



Membership Charter

Collaboration on Strategic Planning Models Pooled Fund TPF-1651 December 4, 2025

1. Introduction

The “ Collaboration on Strategic Planning Models” pooled fund, TPF-1651) was launched at PooledFund.org on December 4, 2025. Work performed through the former pooled funds (TPF-5(528) and TPF-5(369)) was substantially completed late 2024. The pooled fund was renewed by partners for a third phase in 2025 led by Virginia Department of Transportation. This document updates the previous charter documenting the activities of the pooled fund and defines roles and responsibilities for member organizations.

1.1 Pooled Fund Background

Using strategic tools for long range performance-based planning is a valued analytical approach to complement traditional travel modeling methods. These tools are helping state and metropolitan area governments select policies and actions to address pressing issues that are fraught with uncertainty. Strategic tools are designed to efficiently explore the effects of a wide range of trends and policies in order to equip decision makers and the public with a clearer understanding of possible outcomes.

Strategic models can be used to assess the long-range impacts of changes to the transportation system, such as increased telework, rapid electrification, and autonomous vehicle technologies. Strategic models can accommodate the assessment of emerging technologies and policy considerations that decision makers would consider, in ways more flexible than traditional travel demand modeling tools.

The VisionEval system of strategic planning models has been supported by two previous Pooled Fund, ‘Collaborative Development of New Strategic Planning Models’ & ‘Extending and Sharing Benefits of Strategic Planning Models Pooled Fund’, since 2017. These models include the Regional Strategic Planning Model (VERSPM) and the state-wide VisionEval model (VE-State). The earlier pooled funds greatly increased the usability of the VisionEval system, added and/or started research on new functionality.

VisionEval models have been deployed by numerous state departments of transportation and metropolitan planning organizations to assess possible future economic development, technology change, and policy implementation scenarios. This new pooled fund seeks to increase the range of applications supported by VisionEval models and reduce implementation barriers. These developments will enhance the abilities of planners, advocates, the public, and decision makers to reason about complex systems, and to support sound decisions in response to new challenges whose full impact is still unclear.

This new pooled fund will further previous efforts for the benefit of all VisionEval users, following the priorities of the paid Member partners. While it is feasible in principle for agencies to perform such work on their own, many agencies are facing similar challenges, and work done on behalf of one agency is likely to benefit others. The pooled fund will enable participating agencies to realize an economy of scale by engaging in joint development and support activities for these strategic modeling tools, thus ensuring that each agency has timely access to usable tools that will support their existing and emerging planning needs.

1.2 Pooled Fund Objectives

This pooled fund, “Collaboration on Strategic Planning Models”, will seek to make strategic tools affordably available to members. The pooled fund will support efficient investment in new and upgraded tools, avoiding duplicative expenditures of public funds on similar efforts, and facilitating efficient development of innovations built on the basis of existing working tools.

The objectives of this pooled fund are quite ambitious and require prioritization. The participating agencies will need to carefully weigh the potential benefits for the community and how limited pooled fund investment can build upon previous work while strategically planning for future opportunities. Opportunities to be prioritized by paid Members include:

- A community of active users and developers, which will reduce the likelihood that models will become obsolete, fall under the control of a single developer, or be abandoned by their developer while there is still interest in using them.
- Credible, maintained, documented tools adhering to clear standards and development guidelines, with thorough quality control.
- Making model enhancements by outside entities accessible.
- Reduce implementation barriers through operational improvements, case studies, and resolutions of identified issues in the model and its documentation.

- Cost-effective technical support for the implementation, customization, and application of these tools specific to each agency's needs.
- Tools to set up and run models rapidly, greatly increasing the number of policy and scenario combinations.
- Adaptable tools to display, compare, and interact with input assumptions and results.
- Increased interoperability with other modeling systems and tools.
- Enhance existing tools to assess evolving transportation topics such as equity analysis, electric vehicle deployment, pricing strategies, and emissions.

2. Membership and Technical Advisory Committee

2.1 Definitions

A pooled fund Member is an agency that has contributed funds or in-kind contributions¹ to the VisionEval pooled fund².) The pooled fund shall be managed by a Technical Advisory Committee (TAC) defined below. The Lead Agency is the Virginia Department of Transportation. The Federal Highway Administration helps administer the pooled fund supporting the work of state and local agencies. Paid members can participate in setting and voting on work prioritization. In-kind partners are welcome to contribute and participate in partner efforts, as approved by the TAC.

2.2 TAC Representation

The TAC shall consist of a single representative from **each paid member agency**. Each TAC member will have one vote when the TAC conducts official business. Agencies may appoint a primary TAC member, as well as one or more alternates who may attend TAC meetings. The TAC shall be chaired by the Lead Agency representative.

2.3 New Members

New members of the pooled fund may be added by the Lead Agency throughout the duration of pooled fund activity. New members shall become members upon making a financial or in-kind commitment at a level approved by the TAC. New members will appoint a TAC representative who will participate in subsequent pooled fund decision making.

2.4 TAC Responsibilities

¹ Recommended cash contributions to the pooled fund are \$25,000 per year for State Transportation Agencies, and \$15,000 per year for MPOs. Agencies can propose a different amount or an in-kind contribution. Requests to join the pooled fund made by agencies that are not making the recommended cash contribution or that offer an in-kind contribution must be reviewed and approved by the TAC.

² <https://pooledfund.org/Details/Solicitation/1651>

The TAC shall be responsible for establishing operating rules, which are documented in this charter (see TAC Operating Rules below). The TAC shall be responsible for identifying priorities and goals for the pooled fund, providing feedback on procurement and fiscal procedures to be implemented by the Lead Agency (consistent with policies in place at the Lead Agency), and reviewing the work program, status reports, deliverables and other products. Details on expectations for pooled fund administration are described below in Section 3, Administration.

The responsibilities of the TAC include:

- Participate in TAC meetings, support TAC committees with staff on a rotating basis, and nominate new TAC members and committee members.
- Help develop the pooled fund long term **workplan**, specific scopes of work, review resultant deliverables, and make decisions on code management and **release plans**. Support updates to **the project's shared resources**, including the VisionEval website, users guide and documentation, codebase repository and issue management, and websites.
- Support oversight of the development community resources and ensure that the **open development ideals** are upheld.
- Speak on behalf of the project. Participate and share experiences in as part of the **Community of Practice**.

2.4.1 Lead Agency Responsibilities

The Lead Agency will have the same responsibilities as other TAC members. In addition, the Lead Agency and its delegated support staff (together referred to as the Administrator) shall be responsible for convening the TAC, and for developing documents, reports and other materials related to fiscal and program management of the pooled fund. Procurement of services sought by the TAC shall be performed by the Lead Agency after approval by the TAC.

2.5 TAC Meetings

The TAC shall meet at least quarterly (virtually) to receive progress reports, review products of the pooled fund, and to conduct other business as necessary. The TAC may also meet in person at a location to be agreed upon in coordination with another meeting being attended by TAC members, such as the TRB Annual Meeting.

2.6 TAC Operating Rules

TAC business shall be conducted by a quorum of the TAC, consisting of representatives from at least half of the pooled fund participants. TAC business shall be decided by majority vote, except that revisions to this Charter shall require votes totaling at least three quarters of the entire membership. Business of the TAC shall be conducted whenever possible at meetings announced to all members at least two weeks ahead of time. In rare cases requiring more rapid decision, a request for a vote by email may be placed before the membership by the Lead Agency; such email votes will not be required to be completed in less than one week. Email votes must be received from a quorum of TAC members to be ratified. The Chair (Lead Agency) shall vote only to break a tie.

3. Administration

3.1 Organization

The Administrator of the pooled fund conducts the administrative work of the pooled fund and shall consist of staff from the Lead Agency and also, at the Lead Agency's discretion, staff delegated through formal agreement with another organization, institution or agency. The Administrator shall coordinate activities of the membership and the pooled fund budget, including tasks such as meeting organization, preparing minutes, developing reports on pooled fund activities, maintaining a repository of pooled fund products, and other activities as agreed upon with the Lead Agency and approved by the TAC.

Committees

As noted in the TAC members responsibilities, partner agencies will be expected to staff on a rotating basis any TAC established committees.

- **TAC Core Team:** Assists the Lead Agency and contracted staff in furthering the pooled fund objectives. This may include preparing materials for TAC meetings and discussions, supporting lead agency in contractual obligations, and other activities noted in section 3.1.
- **Other:** Ad hoc groups may be developed by the TAC to support the work of the pooled fund, these may be facilitated or supported by consultants. For example,
 - **Work Coordination:** Partner agency staff that are tasked with supporting the lead agency in coordination of work efforts. These include moving forward with implementing in-kind as well as consultant contract work, e.g., facilitate partner input and deliverables review.
 - **Technical Team:** A team of partner agency staff that work more directly with the VisionEval code and implementation within their respective agencies Coordinate code releases, collaborate on code management, and address common technical issues.

- **Community of Practice:** A team to plan and facilitate, with consultant help, events that enable peer-to-peer sharing, e.g. formal webinars or informal workshops. Can also identify upcoming conferences and annual in-person TAC events.

3.2 Pooled Fund Contracting

The Lead Agency is responsible for distributing requests for proposals (RFPs), preparing contract documents, and performing other functions related to contract administration and management, consistent with lead agency rules. The Lead Agency shall assure that contracts, work plans, and schedules are adhered to.

3.3 Pooled Fund Scope of Work

Procurement of services on behalf of the Pooled Fund shall include specifying tasks and deliverables. The procurement is expected to occur in phases as funds become available (not just committed) from pooled fund members. Draft scopes of work shall be developed by TAC members and the TAC shall approve scopes of work and task descriptions consistent with the objectives and priorities of the pooled fund and following Lead Agency procurement rules. As feasible under the rules of the procurement made by the Lead Agency, modifications to the tasks and deliverables may be made during the pooled fund period of activity, possibly including exercise of optional tasks contracted but not initially funded. All such decisions regarding work program tasks and deliverables shall be made by the TAC, using procedures described above. It is anticipated that all products developed shall be made publicly available.

3.4 Pooled Fund Products

Any Pooled Fund contract shall allow unlimited rights to the products of the pooled fund for all members³. The Administrator shall maintain a repository of code and documentation that contains all VisionEval materials managed by the Pooled Fund, based on the VisionEval products developed under prior contracts that have been made available to the Administrator (see the Background section above), along with approved changes and additions produced under pooled fund contracts and approved by the TAC. At its discretion, the TAC may specify technical review procedures for such products that the Administrator shall coordinate. All such code and documentation shall be made available to the public by the Administrator .

³ These rights will include unlimited “rights in data” as defined in Federal Acquisition Regulation 27.401, specifically the rights to “use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, in any manner and for any purpose, and to have or permit others to do so”.

3.5 Outside Products

Outside products contributed by independent developers (i.e. code or documentation not generated through contracts issued by the Lead Agency) may be added to the pooled fund repository by the Administrator at the direction of the TAC. The owner of any such contributed products must formally grant to the pooled fund members full rights in data consistent with those specified in the pooled fund development contracts issued by the Lead Agency. Any such code included in the pooled fund repository shall be made available to the public under the same terms as products of the pooled fund itself (see the previous item, Pooled Fund Products).