

# FY 2018



National Capital Region  
**Transportation Planning Board**

Work Program Progress Report

October 2017

FY2018

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS

777 NORTH CAPITOL STREET, N.E., SUITE 300

WASHINGTON, D.C. 20002-4239

MAIN 202/962-3200 | FAX 202/962-3201 | TTY 202/962-3212 | [HTTP://WWW.MWCOG.ORG](http://www.mwco.org)

The TPB approved its FY 2018 Unified Planning Work Program (UPWP) in March 2017. The TPB Work Program Progress Report provides a short summary of each activity for the month of October. Please reference the 2018 UPWP for details concerning the approved budget and work description for each task. The following graphic identifies all the activities in the UPWP.

|  |   |
|--|---|
| <b>1. LONG-RANGE TRANSPORTATION PLANNING</b><br>1.1 Long-Range Transportation Plan<br>1.2 Long-Range Plan Task Force   | <b>7. COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION</b>  |
| <b>2. PERFORMANCE-BASED PLANNING AND PROGRAMMING</b><br>2.1 Performance-Based Planning<br>2.2 Transportation Improvement Program (TIP)   | <b>8. PUBLIC PARTICIPATION AND HUMAN SERVICE TRANSPORTATION COORDINATION</b><br>8.1 Public Participation<br>8.2 Communications<br>8.3 Human Service Transportation Coordination |
| <b>3. MOBILE EMISSIONS PLANNING</b><br>3.1 Air Quality Conformity<br>3.2 Mobile Emissions Analysis   | <b>9. TRANSPORTATION ALTERNATIVES AND LAND-USE COORDINATION PROGRAMS</b>  |
| <b>4. PLANNING PROGRAMS</b><br>4.1 Congestion Management Process<br>4.2 Systems Performance, Operations and Technology Planning<br>4.3 Transportation Emergency Preparedness Planning<br>4.4 Transportation Safety Planning<br>4.5 Bicycle and Pedestrian Planning<br>4.6 Regional Public Transportation Planning<br>4.7 Freight Planning<br>4.8 Metropolitan Area Transportation Operations Coordination Program Planning | <b>10. TPB SUPPORT AND MANAGEMENT</b><br>10.1 Transportation Planning Board (TPB) Support and Management<br>10.2 Unified Planning Work Program (UPWP)                           |
| <b>5. TRAVEL FORECASTING</b><br>5.1 Network Development<br>5.2 Models Development and Support  | <b>11. TECHNICAL ASSISTANCE</b><br>11.1 District of Columbia<br>11.2 Maryland<br>11.3 Virginia<br>11.4 WMATA  |
| <b>6. TRAVEL MONITORING AND DATA PROGRAMS</b><br>6.1 Household Travel Survey<br>6.2 Travel Monitoring Counts/Studies<br>6.3 Regional Transportation Data Clearinghouse<br>6.4 GIS Data   | <b>12. CONTINUOUS AIRPORT SYSTEM PLANNING PROGRAM (CASP)</b>  |

| Task 1                             | BUDGET      | Billed this month | % Funds Expended | UPWP Page |
|------------------------------------|-------------|-------------------|------------------|-----------|
| LONG RANGE TRANSPORTATION PLANNING | \$1,615,200 | \$191,746         | 29%              | 27        |

**1. LONG-RANGE TRANSPORTATION PLANNING**

**1.1. Long-Range Transportation Plan**

Staff worked on key activities for Visualize 2045, the 2018 quadrennial long-range plan update. Staff refined the draft Technical Inputs Solicitation document (previously known as the Call for Projects) asking agencies to submit projects, programs, and policy updates for inclusion in the Constrained Element and conformity analysis. At its October meeting, the TPB approved release of the Technical Inputs Solicitation, which was open from October 18 to November 15.

Work continued on the Visualize 2045 financial analysis. An updated forecast of expenditures was prepared and provided to the agencies as they began to provide submissions in response to the Technical Inputs Solicitation. The STWG, the TPB Technical Committee, and the board were briefed on the progress of the financial analysis. The Financial Plan Subcommittee continued to meet on a regular basis via conference call.

Staff continued working on analyzing the results of a public opinion survey that was conducted for the plan.

Staff continued work on the 2017 out-of-cycle amendment of the CLRP. The draft documents and web-based information were released for public comment on September 14. The public comment period on the amendment ended on October 13. Public comments were posted as received on the TPB website. At the October meeting, the board was briefed on comments received and accepted a set of recommended responses. The board approved the amendment and the associated air quality conformity finding.

Staff presented Phase I of the Title VI / Environmental Justice analysis, focusing on identifying Equity Emphasis Areas in the National Capital Region and lessons learned, at the Association of Metropolitan Planning Organizations on October 18 in Savannah, GA. Staff prepared to also present on Phase I for the Region Forward Coalition meeting on November 3 in College Park, MD.

Staff continued to refine a draft memorandum on Phase 2, which is the preliminary analysis of the CLRP for disproportionately high and adverse effects on low-income and minority population groups.

**1.2. Long-Range Plan Task Force**

The task force met on October 18 and reviewed and approved measures of effectiveness (MOEs) and a process for selecting from among the 10 initiatives that are being analyzed. TPB staff briefed the Task Force members on the performance measures that will be used to assess each of the 10 the initiatives being analyzed. The Task Force also arrived at a mutually agreeable process for selecting one or more of the initiatives to advance upon the TPB for further concerted action. Staff prepared the materials for and conducted the meeting.

Staff and a consultant team conducted analysis of packages of unfunded projects, programs, and policies for the Long-Range Plan Task Force. Together, we are analyzing the ten selected initiatives using an array of modeling tools. DTP staff also worked closely with the Department of Community Planning and Services to assess potential land use impacts of multiple initiatives. At the same time, staff worked with the project consultant to develop performance measures for the study and conduct quality assurance and control for the completed initiatives. Throughout this process, staff developed new programs to analyze impacts of initiatives and provided the requested files to the project consultant. DTP staff received the project progress briefings at the weekly check-in

meetings. In this time period, the consultant issued memoranda documenting the selected measures of effectiveness (Selected Measures of Effectiveness for Long-Range Plan Task Force Study; October 12) and potential process to select initiatives (Potential Processes for LRPTF and TPB to Select Among Initiatives and Factors to Consider; October 12), both of which were presented at the October meeting of the Long-Range Plan Task Force meeting.

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| Task 2                                     | BUDGET    | Billed this month | % Funds Expended | UPWP Page |
|--|-----------|-------------------|------------------|-----------|
| PERFORMANCE-BASED PLANNING AND PROGRAMMING | \$687,807 | \$48,418          | 25%              | 29        |

## **2. PERFORMANCE-BASED PLANNING AND PROGRAMMING**

### ***2.1. Performance-Based Planning***

Staff continued participation in activities on performance based planning and programming, including participating in an interview in support of NCHRP Project 08-108, which will produce guidance for transportation agencies on how they can better define, obtain, manage, analyze, and communicate data in support of transportation performance management (TPM).

Staff drafted a formal comment letter in response to FHWA's Notice of Proposed Rulemaking (NPRM) to repeal the Greenhouse Gas (GHG) performance measure. The letter was discussed and approved in draft form at the October board meeting.

Staff prepared draft Letters of Agreements for formal documentation of performance based planning and programming responsibilities among stakeholders. Input was provided on the development of the new 3C planning agreement. Briefing items were prepared for next month's TPB Technical Committee.

### ***2.2. Transportation Improvement Program (TIP)***

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

At its meeting on September 14<sup>th</sup>, the TPB Steering Committee approved amendments to the FY 2017-2022 TIP for seven bridge replacement projects, as requested by the Montgomery County Department of Transportation. TPB staff processed administrative modifications for two projects for DDOT and for two projects for MDOT.

TPB staff worked with DDOT to develop tables and a financial analysis for a proposed amendment to update projects and funding in the District of Columbia section of the FY 2017-2022 TIP. This amendment was released for a 30-day public comment and inter-agency review period on October 12. TPB staff continued to work with DDOT when they requested significant corrections to include twelve projects in the proposed amendment. TPB staff prepared a memo outlining the changes to present to the TPB Steering Committee in November.

TPB staff reviewed a draft of the request for proposals for a project to update the CLRP, TIP and Conformity database applications, and began incorporating the suggested edits.

| Task 3                    | BUDGET      | Billed this month | % Funds Expended | UPWP Page |
|---------------------------|-------------|-------------------|------------------|-----------|
| MOBILE EMISSIONS PLANNING | \$1,587,817 | \$154,236         | 34%              | 33        |

**3. MOBILE EMISSIONS PLANNING**

**3.1. Air Quality Conformity**

At the October 6 Technical Committee meeting, staff briefed the group on the technical analysis and results of the “out-of-cycle” air quality conformity determination (Item 5). Staff reminded the committee that the analysis results will be put before the TPB for approval at its next (October 18) meeting. Staff also provided a status report on the ongoing Long-Range Plan Task Force efforts. Staff reported that the technical analysis of 10 initiatives is currently in progress. At the last (September 20) LRP TF meeting of the group focused on developing a mutually agreeable approach for selecting one or more of the initiatives to advance before the TPB.

The MWAQC Technical Advisory Committee met on October 10. DTP staff briefed the committee on the off-cycle amendments to the 2016 CLRP and associated air quality conformity analysis. The committee also discussed a comment letter from MWAQC to the TPB regarding the off-cycle conformity analysis (Item 4). The letter, which commented favorably on the AQC analysis, was viewed as acceptable by the Technical advisory group. The letter was subsequently reviewed and approved by MWAQC-Executive Committee and was submitted to the TPB as a public comment.

At its October 18 meeting, the TPB received the public comments and accepted the recommended responses to the comments for the Air Quality Conformity Analysis and for the Off-Cycle Amendment to the 2016 CLRP (Item 8). The TPB also approved adopted Resolution R3-2018 finding that the analysis of the 2016 CLRP off-cycle amendments supports the Plan’s compliance with the requirements of the Clean Air Act Amendments of 1990. The Board also adopted Resolution R4-2018 which formalized the approval of the VDOT and MDOT Off-Cycle 2016 CLRP Amendments (Item 9). The TPB was also provided with a status report on the Long-Range Plan Task Force activities, including a summary of proceedings from the September 20<sup>th</sup> LRP TF meeting (Item 11).

Staff compiled and reviewed public comments related to the Off-Cycle Amendment to the 2016 CLRP and developed recommended responses to comments for the TPB.

Staff forwarded relevant meeting material associated with air quality conformity activities to public agencies and public advisory committees, in accordance with established consultation procedures.

Staff completed and posted the final report documenting the technical air quality analysis of the Off-Cycle Amendment to the 2016 CLRP conformity report. Staff transmitted the conformity report to FHWA (who, in turn, transmits it to EPA), FTA, State DOTs, State Air Agencies, C-SMMPO, and FAMPO. Staff also transmitted a CD containing MOVES inputs, outputs, and “runspec” files associated with the off-cycle analysis to FHWA.

**3.2. Mobile Emissions Analysis**

At the October 10 MWAQC-TAC meeting, the committee was briefed on the changes to the draft 2008 ozone Redesignation Request & Maintenance Plan and timelines for the public hearing and comment process for each of the states. (Item 3)

DTP staff continued testing and troubleshooting the latest version of the VIN decoder software using the 2017 vehicle registration data, and summarized the findings to ensure consistency in results. Staff is working with the consultant who supplied the software to resolve decoding

problems. These types of issues have been encountered in previous iterations of VIN inventory analyses.

DTP staff calculated emissions reductions from 2017 Car Free Day and transmitted data and a technical memorandum to the Transportation Operations Programs management.

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| Task 4            | BUDGET      | Billed this month | % Funds Expended | UPWP Page |
|-------------------|-------------|-------------------|------------------|-----------|
| PLANNING PROGRAMS | \$1,840,950 | \$144,281         | 27%              | 37        |

#### **4. PLANNING PROGRAMS**

##### ***4.1. Congestion Management Process***

Staff attended the quarterly CHART preparatory meeting, October 25, 2017 at MD SHA. This committee develops the agenda for the CHART Board meeting.

Staff completed data analysis and drafted the quarterly National Capital Region’s traffic congestion report for 4th quarter of 2016. The report is a quarterly update of the regional traffic congestion, travel time reliability, top-10 bottlenecks and featured spotlight. In comparison to the 3rd quarter of 2016, overall traffic in the region was less congested. An observation toward potential congestion management strategies for pre-Thanksgiving traffic slowdown has been discussed in this quarterly spotlight. Publication was anticipated for November.

Staff continued exploration of emerging data sources, especially the Probe Data Analytics Suite, to prepare for future analyses and applications.

##### ***4.2. Systems Performance, Operations and Technology Planning***

Staff participated in Baltimore-Washington Integrated Corridor Management workshop at the Maryland Department of Transportation-State Highway Administration offices in Hanover, October 26, 2017. Staff attended a presentation on mobility solutions for urban areas and organized by Baltimore Metropolitan Council, also on October 26.

Follow-up activities of the TPB’s November “Championing Traffic Incident Management in the National Capital Region” conference continued. Staff researched potential future subcommittee discussion topics.

##### ***4.3. Transportation Emergency Preparedness Planning***

The October 11, 2017 meeting of the Regional Emergency Support Function 1 (RESF-1) Emergency Transportation Committee was organized and conducted, discussing RESF-1 priorities for the coming year, and a proposed Urban Area Security Initiative project concept for small portable message boards.

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 and exercises in areas of TIM, and first responders for the month of September.

##### ***4.4. Transportation Safety Planning***

Staff coordinated with MDOT and VDOT safety staff to better understand the technical details of their respective PBPP safety target setting approaches.

Staff continued work to develop draft National Capital Region PBPP safety targets using an approach that incorporates the target setting methodologies used by each of the three member states.

#### ***4.5. Bicycle and Pedestrian Planning***

At their October 6 meeting, staff briefed the TPB Technical Committee on the FY 2017 Street Smart program, plans for FY 2018, and the new FY 2018 ads. Staff also presented the new Street Smart ads to the Citizens Advisory Committee at their October 12 meeting. A briefing memorandum on the Street Smart program was prepared and distributed for the October 18 TPB meeting.

As part of regional and long-distance trails planning, staff attended a meeting of the Capital Trails Coalition Steering Committee on October 10, and the full Trails Coalition meeting on October 26. With the Transportation Safety Planner, gathered 2016 pedestrian fatality numbers from the States.

Staff discussed and made funding recommendations for the DC Transportation Alternatives Program at the October 4 selection panel meeting.

Staff attended the October 25 meeting of the Maryland Highway Safety Office transportation safety partners in Linthicum, MD.

Staff attended the NCAC-APA Planning Conference, October 27-28 in Washington, including participating in a mobile workshop on separated bike lanes in downtown Silver Spring, MD.

#### ***4.6. Regional Public Transportation Planning***

The Regional Public Transportation Subcommittee met on October 24. Agenda topics included: a review of Frederick County's experiences with their electric buses, DDOT on bus priority measure implementation, and an overview of WMATA's Columbia Pike service study. There were also updates on the transit service and fare assumptions that will go into the TPB's Visualize 2045 plan and an update on the federal performance rulemaking and TPB work program activities.

Staff provided technical advice in support of the activities of the COG Metro Strategy Group. Staff attended the monthly WMATA JCC meeting and a DRPT Long Distance Commuter Bus study webinar. Staff and consultants continued work on the TIGER Grant projects performance reports.

#### ***4.7. Freight Planning***

Staff presented the proposed National Capital Region Critical Urban Freight Corridors (CUFC) to the TPB and requested comments, suggested changes, or other feedback. Staff notified the Board that they will be asked to approve the Region's CUFCs at their December meeting.

Staff moderated a panel discussion on MPO Freight Program Case Studies at the Delaware Valley Goods Movement Task Force meeting at the DVRPC offices in Philadelphia on October 11. Panelists included representatives from the North Jersey Transportation Planning Authority, the New York Metropolitan Transportation Council, and the Capital District Transportation Committee (Albany, NY).

The National Capital Region Freight Forum was held on October 31, 2017, bringing together TPB Board members and over 50 practitioners from a variety of fields, to discuss urban freight issues and the role of freight as an enabler of livability.

Staff held nine National Capital Region Freight Forum (Forum) planning calls and one in-person meeting with various combinations of COG/TPB, FHWA, Volpe Center, ITE, Rensselaer Polytechnic Institute, DDOT, Arlington County, and City of Frederick partners. All materials were developed and

printed, breakout sessions were planned and reviewed, presentations and bios for all speakers and panelists were assembled, and the Board room was reconfigured in preparation for the Forum.

**4.8. MATOC**

The Metropolitan Area Transportation Operations (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 October 10, 2017 MATOC Severe Weather Coordination Working Group meeting was organized and conducted, discussing preparedness for the upcoming winter season, as well as potential weather scenarios for a planned exercise.

The October 13, 2017 MATOC Steering Committee meeting was organized and conducted, focusing on the Regional Integrated Transportation Information System (RITIS), and on planning for 2018 activities related to Traffic Incident Management.

The October 26, 2017 MATOC Information Systems Subcommittee meeting was organized and conducted, focusing interagency information exchange and on the Regional Integrated Transportation Information System (RITIS).

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 | \$2,409,905 | \$141,137         | 22%              | 45        |

**5. TRAVEL FORECASTING**

**5.1. Network Development**

At the October 10 MWAQC-TAC meeting, the committee was briefed on the changes to the draft 2008 ozone Redesignation Request & Maintenance Plan and timelines for the public hearing and comment process for each of the states. (Item 3)

DTP staff continued testing and troubleshooting the latest version of the VIN decoder software using the 2017 vehicle registration data, and summarized the findings to ensure consistency in results. Staff is working with the consultant who supplied the software to resolve decoding problems. These types of issues have been encountered in previous iterations of VIN inventory analyses.

DTP staff calculated emissions reductions from 2017 Car Free Day and transmitted data and a technical memorandum to the Transportation Operations Programs management.

**5.2. Models Development and Support**

With the TPB’s October 18 adoption of Resolution R3-2018 (finding that the VDOT and MDOT off-cycle amendments to the 2016 CLRP conform to the requirements of the 1990 Clean Air Act) and Resolution R4-2018 (approving the amended Plan), the Version 2.3.70 model was formally approved as the region’s travel forecasting process. The 70 model supplants the Ver 2.3.66 model that was used in the previous air quality conformity cycle. The 70 model is very similar to the 66 model and includes a few minor technical changes.

Staff has begun preparing a transmittal package that will enable interested stakeholders to obtain the newly adopted travel model for project planning purposes. Staff is preparing a memorandum that includes files included in the transmittal (inputs and application files) and associated control totals of modeled inputs and outputs. Staff has re-executed all modeled years to ensure that results are replicated. Staff is in the process of updating the travel model user’s guide, which will be one of the documents referenced in the updated transmittal memo. It is expected that the transmittal memo and updated user’s guide will be ready for public release during the month of December.

Staff continued its evaluation of the Version 2.5 travel model, which includes several enhancements to the existing Version 2.3 model. The refined 2.5 model was developed last fiscal year by COG staff and its consultant (Cambridge Systematics, Inc.) and it currently remains under evaluation.

Staff investigated cloud computing options for applying Citilabs’ Cube software. Cloud-based computing options for Cube could offer an alternative to applying the model with in-house computers. Staff’s investigation findings were documented in an October 24 memo. Staff assessed that the cloud computing option would not be financially advantageous for COG at this time.

DTP staff responded to 6 technical data requests during October.

A few staff attended a Travel Model Improvement Program (TMIP) webinar on October 18 about the recent Maricopa Association of Governments (MAG) household travel survey in Phoenix, Arizona. MAG used innovative data collection techniques.

| Task 6                              | BUDGET      | Billed this month | % Funds Expended | UPWP Page |
|-------------------------------------|-------------|-------------------|------------------|-----------|
| TRAVEL MONITORING AND DATA PROGRAMS | \$3,550,657 | \$169,154         | 14%              | 47        |

**6. TRAVEL MONITORING AND DATA PROGRAMS**

**6.1. Household Travel Survey**

COG/TPB staff held weekly meetings with Resource Systems Group, Inc. (RSG), the survey contractor for the 2017 COG/TPB household travel survey to prepare for the main survey. For the October 2017 reporting period, the key task was the launch of the main survey on October 3. COG/TPB staff provided a survey briefing to the TPB Technical Committee at its regular meeting on October 6. Staff reviewed survey-related content for distribution to both the TPB and COG Board of Directors via email for publicizing the survey launch, for an article in TPB News, as well as materials for the DTP Director’s Report to TPB and the COG Executive Director’s report to the Board also publicizing the survey launch. Staff participated in media interviews about the survey with WAMU, and the Fairfax County Times. Staff also responded to email and telephone inquiries from survey respondents, analyzed daily survey recruitment and completion rates, and monitored the overall conduct of the survey, including checking call center protocols in response to an inquiry from a staff survey (tester) respondent who did not receive a call back from the help line.

**6.2. Travel Monitoring Counts/Studies**

There was no activity this month.

### **6.3. Regional Transportation Data Clearinghouse**

Staff provided a regional overview of the RTDC to the new transportation planner for Manassas, Chloe Delhomme. This included an introduction to the RTDC and a discussion of how best the City of Manassas might utilize and contribute to the RTDC moving forward. Staff was invited to participate in a GIS Day event at US Department of Transportation (USDOT) headquarters. Staff began to develop materials for this event.

Staff updated the source code for the RTDC Data Viewer application to account for some recent changes to the application. Staff completed the collection average weekday transit ridership data for FY17 from regional transit providers for inclusion in the RTDC. Staff began to process the data received to date. Staff continued to develop the next generation of the RTDC project page by utilizing ArcGIS Online's Open Data 2.0 template. Staff completed the initial design and continue to work on populating the page with RTDC content. Staff updated and organized existing RTDC content. Including updating tags and metadata, in support of the RTDC project page refresh/upgrade. Staff requested updated pavement and structures information from DDOT to put together with the regional HPMS data that is on request from FHWA.

Staff responded to an inquiry regarding the availability of Metrorail ridership numbers by month in the RTDC. Staff provided a response to the Director of Transportation and other DTP staff associated with the request. Staff responded to an inquiry from Baltimore Metropolitan Council (BMC) staff regarding the data fields used to prepare maps and charts used in the Performance Based Planning and Programming (PBPP) application for pavement and bridge conditions. Staff responded to a request for information from an Arlington County citizen regarding TPB's TAZ 2191 zone system for Arlington County. Staff provided 2016 VMT by roadway functional class for the TPB Planning Area to the COG/TPB Freight Planner. Staff also provided an estimate of the VMT by roadway functional class for the portion of Fauquier County that is in the TBP Planning Area. Staff provided the 2016 VMT and Truck Percentage estimate for DC per request from DDOT.

### **6.4. GIS Data (Technical Support)**

Staff planned and participated in the October 24th joint meeting of the GIS Committee and GDX Working Group. Staff attended the National Capital Freight Forum held on October 31 at COG. Staff represented TPB on a Federal Highway Administration (FHWA) Expert Study Panel "Enterprise Data Enhancement for Planning through Geospatial Enabled Linear Referencing." Staff participated in the webinar and identified interview candidate MPOs for consideration/discussion. Staff continued to provide technical guidance and organizational support to the Planning Data and Research Program Director and other senior staff in support of the Amazon HQ2 project. Staff configured TPB's ArcGIS Online organizational account to facilitate data sharing and collaboration for COG's consultants developing content for the HQ2 project.

Staff assisted fellow DTP staff to determine accurate urbanized portion of Fauquier County population estimates to the Director. Staff participated in an internal meeting with Models Development staff to review Citilab's Cube Sugar Network Editor (SNE) tool and its feasibility for use with TPB's travel demand model network in ArcGIS. Staff completed work to reconcile records with current spatial features and update as necessary. Staff shared results with TPB's bicycle/pedestrian planning staff.

Staff finalized a position description and recruitment authorization to replace a staff member who moved to a different department. Staff provided assistance to Department of Community Planning & Services (DCPS) staff on the workflow for creating, publishing and consuming spatial data online through ArcGIS Online. Staff continued to work on materials related to TPB's GIS Day presentation scheduled for November 16th. Work to date includes developing an agenda, securing facilities and participants, and developing content. This task is ongoing.

Staff continued to monitor the performance of the GIS server.

| Task 7   | BUDGET    | Billed this month | % Funds Expended | UPWP Page |
|--|-----------|-------------------|------------------|-----------|
| COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION | \$993,576 | \$59,780          | 23%              | 51        |

**7. COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION**

DCPS and DTP staff continued conversations with members of the Cooperative Forecasting Subcommittee about the Round 9.1 forecast update at their regular meeting on October 10. Staff prepared materials for and conducted this meeting. Staff completed all demographic, economic, and other material in support of the regional response to the Amazon HQ2 solicitation. Staff began preparations for the regional TOD forum to be held in November.

| Task 8   | BUDGET      | Billed this month | % Funds Expended | UPWP Page |
|--|-------------|-------------------|------------------|-----------|
| PUBLIC PARTICIPATION AND HUMAN SERVICES COORDINATION | \$1,055,345 | \$74,315          | 30%              | 53        |

**8. PUBLIC PARTICIPATION AND HUMAN SERVICES COORDINATION**

***8.1. Public Participation***

At its October meeting, the CAC received a presentation on the Street Smart safety campaign, received updates about the Technical Inputs Solicitation for Visualize 2045 and some preliminary results from the public input survey, and received an update about the Long-Range Plan Task Force.

Staff continued working on analyzing the results of a public opinion survey that was conducted for the plan. These results will be featured in a report which will be developed later this year. At the TBP meeting in October, staff provided a briefing on the initial survey results. Staff scheduled a webinar for November to brief Technical Committee members on options for in-depth analysis.

Staff developed a revised application for membership on the CAC. Staff also drafted proposed eligibility requirements.

***8.2. Communications***

The *TPB News*, the TPB’s online newsletter, 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.

***8.3. Human Services Transportation Coordination***

During the month of October, staff drafted the September 28 Access for All Advisory Committee meeting summary for the October TPB for meeting which was presented to the TPB by the AFA chair.

In preparation for the November 3 deadline, staff conducted additional outreach about the Enhanced Mobility grant opportunity via direct email outreach to over 2,500 recipients and monitored how many applications were started in the online application software, Fondant. Staff held pre-application conferences via phone to interested parties. Staff continued to provide technical assistance to applicants on the grant requirements and budget templates.

| Task 9   | BUDGET    | Billed this month | % Funds Expended | UPWP Page |
|--|-----------|-------------------|------------------|-----------|
| TRANSPORTATION ALTERNATIVES (TAP) AND LAND USE CONNECTION (TLC) PROGRAMS | \$440,215 | \$6,984           | 7%               | 55        |

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

***9.1. Land Use Connections TLC Programs***

A technical team working with the individual jurisdiction selected consultants for the eight new TLC projects for FY 2018, which are listed below.

- District of Columbia - DC Public Space Activation and Stewardship Guide – Gensler
- Charles County – Waldorf Urban Area Bicycle / Pedestrian Connectivity Analysis – Street Plans
- College Park – Rhode Island Ave Protected Bike Lane Design - 30% Design – RK&K
- Montgomery County – Developing Educational Materials for the New Infrastructure in BiPPAs and Bikeways Program – FourSquare
- Prince George's County – Washington, Baltimore and Annapolis Trail Extension Feasibility Analysis – Wallace Montgomery
- Fairfax County – Columbia Pike Bike and Pedestrian Study – Sam Schwartz
- Fairfax County – Technology Plan for a Travel Monitoring Program in Tysons – Wallace Montgomery
- Loudoun County – Engineering Analysis to Improve Bicycle and Pedestrian Connections to Future Metro Stations – Sabra Wang

In an iterative process, staff worked with the jurisdictions and consultants to finalize Statements of Work for use in contracting.

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| Task 10                    | BUDGET    | Billed this month | % Funds Expended | UPWP Page |
|----------------------------|-----------|-------------------|------------------|-----------|
| TPB SUPPORT AND MANAGEMENT | \$865,054 | \$55,529          | 25%              | 57        |

**10. TPB SUPPORT AND MANAGEMENT**

***10.1. 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
- Monitoring of all work program activities and expenditures

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

- State Technical Working Group – (STWG)
- Citizen’s Advisory Committee – (CAC)
- Transportation Planning Board – (TPB)
- Long Range Plan Task Force – (LRPTF)
- Metropolitan Area Transportation Operations Coordination Program – (MATOC)
- TPB Freight Forum
- TPB Technical Committee
- TPB Steering Committee
- Regional Public 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 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/MSO) 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 October includes:

- Conference call w/Mr. Allen re: Long Range Plan Task Force Prep Discussion
- Interview w/Katy Shaver – Washington Post re: Hogan Highway Proposal
- Metro Safety Group – Sub group meeting and one-on-one discussions with MDOT, VDRPT, Mont. Co., D.C Council, VA-GA Senate representative.
- DBE Tracking and reporting system - Software & Consultant review

**10.2 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 |
|-----------------------------|-----------|-------------------|------------------|-----------|
| <u>TECHNICAL ASSISTANCE</u> | \$        | \$27,528          | 10%              | 60        |
| District of Columbia        | \$274,742 | \$17,533          | 18%              | 61        |
| Maryland                    | \$499,828 | \$1,509           | 2%               | 63        |
| Virginia                    | \$397,806 | \$7,048           | 18%              | 65        |
| WMATA                       | \$172,620 | \$1,436           | 4%               | 67        |

**11. TECHNICAL ASSISTANCE**

**11.1 District of Columbia**

Program Development, Data Requests, and Miscellaneous Services

Staff attended the monthly STWG / Tech / Steering / TPB meeting cycle. Staff completed responding to DDOT’s request for materials related to the performance parking monitoring project dating back to 2009 (via DCOCFO and FHWA)

Traffic Counts and Highway Performance Monitoring System (HPMS) Support

Staff worked with DDOT staff to plan and participate in the October 25th HPMS Committee meeting. Staff presented the PCS, HERE, and short-term data status. In addition, staff presented an outline of the 2017 Traffic Monitoring Program documentation. Staff prepared the summary of the meeting and shared it with DDOT staff. Staff participated in the HPMS 2016 Submittal Close-out Discussion for DC. Staff followed-up with DDOT staff concerning recommendations for better reporting of truck AADT in the future. Staff participated in WIM station training provided for DDOT by the WIM station contractor (IRD). Staff worked to update and enhance the 2017 DDOT Traffic Monitoring Program documentation. Staff summarized and analyzed the September traffic data from PCS and HERE stations and shared the summary with DDOT staff for field inspection purposes. Staff reviewed and accepted 50 short term counts performed by the traffic counting contractor. Staff assigned the 32 short term counts to the contractor including 25 volume, 1 classification and 6 ramp counts. Staff provided monthly year-to-year comparisons of detailed data from loops and infrared sensors for 2014/2015, 2015/2016, and 2016/2017.

### **11.2. 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 STWG / Tech / Steering / TPB meeting cycle.

#### Project Planning Studies

State technical assistance funds were used for the off-cycle 2016 CLRP air quality conformity analysis. Please refer to the write-up in the 'Air Quality Conformity' section of the report. Staff met with MDOT and SHA personnel at the Hanover complex on October 10 to review program needs and discuss a generalized work scope for travel forecasting support for Gov. Hogan's traffic relief plans for I-270, I-495, and MD 295.

### **11.3. Virginia**

#### Program Development and Data / Documentation Processing

Staff attended the monthly STWG / Tech / Steering / TPB meeting cycle.

#### Regional and Sub-Regional Studies

Staff reviewed materials for and participated in the October meetings of the NVTA RJACC, the NVTC, the NVTC MAC, the NVTA, and the NVTA PPC.

#### Long Distance Commuter Bus Study

Consultant invoices were paid during this period. The study team conducted a status teleconference with the technical advisory group on October 19 to review updated market analysis and a first cut of recommendations for proposed bus service. The study team began preparing the draft study report based on feedback from the October 19 teleconference.

### **11.4. WMATA**

#### Program Development

Staff attended the monthly STWG / Tech / Steering / TPB meeting cycle.

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## **12. CONTINUOUS AIRPORT SYSTEM PLANNING**

### ***12.1 Air Passenger Survey***

Staff completed delivery of survey materials to the airport field offices and training materials for the field workers. Staff conducted field worker training on October 2 at all three airports. Field data collection was completed from October 4 to October 31. Staff monitored field data collection activity, audited completed survey packets, provided resurvey materials, provided new flight information in the case of flight schedule instability, and provided oversight of the survey contractor.

### ***12.2. Comprehensive RASP Update***

Staff continued the review of previous and peer agency plans for the literature review.

**FY 2018 TRANSPORTATION PLANNING BOARD  
COG/TPB BUDGET EXPENDITURE SUMMARY**

October 2017

|  | DC, MD and VA<br>FTA, FHWA and LOCAL<br>BUDGET TOTAL | FUNDS<br>EXPENDED | BILLED<br>THIS<br>MONTH | % FUNDS<br>EXPENDED |
|--|--|-------------------|-------------------------|---------------------|
| <b>1. Long-Range Planning</b>                        |  |                   |                         |                     |
| Long Range Plan                                      | 1,615,200.00   | 462,183.21        | 191,746.28              | 29%                 |
| <b>SUBTOTAL</b>                                      | <b>1,615,200.00</b>                                  | <b>462,183.21</b> | <b>191,746.28</b>       | <b>29%</b>          |
| <b>2. Performance-Based Planning and Programming</b> |  |                   |                         |                     |
| Planning   | 307,807.00   | 49,340.99         | 13,370.98               | 16%                 |
| Transportation Improvement Plan                      | 380,000.00   | 121,073.81        | 35,047.37               | 32%                 |
| <b>SUBTOTAL</b>                                      | <b>687,807.00</b>                                    | <b>170,414.79</b> | <b>48,418.34</b>        | <b>25%</b>          |
| <b>3. Mobile Emissions Planning</b>                  |  |                   |                         |                     |
| Air Quality Conformity                               | 861,600.00   | 306,954.67        | 96,535.50               | 36%                 |
| Mobile Emissions Analysis                            | 726,200.00   | 235,035.02        | 57,700.71               | 32%                 |
| <b>SUBTOTAL</b>                                      | <b>1,587,800.00</b>                                  | <b>541,989.70</b> | <b>154,236.21</b>       | <b>34%</b>          |
| <b>4. Planning Programs</b>                          |  |                   |                         |                     |
| Congestion Mgmt Process                              | 400,000.00   | 137,752.89        | 39,310.95               | 34%                 |
| SPOTS  | 560,950.00   | 153,718.18        | 44,456.33               | 27%                 |
| Emergency Preparedness                               | 130,000.00   | 11,393.32         | 1,058.32                | 9%                  |
| Transportation Safety                                | 135,000.00   | 21,024.87         | 4,645.28                | 16%                 |
| Bike & Pedestrian                                    | 150,000.00   | 47,846.81         | 14,973.11               | 32%                 |
| Regional Public Transit                              | 165,000.00   | 43,662.54         | 18,290.03               | 26%                 |
| Freight Planning                                     | 165,000.00   | 37,879.70         | 12,174.82               | 23%                 |
| MATOC  | 135,000.00   | 41,574.29         | 9,372.99                | 31%                 |
| <b>SUBTOTAL</b>                                      | <b>1,840,950.00</b>                                  | <b>494,852.61</b> | <b>144,281.83</b>       | <b>27%</b>          |
| <b>5. Travel Forecasting</b>                         |  |                   |                         |                     |
| Software Support                                     | 209,105.00   | 32,042.84         | 10,289.09               | 15%                 |
| Network Development                                  | 786,800.00   | 205,484.07        | 47,031.49               | 26%                 |
| Models Development                                   | 1,414,000.00   | 287,964.07        | 83,817.17               | 20%                 |
| <b>SUBTOTAL</b>                                      | <b>2,409,905.00</b>                                  | <b>525,490.98</b> | <b>141,137.75</b>       | <b>22%</b>          |

**FY 2018 TRANSPORTATION PLANNING BOARD  
COG/TPB BUDGET EXPENDITURE SUMMARY  
October 2017**

|  | DC, MD and VA<br>FTA, FHWA and LOCAL<br>BUDGET TOTAL | FUNDS<br>EXPENDED   | BILLED<br>THIS<br>MONTH | % FUNDS<br>EXPENDED |
|--|--|---------------------|-------------------------|---------------------|
| <b>6. Travel Monitoring and Data Programs</b>  |  |                     |                         |                     |
| Household Travel Survey  | 2,473,363.00   | 211,794.00          | 117,978.47              | 9%                  |
| Travel Monitoring Counts/Studies   | 242,256.00   | 574.55              | 0.00                    | 0%                  |
| Regional Transpiration Data Clearinghouse  | 300,492.00   | 93,566.18           | 22,961.58               | 31%                 |
| GIS Technical Support  | 534,547.00   | 190,741.24          | 28,214.50               | 36%                 |
| <b>SUBTOTAL</b>  | <b>3,550,658.00</b>                                  | <b>496,675.97</b>   | <b>169,154.55</b>       | <b>14%</b>          |
| <b>7. Cooperative Forecasting and Transportation Planning Coordination</b>           |  |                     |                         |                     |
| Cooperative Forecasting Coordination   | 993,575.00   | 229,059.28          | 59,780.25               | 23%                 |
| <b>SUBTOTAL</b>  | <b>993,575.00</b>                                    | <b>229,059.28</b>   | <b>59,780.25</b>        | <b>23%</b>          |
| <b>8. Public Participation and Human Service Transportation Coordination</b>         |  |                     |                         |                     |
| Public Participation   | 905,345.00   | 256,118.57          | 64,747.74               | 28%                 |
| Human Svc Trans Coordination   | 150,000.00   | 60,058.33           | 9,567.43                | 40%                 |
| <b>SUBTOTAL</b>  | <b>1,055,345.00</b>                                  | <b>316,176.90</b>   | <b>74,315.18</b>        | <b>30%</b>          |
| <b>9. Transportation Alternatives and Transportation Land Use Connection Program</b> |  |                     |                         |                     |
| Alternatives and TLC   | 440,215.00   | 32,932.12           | 6,984.21                | 7%                  |
| <b>SUBTOTAL</b>  | <b>440,215.00</b>                                    | <b>32,932.12</b>    | <b>6,984.21</b>         | <b>7%</b>           |
| <b>10. TPB Support and Management</b>  |  |                     |                         |                     |
| TPB Support and Mgmt   | 786,365.00   | 197,814.35          | 51,446.56               | 25%                 |
| UPWP   | 78,690.00  | 15,363.00           | 4,083.11                | 20%                 |
| <b>SUBTOTAL</b>  | <b>865,055.00</b>                                    | <b>213,177.35</b>   | <b>55,529.67</b>        | <b>25%</b>          |
| <b>SUBTOTAL CORE PROGRAM ITEMS 1-10</b>  | <b>15,046,510.00</b>                                 | <b>3,482,952.93</b> | <b>1,045,584.28</b>     | <b>23%</b>          |
| <b>TECHNICAL ASSISTANCE</b>  |  |                     |                         |                     |
| District of Columbia   | 274,742.00   | 48,446.89           | 17,533.81               | 18%                 |
| Maryland   | 499,828.00   | 9,772.85            | 1,509.48                | 2%                  |
| Virginia   | 397,806.00   | 72,703.31           | 7,048.51                | 18%                 |
| WMATA  | 172,620.00   | 6,894.76            | 1,436.42                | 4%                  |
| <b>Technical Assistance Program Total</b>  | <b>1,344,996.00</b>                                  | <b>137,817.81</b>   | <b>27,528.23</b>        | <b>10%</b>          |
| <b>TPB GRAND TOTAL</b>   | <b>16,391,506.00</b>                                 | <b>3,620,770.74</b> | <b>1,073,112.51</b>     | <b>22%</b>          |

**FY 2018 TRANSPORTATION PLANNING BOARD  
FINANCIAL STATUS OF TECHNICAL ASSISTANCE**

October 2017  
SUPPLEMENT 1

|  | TOTAL                |                       | FTA/STA/LOC          |                     | PL FUNDS/LOC         |                      |
|--|----------------------|-----------------------|----------------------|---------------------|----------------------|----------------------|
|  | AUTHORIZED<br>BUDGET | TOTAL<br>EXPENDITURES | AUTHORIZED<br>BUDGET | FTA<br>EXPENDITURES | AUTHORIZED<br>BUDGET | FHWA<br>EXPENDITURES |
| <b>A. District of Columbia</b>             |                      |                       |                      |                     |                      |                      |
| DC Program Development                     | 10,000.00            | 3,425.27              | 1,361.98             | 466.51              | 8,638.02             | 2,958.75             |
| DDOT HPMS                                  | 235,000.00           | 45,021.63             | 32,006.55            | 6,131.86            | 202,993.45           | 38,889.77            |
| Data Transferal                            | 5,000.00             | 0.00                  | 680.99               | 0.00                | 4,319.01             | 0.00                 |
| Loading Zone and Truck Restrictions        | 24,742.00            | 0.00                  | 3,369.81             | 0.00                | 21,372.19            | 0.00                 |
| <b>SUBTOTAL</b>                            | <b>274,742.00</b>    | <b>48,446.89</b>      | <b>37,419.33</b>     | <b>6,598.37</b>     | <b>237,322.67</b>    | <b>41,848.52</b>     |
| <b>B. Maryland</b>                         |                      |                       |                      |                     |                      |                      |
| MD Program Development                     | 20,000.00            | 3,754.65              | 2,723.96             | 511.38              | 17,276.04            | 3,243.27             |
| Project Planning Studies                   | 90,000.00            | 5,946.39              | 12,257.83            | 809.89              | 77,742.17            | 5,136.50             |
| Feasibility/Special Studies                | 50,000.00            | 0.00                  | 6,809.90             | 0.00                | 43,190.10            | 0.00                 |
| Transpiration Performance Measures         | 150,000.00           | 0.00                  | 20,429.71            | 0.00                | 129,570.29           | 0.00                 |
| Training, Misc and Tech Support            | 10,000.00            | 71.82                 | 1,361.98             | 9.78                | 8,638.02             | 62.03                |
| Transportation/Land Use Connection Program | 160,000.00           | 0.00                  | 21,791.69            | 0.00                | 138,208.31           | 0.00                 |
| Regional Bus Svc Cost Analysis             | 15,000.00            | 0.00                  | 2,042.97             | 0.00                | 12,957.03            | 0.00                 |
| Other Tasks B.8                            | 4,828.00             | 0.00                  | 657.56               | 0.00                | 4,170.44             | 0.00                 |
| <b>SUBTOTAL</b>                            | <b>499,828.00</b>    | <b>9,772.85</b>       | <b>68,075.61</b>     | <b>1,331.04</b>     | <b>431,752.39</b>    | <b>8,441.80</b>      |
| <b>C. Virginia</b>                         |                      |                       |                      |                     |                      |                      |
| Data Documentation Processing              | 15,000.00            | 2,941.84              | 2,042.97             | 400.67              | 12,957.03            | 2,541.17             |
| Travel Monitoring Surveys                  | 140,000.00           | 4,033.61              | 19,067.73            | 549.37              | 120,932.27           | 3,484.24             |
| Travel Modeling                            | 40,000.00            | 34,267.57             | 5,447.92             | 4,667.18            | 34,552.08            | 29,600.39            |
| Sub Region Study                           | 100,000.00           | 23,895.04             | 13,619.81            | 3,254.46            | 86,380.19            | 20,640.58            |
| Long Distance Commuter Bus                 | 70,000.00            | 7,565.24              | 9,533.86             | 1,030.37            | 60,466.14            | 6,534.87             |
| Regional Bus Svc Cost Analysis             | 15,000.00            | 0.00                  | 2,042.97             | 0.00                | 12,957.03            | 0.00                 |
| Other Tasks C.7                            | 17,806.00            | 0.00                  | 2,425.14             | 0.00                | 15,380.86            | 0.00                 |
| <b>SUBTOTAL</b>                            | <b>397,806.00</b>    | <b>72,703.31</b>      | <b>54,180.41</b>     | <b>9,902.05</b>     | <b>343,625.59</b>    | <b>62,801.26</b>     |
| <b>D. WMATA</b>                            |                      |                       |                      |                     |                      |                      |
| Program Development                        | 5,000.00             | 1,939.15              | 5,000.00             | 1,939.15            | 0.00                 | 0.00                 |
| Misc Services                              | 15,000.00            | 0.00                  | 15,000.00            | 0.00                | 0.00                 | 0.00                 |
| Regional Bus Svc Cost Analysis             | 152,620.00           | 4,955.62              | 152,620.00           | 4,955.62            | 0.00                 | 0.00                 |
| <b>SUBTOTAL</b>                            | <b>172,620.00</b>    | <b>6,894.76</b>       | <b>172,620.00</b>    | <b>6,894.76</b>     | <b>0.00</b>          | <b>0.00</b>          |
| <b>GRAND TOTAL</b>                         | <b>1,344,998.00</b>  | <b>137,817.81</b>     | <b>332,295.35</b>    | <b>24,726.23</b>    | <b>1,012,700.65</b>  | <b>113,091.58</b>    |