

FY 2017



National Capital Region
Transportation Planning Board

Work Program Progress Report
JULY-AUGUST • 2016
FY2017

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.mwcof.org)

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 months of July and August 2016. Please reference the 2017 UPWP for details concerning the approved budget and work description for each task.

1. LONG RANGE PLANNING

CLRP

Throughout July and August, various coordinated activities were underway regarding the 2016 Amendment to the Constrained Long-Range Plan (CLRP). The staff CLRP Coordination Team developed and pursued a schedule of tasks regarding the CLRP project database, website, performance analysis, and documentation. A proposed timeline was drafted for the documentation of the 2016 CLRP amendment, including the brochure, the performance analysis and the mapping of the major projects: highway, transit, and HOV/HOT/Toll improvements. Staff created these three “major projects” maps for the draft 2016 CLRP amendment which were reviewed by the CLRP team. A small group of staff met to coordinate the mapping efforts between the CLRP database, the hard copy maps and the interactive online map. A CLRP staff team discussed the content for the brochure documentation of the 2016 Amendment to the CLRP. The CLRP amendment was scheduled to be released for public comment on October 13. The TPB is scheduled to approve the CLRP amendment at its meeting in November.

Staff continued work on the final methodology and map of “Communities of Concern” for the enhanced Title VI/ Environmental Justice analysis of the CLRP. A meeting with planning officials at M-NCCPC Montgomery County was organized for August 31, and staff created a tailored PowerPoint presentation and materials for the meeting which included the DTP Director and the new DTP Plan Development and Coordination Director. A proposed methodology for placing more weight on low-income populations was developed for the “Communities of Concern” and different ways to communicate the complex methodology in more simple terms for presentation to the COG Planning Directors Technical Advisory Committee September meeting was explored.

Plan of Unfunded Regional Priority Projects

Staff worked on analysis to conclude Phase I of the work plan of the Long-Range Plan Task Force. Phase I included analysis of a “No-Build” Scenario, which forecast conditions in 2040 with no transportation improvements, and an “All-Build Scenario,” which included most of the unfunded transportation projects that are included in approved plans of the TPB’s member jurisdictions. In July, staff completed analysis of the transportation impacts of the All-Build Scenario. In August, staff worked to identify a framework for presenting this analysis that would use strategies in the Regional Transportation Priorities Plan. A presentation was developed for the September Technical Committee meeting.

2. PERFORMANCE-BASED PLANNING AND PROGRAMMING

Performance-Based Planning

TPB staff monitored ongoing federal rulemaking for performance-based planning and programming (PBPP). Comments were finalized on the draft rulemaking on System Performance for Highways, Freight and the CMAQ Program, published at the end of April, and presented to the Technical Committee in July. The comment letter was finalized and submitted by the deadline of August 20.

The Transit Asset Management final rule was published on July 26. TPB staff reviewed the rulemaking and participated in several FTA webinars. A presentation was prepared on the local implications of the rulemaking and a webinar on the transit asset management rule was held for MTA, DRPT, WMATA, PRTC, and NVTC participants on August 2. The rulemaking was further discussed at the Regional Public Transportation Subcommittee meeting on August 30.

The proposed rulemaking on MPO Coordination and Planning Reform, published on June 27, was reviewed and TPB staff participated in several webinars as well as discussion with other MPOs and conference calls hosted by AMPO. The Technical Committee and the board were briefed at their July meetings. A comment letter was prepared and submitted by the deadline of August 26.

TPB staff continued to assess the PBPP requirements in the final Statewide and Metropolitan Planning rule and how to implement them. Staff worked further to refine PBPP data needs, specifically in the areas of Highway Asset Condition and Highway Safety, and developed a work plan for the next half-year.

TIP

At its meeting on July 8th, the TPB Steering Committee approved six amendments to the FY 2015-2020 TIP. The first amendment, requested by MDOT, included funding for the MD 234 Gilbert Swamp Run and the MD 355 Urbana Pike Bridge Replacement projects. Two amendments requested by DDOT included funding for the Neighborhood Streetscape Improvements and Construction of Fiber Communication Network on Freeways projects, and for the Thomas Circle Tunnel Lights Conversion to LED and Streetlight Upgrade on Massachusetts Avenue projects. The remaining three amendments were requested by VDOT. The first included funding for the Boundary Channel Drive at I-395 Interchange, I-95 Directional Off-Ramp to Northbound Fairfax County Parkway, and Route 7 Corridor Improvements Phase 1 and 2 projects and for the Vehicle Fuel Conversion Program. The second amendment included funding for the Route 1 Widening from Featherstone Road to Mary's Way and Fairfax County Parkway Widening projects. The third amendment was requested on behalf of PRTC to include funding for eleven transit projects.

During the months of July and August, staff approved administrative modifications for 11 projects in the FY 2015-2020 TIP.

In coordination with representatives from the three DOTs and WMATA, TPB staff rescheduled the Public Forum on the FY 2017-2022 TIP from July 14 to September 15. In the month of August, TPB staff assisted MDOT staff with inputs for the draft FY 2017-2022 TIP. Staff began to develop draft tables and financial summaries in preparation for the September TPB Technical Committee meeting and the September 15 TIP Forum.

3. MOBILE EMISSIONS PLANNING

Air Quality Conformity

The Air Quality Conformity Analysis of the 2016 CLRP and FY2017-2022 has progressed on schedule. Staff has moved forward with technical travel demand and mobile emissions modeling for the TIP, which was initiated last fiscal year. The analysis years studied in this conformity cycle include 2016, 2017, 2020, 2025, 2030 and 2040. DTP and DEP staff is currently summarizing and evaluating the travel demand and mobile emissions results and has begun documenting the analysis.

Mobile Emissions Analysis

DEP staff has proposed a draft timeline for developing MOVES2014a-based emissions inventories for the proposed 2008 ozone NAAQS re-designation request & maintenance plan. This preliminary timeline was shared with the Emissions Inventory Sub-Committee on July 25. This effort will make use of travel demand and mobile emissions modeling already undertaken in recent conformity work but will require the analysis of additional scenario years.

Staff has learned that EPA has revoked the 1997 PM2.5 National Ambient Air Quality Standards (NAAQS). As a result, PM2.5-related emissions estimates will not be included in the TPB's conformity report of the 2016 CLRP.

Staff participated in the 2016 Transportation Planning and Air Quality Conference held in Minneapolis (August 4-5). The conference offered staff the opportunity to learn and share about local air quality planning. TPB staff member Erin Morrow presented at the conference on COG's Multi-Sector Working Group effort to reduce future Greenhouse Gas emissions in the Metropolitan Washington Region.

4. PLANNING PROGRAMS

Congestion Management Process

The draft 2016 Congestion Management Process (CMP) Technical Report was reviewed by the TPB Technical Committee and a total of five comments were received during the comment period. Staff addressed the comments and revised the Report.

An analysis of the WMATA's SafeTrack Safety Surges 1 through 4's impact on the region's traffic was completed and reported to the TPB's Technical Committee and Citizens Advisory Committee. A TPB News Article "How SafeTrack has impacted traffic on area roadways so far" was published on July 19. Staff received two press interviews on the analysis and story.

An analysis of the Traffic Terrible Tuesday – the day after Labor Day and the August to September traffic transition for the past six years from 2010-2015 was completed and a TPB News Article "Get ready for traffic to pick back up as part of "September Shock"" was published on August 30. Staff received six press interviews on the analysis and story.

On July 15, staff participated in the Project Steering Committee Kick-Off webinar for the I-95 Corridor Coalition Volume and Turning Movement through Probe Data Research Project. On the same day, Staff also monitored the MPO Coordination and Planning Area Reform NPRM Webinar.

Systems performance, operations and Technology Planning (Congestion Monitoring)

Monitoring and analysis of traffic impacts of WMATA's SafeTrack program was undertaken, using vehicle probe data from the I-95 Corridor Coalition Vehicle Probe Project (VPP) Suite.

In response to direction from the TPB Technical Committee at the July 9 meeting, a new revised methodology to identify bottleneck locations from vehicle probe data was developed and executed. The 2016 Congestion Management Process Technical Report was revised to include bottleneck locations using the new methodology.

Systems performance, operations and Technology Planning (MOITS)

In conjunction with the regional TIGER grant, staff participated in the monthly TIGER coordination meetings, as well as conference calls on transit signal priority implementation.

Monitoring and documentation was accomplished of ongoing efforts by member jurisdictions to mitigate the effects of Metrorail disruptions during SafeTrack maintenance work, including July 6 and August 1 conference calls of MATOC Transit Task Force.

Staff attended the Northern Virginia signal managers meeting at VDOT on August 2 to discuss the impacts and mitigation strategies to be employed by VDOT and local agencies to deal with WMATA's SafeTrack work.

Preparations began for a fall 2016 TPB conference on regional traffic incident response.

Remarks on regional transportation data analysis were prepared and delivered to a "Big Data in Transportation" Symposium, August 4 at George Mason University in Arlington, Virginia.

Staff traveled to participate in a meeting of the Association of Metropolitan Planning Organizations (AMPO) Performance-Based Planning and Programming (PBPP) Work Group (formerly Operations Work Group), discussing a number of SPOT-related topics areas with MPO peers and federal representatives, August 9 in St. Louis, Missouri.

Liaison activities with regional transportation emergency preparedness planning were accomplished, including for the July 21 meeting of the Regional Emergency Support Function #1 – Emergency Transportation Committee.

Beginning-of-year strategic planning for FY2017 for the SPOT Planning program was undertaken.

Transportation Emergency Preparedness Planning

The July 21, 2016 meeting of the Regional Emergency Support Function (RESF-1/Emergency Transportation Committee) was successfully organized and conducted, providing an opportunity for the committee to review and discuss traffic impacts of WMATA's SafeTrack program; activities of the National Capital Region Program Management Office for the Urban Area Security Initiative; and related activities of member agencies. The committee reviewed the progress of the FY 2014 UASI grants.

Transportation Safety Planning

The July 12, 2016 meeting of the Transportation Safety Subcommittee was organized and conducted; members were briefed on the development of Maryland's SHSP, the Citizen Advisory Committee's interest in Vision Zero policies, and the Street Smart spring campaign.

Staff have worked to compile and analyze crash data from member jurisdictions to develop the regional safety picture report.

Summary briefing materials were developed outlining TPB's ongoing coordination efforts on implementing the requirements of the final Transportation Safety Performance Management rule.

Bicycle and Pedestrian Planning

The July 19, 2016 meeting of the Bicycle and Pedestrian Subcommittee was organized and conducted. Arlington staff briefed the Subcommittee on Arlington's mitigation measures for SafeTrack, the urgent twelve-month Metrorail maintenance plan currently under way, including the results of posting signage for alternate routes, organizing bike convoys, and Arlington automated bicycle counters showing a 50% increase in bicycling in North Arlington during weeks that the Orange line service was affected.

The Subcommittee was also briefed and provided discussion on TPB's manual bike counting program; the Bicycle Beltway/National Capital Trail, and the projects needed to complete this circumferential bike trail; and the upcoming Car Free Day taking place September 22.

In conjunction with the UPWP effort to identify regional bicycle circumferential routes, staff continued coordination with the National Park Service/Washington Area Bicyclist Association Regional Trails Coalition (RTC). Staff participated in the July 18 and August 1 meetings of the RTC Trail Analytics Working Group, which completed criteria for including a trail in the regional network.

The newly combined bike/pedestrian database and unfunded capital needs project database was reviewed, and all duplicate entries removed, in preparation for a future review by member agency staffs.

Regional Public Transportation Planning

TPB staff attended a Regional Bus Ridership Workshop at WMATA on July 27, which brought in participants from across the region to discuss bus transit ridership trends and influencing factors. A subsequent meeting was then organized for TPB and WMATA staff on August 5 at COG to further discuss available regional data and information that may be influencing transit ridership.

TPB staff worked through on the period in support of the COG study of WMATA performance, including development of performance metrics for Metro and participation in a meeting of the COG Chief Administrative Officers technical working group on Metro. TPB staff also attended the WMATA JCC meeting in August.

The Regional Public Transportation Subcommittee met on August 30. Agenda topics included presentations from WMATA on their Night Bus Study and on the new University Pass Program; an update presentation from DDOT on the Long Bridge Study; and TPB staff on federal rulemaking for Transit Asset Management.

Freight Planning

The regularly scheduled July 14, 2016 TPB Freight Subcommittee meeting was organized and conducted. This truck route development themed meeting featured presentations by the Maryland State Highway Administration and CPSC on truck route development efforts in Maryland and the Minneapolis – St. Paul region respectively.

Staff provided an overview of the completed Regional Freight Plan and requested Board approval of the Plan at the July 20, 2016 meeting of the Transportation Planning Board. The Board approved the Plan with no comments.

Staff developed a TPB News article titled, “Our Future: More People, More Freight Traffic” that highlighted key ideas from the Regional Freight Plan.

Staff participated in a Federal Railroad Administration webinar that described the anticipated role of Northeast Corridor MPOs in implementing the investment program that will emerge from the NEC Future Tier 1 Final EIS.

Staff participated in an FHWA-led technical assistance webinar on the uses on the NPMRDS and HPMS on the proposed performance measures for system performance – including freight.

Outreach to private-sector freight contacts was furthered through staff participation in a tour and discussion hosted by Keany Produce in Landover, MD.

Staff participated as a research panel member in the project kickoff meeting for NCFRP 49: Understanding and Using New Data Sources to Address Urban and Metropolitan Freight Challenges.

Staff visited the Norfolk Southern Safety Train in Alexandria, VA to better understand the hazardous materials safety training that first responders take to prepare for railroad incidents in the region.

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 planning support provided by TPB staff under this task.

The July 6 and August 1 MATOC Transit Task Force conference calls were organized and conducted, among a number of calls and meetings anticipated over the coming months for regional coordination during the Washington Metropolitan Area Transit Authority's SafeTrack maintenance program.

The July 29 MATOC Steering Committee (combined July/August) meeting was organized and conducted, accommodating the monthly opportunity for the MATOC Steering Committee to provide oversight to the MATOC program, and providing guidance to the ongoing work of the MATOC subcommittees and working groups.

5. TRAVEL FORECASTING

Network Development

Staff supported transportation network coding for the air quality conformity assessment of the 2016 CLRP and FY 2017-2022 TIP. Network inputs to the travel model have been prepared for the years 2025, 2030, and 2040. The network geo-database has been synchronized to reflect the final changes in these network years.

Staff has begun compiling a database of 2014 transit ridership and highway ground counts from the Regional Transportation Data Clearinghouse (RTDC). These data will be used to validate the TPB's developmental travel demand model.

Staff has also begun the base year (2016) transit network update which will inform the next iteration of network inputs to the regional travel demand model.

Models Development and Support

The Travel Forecasting Subcommittee (TFS) met on July 22. The agenda included a status report on COG/TPB's consultant-assistance project to improve the TPB's travel demand forecasting process. The consultant (CS) has prepared a draft, end-of-fiscal-year report for FY 2016, which incorporated numerous technical memoranda that were prepared at the end of the contracting period. The draft report was shared with the TFS at the July meeting for their review and comment. Staff is looking forward to implementing key improvements to its trip based modeling, including:

- Migrating to new transit network software (Public Transport)
- Improving the model's treatment of non-motorized modes
- Improving the model's ability to address transit sub-modes
- Improving the model's sensitivity to priced highway facilities

A contract amendment extending the consultant's period of performance into a third and final year (FY 17) has been prepared. Staff has authorized the consultant to proceed with work on Task Order 17.1 (Attend relevant meetings and respond to ad-hoc requests by COG/TPB staff).

Staff presented on its travel model improvement plans to the TPB Technical Committee on July 8, 2016. Staff also presented on the same subject matter to the TPB on July 20, 2016.

Staff responded to eight technical data requests during July and August. These included requests for the currently adopted travel demand model or information relating to travel modeling inputs or outputs.

6. TRAVEL MONITORING AND DATA PROGRAMS

Household Travel Survey

Staff reviewed the six (6) proposals received in response to the survey RFP and distributed the proposals to the technical selection committee (TSC). The TSC met and selected a winning contractor on July 20. Staff completed contract negotiations with the selected consultant and the contract was executed on August 25.

Travel Monitoring Counts/Studies

Staff analyzed the Bluetooth truck location data previously collected during FY16 and funded under this line item. Staff prepared a draft scope and budget for intercity bus data analysis funded under this line item.

Regional Transportation Data Clearinghouse

Staff continued to provide as-needed updates to the ArcGIS Online (AGOL) content items related to RTDC datasets. Staff created feature layers for each of the Air Quality Conformity boundaries and added corresponding ArcGIS Online (AGOL) content to the RTDC.

After reviewing the 2014 volume data with Travel Forecasting team staff, additions were made to the 2014 AADT/AAWDT data linked to the RTDC highway network and updates to the station field on some links. Possible reasons were explained for hourly vs. annual volume differences on specific links to Travel Forecasting staff. A geodatabase of count stations was provided to Travel Forecasting Staff and an explanation was provided as to how to determine which stations are operating continuously.

Staff provided 2015 AAWDT data for the Capital Beltway and Potomac River crossings to staff working on the I-495 (I-270 Spur to ALB) Planning Environmental Linkage Study. Staff provided historical AADT data for the District of Columbia to DDOT consultants who are working to redesign the DC Street databases. This involved searching the COG/TPB archives for work that was completed decades ago, explaining how to relate these volumes to the current street identifiers, and explaining how these data can be used properly.

Staff began analyzing ridership data from regional transit operators for the first two Safetrack surges. Staff contacted WMATA staff to request/coordinate direct access to SmarTrip data for regional transit operators. Staff participated in the WMATA Bus Ridership meeting on August 5th.

Staff began updating the 2015 Regional VMT Table. Staff updated the HPMS AADT SAS program so that the output file includes the type of count. Staff participated in the NPMRDS Quarterly Webinar on August 9th.

GIS Data (Technical Support)

Staff continued to monitor and manage the operational performance of the ArcGIS server. Staff continued to work on creating map content items for the COG website's content management system. Staff worked with Information Technology and Facilities Management (ITFM) staff on an

installation error received related to the ArcGIS license manage, and to schedule ArcGIS software installation on user machines.

Staff began transitioning several commonly used data layers from the TPB spatial data library (G drive) to a distributed geodatabase environment to be better positioned to provide efficient updates of datasets stored in different locations throughout the G drive and other locations. Staff reconfigured the SQL Server enterprise SDE geodatabase containing G drive data to utilize an SDE schema to better support a distributed database management environment.

Staff responded to a question from Arlington County planning staff regarding TAZ boundary geography and the availability of TPB data at the TAZ level. Staff participated in the July 21st CIO Committee meeting.

Staff met with fellow DTP staff to discuss the workflow, data needs, and other requirements for producing mapping products (graphics and online) for the 2016 CLRP Amendment. Staff worked with members of the CLRP project team to reconcile discrepancies between conformity input tables as the data relates to mapping the projects included in the 2016 CLRP Amendment and to create descriptive text for the major projects. Staff attended the regularly scheduled CLRP project team meeting; topics discussed included the 2016 CLRP projects GIS layers, performance analysis mapping, and the overall project timeline/deadlines. Staff provided review and feedback to fellow DTP staff on the population and employment growth maps being prepared as part of the 2016 CLRP Amendment analysis.

Staff continued to provide input to the development of comments on the Metropolitan Planning Organization Coordination and Planning Area Reform proposed rulemaking. This included downloading and verifying UZA and MPO boundaries, attending a NPRM webinar, alerting FHWA staff to discrepancies in some of the MPO boundaries shown on their website, answering questions and preparing supplementary maps for VDOT staff, and suggesting possible visualization techniques of the current boundaries with population and employment forecasts. Staff created an updated map of the Metropolitan Planning Organization (MPO) boundaries and Urbanized Areas within the TPB Planning Area as part of the response to TPB Comments on Proposed changes to MPO Planning Area and Coordination.

7. COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION

Staff continued work on the second part of the Trends in Workforce Demand report (Key Economic Clusters, the second report using Burning Glass data) in preparation for a September presentation and release to the COG Board of Directors, and prepared presentation and handout materials to accompany the report release at the Board meeting. Staff presented Workforce Trends Demand Overview to the Human Services and Public Safety Policy Committee. Staff participated on the Board of Trade/Accenture's Regional Workforce Convening, prepared a summary after the event and followed-up with contacts made during the event to present information on the Key Economic Clusters report.

Staff began preparing materials for the September meetings of the Cooperative Forecasting and Data Subcommittee and the Planning Directors Technical Advisory Committee.

8. PUBLIC PARTICIPATION AND HUMAN SERVICES COORDINATION

Public Participation

The Access for All Advisory Committee met on August 23. The meeting included presentations on the WMATA Technical Assistance study on Medicaid transportation, bike-sharing for underserved populations, and the Reach-a-Ride information clearinghouse for specialized transportation

options. During the months of July and August, staff drafted the meeting summary of the June 23 kick off meeting for the enhanced Access for All Advisory Committee and a memorandum to the TPB summarizing the meeting and themes from a roundtable discussion on significant transportation concerns for traditionally-disadvantaged populations groups at the kick-off meeting.

At its meeting on July 14, the Citizens Advisory Committee was briefed on a traffic analysis of SafeTrack Surge 1. The committee also discussed the work of the TPB's Long-Range Plan Task Force and committee's progress on their 2016 work plan.

Communications

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

Staff continued development of an evaluation process for the TPB's public participation activities.

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

The 2016 Region magazine was printed and distributed.

TPB staff maintained an active presence on social media.

Human Services Transportation Coordination

During the months of July and August, staff drafted the meeting summary of the June 23 kick off meeting for the enhanced Access for All Advisory Committee and a memorandum to the TPB summarizing the meeting and themes from a roundtable discussion on significant transportation concerns for traditionally-disadvantaged populations groups at the kick-off meeting.

Staff prepared for the August 25 meeting of the Access for All Advisory Committee, and arranged for presentations on the WMATA Technical Assistance study on Medicaid transportation, bike-sharing for underserved populations, and the Reach-a-Ride information clearinghouse for specialized transportation options. Staff arranged for a board member to chair the AFA meeting since Councilmember Allen was not available. Accessible formats of the PowerPoint presentation for people with visual disabilities who use screen readers were created. A meeting summary was drafted.

Staff assisted with requesting matching funds from WMATA to support the continuation of the Reach a Ride program and provided feedback on the reallocation of unused JARC funds to the FTA grants management team.

Staff prepared for an MDOT review of COG's Title VI plan and program, and coordinated an internal meeting to discuss the preparation tasks including necessary revisions to the Title VI Plan and responding to the MDOT questionnaire. Staff reviewed three revised versions of the Title VI Plan by legal counsel staff. Staff reviewed the draft responses to the MDOT questionnaire from other COG departments and revised the text as needed, and responded to three in-depth questions about TPB public participation and studies.

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

Staff conducted a procurement process to select consultants for the eight new TLC projects for FY 2017. Staff worked with the recipient jurisdictions to confirm details related to the project scopes. Staff drafted text for the contracts with the selected consultants.

At the July TPB meeting, the board approved a slate of projects for funding under the FY 2017 Surface Transportation Block Grant Set-Aside Program for suburban Maryland jurisdictions. The projects were recommended by a selection panel that met in June.

Staff prepared for a TLC peer exchange webinar on parking policies, which was scheduled for mid-September.

10. TPB SUPPORT AND MANAGEMENT

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. Activities include:

- Providing 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.
- Responding to requests from TPB members, federal agencies, Congressional offices, media and others for information or data of a general transportation nature.
- Meeting with TPB Board members and participating agency staff to discuss current and emerging regional transportation planning issues.
- Participating in meetings of other agencies whose programs and activities relate to and impact the TPB work program.
- Coordinating TPB Planning Activities with Program Directors and day-to-day management and allocation of staff and financial resources.
- Monitoring all work program activities and expenditures for reporting and invoicing purposes.
- Monthly financial review and invoice preparations; development and review of monthly billing process work flow for new managers.

Progress Report for the month of July 2016

Staff support was provided for the monthly meetings of the following committees and sub-committees: Transportation Planning Board (TPB), the TPB Steering Committee, the State Technical Working Group, the TPB Technical Committee, TPB Citizens Advisory Committee, Transportation Safety Subcommittee Freight Subcommittee MATOC Steering Committee

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/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.
- Meeting with representatives of the Northeast Maglev, LLC to learn about the Maryland's Governor's initiative on a Maglev train system between the National Capital and Baltimore regions and beyond.

- Meeting of the Air and Transportation agencies of Maryland, Virginia and the District of Columbia together with MWAQC staff to discuss revisions to the transportation emissions budgets section of the region's PM2.5 Maintenance SIP.
- Attending a two-day annual retreat of the Metropolitan Washington Council of Governments in Maryland discussing regional collaboration to further the economic and mobility interests of the region.
- Discussions with staff of other MPOs and the AMPO regarding proposed changes to the MPO planning area and MPO coordination.
- Extensive collaboration and assistance to staff on the EJ Analysis and Long Range Plan Task Force's Phase 1 analysis.

Progress Report for the month of August 2016

There were no regularly scheduled Board or its Technical Committee meetings during the month of August. Administrative staff assisted staff with the year-end reports and financial close of FY 2016 work activities. Additionally, administrative staff work included: the Regional Public Transit Subcommittee and the Access for All Subcommittee. Administrative staff assisted in supporting the meetings, the year-end reports and financial closing of FY 2016 work activities.

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:

- Leading the preparation and presentation of the staff's proposed enhanced analysis of the CLRP's for Environmental Justices considerations to the Planning staffs of Montgomery County.
- 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.
- Participation in the deliberations and analysis of the regional Metro Technical Panel that was established by MWCOG. The Panel is working to better understand the challenges of WMATA's Metrorail system in terms of funding, performance standards. The Panel is tasked to develop a common set of data and understanding of the Metro's challenges to assist the region explore new/innovative means of generating additional funding to help metro address its funding challenges.
- Finalization of comments to the proposed changes to the MPO planning area and MPO coordination. Continued extensive collaboration and assistance to staff on the EJ analysis and Long Range Plan Task Force's Phase 1 analysis.
- Discussion and acceptance of an invitation from George Mason University to present the MPO's perspective at the applicability, opportunities and challenges with bug data at the Second Annual Symposium on Transportation Informatics.

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.

TECHNICAL ASSISTANCE

A. District of Columbia

Program Development, Data Requests, and Miscellaneous Services

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

Traffic Counts and Highway Performance Monitoring System (HPMS) Support

The August HPMS Coordinating Committee meeting included status updates by TPB Staff on ongoing issues with the Here Station Equivalency Table, the 2016 permanent count station data and short-term counts, the necessity for unique and persistent ids in transitioning the SSR file, and the short-term contractor option year. Staff prepared the agenda and the summary for this meeting.

The following June and July continuous traffic count data were processed, reviewed, and assessed for completeness and reasonableness: data from the former HERE stations (from both Transcore and the HERE Stakeholder Application) on DDOT interstate/freeway sections; and data from the permanent count stations on interstate, freeway, primary arterial, and minor arterial sections. A technical report was subsequently submitted to DDOT field inspection personnel, which was supplemented by June and July data summaries and notations on missing or questionable data records.

Staff provided the following technical assistance to DDOT staff: performed quality control checks for two short-term counts and approved them; drafted a response for a comment from FHWA related to percent peak single unit/combo unit; provided Mr. Mark Rawlings with the CY 2015 daily and annual vehicle miles traveled estimates.

Staff completed the following administrative tasks: executed the short-term count contractor option year; assigned 12 ramp counts, 10 classification counts, and 30 volume counts to be completed by October 15th; reviewed and approved payment for fifth invoice for FY 2016; drafted letter requesting permission to conduct short-term counts on three roads which are under the jurisdiction of the U.S. Capitol Police Board.

Staff attended a Technical Assistance Webinar for the National Performance Measures Research Data Set (NPMRDS) and registered for the 2016 Highway Information Seminar.

Automated Transferal for CLRP, Conformity, and TIP Data

No work activities during the billing period.

Loading Zone and Truck Restriction Data Collection

No work activities during the billing period.

Other Tasks to be Defined

No work activities during the billing period.

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 July meeting cycle (STWG, Technical Committee, Steering Committee, TPB).

Project Planning Studies

Staff met with MD SHA staff in July and discussed the preliminary scope of work for the Capital Beltway Planning and Environmental Linkage (PEL) study developed in FY 2016. TPB staff has been tasked with developing regional model estimates for model validation, and 2040 no build and build alternatives. MD SHA staff and the consulting team will post-process regional model output for the defined study area. Staff subsequently refined transportation networks, executed travel demand modeling process, summarized findings and transmitted the 2015 Model Validation Output to MD SHA staff in August for review.

In response to a data request, TPB staff provided additional model files for the Veirs Mill Rd (MD 586) Bus Rapid Transit study based on the 2040 No Build regional model forecasts to MDOT consultants for post-processing. Staff attended the MDOT Interagency Coordination Meeting in August to stay informed in regards to the ongoing MDOT projects in the National Capital Region.

Feasibility / Special Studies

No work activities during the billing period.

Travel Monitoring / Transportation Performance Measures

Staff began processing the volume and occupancy counts and travel time data collected along HOV routes in the spring of FY16. Staff transmitted the volume and occupancy counts to SHA in July; travel time data processing and overall analysis and report preparation continued during August.

Miscellaneous Technical Support

No work activities during the billing period.

Transportation / Land Use Connections Program

No work activities during the billing period.

Other Tasks Yet To Be Defined

No work activities during the billing period.

C. Virginia

Program Development and Data / Documentation Processing

Staff attended the July meeting cycle (STWG, Technical Committee, Steering Committee, TPB). Staff met with VDOT to review planned work tasks for the FY17 Technical Assistance Program.

Travel Monitoring and Survey

Staff processed the volume and occupancy counts and travel time data collected along HOV routes in the spring of FY16 transmitted the count files and draft technical report to VDOT. Staff

completed and transmitted the final I-66 Inside the Beltway count report in response to comments from VDOT and NVTC.

Travel Demand Modeling

No work activities during the billing period.

Regional and Sub-Regional Studies

Staff attended the summer meeting cycles for the Northern Virginia sub-regional planning agencies (NVTC, NVTA, NVTA RJACC, NVTA PPC, NVTA TransAction Subcommittee and work sessions).

Long Distance Commuter Bus Study

No work activities during the billing period.

Other Tasks To Be Defined

No work activities during the billing period.

D. WMATA

Program Development

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

Miscellaneous Services

Staff responded to a WMATA request for information from the regional air passenger survey, from MWA, and other sources about the use of Metrorail by airport employees as part of information gathering for proposed span of service changes.

Bus Facility Enforcement and Education Guidelines for the National Capital Region

Staff prepared the request for proposal (RFP) for consultant services to perform this project; the RFP was released on the COG website on August 17.

Development of Transportation Analysis Zone (TAZ) Data Conversion Table

No work activities during the billing period.

CONTINUOUS AIRPORT SYSTEM PLANNING

2015 Regional Air Passenger Survey

Staff continued geocoding the survey data file.

Air Cargo Element Update

Staff continued responding to comments on the draft air cargo report.

Ground Access Travel Time Study

Staff continued responding to comments on the draft study report.