

Endorse Data by Locals

Description

The purpose of this procedure is to ensure that the baseline data used in the development of the Comprehensive Transportation Plan (CTP) is reviewed and endorsed by the CTP Team. The data referred to in the procedure include base year collected data (including but not limited to – population, housing, employment, traffic counts, transportation network, or other inputs for the technical analysis tool).

Responsibility

The TPB Project Engineer (PE) – to collect and endorse baseline data used for the CTP development. Ensure that endorsement is documented in the CTP meeting minutes and minutes are published on the CTP website.

Scheduling and Time Constraints

The endorsement of the baseline data should be completed prior to the CTP deficiency analysis is conducted on the highway system as a whole, as part of the CTP Study.

Procedures

Step	Action
1	The Project Engineer prepares the baseline data to be distributed to the CTP Team for review at least one week prior to the meeting. Note: Endorsement of all baseline data may not occur in one meeting but during the course of multiple meetings.
2	Once all concerns about the baseline data have been addressed (including through additional meetings, if necessary), the Project Engineer formally asks the CTP Team for endorsement of the baseline data. Note: Endorsement should be generally defined as a consensus among the CTP Team. A formal or official vote is not required.
3	Following the CTP Team meeting, the endorsement of the baseline data, should be documented in the meeting minutes (CTP Meeting Minutes-Example). Minutes should be published on the appropriate CTP website .

Policy, Regulatory, and Legal Requirements

Resources

[CTP Meeting Minutes-Example](#)

Background

The CTP baseline data is used in the development of base year maps, future year maps, and future year data projections, which are endorsed later in the CTP process. It is vital that the

baseline data is accurate and reflective of existing conditions in order to ensure that errors are not propagated throughout the development of the CTP.

Flowchart

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.

Version	Section Affected	Description	Effective Date
2	Procedures	New procedure format and Meeting Minutes example added	10/10/2014