

## CTP Closeout Procedure

### **Description**

The purpose of this procedure is to document the process of closing out a Comprehensive Transportation Plan (CTP) study upon completion. This procedure applies to urbanized areas, small urban areas, and counties.

### **Responsibility**

The *TPB* Project Engineer (PE) - responsible for closing out the study, organizing and storing files (both paper and digital) in the designated location in the TPB library – room 447 and discarding extraneous materials.

### **Scheduling and Time Constraints**

Upon final distribution of the CTP report, closeout of the study should be completed within 30 days. Refer to [CTP Document – Prepare and Distribute](#) procedure.

### **Procedure**

Step	Action
1	<p><b>Organizing the Study Closeout Box:</b></p> <p>Obtain empty box from library room 447 for storing following documents:</p> <ul style="list-style-type: none"> <li>• 1 paper copy of the newly developed CTP Report.</li> <li>• 1 copy of the CD/DVD with the CTP report in the PDF format.</li> <li>• 1 copy of the CD/DVD containing all the material used for CTP development, follow steps 2 &amp; 3:</li> </ul>
2	<p><b>Organizing and storing CD/DVD Files:</b></p> <p>All study development files shall be indexed in an MS-Word/ Excel and retained on CD/DVD. One copy of the CTP report and working files should be included in the Closeout Box storage box (see Library room 447). Files on the disk should include:</p> <ul style="list-style-type: none"> <li>• Complete CTP Report in Adobe Acrobat format</li> <li>• Complete set of GIS files necessary to recreate CTP maps</li> <li>• CTP Planning Boundary (ArcGIS file format)</li> <li>• Complete set of GIS files used to create the Environmental Features Map (clipped to the study area; includes metadata)</li> <li>• Projections of historic Average Annual Daily Traffic (AADT) using the TPB Traffic Forecast Utility (TFU) or similar program</li> <li>• CTP Inventory and Recommendations Table in Excel format</li> <li>• Any other files, e-mails (in text format), or databases as appropriate</li> <li>• Any important figures, documents, and/ or databases that were generated as part of the study (for public meetings or for analysis) that were not a part of the report, for example: <ul style="list-style-type: none"> <li>○ Population and Employment Data</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Capacity calculations</li> <li>○ Parking inventory and/or analysis data</li> <li>○ Work files on projection of employment, population, persons/dwelling unit and auto ownership</li> <li>○ Traffic Accident Data</li> <li>○ Bicycle and Pedestrian inventory and data</li> <li>○ Rail inventory and data</li> <li>○ Transit inventory and data</li> <li>○ Base Map containing field notes</li> <li>○ Existing and projected land use, and land development plan</li> <li>○ Goals and objectives surveys (blank form and summary of results)</li> <li>○ Analysis information on alternative plans/environmental data</li> <li>○ Information on public involvement and advertisements</li> <li>○ Other data as appropriate</li> </ul>
<b>3A</b>	<p><b>For hand allocation or non-modeled studies</b>, the Project Engineer is responsible for placing all study development files on CD/DVD and including them in the Study Closeout Box. These files should include the following:</p> <ul style="list-style-type: none"> <li>● <a href="#">Hand Allocation Model Spreadsheet</a> showing base year and future year trip tables and productions and attractions</li> <li>● <a href="#">Other data as appropriate</a></li> </ul>
<b>3B</b>	<p><b>For modeled studies</b>, the Project Engineer is responsible for placing . all study development files on CD/DVD. One copy of modeled study materials should be included in the Study Closeout Box and one copy should be provided to the Model Group Supervisor, to include the following:</p> <ul style="list-style-type: none"> <li>● All files required to recreate/ run model, readme file describing model structure and files, and model documentation report according to <a href="#">Travel Demand Model Documentation</a>.</li> <li>● TransCAD archive that includes calibrated Base Year and loaded Future Year (master line file and all other networks including do-nothing, existing+committed, and comprehensive transportation plan) networks</li> <li>● TransCAD version and release number used for model development</li> <li>● Base year and Future year trip tables, trip generation files (from IDS or other program) and, productions and attractions</li> <li>● All the necessary computer files required for reproducing model outputs</li> <li>● List of projects by horizon years, if appropriate</li> <li>● Other data as appropriate</li> </ul>
<b>4</b>	<p><b>Maintaining the Correspondence Files:</b></p> <p>The Project Engineer should review the main CTP project file (library room 447) to ensure that it is organized and includes all correspondence. Thus includes all original letters and memoranda received by the Project Engineer as well as copies of any letters or memoranda sent out by the Project Engineer. The Project Engineer</p>

	<p>should NOT maintain a personal file for the study. The study correspondence file is to remain in the TPB files.</p> <p><b>Note:</b> Upon completion of the study and organization of the above data sets and files, all extraneous materials should be discarded or recycled.</p>
<b>5</b>	<p><b>Organizing and Storing GIS data</b></p> <p>A complete set of GIS files necessary to recreate the adopted CTP maps, the CTP Inventory and Recommendations Table in Excel format, and a complete set of model files including documentation (zipped and in its own folder labeled Study-Name-AdoptionYear-Model) should be saved on the shared drive under appropriate &lt;CTP name&gt; directory: <b>S:\Shared\TPB Temporary\WEB_update</b></p> <p>The Staff Engineer should be notified by email about the completed CTP closeout and location of the data on the shared drive. The staff engineer will move the adopted CTP maps and the CTP Inventory and Recommendations Table in Excel format to a folder with the study name in <b>S:\Shared-Read Only\Adopted CTP Datasets</b>. The staff engineer will also move the folder of model files to the <b>S:\Shared-Read Only\Travel_Demand_Models</b> for use by others (such as for traffic forecasts) and will delete the study folder from <b>S:\Shared\TPB Temporary\WEB_update</b>.</p> <p><b>Note:</b> GIS layers used to create crash, bridge and environmental features maps <b>should not</b> be saved on shared drive.</p>

## ***Policy, Regulatory, and Legal Requirements***

### ***Resources***

- File Storage Box (see room 447 to obtain)
- Travel Demand Model Documentation
- Example Model Documentation Readme File

### ***Background***

Upon completion of a Comprehensive Transportation Planning study for an area, the Project Engineer shall close out the study through organization and storage of information critical to the development of the CTP.

### ***Record of Revision***

*The information contained in this procedure is deemed accurate and complete when posted. Content may change at any time without notice. We cannot guarantee the accuracy or completeness of printed copies. Please refer to the online procedure for the most current version. Contact TPB Staff Engineer with all the questions about this procedure.*

<b>Version</b>	<b>Section Affected</b>	<b>Description</b>	<b>Effective Date</b>
1.1	Procedures	Updated link to "CTP Document – Prepare and Distribute" procedure	8/19/09

2	Procedures	Reorganized procedure to reflect changes in CTP Maps – Adoption procedures. Minimized number of map copies. Updated library location – room 447, updated link to “CTP Document – Prepare and Distribute” procedure	20/1/2012
3	Procedure	New Template and step 5	9/13/2013
3.1	Sections 2 and 5	Changes in storing Inventory table and GIS data sets	10/10/2014
3.2	Procedures- Steps 2, 3A, 3B, and 5	Minor edits and clarifications	1/4/2016

**Flowchart**