

## APPENDIX D. AMATS Checklists for Project Agency Sponsors

### Complying With Federal Congestion Management System Requirements

**Purpose:** This checklist from Anchorage Metropolitan Area Transportation Solutions (AMATS) can be used as guidance to determine whether the project being assessed needs Congestion Management System (CMS) analysis, and if so, whether it meets CMS requirements for the consideration of alternatives and the incorporation of transportation demand management (TDM) and operational strategies into the project.

Section A is intended to provide the first screening that will determine whether an existing Transportation Improvement Program (TIP) project needs CMS evaluation. Section B is used to take projects through the CMS assessment procedure.

#### A. Project Qualification

Filled out by AMATS staff

##### 1. Project Description:

Project Title: \_\_\_\_\_

Location: \_\_\_\_\_

##### 2. Does the project use federal funds?

Yes? \_\_\_\_\_ Go to next question

No? \_\_\_\_\_ No need for further evaluation required

##### 3. Does the project expand single-occupancy vehicle (SOV) capacity?

If yes:

General purpose travel lane? \_\_\_\_\_

Length of improvement? \_\_\_\_\_

Other? \_\_\_\_\_

Other project design details?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If yes, go to next question.

**If a general purpose travel lane is not being added, no further evaluation is needed.**

##### 4. Transportation Improvement Program Project Assessment

What is the extent of the deficiency of the facility (2025)? \_\_\_\_\_

\_\_\_\_\_

Is it contained in the Transportation Plan? \_\_\_\_\_

Does it originate from other planning activities? \_\_\_\_\_

## B. Project Compliance

Part B applies only to projects that need further evaluation.

Filled out by project agency sponsor.

### 1. Project Purpose and Need

Describe the problem or need the project is to address.

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### 2. Project Objectives

Identify the specific objectives or benefits of the project.

Relieve Congestion \_\_\_\_\_

Improve Safety \_\_\_\_\_

Eliminate Bottleneck \_\_\_\_\_

Enhance Freight and Goods Movement \_\_\_\_\_

Improve Mobility and Accessibility \_\_\_\_\_

Other \_\_\_\_\_

**If the project is only to improve safety or to relieve a bottleneck, no further evaluation is needed.**

### 3. Alternatives Considered

Name the strategies listed below that been considered prior to determining the need for SOV expansion. (A complete list of alternatives is found in the AMATS Congestion Management Program Report).

Transportation Demand Management (TDM) (appropriate at regional or subarea level)

\_\_\_ Rideshare programs

\_\_\_ Transportation management associations

\_\_\_ Transit and shared ride subsidies

Other \_\_\_\_\_

Transportation System Management (TSM) (appropriate at corridor or facility level)

\_\_\_ Intersection improvements

\_\_\_ Turn lanes or restrictions

\_\_\_ Bus pullouts

\_\_\_ Bike or pedestrian improvements

Other \_\_\_\_\_

Transit Operations (appropriate at region, subarea, or corridor)

\_\_\_ Increase frequency

\_\_\_ New or additional routes

\_\_\_ Signal preemption

Other \_\_\_\_\_



## Complying With Federal Intelligent Transportation System Requirements

**Purpose:** This checklist provides a quick step-by-step aid to project agency sponsors on how to comply with federal Intelligent Transportation System (ITS) requirements.

### Step One: Planning/TIP Development—Project Agency Sponsors Agree to Comply with Federal ITS Regulations

When a project is nominated or added to the AMATS Transportation Improvement Program (TIP), project agency sponsors will provide answers to the following questions in the Project Information Packet during the project nomination process:

- a. Does my project include any ITS elements?<sup>1</sup>
- b. Does my project use funds from the federal highway trust fund (including the mass transit account) now and/or in the future? If you are not sure, consult with the AMATS Coordinator.
- c. Does the project sponsor agree to comply with the federal ITS requirements?

If the answer is yes to the first two questions, then your project *must* comply with federal requirements or AMATS could be subject to loss of funding. Project agency sponsors must agree to comply with the federal requirements. The agreement will be documented as specified by AMATS. Proceed to Step Two.

If the answer is yes to the first question, but no to the second, project agency sponsors are *encouraged* to use the steps recommended in this checklist to foster a more efficient system.

### Step Two: Design—Project Agency Sponsors Self-Certify Compliance with Title 23, Part 940, of the Code of Federal Regulations

Prior to acquisition, construction, or implementation, project agency sponsors will *self-certify compliance* with the federal ITS Final Rule/Policy. The Final Rule/Policy requires:

- ITS projects shall be based on a Systems Engineering approach (defined in the Final Rule/Policy) on a scale commensurate with the scope of the project.
- Prior to acquisition, construction, or implementation, conformance with the Project Implementation sections for the Final Rule/Policy shall be demonstrated.
- Final design shall accommodate the interface requirements and information exchanges as specified in the regional ITS architecture.

A section of the normal project documentation (plans, specifications, and estimate for construction projects) will be devoted to documentation of steps taken to comply with the ITS Final Rule/Policy.

### Step Three: MOA Regional ITS Architecture Update—Project Agency Sponsors or Managers Provide Architecture Update Information

If the final design of the ITS project is inconsistent with the regional ITS Architecture, project agency sponsors or managers will notify the AMATS ITS coordinator of the changes.

More guidance on conformity with the Final Rule/Policy may be found at the following websites:

<http://www.its.dot.gov/>  
[http://www.ops.fhwa.dot.gov/its\\_arch\\_imp/index.htm](http://www.ops.fhwa.dot.gov/its_arch_imp/index.htm);  
[http://www.itsdocs.fhwa.dot.gov/JPODOCS/REPTS\\_TE/13620.html](http://www.itsdocs.fhwa.dot.gov/JPODOCS/REPTS_TE/13620.html);  
[http://www.ops.fhwa.dot.gov/int\\_its\\_deployment/sys\\_eng.htm](http://www.ops.fhwa.dot.gov/int_its_deployment/sys_eng.htm);  
<http://www.its.dot.gov/standards/index.htm>

#### Related Links:

<http://www.dot.state.ak.us/iways/index.shtml>;  
<http://www.muni.org/transplan/ITS.cfm>

<sup>1</sup> ITS means electronics, communications, or information processing used singly or in combination to improve the efficiency of a surface transportation system.



## ACKNOWLEDGMENTS (CONTINUED)

### CH2M HILL

Dan Sterley  
Linda Cyra-Korsgaard  
Ed Granzow  
Dan Speicher  
Dan Pitzler  
Denise Trutanic  
Mike Phillips  
Jim Potts  
Bryce Stath  
Tina Macon

Jennifer Hepner  
Sam Seskin  
Loren Bloomberg  
Derek Christianson  
J.B. Hardwick  
Zeke Lynch  
Ann Hovland  
Steve Perone  
Deb Moore  
Linda Wolfe

Chandra Sauers  
Carol Hisaka  
Nichole Rehm  
Paula Bartley  
Eric Sack  
Teresa Carr  
Kimberly Bush  
Sonja Burks  
Amanda Huck

### Subconsultants

Jim Schmidt - J. W. Schmidt  
Judy Griffin - Word Wrangling  
John McPherson - HDR Alaska, Inc.  
Tom Brigham - HDR Alaska, Inc.  
Carla Slaton Barker - HDR Alaska, Inc.  
Doug Hurley - Alki Strategies  
Susan Hendricks - Decision Data & Solutions  
Anne Brooks - Brooks & Associates

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## ACKNOWLEDGEMENTS

### AMATS

Jon Spring – MOA Project Manager

David Post – DOT&PF Project Manager

### Executive Committee

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Mike Abbott  
Mary Jane Michael  
Craig Lyon

Central Region Director Gordon Keith  
John Tolley  
Jennifer Wilson

Lance Wilber  
Jody Karcz  
Heather Rauch  
Charles Wohlforth

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Becky Beck  
Michael Bell  
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Anne Brooks  
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Kevin Bruce  
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Larry Crawford  
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Ed Lamb  
David Lawer  
Carl Marrs  
Mona McAleese  
Helen Nienhueser  
Deb Ossiander  
John Palmatier  
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Walt Parker

Nancy Pease  
Col. Stephen Ribuffo  
Cheryl Richardson  
Diana Rigg  
Jack Roderick  
Sheila Selkregg  
Richard Strutz  
Tim Sullivan  
Rod Udd  
George Vakalis  
Nicholas Wells

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Joon Byun  
Jim Childers  
Sandra Cook  
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Joe Gibbons  
Howard Helkenn  
Jody Karcz  
Randy Kinney  
Steve Morris

Tom Nelson  
Steve Noble  
Robert O'Loughlin  
Murph O'Brien  
Walt Parker

Angela Parsons  
Glenda Radvansky  
Bruce Spear  
Scott Thomas  
Dave Tremont

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Jennifer Hepner  
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J.B. Hardwick  
Zeke Lynch  
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