

FY 2017



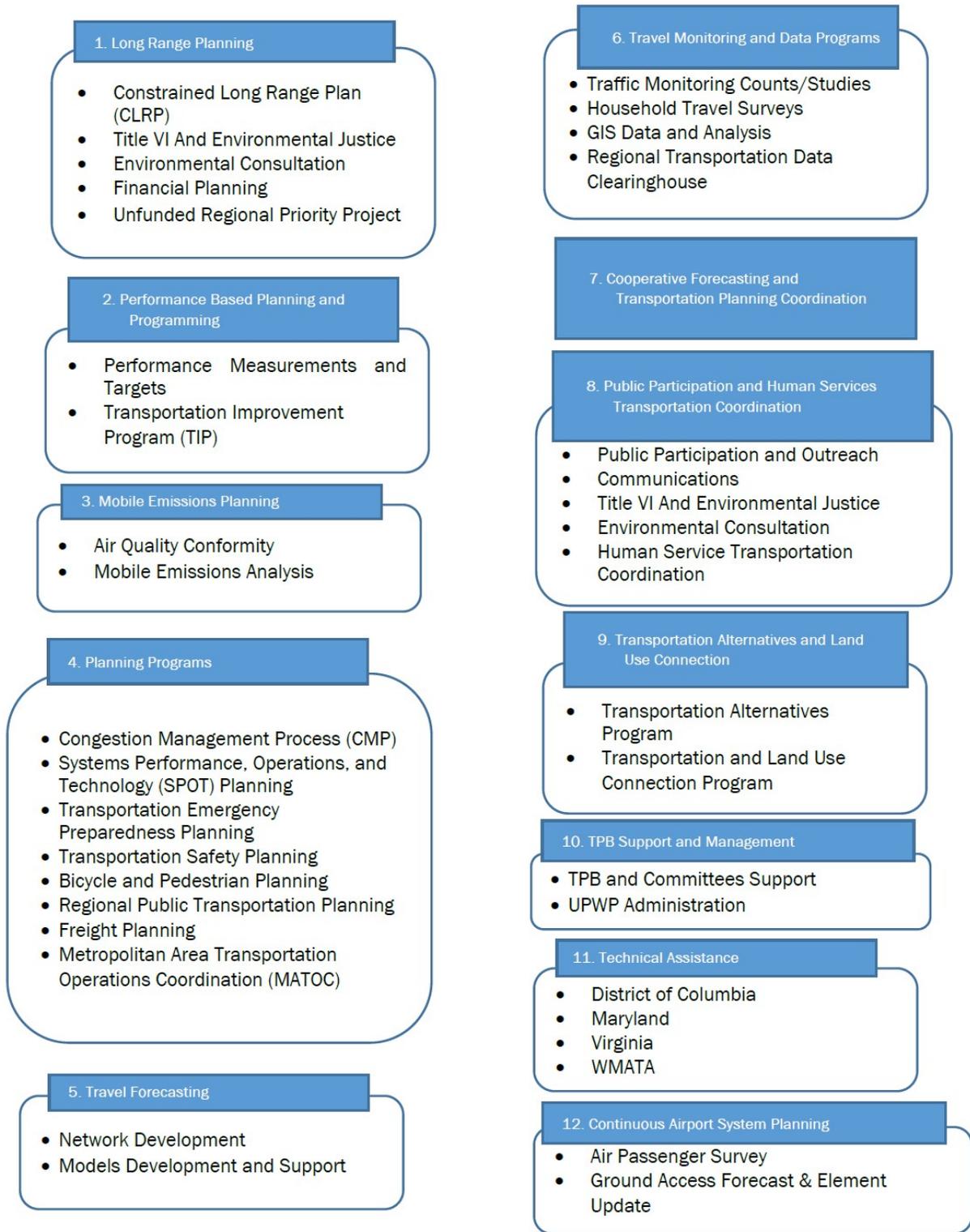
National Capital Region
Transportation Planning Board

Work Program Progress Report
FEBRUARY 2017
FY2017

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The TPB approved its FY 2017 Unified Planning Work Program (UPWP) in March 2016. The TPB Work Program Progress Report provides a short summary of each activity for the month of September. Please reference the 2017 UPWP for details concerning the approved budget and work description for each task. The following graphic identifies all the activities in the UPWP.

Major Components of UPWP Work Activities



Task 1	BUDGET	Billed this month	% Funds Expended	UPWP Page
LONG RANGE PLANNING	\$1,104,800	\$72,207	56%	27

1. LONG RANGE PLANNING

1A. CLRP

Staff began working on key activities for the 2018 quadrennial long-range plan update. A kickoff meeting of the financial plan subcommittee was held on February 16. Staff also developed a draft scope of work for public outreach activities. In addition, staff conducted preparations for the 2017 out-of-cycle amendment of the CLRP.

1B. Title VI and Environmental Justice

In the month of February, staff reviewed possible modifications to the methodology to address concerns that the methodology did not account for areas with a high concentration of a single minority population. A modification was made, and the scoring rules revised, as well as all the data and maps. Staff drafted a memorandum to the Planning Director’s Committee with a map of the proposed changes to the Equity Emphasis Areas and made a presentation to that committee on February 17. Staff held a webinar on February 22 for the Planning Directors, the Technical Committee and TPB members on the modified Equity Emphasis Areas (EEAs). The online interactive map was revised with the EEAs. Staff presented the modified EEAs to the Access for All Advisory Committee on February 23.

Staff presented to the Technical Committee in February on the process underway to examine the methodology for the EEAs and a memo to the TPB was drafted on the status of the modifications to the Equity Emphasis Areas.

1C. Plan for Unfunded Regional Priority Projects

At its February meeting, the TPB discussed a draft resolution, which was developed by TPB Chairman Bridget Newton, that was intended to guide Phase II of the work of the Long-Range Plan Task Force. The board largely achieved agreement on the resolution, but decided to put off a final vote on it until March. Staff worked in February to prepare for the first task force meeting, which was scheduled for March 15 (but later cancelled due to inclement weather).

1D. Financial Planning

The financial summary for the FY 2017-2022 TIP was reviewed and updated as TIP amendments were approved.

A teleconference with State DOTs, WMATA, and NVTA was held to discuss the work plan for the financial analysis for the 2018 long-range plan. Materials from the 2014 financial analysis were distributed, as well as federal certification review findings and recommendations from that analysis.

Task 2	BUDGET	Billed this month	% Funds Expended	UPWP Page
PERFORMANCE-BASED PLANNING AND PROGRAMMING	\$519,143	\$40,422	43%	31

2. PERFORMANCE-BASED PLANNING AND PROGRAMMING

2A. Measurements and Targets

The TPB Technical Committee was briefed on the performance-based planning and programming (PBPP) rulemaking schedule, new items, and ongoing work on PBPP. External presentations from Maryland on the highway safety rule implementation and from Virginia on the transit asset management rule implementation were also given. The Technical Committee was also briefed on the MPO Coordination rule published in December.

Staff continued coordination with local transit providers on their completion of transit asset target-setting.

Staff continued review of the final rules for highway pavement and bridge condition, National Highway System performance and transit safety published in January. A draft template for reporting at a jurisdictional level on the measured performance of the region’s highway and pavement bridge condition was prepared.

2B. TIP

At its meeting on January 6, the TPB Steering Committee approved four amendments to the FY 2017-2022 TIP. The first amendment, requested by the Virginia Department of Transportation, included funding for the Transform I-66 Oversight project and the Fred-Ex – I-95 Express Lanes Extension study. The second amendment was requested by the Maryland Department of Transportation (MDOT) to include funding for the Areawide Congestion Management project grouping and to change project and funding information for the MD 85 Phase 1 Highway Reconstruction project. The third amendment, also requested by MDOT, removed funding for the MARC Improvement and MARC Rolling Stock Overhauls and Replacements grouped projects. The fourth amendment was requested by the District Department of Transportation to include funding for the Anacostia Freeway Bridges over Nicholson Street SE project.

The Steering Committee also reviewed one proposed amendment to the Washington Metropolitan Area Transit Authority’s (WMATA) portion of the FY 2017-2022 TIP to update project and funding information for FY 2018 to match the updated WMATA FY 2018 Capital Budget. The Steering Committee recommended that the amendment be sent to the full TPB for approval. At its February 15 meeting, the TPB approved the amendment as requested.

Task 3	BUDGET	Billed this month	% Funds Expended	UPWP Page
MOBILE EMISSIONS PLANNING	\$1,598,800	\$114,268	58%	35

3. MOBILE EMISSIONS PLANNING

3A. Air Quality Conformity

On February 27, the TPB received a letter from the Federal Transit Administration and the Federal Highway Administration that confirmed the federal approval of Air Quality Conformity Determination for the 2016 CLRP. (The TPB approved the Conformity analysis of the 2016 CLRP last November).

TPB staff notified the appropriate agencies and committees about air quality conformity-related elements in the upcoming TPB meeting agenda. A memorandum with this information was transmitted in accordance with standard consultation procedures.

Staff was contacted by Fairfax County, VDOT and MDOT to about projects to be considered in an off-cycle air quality conformity analysis. The proposed project amendments to the currently adopted 2016 CLRP are currently under review. Additional projects may be proposed in an off-cycle analysis, next month.

Staff developed and updated a draft schedule for the air quality conformity analysis of the scheduled 2018 CLRP (i.e., the quadrennial update of the Plan). The schedule will be shared with the TPB Technical Committee next month.

3B. Mobile Emissions Analysis

The MWAQC Technical Advisory Committee convened on February 14. At the meeting, the 2008 Ozone NAAQS Redesignation Request and Maintenance Plan was discussed (Item 2). DTP staff anticipates that documentation on transportation and mobile emission modeling will be completed next month. DTP staff also presented on the final MPO & Performance Based Programming and Planning (PBPP) rules, as related to CMAQ emissions analyses and GHG emissions reporting (Item 4).

Staff reviewed AMPO comments on the implementation of the 2015 ozone standard and participated in an AMPO conformity committee webinar on the subject.

Staff attended the February 9th meeting of the Northern Virginia Transportation Authority and presented on the greenhouse gas reduction strategy recommendations that were adopted in January by the COG Board, as per Resolution R68-2016.

Staff responded to several technical requests for mobile emission data:

- In response to a request from Montgomery County staff, TPB staff prepared specially tailored VMT summaries from the regional travel demand model. The summaries will be used to develop a Greenhouse Gas inventory for the County.
- In response to a request from VDOT, DTP staff provided the most recently developed mobile emissions (MOVES2014a) files developed as part of the 2016 CLRP Air Quality Conformity analysis. These data will be used by the State to support project planning work in Virginia.
- In response to a request from the DOEE, DTP staff prepared and transmitted travel-related MOVES2014a files based on the adopted 2016 CLRP Air Quality Conformity analysis. These data will support DOEE’s modeling activities relating to the Environmental Impact Screening Forms (EISF). Staff also prepared VMT summaries that the DOEE will use to develop a Greenhouse Gas inventory for the District of Columbia.

Task 4	BUDGET	Billed this month	% Funds Expended	UPWP Page
PLANNING PROGRAMS	\$1,714,200	\$86,610	52%	37

4. PLANNING PROGRAMS

4A. Congestion Management Process

The regional traffic impact analysis of WMATA’s SafeTrack Program Surges 1 through 10, covering June through November 2016, was completed, and results were included in a memorandum to the TPB Technical Committee summarizing overall transportation impacts.

4B. Systems Performance, Operations and Technology Planning

Staff attended the MDOT-SHA Chart Board Meeting in Hanover, Maryland February 24, receiving briefings on MDOT-SHA’s activities related to connected and automated vehicles (CAV) and the I-95 corridor Integrated Corridor Management Plan (ICM).

Follow-up activities of the TPB’s November “Championing Traffic Incident Management in the National Capital Region” conference continued.

4C. Transportation Emergency Preparedness Planning

The February 22, 2017 meeting of the Regional Emergency Support Function 1 (RESF-1) Emergency Transportation Committee was organized and conducted. The Committee was briefed on the Transportation Research Board Annual Meeting items of interest to the committee, briefed on the post inauguration after action report, and was apprised of Regional Integrated Transportation Information System (RITIS) and www.TrafficView.org updates.

Staff compiled information on WMATA training of first responders and the compiled information was shared with appropriate staff. Staff also communicated to the RESF-1 members on training opportunities for the month of February.

4D. Transportation Safety Planning

On February 14, staff participated in the National Park Services’s Baltimore-Washington Parkway Safety Task Force meeting to review ongoing efforts to reduce fatalities and serious injuries on the Baltimore-Washington Parkway and develop additional action items.

Staff coordinated with Maryland Highway Safety Office personnel on the upcoming Maryland Strategic Highway Safety Plan (SHSP) safety summit scheduled for April 26, 2017. TPB staff will participate in a panel at the summit to share how the TPB supports safety improvements in the region and how TPB staff are addressing the federal safety performance based planning and target setting requirements.

4E. Bicycle and Pedestrian Planning

Staff followed up with the consultant, American Eagle, to make the changes to the new bicycle and pedestrian project database input form: these changes were recommended by the Bicycle and Pedestrian Subcommittee at its January 31, 2017 meeting.

Bicycle and Pedestrian Planning staff worked with the Safe Routes to School Regional Partnership to organize and host the Safe Routes to School Annual Meeting at COG on February 28, including presentation on the Street Smart, Transportation-Land Use Connections (TLC) and Transportation Assistance Program (TAP) programs.

As part of the bicycle and pedestrian planning component of the long-range transportation plan process, staff participated in a meeting at WMATA on the Station Access study on February 7. Staff also contacted the National Park Service, which agreed to vet a draft list of projects necessary to complete the National Capital Trail; the National Capital Trail projects will be proposed for inclusion in the TPB's Long Range Transportation Plan.

As part of ongoing involvement in regional and long distance trails planning, staff attended a meeting of the Capital Trails Coalition Steering Committee on February 14, and a Capital Trails Coalition (overall committee) meeting on February 23.

4F. Regional Public Transportation Planning

The February 28 meeting of the Regional Public Transportation Subcommittee was organized and conducted. Agenda items include briefings on regional fare collection activities, a study of bus lane enforcement/safety, the District's mobility project transit visualization, and Virginia DRPT's updated transit development plan requirements. Participants were also updated on the transit asset management status and on plans for the state of public transportation report.

The Technical Committee was briefed on an analysis on travel impacts of WMATA's SafeTrack program, looking at the first ten surges. WMATA info and local transit ridership data was collected and integrated with other research to look at the overall travel impacts of this work effort. A media interview with WAMU subsequently took place following this presentation.

Staff participated in the COG CAO Metro Technical Panel. Staff and consultants worked on the TIGER Grant projects performance reports.

4G. Freight Planning

An agenda and other materials were prepared for the upcoming regularly scheduled March 9, 2017 TPB Freight Subcommittee meeting on the topic of transformational technologies.

Staff participated in the February 17 meeting of the Maryland State Freight Advisory Committee to review state efforts to develop a data based methodology for identifying critical urban and rural freight corridors.

4H. MATOC

The Metropolitan Area Transportation Operations Coordination (MATOC) Program is an operational partnership of the region's major transportation agencies, funded outside the UPWP, but with certain planning support activities provided by TPB staff under this task.

The February 2, 2017 MATOC Severe Weather Working Group meeting was organized and conducted, hosted by the D.C. Department of Public Works, coordinating preparations for upcoming forecast winter weather, and discussing an issue of interest on procedures for storage and disposal from plowing exceptionally heavy snowfalls.

The February 10 MATOC Steering Committee meeting was organized and conducted, focusing on Steering Committee experiences and feedback on regional traffic management for the January 2017 Presidential Inauguration.

Staff conducted continuing coordination with the University of Maryland Center for Advanced Transportation Technology, which is contracted by MATOC Steering Committee members to execute the MATOC Program.

Task 5	BUDGET	Billed this month	% Funds Expended	UPWP Page
TRAVEL FORECASTING	\$2,266,800	\$174,350	57%	45

5. TRAVEL FORECASTING

5A. Network Development

The update of the TPB’s base year (2016) transit network has continued in February. The update involves digital and paper-schedule database processing. The base year network will serve as the basis of forecast-year transit networks for the next air quality conformity cycle.

DTP staff completed efforts to develop a series of TAZ-level and Census-Block-level files containing information about transit stops densities. The data will be considered by the TPB’s consultant to refinement the non-motorized model in the TPB’s trip-based travel demand model.

Staff has continued the analysis of the 2016 Metrorail Survey that was recently transmitted by WMATA. This analysis is ongoing.

Staff has continued with its documentation of the highway and transit networks that supported the air quality conformity analysis of the 2016 CLRP. This work will be completed by early next month.

5B. Models Development and Support

Staff completed the user’s guide for the currently adopted TPB travel demand model (Version 2.3.66) on February 13. The user’s guide is presented in two volumes and is accessible directly from COG’s website.

Staff consultant assisted effort to improve the regional travel demand forecasting model has progressed during February. Two teleconferences were convened on February 2 and 17 to monitor current progress made. TPB staff transmitted an updated version of the TPB’s household travel survey files on February 6, and again, on February 23 to include additional data items that were not specified in the initial request from the consultant (Cambridge Systematics, Inc.). The consultant updated two technical memoranda transmitted previously (one addressing the development of “merged travel survey files” and another addressing value of time (VOT) segmentation for managed lanes modeling.

Staff continued documentation on an analysis of the 2006-2010 American Community Survey (ACS). This work is currently expected to be completed in March.

Staff coordinated work efforts with the Information, Technology and Facilities Management (ITFM) team to improve the performance of travel demand servers and other shared drives. As a part of this process, staff transferred and backed-up data to free up additional capacity on travel model servers and other shared drives.

Staff conducted sensitivity analyses to assess impacts of additional sets of different hypothetical project and policy inputs on regional congestion in 2040. Upon preparation of inputs and completion of model runs, staff conducted initial assessment and review of modeling results.

In support of a National Capital Planning Commission (NCP) / Volpe Center study aimed to assess parking ratio goals planned for federal facilities in the Washington, D.C. area, TPB staff met with NCP and Volpe Center staff on February 17. In response to a request made at the meeting, TPB

staff developed additional accessibility files based on the 2016 Constrained Long Range Plan, and transmitted the relevant files along with a technical memorandum and documentation of the accessibility process to the project team staff.

Staff responded to four technical data requests, during February. One of the requests, from WMATA staff, was for station level ridership forecasts for Silver Line stations. Staff transmitted both forecasted ridership as well as relevant model performance summaries. Staff transmitted the information to WMATA on February 8.

Task 6	BUDGET	Billed this month	% Funds Expended	UPWP Page
TRAVEL MONITORING AND DATA PROGRAMS	\$3,487,200	\$198,354	28%	47

6. TRAVEL MONITORING AND DATA PROGRAMS

6A. Travel Monitoring Counts/Studies

Staff completed a second draft of the data inventory memorandum. Staff continued to work on an addendum to the data inventory memo detailing the current state of the Travel Monitoring Program and issues that are or will soon be affecting the work program and possible solutions that may be adopted.

6B. Household Travel Survey.

COG/TPB staff held weekly meetings every Wednesday with Resource Systems Group, Inc. (RSG), the survey contractor for the 2017 COG/TPB household travel survey, to prepare for the survey pre-test and main survey. For the February 2017 reporting period, the following key tasks were accomplished: 1) finalized Part 2 survey instrument online; 2) finalized survey website; 3) finalized call center voicemail script; 4) finalized email copies; 5) launched survey pre-test. COG/TPB staff also monitored the conduct of the survey pre-test and analyzed daily recruitment rates for the web and smartphone app versions of the pre-test survey in addition to the recruit call lists. Additionally, COG/TPB staff participated in the survey pre-test.

6C. GIS Data (Technical Support)

Staff attended the February meeting of the Maryland State Geographic Information Committee (MSGIC) on February 8 in Crownsville, MD. Topics of discussion included upcoming training opportunities and proposed state and federal legislation potentially impacting the creation, analysis and distribution of geospatial data and information.

Staff reviewed the web map application “Baltimore Region Quick Facts” developed by the Baltimore Metropolitan Council (BMC).

Staff reviewed the 2018 Unified Planning Work Program (UPWP) and prepared comments regarding areas in which GIS technology and spatial data can be further incorporated into core work program areas.

Staff finalized their portion of a memo on the analysis of bicycle and pedestrian data from Capital Bikeshare and Arlington County as part of the DTP’s collaborative analysis of transportation impacts of WMATA’s SafeTrack program. The information was presented to the TPB Technical Committee at its February meeting.

Staff met with staff on the Plan Development and Coordination team for an initial discussion on

developing an online map of regional projects completed under TPB's Transportation/Land Use Connections Program (TLC).

Staff continued to process requests from Commuter Connections staff to update pit stop data used with the Bike to Work Day map to reflect recent changes requested by the affected jurisdictions.

Staff assisted Commuter Connections staff with a request for population and area data for urbanized areas within their service areas, for inclusion in the National Transit Database.

Staff completed the refinement of automated procedures to process HERE data to better conform with the output locations and file formats of the HERE datasets. Staff prepared a draft memo regarding the reorganization of HERE data in the spatial data library (G drive) available for staff. The materials prepared will be used as a guide to assist users in locating in-house GIS data and related files.

Staff prepared a memo regarding a potential discrepancy with the Zip code boundary file received as part of our quarterly update.

Staff began to update metadata files for G drive content, including HERE data as well as all other files.

6D. Regional Transportation Data Clearinghouse

Staff responded to an inquiry from the District Department of the Environment (DDOE) regarding a potential discrepancy with the location description of a traffic count station in the District of Columbia.

Staff completed summarizing the 2016 average weekday transit ridership into one regional table for jurisdictions that have submitted the data. Staff continued to request average weekday transit ridership from the jurisdictions not yet providing data.

Staff summarized data of bicycle counts performed by TPB Travel Monitoring staff on behalf of VDOT; staff began processing these data for inclusion in the Regional Transportation Data Clearinghouse (RTDC).

Staff finished processing the data from TPB's Intercity Bus Passenger Survey. Staff developed an ArcGIS map document of the Intercity Bus Passenger Survey and published a web map service of the data. The service will be shared upon approval of the project report from the Regional Public Transportation Subcommittee.

Staff continued to refine SAS programs to process vehicle classification data.

Staff began updates to the regional VMT table for 2016.

Staff began modifying programs to calculate a 2015-2016 regional growth factor once the input data becomes available.

Staff made updates to the RTDC project page and ArcGIS Online (AGO) content pages.

Task 7	BUDGET	Billed this month	% Funds Expended	UPWP Page
COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION	\$860,000	\$45,763	38%	51

7. COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION

During February, DCPS staff continued work begun earlier with the Planning Directors and GSA staff to identify and delineate “Central Business Areas” (CBAs). The projected goal is to have a composite regional map for final review and discussion during the first quarter of CY2017, including informational briefings to appropriate Transportation committees. Included in this analysis is a matrix developed with DTP staff to address the GSA designation factors, including the linkages between projected growth, sustainability and levels and modes of transportation service to the proposed CBAs. DCPS staff also geocoded additional GSA databases and created GIS layers and maps showing the facility locations to share with Cooperative Forecasting Subcommittee and Planning Directors members to assist with this research. DCPS staff and the Planning Directors also identified specific ‘next steps’ to complete the project, including adding Metrorail stations to the map(s), including a ½ mile buffer to help clarify station proximity, and working with COG/DTP staff to determine how to best include the region’s commercial airports. DCPS staff also continued conversations concerning a possible TOD event later this year, and alerted members of the Cooperative Forecasting Subcommittee and the Planning Directors Technical Advisory Committee about the opportunity to develop updates to the Round 9.0 Cooperative Forecasts during 2017.

Task 8	BUDGET	Billed this month	% Funds Expended	UPWP Page
PUBLIC PARTICIPATION AND HUMAN SERVICES COORDINATION	\$830,200	\$51,955	53%	53

8. PUBLIC PARTICIPATION AND HUMAN SERVICES COORDINATION

8A. Public Participation

On February 9, the Citizens Advisory Committee (CAC) held its first meeting of the 2017 session. TPB staff briefed the committee on the TPB’s plans for 2017. The CAC also discussed priorities and public involvement opportunities that the committee would like to address during the upcoming session.

Staff developed a draft scope of work for public involvement activities for the 2018 Long-Range Plan update.

8B. Communications

The TPB News was produced and distributed on a bi-weekly basis.

TPB staff maintained an active presence on social media.

Staff worked on the update of pages on the COG website related to transportation.

An outline for the 2017 Region magazine was finalized.

8C. Human Services Transportation Coordination

During the month of February, staff prepared for a meeting of the Access for All Advisory Committee on February 23. Staff invited presenters and developed PowerPoint presentations. Agenda items included a presentation of previously funded JARC, New Freedom and Enhanced Mobility projects, an update from WMATA on the Metro budget and service changes, the modified Equity Emphasis Areas and the TLC program. A draft meeting summary was prepared.

Task 9	BUDGET	Billed this month	% Funds Expended	UPWP Page
TRANSPORTATION ALTERNATIVES (TAP) AND LAND USE CONNECTION (TLC) PROGRAMS	\$422,700	\$46,815	39%	55

9. TRANSPORTATION ALTERNATIVES (TAP) AND LAND USE CONNECTION (TLC) PROGRAMS

9A. Land Use Connections TLC Programs

In February, consultants continued work on the eight approved projects in the FY 2017 Transportation/Land Use Connections (TLC) Technical Assistance program. Staff released the solicitation for the FY 2018 program on February 1st.

District of Columbia - Metrorail Walkshed Improvement Project – The consultant presented draft maps of the station areas and potential improvements for DDOT review, and finished site visits at each station.

Falls Church, VA – West Falls Church Transportation Study – The consultant held a day long workshop with agency stakeholders and community members on the project. They presented some draft recommendations on transportation improvements for the project.

City of Frederick, MD – Golden Mile Multimodal Access Enhancement Plan 30% Design – Greenbelt, MD – The consultant incorporated comments from stakeholders into two “preferred” concept design alternatives.

Manassas, VA – Streetscape Design Standards for Mathis Ave – The consultant worked to complete the final designs, and researched ROW issues with the City. The consultant will also start work on a design manual with templates for landscaping, pavement materials, and possible stormwater features.

Montgomery County, MD – Bus Rapid Transit Station Design – The consultant held a stakeholder meeting and workshop around the draft station designs.

Prince William County, VA – Mixed-Use Connectivity and Multimodal Connectivity around Future VRE Stations – The County Board of Supervisors has indefinitely delayed a decision on the Haymarket extension, and VRE continues the second phase of their study. Staff is working with the consultant to revise the scope, and propose new deliverables and tasks to the county.

Takoma Park, MD – New Avenue Bikeway – The consultant held a review meeting with stakeholders to discuss comments on the 15% design plans.

Staff continued review of 18 projects requesting approximately \$10 million in funding for the Virginia Transportation Alternatives Program. The TPB has \$2.7 million to recommend for projects. The Selection Panel will meet in March.

Task 10	BUDGET	Billed this month	% Funds Expended	UPWP Page
TPB SUPPORT AND MANAGEMENT	\$825,785	\$99,739	52%	57

10. TPB SUPPORT AND MANAGEMENT

10A. TPB Support and Management

This task includes activities not attributable to specific tasks in the work program but provides overall support for and management of the TPB and UPWP-related activities.

- Administrative arrangements (such as preparation and distribution of meeting materials) and staff support for TPB and its various Committees, Sub-Committees, Task Forces and special TPB work groups meetings.
- Respond to requests from TPB members, federal agencies, Congressional offices, media and others for information or data of a general transportation nature.
- Meet with TPB Board members and participating agency staff to discuss current and emerging regional transportation planning issues.
- Participate in meetings of other agencies whose programs and activities relate to and impact the TPB work program.
- Coordination of TPB Planning Activities with Program Directors and day-to-day management of and allocation of staff and financial resources.
- Monitor of all work program activities and expenditures.

Staff support was provided for the monthly meetings of the following committees and sub-committees:

- Citizen’s Advisory Committee – (TPB)
- Metropolitan Area Transportation Operations Coordination Program Steering Committee (MATOC)
- Transportation Planning Board (TPB)
- Access For All Advisory Committee – (AFA)
- State Technical Working Group – (STWG)
- TPB Technical Committee
- TPB Steering Committee
- Regional Planning Transportation Subcommittee (RPTS)

Support activities from the administrative staffs included: meeting logistics with meeting rooms and amenities, copying and distribution of meeting materials, email/phone call follow ups. Additionally, staff also worked on monitoring work program activities, providing administrative assistance to senior staff and monitoring and prepare financial reports. Additionally, administrative staff work on monthly financial administration and management activity which includes review and finalization of monthly expense reports for all UPWP activities, development and submission of monthly UPWP invoices and any follow up activity with the funding agencies.

The Staff Director provided overall program management oversight to all of the Department’s activities. Work activities the Director was involved in during the month includes:

- Discussions, review and finalization of the agenda topics for the TPB’s Technical Committee, State Transportation Working Group (STWG) and Board meetings. This includes meeting with the Program Directors and project staffs to review the progress and briefing materials.

- Participation in the STWG, TPB Technical Committee, TPB Steering Committee, TPB’s Citizen’s Advisory Committee and the TPB Board meetings.
- Participation in the bi-weekly meetings of the State Safety Oversight/Metro Safety Commission (SSO/MSC) Policy Work Group meetings. This “tri-state” group is working to reconstitute the existing Metro rail safety oversight Committee to comply with the requirement of the FAST Act.

Other additional activities for the TPB Staff Director for the month of February includes:

- Meeting with Chairman MS. Newton and former CAC member Mr. Gary Hodge regarding Region’s Infrastructure Projects for New Administration
- Meeting at the Greater Washington Partnership –Transportation Infrastructure Roundtable – Washington, DC
- Interview regarding transportation planning w/Matthias Nell – Columbia University student.
- Conference call w/Jeff Bellisario re: Economic Development
- Planning Director’s Technical Committee – Room #1
- Lunch meeting w/Bridget Newton (TPB Chair) & Chuck Bean
- Call w/Frederick News Post reporter regarding Impacts and prospects for Telecommuting in the region.
- UPWP

UPWP

The UPWP activities include:

- Supervise the preparation, negotiation, and approval of the annual work program and budget involving the State Transportation Agencies, the TPB Technical Committee, the TPB Technical Committee, the Steering Committee and the TPB.
- Preparation of monthly UPWP progress reports for each of the state agencies administering planning funding and prepare all necessary federal grant applications submissions.
- Review all monthly UPWP invoices going to each of the state agencies administering planning funding.

Task 11	BUDGET	Billed this month	% Funds Expended	UPWP Page
TECHNICAL ASSISTANCE	\$2,009,535	\$61,756	42%	59

11A. Technical Assistance

A. District of Columbia

Program Development, Data Requests, and Miscellaneous Services

Staff attended the monthly meeting cycle (STWG, Technical Committee, TPB)

Traffic Counts and Highway Performance Monitoring System (HPMS) Support

Staff worked with DDOT staff to plan and participate in the February 22nd HPMS Committee meeting. Staff presented the final 2015 Traffic Volume maps, the PCS and HERE data status, and progress on the 2016 HPMS submittal. Staff prepared the summary of the meeting and shared it with DDOT staff.

Staff finalized the 2015 DDOT Traffic Volume maps.

Staff finalized the 2017 to 2022 DDOT Traffic Count Program.

Staff summarized and analyzed the January traffic data from PCS and HERE stations and shared the summary with DDOT staff for the field inspection purposes.

Staff calculated the District of Columbia Annual Growth Factor for 2016 based on PCS and HERE locations.

Staff received the 2016 monthly WIM data from DDOT staff and summarized it.

Staff reviewed the outstanding 2016 short term counts received from the contractor.

B. Maryland

Maryland Technical Assistance (TLC Program)

As part of the Transportation/Land-Use Connections Program, four technical assistance projects in Maryland were fully or partially funded under this PE number. See TLC item above for further details about the TLC Program.

Program Development Management

Staff attended the monthly meeting cycle (STWG, Technical Committee, TPB).

Project Planning Studies

Upon completion of travel demand modeling work and review of the results and findings associated with Alternative 2 of the Capital Beltway Planning Study (Pre-NEPA) in February, staff transmitted relevant model input and output files to MD SHA along with a technical memorandum documenting the analysis.

Working with MD SHA staff, DTP staff developed networks and executed travel demand model for Alternative 3. Upon completion of model runs, staff conducted analysis and review of the Alternative 3 model results and findings, and transmitted relevant model input and output files to MD SHA along with a technical memorandum documenting the analysis.

C. Virginia

Program Development and Data / Documentation Processing

Staff attended the monthly meeting cycle (STWG, Technical Committee, TPB).

Travel Monitoring and Survey

COG/TPB staff met internally to discuss the VDOT motorized and non-motorized data collection for the spring count season, Staff began preparing the scope and budget of the project.

Staff addressed billing issues associated with the VDOT Bicycle Counting project.

Regional and Sub-Regional Studies

Staff reviewed materials for and participated in the February meetings of the NVTA, the RJACC, the NVTC MAC, and the TransAction Subcommittee.

D. WMATA

Program Development

Staff attended the monthly meeting cycle (STWG, Technical Committee, TPB)

Miscellaneous Services

In response to a data request by WMATA, staff summarized, reviewed and transmitted model estimates of Phase I and Phase II Silver Line ridership generated by the TPB's Version 2.3.66 travel demand model (2016 CLRP; Round 9.0 Cooperative Forecasts). As a part of this effort, staff also prepared system-wide Metrorail estimates and provided comparisons of estimated and observed ridership data in the transmittal memorandum.

CONTINUOUS AIRPORT SYSTEM PLANNING

12A. 2015 Regional Air Passenger Survey

Staff finalized the 2015 Geographic Findings Report and the 2015 General Findings Rep COG/TPB staff met internally to discuss the 2017 Air Passenger Survey scope and vendors, Staff started to search for Official Airline Guide (OAG) data vendors in preparation for generating sample flights for APS 2017.

Staff provided 2015 APS formats to Professor Martin Dresner of the R.H. Smith School of Business at University of Maryland.

Staff continued working with senior staff to update the UPWP billing workbook.

Staff successfully generated December billing results to accounting.

12B. Ground Access Travel Time Study

Staff continued converting the final report to the new TPB report template.

**FY 2017 TRANSPORTATION PLANNING BOARD
COG/TPB BUDGET EXPENDITURE SUMMARY
February 2017**

	DC, MD and VA FTA, FHWA and LOCAL BUDGET TOTAL	FUNDS EXPENDED	BILLED THIS MONTH	% FUNDS EXPENDED
1. Long-Range Planning				
Long Range Plan	1,104,771.00	620,458.72	72,207.26	56%
SUBTOTAL	1,104,771.00	620,458.72	72,207.26	56%
2. Performance-Based Planning and Programming				
Planning	225,576.00	101,219.28	18,800.08	45%
Transportation Improvement Plan	293,563.00	123,636.57	21,622.25	42%
SUBTOTAL	519,139.00	224,855.85	40,422.33	43%
3. Mobile Emissions Planning				
Air Quality Conformity	867,563.00	502,637.84	57,052.69	58%
Mobile Emissions Analysis	731,242.00	419,208.22	57,215.63	57%
SUBTOTAL	1,598,805.00	921,846.05	114,268.32	58%
4. Planning Programs				
Congestion Mgmt Process	284,479.00	98,042.57	16,185.62	34%
Congestion Monitoring	154,802.00	92,876.24	5,757.82	60%
MOITS	507,444.00	223,849.50	16,983.21	44%
Emergency Preparedness	106,205.00	54,453.13	5,389.98	51%
Transportation Safety	118,333.00	52,701.64	9,097.07	45%
Bike & Pedestrian	126,018.00	90,863.41	12,266.75	72%
Regional Public Transit	129,532.00	76,251.97	5,422.13	59%
Freight Planning	153,336.00	110,219.24	5,144.18	72%
MATOC	134,046.00	84,123.00	10,364.05	63%
SUBTOTAL	1,714,195.00	883,380.70	86,610.81	52%
5. Travel Forecasting				
Software Support	196,593.00	93,311.54	14,910.59	47%
Network Development	740,087.00	418,186.60	44,265.24	57%
Models Development	1,330,077.00	772,902.92	115,174.32	58%
SUBTOTAL	2,266,757.00	1,284,401.06	174,350.15	57%

**FY 2017 TRANSPORTATION PLANNING BOARD
COG/TPB BUDGET EXPENDITURE SUMMARY
February 2017**

	DC, MD and VA FTA, FHWA and LOCAL BUDGET TOTAL	FUNDS EXPENDED	BILLED THIS MONTH	% FUNDS EXPENDED
6. Travel Monitoring and Data Programs				
Household Travel Survey	2,409,939.00	331,505.62	127,454.60	14%
Travel Monitoring Counts/Studies	242,257.00	199,902.50	21,963.68	83%
Regional Transportation Data Clearinghouse	300,492.00	122,513.22	16,016.04	41%
GIS Technical Support	534,547.00	309,520.70	32,919.79	58%
SUBTOTAL	3,487,235.00	963,442.04	198,354.11	28%
7. Cooperative Forecasting and Transportation Planning Coordination				
Cooperative Forecasting Coordination	859,980.00	322,996.58	45,763.12	38%
SUBTOTAL	859,980.00	322,996.58	45,763.12	38%
8. Public Participation and Human Service Transportation Coordination				
Public Participation	553,532.00	354,881.88	42,303.58	64%
Annual Report	122,421.00	83,355.64	9,651.40	68%
Human Svc Trans Coordination	154,270.00	0.00	0.00	0%
SUBTOTAL	830,223.00	438,237.52	51,954.98	53%
9. Transportation Alternatives and Transportation Land Use Connection Program				
Alternatives and TLC	422,700.00	165,257.62	46,815.89	39%
SUBTOTAL	422,700.00	165,257.62	46,815.89	39%
10. TPB Support and Management				
TPB Support and Mgmt	749,365.00	404,120.38	95,903.75	54%
UPWP	76,424.00	24,879.96	3,835.43	33%
SUBTOTAL	825,789.00	429,000.34	99,739.19	52%
SUBTOTAL CORE PROGRAM ITEMS 1-10	13,629,594.00	6,253,876.49	930,486.15	46%
TECHNICAL ASSISTANCE				
District of Columbia	350,118.00	111,831.83	9,344.33	32%
Maryland	815,367.00	96,801.89	19,152.60	12%
Virginia	671,428.00	99,685.49	7,754.55	15%
WMATA	172,620.00	32,005.61	25,504.99	19%
Technical Assistance Program Total	2,009,533.00	340,324.83	61,756.47	17%
TPB GRAND TOTAL	15,639,127.00	6,594,201.31	992,242.62	42%

**FY 2017 TRANSPORTATION PLANNING BOARD
FINANCIAL STATUS OF TECHNICAL ASSISTANCE**

February 2017
SUPPLEMENT 1

	TOTAL		FTA/STA/LOC		PL FUNDS/LOC	
	AUTHORIZED BUDGET	TOTAL EXPENDITURES	AUTHORIZED BUDGET	FTA EXPENDITURES	AUTHORIZED BUDGET	FHWA EXPENDITURES
A. District of Columbia						
DC Program Development	10,000.00	4,774.83	1,728.70	825.42	8,271.30	3,949.41
DDOT HPMS	235,000.00	107,057.00	40,624.43	18,506.94	194,375.57	88,550.07
Data Transferal	15,000.00	0.00	2,593.05	0.00	12,406.95	0.00
Loading Zone and Truck Restrictions	60,376.00	0.00	10,437.19	0.00	49,938.81	0.00
Other Tasks A.5	29,742.00	0.00	5,141.50	0.00	24,600.50	0.00
SUBTOTAL	350,118.00	111,831.83	60,524.87	19,332.36	289,593.13	92,499.47
B. Maryland						
MD Program Development	20,000.00	4,437.94	3,457.40	767.19	16,542.60	3,670.75
Project Planning Studies	90,000.00	73,147.75	15,558.29	12,645.05	74,441.71	60,502.70
Feasibility/Special Studies	50,000.00	0.00	8,643.50	0.00	41,356.50	0.00
Transpiration Performance Measures	150,000.00	19,216.20	25,930.49	3,321.90	124,069.51	15,894.30
Training, Misc and Tech Support	25,000.00	0.00	4,321.75	0.00	20,678.25	0.00
Transportation/Land Use Connection Program	160,000.00	0.00	27,659.19	0.00	132,340.81	0.00
Other Tasks B.7	320,367.00	0.00	55,381.82	0.00	264,985.18	0.00
SUBTOTAL	815,367.00	96,801.89	140,952.43	16,734.14	674,414.57	80,067.76
C. Virginia						
Data Documentation Processing	15,000.00	11,517.14	2,593.05	1,990.97	12,406.95	9,526.18
Travel Monitoring Surveys	140,000.00	50,556.52	24,201.79	8,739.70	115,798.21	41,816.81
Travel Modeling	40,000.00	0.00	6,914.80	0.00	33,085.20	0.00
Sub Region Study	100,000.00	37,611.83	17,286.99	6,501.95	82,713.01	31,109.88
Long Distance Commuter Bus	100,000.00	0.00	17,286.99	0.00	82,713.01	0.00
Other Tasks C.6	276,428.00	0.00	47,786.09	0.00	228,641.91	0.00
SUBTOTAL	671,428.00	99,685.49	116,069.71	17,232.62	555,358.29	82,452.87
D. WMATA						
Program Development	5,000.00	4,981.59	5,000.00	4,981.59	0.00	0.00
Misc Services	15,000.00	8,477.19	15,000.00	8,477.19	0.00	0.00
Bus Facility Guidelines	137,620.00	18,546.84	137,620.00	18,546.84	0.00	0.00
TAZ Conversion Table	15,000.00	0.00	15,000.00	0.00	0.00	0.00
SUBTOTAL	172,620.00	32,005.61	172,620.00	32,005.61	0.00	0.00
GRAND TOTAL	2,009,535.00	340,324.83	490,167.01	85,304.73	1,519,365.99	255,020.09