



Maryland Department of Transportation
The Secretary's Office

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

James T. Smith, Jr.
Secretary

August 9, 2013

Mr. Gregory Murrill
Division Administrator
Attn: Dr. Kwame Arhin
Federal Highway Administration
10 South Howard Street
Suite 2450
Baltimore MD 21201

Ms. Brigid Hynes-Cherin
Regional Administrator
Attn: Ms. Kathleen Zubrzycki
Federal Transit Administration
1760 Market Street, Suite 500
Philadelphia PA 19103

RE: Amendment to the Fiscal Year (FY) 2013 Maryland Statewide Transportation Improvement Program (STIP) to Add Funding for the Operations Academy Support for 2013.
MDOT Control # 13-92

Dear Mr. Murrill and Ms.Hynes-Cherin:

The Maryland Department of Transportation (MDOT) hereby amends the FY 2013 Maryland Statewide Transportation Improvement Program to add funding for the Fall 2013 Operations Academy Support Program. This project will provide training for federal, state, and local members of the transportation community which is aimed at improving traffic flow through efficient operations and management of existing highway capacity. The federal funding share of this project is 100%. Supporting documentation including a STIP amendment form and program description material is attached.

The Maryland Statewide Transportation Improvement Program continues to be fiscally constrained. If you have any questions or need additional information, please do not hesitate to contact me at 410-865-1295, toll-free at 888-713-1414 or via email at mnixon@mdot.state.md.us. Thank you for your assistance.

Sincerely,

A handwritten signature in blue ink that reads "Michael W. Nixon".

Michael W. Nixon, Manager
Office of Planning and Capital Programming

My telephone number is _____
Toll Free Number 1-888-713-1414 TTY Users Call Via MD Relay
7201 Corporate Center Drive, Hanover, Maryland 21076

Mr. Gregory Murrill
Ms. Brigid Hynes-Cherin
Page Two

Attachment

cc: Ms. Mary Deitz, Chief, Regional and Intermodal Planning Division, State Highway
Administration
Ms. Lyn Erickson, Manager Regional Planning and Federal Liaison, Office of Planning and
Capital Programming, Maryland Department of Transportation
Ms. Heather Murphy, Deputy Director, Office of Planning and Capital Programming, Maryland
Department of Transportation

Martin O'Malley, *Governor*
Anthony G. Brown, *Lt. Governor*



James T. Smith, Jr., *Secretary*
Melinda B. Peters, *Administrator*

RECEIVED

AUG 1 2013

OFFICE OF PLANNING &
CAPITAL PROGRAMMING

MEMORANDUM

TO: Mr. Mike Nixon
MPO Manager
Office of Planning and Capital Programming

FROM: Mary Deitz, Chief *MD*
Regional and Intermodal Planning Division

DATE: July 31, 2013

SUBJECT: Amendment to the FY 2013 STIP

The Regional and Intermodal Planning Division (RIPD) requests the following amendment to the FY 2013 Statewide Transportation Improvement Program (STIP):

- Add \$115,420 in PP funding for FY 2013 using ITE funds for Operations Academy Support for fall 2013 (this is a new project). The purpose of this project is to provide funding for the program fees, food, and lodging for the operations academy trainees attending the fall 2013 session. This project will provide training for federal, state, and local members of the transportation community to better serve the traveling public through efficient operations and management of existing highway capacity.

A copy of the project information form is attached for your use. Please do not hesitate to contact Jim Dooley, Regional Planner for Anne Arundel and Howard Counties, SHA if you have any questions. He can be reached at 410-545-5672 or via email at jdooley@sha.state.md.us.

Attachments

cc: Mr. Eric Beckett, Regional Planner, SHA
Mr. Jim Dooley, Regional Planner, SHA
Mr. Roy Gothie, Regional Planner, SHA
Ms. Felicia Haywood, Deputy Director of Planning and Preliminary Engineering, SHA
Ms. Dami, Kehinde, Regional Planner, SHA
Mr. Vaughn Lewis, Regional Planner, SHA
Mr. Guy Talerico, Chief, Federal Aid Programming Section, SHA
Mr. John Thomas, Regional Planner, SHA

My telephone number/toll-free number is 410-545-5675/1-888-204-4828
Maryland Relay Service for Impaired Hearing or Speech 1.800.735.2258 Statewide Toll Free

MARYLAND STATEWIDE TIP F.Y. 2013-2018

MDOT STIP # AX286B14

SUMMARY TABLE

Project	Amendment Criteria (A/B/C)	Conformity Status	Environmental Status	Current Funding Level (000s)			Net Change (000s)		
				Federal	Local	Total	Federal	Local	Total
	A	exempt	PCE	\$0	\$0	\$0	\$115	\$0	\$115
	Administration	Area/MPO	CTP Page (with year; ex. H-22 FY2005)						
Operations Academy Support for Fall 2013	SHA	None							
Description	This project provides funding for the program fees, food, and lodging for the operations academy trainees attending the Fall 2013 session.								
Justification	This project will provide training for federal, state, and local members of the transportation community to better serve the traveling public through efficient operations and management of existing highway capacity.								

INDIVIDUAL REQUEST FORM

STIP/TIP Amendment Criteria	Funding (000s)	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	Total
		<input checked="" type="checkbox"/> A Adds new individual projects to the current STIP/TIP. <input type="checkbox"/> B Increase/decrease, scope change, advance, delay, or phase change. <input type="checkbox"/> C Removes or deletes individual listed project from the STIP/TIP.	Current Total	\$0	\$0	\$0	\$0	\$0
	Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Local	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Proposed Total	\$115	\$115	\$0	\$0	\$0	\$0	\$115
	Federal	\$115	\$115	\$0	\$0	\$0	\$0	\$115
	Local	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Net Total	\$115	\$115	\$0	\$0	\$0	\$0	\$115
	Change Federal	\$115	\$115	\$0	\$0	\$0	\$0	\$115
	Local	\$0	\$0	\$0	\$0	\$0	\$0	\$0



PHASE DETAIL

Current PHASE	FY2013		FY2014		FY2015		FY2016		FY2017		FY2018		TOTAL		
	Federal	Local	Total												
PP													\$0	\$0	\$0
PE													\$0	\$0	\$0
ROW													\$0	\$0	\$0
CON													\$0	\$0	\$0
OTH													\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Source: Fed%: 100% Local%: 0%

Proposed PHASE	FY2013		FY2014		FY2015		FY2016		FY2017		FY2018		TOTAL		
	Federal	Local	Total												
PP													\$0	\$0	\$0
PE			\$115										\$115	\$0	\$115
ROW													\$0	\$0	\$0
CON													\$0	\$0	\$0
OTH													\$0	\$0	\$0
TOTAL	\$0	\$0	\$115	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$115	\$0	\$115

Source: Fed%: 100% Local%: 0%

Change PHASE	FY2013		FY2014		FY2015		FY2016		FY2017		FY2018		TOTAL		
	Federal	Local	Total												
PP	-	-	-	-	-	-	-	-	-	-	-	-	\$0	\$0	\$0
PE	-	-	115.0	-	-	-	-	-	-	-	-	-	\$115	\$0	\$115
ROW	-	-	-	-	-	-	-	-	-	-	-	-	\$0	\$0	\$0
CON	-	-	-	-	-	-	-	-	-	-	-	-	\$0	\$0	\$0
OTH	-	-	-	-	-	-	-	-	-	-	-	-	\$0	\$0	\$0
TOTAL	\$0	\$0	\$115	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$115	\$0	\$115

Source: Fed%: 100% Local%: 0%



Memorandum

Subject: **ACTION:** Operations Technology Transfer Funding
Approval for the State of Maryland

Date: MAY 22 2013

From: Jeffrey A. Lindley
Associate Administrator for Operations

Reply to
Attn. of: HOTM-1

To: Mr. Gregory Murrill
Division Administrator (HDA-MD)
Baltimore, MD

This memorandum allocates \$115,420 as identified in the table below, and provides an equal amount of obligation limitation. This allocation is based on the written assurance from your staff that an agreement is ready to be signed for this particular project, and funds will be entered as an obligation in the Fiscal Management Information System (FMIS) by August 30, 2013. Please notify Mr. Joe Gregory of the Federal Highway Administration's (FHWA) Office of Operations when the funds have been obligated. If the funding is not obligated by August 30, it will be de-allocated.

The Federal share of this project is 100 percent. The funds cover the cost of scholarships that FHWA is providing for 20 State and local department of transportation personnel for the October 15 - 25, 2013 Operations Academy:

State	Title	Funding Amount	FMIS Code
MD	Operations Academy	\$100,000 FY10	40TE
		\$ 15,420 FY13	M444

This allocation of funds and accompanying obligation limitation are available only for the purpose set forth in this memorandum. By copy of this memorandum, the Office of the Chief Financial Officer is requested to process this allocation.

The executed project agreement cannot exceed the amount allocated to this project. When the project agreement has been executed, project information should be entered into the FMIS. A copy of this project agreement, along with any appropriate additional documentation, should be forwarded to the FHWA Office of Operations within 15 days after signing.



GLENN L. MARTIN INSTITUTE OF TECHNOLOGY
A. JAMES CLARK SCHOOL OF ENGINEERING
DEPARTMENT OF CIVIL & ENVIRONMENTAL ENGINEERING
Center for Advanced Transportation Technology

Bldg. 806 Suite 2200
College Park, Maryland 20742
301.403.4525 TEL. 301.403.4591 FAX
www.catt.umd.edu

May 28, 2013

Michael J. Zezeski, Director
Office of CHART & ITS Development
Maryland State Highway Administration
7491 Connelley Drive
Hanover MD, 21076

Reference: New Task Order Assignment Request: Operations Academy 2013 – FHWA Funding
University Contract Number: CHART-UMD-FY10-14

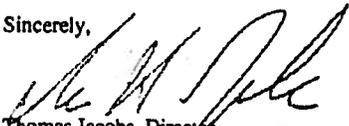
Dear Mr. Zezeski:

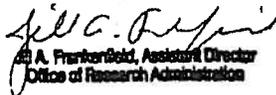
The University of Maryland's Center for Advanced Transportation Technology (CATT) is pleased to submit this Task Order Assignment request to provide scholarships for 20 individuals selected by Federal Highway Administration (FHWA) to receive full scholarships to attend the Operations Academy Senior Management program scheduled for October 15-25, 2013. Ms. Kathleen Frankle will oversee this effort on behalf of the Center for Advanced Transportation Technology (CATT).

A cost proposal representing labor and direct cost estimates for these services is included in the Task Order Assignment Work Plan and is for \$115,420.

If the activities and estimated costs for this Task Order Assignment are acceptable to you, please sign the acceptance statement below. If you have any questions, please feel free to contact me at 410-414-2925.

Sincerely,


Thomas Jacobs, Director
University of Maryland, Center for Advanced Transportation Technology


Jill A. Frankenfield, Assistant Director
Office of Research Administration

I have reviewed the revised budget and scope of work and find them acceptable. I authorize the University of Maryland to proceed with this task in accordance with the provisions of Section III of the subject contract.

Michael J. Zezeski
Director, Office of CHART & ITS Development

Date

CC: Jill Frankenfield

**Office of CHART & ITS Development
Maryland State Highway Administration**

**Task Order Assignment
Project Work Plan
Operations Academy 2013 – FHWA Scholarship Funding**

Project Description & Background

The Operations Academy is a two-week, total immersion transportation management and operations program. It was developed in response to the increasing demand for personnel with skills in these areas. The program uses a mix of classroom instruction, workshops, and analysis of existing systems to ensure the retention of the principles presented. It provides opportunities to practice and internalize the principles learned which is not possible in traditional classes and short courses.

The completion of this program represents a significant accomplishment for each participant. Acceptance to the program is competitive, and requires the nomination of a local, State or Federal transportation agency. It also requires a commitment on the part of those attending the program to satisfy the pre-study requirements, and to spend two uninterrupted weeks participating in the Academy's activities. The academy provides a significant development opportunity to career professionals in transportation management and operations. Due to the amount of hands-on activity that is required by the program, class sizes are limited to 25-28 participants per session.

Project Goals and Objectives

The objective of this project is to fund 20 individuals selected by Federal Highway Administration to attend the Operations Academy Senior Management session scheduled for October 15-25, 2013.

The following work will be performed by the University in connection with this work order:
UMD will provide the following tasks/functions for the project:

1. Coordinate the formal classroom training organized around the six fundamental principles of management and operations – (1) Operations as a system, (2) Leveraging Improved Mobility and Safety through Operations, (3) Performance Measurement, (4) Customer Service, (5) Organization, (6) Management
2. Workshops - small group exercises, with specific roles assigned to each participant. Participants will address a difficult transportation management and operations challenge, and propose a solution based on the principles provided during the classroom training. Solutions will be presented during classroom time.
3. Coordinate the three Field Studies. Visits will be made to the Maryland Statewide Operations Center (SOC) and the Montgomery County TMC. For a few hours one morning, all participants will also ride with one of Maryland's Service Patrols. Participants will be required to analyze these facilities based on the Operations Template discussed in class.
4. Prepare and distribute the Pre-Study Materials. Following acceptance into the program, participants will be required to complete a series of on-line self-assessment exams to demonstrate their familiarity with terminology and principles in a wide range of key technical and management subjects. The amount of time required to complete self-study requirements will vary, however, most participants should be prepared to devote up to 25 hours to self-study prior to arrival for the on-site session. Self-study material will be provided to participants two months prior to the beginning of the two week program.

5. Coordinate with the Maritime Institute. Participants will be housed at the Maritime Institute. They will also attend class and eat all their meals there as well.
6. Develop the two week schedule and coordinate with all the instructors and speakers.
7. Order and prepare all graduation certificates and giveaways.
8. Select participants from the nominations received and coordinate with all accepted participants.

Benefits to the Region

Designing and building more roads is not the only way to solve the nation's traffic problems. Managing the flow of traffic on those roads is as vital as paving them. This concept is a major goal of the Operations Academy. There have been graduates from Maryland SHA from every Operations Academy session to date and likely will have participants in the October 2013 session.

Project Contacts

UMD Principal Investigator
 Kathleen Frankle, Program Manager, CATT
 410-414-2925, kfrankle@comcast.net

Maryland SHA CHART Administration Task Lead
 Steve Rochon
 410-787-5880, SRochon@sha.state.md.us

Project Deliverables and Schedule

Specific deliverables include:

- Two week program scheduled for October 2013.

This project will begin on June 1, 2013 and continue through March 30, 2014.

Estimated Costs

The cost of performing this work is \$115,420. A cost proposal representing labor and direct costs is below.

Expenses Include:		
Salaries		
	Frankle	\$5,000
	Twisdale	\$5,000
	Schoener	\$2,500
	Neal	\$5,000
	Pack	\$1,500
	Prince	\$1,000
Fringe Benefits		
	Frankle	\$1,000
	Twisdale	\$1,500
	Schoener	\$750
	Neal	\$2,300
	Pack	\$450
	Prince	\$300
Direct Costs		
	Enlightened Leadership	\$7,825

	Honorariums	\$3,700
	Meeting Expenses	\$1,691
	Maritime Institute	\$50,587
	Travel Expenses	\$1,500
	Expenses Subtotal	\$91,603
	Indirect Costs @26%	\$23,817
	Total Expenses	\$115,420

Bill A. Frankerfield
AUTHORIZING UNIVERSITY OFFICIAL
 Bill A. Frankerfield, Assistant Director
 Office of Research Administration
 University of Maryland, College Park, MD 20742
 Phone 301-405-6269/Fax 301-314-8569
 email craa@umd.edu

Procurement and Implementation

The project is a Task Order Assignment under the agreement, "General Open-end Agreement for Technical Support - CHART (CHART-UMD-FY10-14)" as approved between the SHA and UMD the 30th day of June, 2009.

Funding for this Work Order is being provided from the following sources:

Partnership Agreement	Funding
	\$115,420
Total	\$115,420

Related SHA Business Plan Objective

There are several of Maryland SHA's Business Plan objectives that the I-95 Corridor Coalition works to address on a Corridor-wide basis (Maine to Florida) rather than just State-wide. These objectives include: 1.1, 1.3, 2.1, 2.2, and 2.4.

Maryland Statewide Architecture Integration

N/A



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

DelMar Division

August 12, 2013

10 South Howard Street, Suite 2450
Baltimore, MD 21201
(410) 962-4440
(410) 962-4054
<http://www.fhwa.dot.gov/demddiv/>

In Reply Refer To:
HDA-MD
709

Mr. Don Halligan, Director
Office of Planning and Capital Programming, MDOT
7201 Corporate Center Drive
P.O. Box 548
Hanover, Maryland 21076

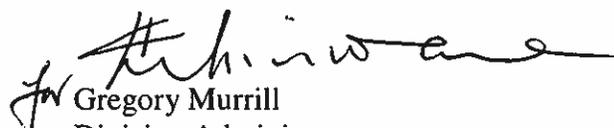
Dear Mr. Halligan:

We have completed our review of the State request (MDOT Control # 13-92) to amend the Fiscal Year (FY) 2013 Statewide Transportation Improvement Program (STIP). Specifically, the STIP is being amended to add funds for the Fall 2013 Operation Academy Support Program.

We accept this amendment and find that it was developed based on a continuing, cooperative, and comprehensive transportation planning process, in accordance with 23 U.S.C. 134, 23 U.S.C. 135 and 49.

If you have any questions, regarding this STIP amendment please contact Kwame Arhin at (410) 779.7158.

Sincerely yours,


Gregory Murrill
Division Administrator

cc:

Heather Murphy, MDOT
Mike Nixon, MDOT
Mary Deitz, SHA