plan?		

Regulatory Citation (23 CFR)	Key Requirement	Included in the LRTP?	Comments, including where in the plan.
450.324(f)(11)(iii)	Does the financial plan include recommendations for additional financing strategies to fund projects and programs?		
450.324(f)(11)(iii)	<i>For new funding sources</i> , does the plan identify strategies for ensuring their availability?		
450.324(f)(11)(iii)	<i>Optional:</i> Does the financial plan include an assessment of the appropriateness of innovative finance techniques as revenue sources for projects in the financial plan (e.g. tolling, pricing, bonding, public private partnerships, or other strategies)?		
450.324(f)(11)(iv)	Does the financial plan include all projects and strategies proposed for funding with Federal, state, local, and private participation?		
450.324(f)(11)(iv)	Have inflation rate(s) been applied to the revenue and cost estimates to reflect year of expenditure dollars?		
450.324(f)(11)(v)	<i>Optional:</i> For the outer years of the LRTP (11 + years), does the financial plan reflect aggregate cost range/cost bands?		
450.324(f)(11)(iv)	<i>For nonattainment and maintenance areas only</i> , does the financial plan address the specific financing strategies required to ensure the implementation of TCMs in the applicable SIP?		
450.324(f)(11)(vii)	<i>Optional:</i> Does the financial plan include additional projects that would be included in the adopted LRTP if additional resources beyond those identified in the financial plan become available for illustrative purposes?		

2.5. Environmental Considerations

Regulatory Citation (23 CFR)	Key Content Requirement	Included in the LRTP?	Comments, including where in the plan.
450.324(d)	<i>For nonattainment and maintenance areas only</i> , does the LRTP describe the coordination for developing transportation control measures (TCM) in the State Implementation Plan (SIP)?		
450.324(f)(10)	Does the LRTP include a discussion of the types of potential environmental mitigation activities and potential areas to carry them out?		
450.324(f)(10)	Were the applicable Federal, State, and Tribal land management, wildlife, and regulatory agencies consulted in the identification of environmental mitigation activities and potential areas?		
450.324(g)	Did the MPO consult with State and local agencies as appropriate for land use management, natural resources, environmental protection, conservation, and historic preservation regarding the development of the LRTP?		
450.324(g)(i) 450.324(g)(ii)	Did the MPO review State conservation plans, maps, and inventories of natural or historic resources during the development of the LRTP?		
450.324(m)	<i>For nonattainment and maintenance areas only</i> , did the MPO, as well as FHWA/FTA, make a conformity determination on any updated or amended LRTP?		

2.6. Scenario Planning (Optional)

Regulatory Citation (23 CFR)	Key Content Requirement	Included in the LRTP?	Comments, including where in the plan.
450.324(i)	Did the MPO elect to develop multiple scenarios as part of the LRTP development?		
450.324(i)(1)(i)	<i>If scenario planning was conducted</i> , did the MPO consider potential regional investment strategies?		
450.324(i)(1)(ii)	<i>If scenario planning was conducted</i> , did the MPO consider the assumed distribution of population and employment?		
450.324(i)(1)(iii)	<i>If scenario planning was conducted</i> , did the MPO consider a scenario that maintains baseline conditions for performance areas?		
450.324(i)(1)(iv)	<i>If scenario planning was conducted</i> , did the MPO consider a scenario that improves the baseline conditions for as many performance measures as possible?		
450.324(i)(1)(v)	<i>If scenario planning was conducted</i> , did the MPO consider a revenue constrained scenario based on the total revenues expected to be available?		
450.324(i)(1)(vi)	<i>If scenario planning was conducted</i> , did the MPO consider the estimated costs and potential revenues available to support each scenario?		
450.324(f)(4)(ii)	<i>If scenario planning was conducted</i> , was an analysis conducted to determine how the scenario would improve the conditions and performance of the transportation system?		
450.324(f)(4)(ii)	<i>If scenario planning was conducted</i> , was an analysis on the preferred scenario conducted to determine how changes in the local policies and investments may impact the costs necessary to achieve the identified performance targets?		

Appendix A: State Planning Documents

The purpose of this appendix is to list plans and processes noted in 23 CFR 450.306(d)(4) and 23 CFR 450.306(g) as being referenced or integrated directly in the metropolitan planning process. The items below are not an all-inclusive list and other applicable plans and/or studies prepared by the MPO, WisDOT, and/or local partners should be reviewed. Connect 2050 is one of the overarching plans because it guides the policies and actions developed in WisDOT's modal, operational and business plans, and technical reports. The specific plans include the Strategic Highway System Plan, State Freight Plan, State Airport System Plan, Transportation Asset Management Plan, and the State Rail Plan which are referenced in the table below.

Plan Name	Reviewed?	Notes
Connect 2050: Wisconsin's Statewide Long-Range Transportation Plan		
Transportation Asset Management Plan		
Strategic Highway Safety Plan		
Highway Safety Plan		
State Management Plan		
State Freight Plan		
State Airport System Plan		
State Rail Plan		
Resilience Improvement Plan		
Carbon Reduction Strategy		
Electric Vehicle Infrastructure Plan		
Highway-Railway Grade Crossing Safety Action Plan		
Rail Transit Safety Oversight Program		
Regional Intelligent Transportation Systems Architectures		
Highway Safety Improvement Program		
Public Transportation Agency Safety Plan		
Congestion Mitigation and Air Quality Improvement Program		
Mobility, Accountability, Preservation, Safety, and Service Program		

Appendix B: Financial Planning Resources

B.1. Definitions

Available Funds	Funds derived from an existing source dedicated to or historically used for transportation purposes. For federal funds, authorized and/or appropriated funds and the extrapolation of formula and discretionary funds at historic rates of increase are considered “available.” (Source: 23 CFR 450.104)
Committed Funds	Funds that have been dedicated or obligated for transportation purposes. (Source: 23 CFR 450.104)
Financial Plan	Documentation required to be included with an LRTP that demonstrates the consistency between reasonably available and projected sources of Federal, State, local, and private revenues, and the costs of implementing proposed transportation system improvements. (Source: 23 CFR 450.104)
Financial Planning	The process of defining and evaluating funding sources, sharing the information, and deciding how to allocate the funds. (Source: FHWA Planning Glossary)
Fiscal Constraint	An LRTP includes sufficient financial information to demonstrate that projects listed within it can be implemented using committed, available, or reasonably available revenue sources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained. (Source: 23 CFR 450.104)
Illustrative Projects	Any additional transportation project that may be included in a financial plan if reasonable additional resources were to become available. (Source: 23 CFR 450.104)
Innovative Finance Techniques ..	A broad term for various techniques and mechanisms that supplement traditional, grant-based funding sources and methods for surface transportation projects. (Source: FHWA Center for Innovative Finance Support)
Public Private Partnerships	Contractual agreements formed between a public agency and private sector entity that allow greater private sector participation in the delivery of transportation projects. These arrangements typically involve a government agency contracting with a private partner to renovate, construct, operate, maintain, and/or manage a facility or system, in whole or in part, that provides a public service. (Source: FHWA Center for Innovative Finance Support)
Reasonably Expected	The forecasts, estimates, or assumptions of a funding source can be evaluated against historical trends or experiences, or averages of recent and current funding levels and rates (e.g., inflation, growth, etc.). Forecasts may also consider

present political conditions, such as the reasonable expectation that a funding bond or new revenue source will be approved. (Source: *Transportation Plan and Program Fiscal Constraint Review Questions*)

Year of Expenditure Dollars that are adjusted for inflation from the present time to the expected year of construction (Source: *FHWA Transportation Planning Requirements and Their Relationship to NEPA Approvals*).

B.2. FHWA Reference Materials

Guidance	Description
FHWA Plan Works	Federal guidance for developing, prioritizing, and informing transportation plans and projects.
Financial Planning and Fiscal Constraint for Transportation Plans and Programs Questions & Answers - Planning - FHWA	This resource intends to highlight options currently available to State DOTs, MPOs, and public transportation operators in meeting financial planning and fiscal constraint requirements in transportation planning and programming.
Fiscal Constraint in Long-Range Transportation Planning: Best Practice Case Studies	This report presents and synthesizes the findings from eight case studies that examine best practices in financial planning applied in the long-range transportation planning process conducted for metropolitan area and statewide transportation systems.
Memo Clarifying Fiscal Constraint Guidance	This memo provides clarifying guidance on the flexibilities in fiscal constraint.
Transportation Planning Process Key Issues: A Briefing Book for Transportation Decisionmakers, Officials, and Staff	This report is a semi-popularized overview of transportation planning and provides a basic understanding of key concepts in statewide and metropolitan transportation planning, along with references for additional information.
Transportation Plan and Program Fiscal Constraint Review Questions	This document is a list of questions relating to key considerations in determining whether the requirements of the FHWA/FTA transportation planning regulations have been met regarding fiscal constraint.