

# FY 2017



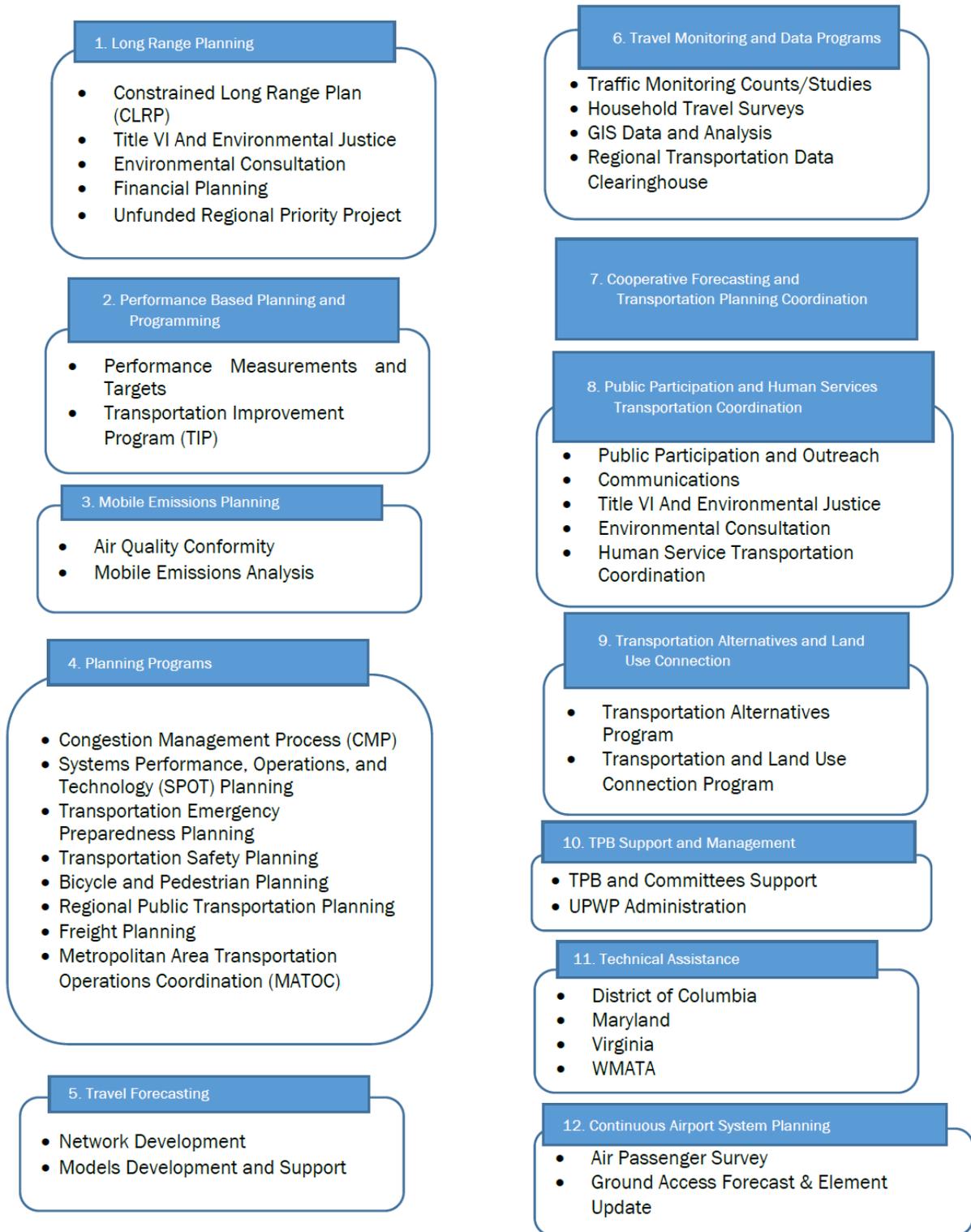
National Capital Region  
**Transportation Planning Board**

Work Program Progress Report  
SEPTEMBER • 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 month of September. Please reference the 2017 UPWP for details concerning the approved budget and work description for each task. The following graphic identifies all of the activities in the UPWP.

### Major Components of UPWP Work Activities



Task 1	BUDGET	Billed this month	% Funds Expended	UPWP Page
LONG RANGE PLANNING	\$1,104,800	\$92,073	19%	27

**1. LONG RANGE PLANNING**

**1A. CLRP**

Various coordination activities were underway regarding the 2016 Amendment to the Constrained Long-Range Plan (CLRP). Activities focused on preparing to release the amendment for public comment on October 13. The CLRP Coordination Team developed and pursued a schedule of tasks regarding the CLRP project database, website, performance analysis, and documentation. These activities included preparing draft documentation of the amendment and the draft conformity report; developing the presentation on performance analysis; preparing print ads and other public notices for the comment period, ensuring the website is ready for the beginning of the comment period; and preparing the MPO self-certification documentation. The TPB is scheduled to approve the CLRP amendment at its meeting in November.

**1B. Title VI and Environmental Justice**

Staff completed revisions to the methodology and map for the “Communities of Concern”, or areas of potentially-vulnerable populations, to place more weight on low-income as a factor rather than race or ethnicity alone. This change resulted from staff-level jurisdictional meetings with land use planners to get feedback on the methodology and map of “Communities of Concern”. The development of the “Communities of Concern” is the first phase in a two-phase project to enhance the TPB analysis of the CLRP for disproportionately high and adverse impacts. Tasks completed during the month of September also include revisions to the online interactive map, individual jurisdictional maps and tables and the development of PowerPoint presentations for the Planning Directors Committee and the TPB Technical Committee meetings in September. Staff presented an overview of federal requirements for the analysis of the CLRP and plans for an enhanced analysis to the Technical Committee on September 9 and presented the “Communities of Concern” methodology and map to the Planning Directors Committee on September 16. Staff also developed a revised PowerPoint for presentation of the “Communities of Concern” to the Technical Committee in October.

On September 14, MDOT conducted a site review of COG for compliance with civil rights and related requirements. DTP staff led the preparation for the review and answered many of the questions from MDOT during the meeting. Preparation tasks included coordinating the COG staff responses for a detailed set of questions from MDOT about COG’s Title VI elements; working with the Legal office to make necessary revisions to COG’s Title VI Plan so the document could be submitted to the MDOT Diversity Office prior to the September 14 meeting.

**1D. Financial Planning**

The financial summaries in the FY 2015-2020 TIP were reviewed and updated as administrative modifications and TIP amendments were approved. A financial summary for the FY2017-2022 TIP was prepared. The 2014 CLRP Financial Analysis information was reviewed for inclusion in the 2016 Amendment to the CLRP performance analysis.

**1E. Plan of Unfunded Regional Priority Projects/Preparation for 2018 CLRP**

The Long-Range Plan Task Force met on September 21. In September, staff worked to conclude Phase I of the work plan of the task force, which focused on 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 September, staff completed analysis of the transportation impacts of the All-Build Scenario. Staff identified a framework for presenting this analysis using strategies in the Regional Transportation Priorities Plan. The analysis was presented to the Technical Committee on September 9 and to the Long-Range Plan Task Force on September 21.

<b>Task 2</b>	<b>BUDGET</b>	<b>Billed this month</b>	<b>% Funds Expended</b>	<b>UPWP Page</b>
<b>PERFORMANCE-BASED PLANNING AND PROGRAMMING</b>	\$519,143	\$21,661	10%	31

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

***2A. Performance-Based Planning/Measurements and Targets***

TPB staff monitored ongoing federal rulemaking for performance-based planning and programming (PBPP). The TPB Technical Committee was briefed on the comments submitted on the draft rulemaking on System Performance for Highways, Freight and the CMAQ Program and on the comments on the proposed rulemaking on MPO Coordination and Planning Reform.

TPB staff participated in an AASHTO meeting for the EconWorks expert technical group.

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.

***2B. TIP***

At its meeting on September 9, the TPB Steering Committee approved two amendments to the FY 2015-2020 TIP. The first amendment, requested by VDOT, included \$6.7 million in federal and state funding for the widening of East Spring Street between Herndon Parkway and Fairfax County Parkway in Fairfax County; and to include \$14 million in federal and state funding for the widening of VA Route 28 between the Prince William County Line and VA Route 29 in Fairfax County. The second amendment, requested by DDOT, included \$5.9 million in federal and District funding for the Metropolitan Branch Trail project that runs from Union Station to the District line.

Staff approved one administrative modification for DDOT’s Safety Improvements Citywide listing in the FY 2015-2020 TIP.

Staff developed a draft of the FY 2017-2022 TIP, including financial summary tables for the District of Columbia, Suburban Maryland, Northern Virginia, WMATA and the region as a whole. This draft was presented to the TPB Technical Committee at its meeting on September 9.

On September 15, staff conducted a Public Forum on the draft FY 2017-2022 TIP in conjunction with the regularly scheduled Citizens Advisory Committee meeting. The Forum was advertised via email, postcards, a TPB News article, and on social media platforms. Approximately 25 people participated in the forum either in person or an online broadcast. Staff presented information about the draft FY 2017-2022 TIP, including regional project selection processes and funding levels. The TPB was briefed on the Public Forum at their meeting on September 21.

Task	BUDGET	Billed this month	% Funds Expended	UPWP Page
MOBILE EMISSIONS PLANNING	\$1,598,800	\$103,705	17%	35

**3. MOBILE EMISSIONS PLANNING**

**3A. Air Quality Conformity**

With the completion of travel demand and mobile emissions modeling undertaken in recent months, staff has begun preparing the 2016 CLRP and FY2017-2022 TIP Air Quality Conformity Analysis and supporting documents. Staff prepared a draft memorandum explaining the EPA’s recent revocation of the 1997 Fine Particles Standard and its implication for the conformity process in the Washington, D.C. region. As a result of the revocation, fine particulates (PM2.5) will not be included in the 2016 CLRP analysis and will no longer be included as a criteria pollutant in future AQC analyses for the Washington, D.C. region. These draft items will be reported to the TPB Technical Committee, MWAQC TAC and the TPB next month.

In support of quality control checking of the MOVES2014a mobile emissions modeling that has been performed, TPB staff has shared MOVES control files and outputs with COG’s Environmental Programs Department for their review and sign-off. This is a standard practice as part of TPB staff’s modeling work.

**3B. Mobile Emissions Analysis**

DEP and DTP staff coordinated regarding the timeline for developing MOVES2014a-based emissions inventories for the proposed 2008 ozone NAAQS re-designation request & maintenance plan. This preliminary timeline was presented to MWAQC-TAC on September 13th and to MWAQC on September 28th.

Staff participated in a VDOT Interagency Consultation Group webinar (September 8) that summarized a recent air quality study for a major planned project in Northern Virginia (I-66, inside of the Capital Beltway).

Staff presented the implications of the EPA’s revocation of the 1997 Fine Particles Standard to MWAQC and MWAQC TAC at their respective September meetings.

Task	BUDGET	Billed this month	% Funds Expended	UPWP Page
PLANNING PROGRAMS	\$1,714,200	108,110	17%	37

**4. PLANNING PROGRAMS**

**4A. Congestion Management Process**

A Vehicle Probe Data Users Group (VPDUG) and System Performance, Operations and Technology Subcommittee (SPOTS, formerly MOITS) joint meeting was organized and conducted on September 14; staff made three presentations on recent vehicle probe data-related work.

Staff monitored the region’s traffic conditions on this year’s Terrible Traffic Tuesday – the day after Labor Day (September 6) and tweeted the results using the TPB’s Twitter account @NatCapRegTPB.

On September 20, staff participated in the FHWA Data Business Plan Pilot Meeting with Stakeholders at Maryland State Highway Administration Headquarters in Baltimore.

The 2016 Congestion Management Process (CMP) Technical Report was finalized by the TPB Technical Committee on September 9 and the final report is published online. The final report was also reported to the TPB's Commuter Connections Subcommittee on September 20.

The 2<sup>nd</sup> quarter 2016 National Capital Region Congestion Report (Dashboard) was completed and published online at <https://www.mwcog.org/congestion/>.

Staff updated documentation of the process of downloading and analyzing vehicle probe data sets, to aid future analyses by a wider range of TPB staff.

Staff continued compiling data for a future report on the traffic impacts of the WMATA SafeTrack emergency repair program.

#### ***4B. Systems Performance, Operations and Technology Planning***

The September 14, 2016 System Performance, Operations and Technology Subcommittee (SPOTS, formerly MOITS) and Vehicle Probe Data Users Group (VPDUG) and joint meeting was organized, providing an opportunity for participants on the two committees to review and discuss CMP and SPOTS-related work.

Staff attended the ITS Maryland Annual Meeting on September 22, 2016 in Linthicum Heights, MD, including a number of sessions on emerging areas of transportation operations, technology, and data, and how they are being implemented in the state

Preparations accelerated for the planned November 2, 2016 TPB-sponsored conference on regional traffic incident management, including outreach to potential speakers and participants, and development of conference materials.

#### ***4C. Transportation Emergency Preparedness Planning***

The September meeting of the Regional Emergency Support Function #1 – Emergency Transportation Committee (RESF-1) was canceled as per instruction of the committee chair due to scheduling issues.

Staff notified RESF-1 members on training opportunities for the month of September.

Staff collected information documenting WMATA training of first responders. Staff also collected information on the progress of FY 2014 Urban Area Security Initiative (UASI) grant funded projects.

#### ***4D. Transportation Safety Planning***

Staff participated the Maryland's SHSP Implementation Team Meeting on September 21, 2016. Discussion focused on Maryland's methodology for setting FHWA mandated safety performance targets.

Compilation and analysis of crash data from member jurisdictions continued, in preparation for a future updated regional transportation safety picture report.

Staff provided ongoing advice and assistance for the Street Smart regional pedestrian and bicyclist safety campaign.

#### ***4E. Bicycle and Pedestrian Planning***

The September 20<sup>th</sup>, 2016 Bicycle and Pedestrian Subcommittee meeting was organized and conducted. Major agenda items included briefings on the "All-Build" Long Range Transportation Plan Scenario, the 2016 Commuter Connections State of the Commute Survey, and the Bicycle Beltway/National Capital Trail Summary Report. The Subcommittee was also briefed on status of

the bicycle and pedestrian project database, which is being combined with the ITIP, and on the progress of the Regional Trails Coalition and the Fall 2017 Street Smart campaign.

Staff attended the annual regional meeting for the Virginia Outdoors Plan on September 7<sup>th</sup> at the Northern Virginia Regional Commission offices in Fairfax County. Staff reviewed and provided comments on the Virginia pocket guide for pedestrians, bicyclists, and motorists, participated in a conference call to discuss the redesigned guide on September 8<sup>th</sup>. Staff attended a meeting of the Regional Trails Coalition at the Rails to Trails Conservancy on September 22<sup>nd</sup>. Held a conference call on September 27<sup>th</sup> with GIS staff and representatives from Kappa Map Group to discuss an update to the ADC Washington Regional Bike Map.

Staff prepared a summary report outlining the activities of the Bicycle Beltway Work Group, the proposed route for the Bicycle Beltway/National Capital Trail, and the major projects needed to complete this circumferential bike trail.

Staff planned and promoted a workshop on Best Practices in Pedestrian Enforcement, scheduled to be held at COG on October 3<sup>rd</sup>. The primary audience was law enforcement officers. All the major jurisdictions with significant pedestrian fatalities had officers registered for the workshop.

Staff reviewed relevant trails plans, made suggests to the Regional Trails Coalition regarding people who might be interested in participating in the Coalition's effort to create a regional trails plan.

#### ***4F. Regional Public Transportation Planning***

The Regional Public Transportation Subcommittee did not meet in September.

TPB staff attended the monthly WMATA JCC meeting and the ceremony for the Franconia Springfield station TIGER improvements. TPB staff met with the Government Accountability Office to discuss WMATA SafeTrack.

TPB staff coordinated a presentation at the TPB meeting on WMATA, DDOT, and Montgomery County preparations for SafeTrack Surge 10. 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 and consultants worked on the TIGER Grant projects performance reports.

#### ***4G. Freight Planning***

The regularly scheduled September 15, 2016 TPB Freight Subcommittee meeting was organized and conducted. This food distribution themed meeting featured presentations by the Transportation Manager of Keany Produce and COG's Regional Food Systems Value Chain Coordinator.

Staff met with USDA officials on September 6, 2016 to discuss the potential creation of a local food distribution working group at COG. The difficulties that small and mid-sized regional food producers have in accessing established wholesale and retail distribution channels was discussed.

Staff participated in the Long Bridge EIS Participating Agency Scoping Meeting on September 14, 2016.

Through modification of previously developed statistical analysis software program code, staff began work to developed Travel Time Index and Planning Time Index measures for the Regional Freight Significant Network.

**4H. MATOC**

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

The September 9, 2016 MATOC Steering Committee 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.

The September 29, 2016 MATOC Operations Subcommittee meeting was organized and conducted, this month focus on the Subcommittee's guidance for planning the TPB's upcoming November 2, 2016 regional traffic incident management conference.

Staff participated in the 2016/2017 winter season kickoff meeting of the MATOC Severe Weather Working Group, on September 8 at the Virginia Department of Transportation in Fairfax.

Staff conducted a series of one-on-one conference calls with members of the MATOC Steering Committee to brief members and obtain their guidance on planning for the TPB's November regional traffic incident management conference.

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	BUDGET	Billed this month	% Funds Expended	UPWP Page
TRAVEL FORECASTING	\$2,266,800	139,591	17%	45

**5. TRAVEL FORECASTING**

**5A. Network Development**

In support of improvement plans for the TPB's travel forecasting methods and practices, staff has:

- Compiled 2014 highway counts on network links (daily and hourly) from the Regional Transportation Data Clearing house. Staff also compiled year-2014 average weekday transit ridership at the operator/line level. These items were documented and will be used to validate the improved trip based travel demand model when it is completed, at the end of FY 2017.
- Staff has also analyzed Census Block geography with respect to modeled jurisdictions and the existing Transportation Analysis Zone (TAZ) system. This finer level of geography will be used as part of planned trip-based modeling improvements in coming months.
- Staff examined HERE (formerly NAVTEQ) map database which will be used to develop measures of walkability. The measures are also envisioned to be used to support improvements to the current trip-based model, specifically the non-motorized modeling component.

In support of the upcoming Ozone Re-designation Request and Maintenance Plan, staff has begun developing 2011 and 2014 transportation networks from the most recently developed latest multi-year network database. These past-year networks are needed for developing base-condition mobile emissions estimates that will be evaluated with forecasted emission estimates.

**5B. Models Development and Support**

The Travel Forecasting Subcommittee (TFS) met on September 23. TPB staff and its consultant, Cambridge Systematics, presented on the current status of TPB staff’s travel demand forecasting improvement activities. Staff also briefed the TFS on the status of on the 2017-18 COG/TPB Regional Household Travel Survey, an overview of the draft 2016 CLRP Amendments and a briefing on the newly released State of the Commute report.

Cambridge Systematics submitted a task-order proposal (9/14) for implementing updates to the current trip-based travel demand model. The task order will address three areas: 1) Non-Motorized Model Enhancements; 2) Mode Choice Model Enhancement; and 3) Managed Lane Modeling. TPB staff provided comments on the proposal, and the task order was finalized on 9/26/16. TPB staff is currently engaged in preparing calibration data to support these improvements, including household travel survey data and network inputs.

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

Staff responded to five technical data requests from local stakeholders. These included requests for the adopted travel demand model, land activity and selected modeling outputs.

One staff member attended a federally sponsored Travel Model Improvement Program (TMIP) webinar entitled “Dynamic Traffic Assignment: A Practical Approach” on September 14.

Task	BUDGET	Billed this month	% Funds Expended	UPWP Page
TRAVEL MONITORING AND DATA PROGRAMS	\$3,487,200	\$84,339	7%	47

**6. TRAVEL MONITORING AND DATA PROGRAMS**

**6A. Travel Monitoring Counts/Studies**

Staff completed processing of Bluetooth truck speed data collected during FY16 and presented the results of the analysis to the Travel Forecasting Subcommittee at its September 23 meeting. Staff continued analysis of truck and ATR counts to supplement the Bluetooth data. Staff completed a draft work scope and budget for intercity bus data collection.

**6B. Household Travel Survey**

Staff provided an update on survey activities to the Travel Forecasting Subcommittee at its September 23 meeting. Staff held a formal kick-off meeting with the survey contractor on September 16 and a larger kick-off meeting with the contractor, the DTP Director, the Special Advisor to the survey, and the Travel Forecasting and Emissions Analysis Program Director on September 22. Staff began weekly project management calls with the contractor on September 28. Staff continued work identifying survey variables, on developing recruitment materials and survey branding, developing an outreach strategy for hard-to-reach populations, and the survey sampling plan.

**6C. GIS Data (Technical Support)**

Staff planned and participated in the September 20th meeting of the National Capital Regional Geospatial Data Exchange (NCR GDX) Governance Working Group meeting. Staff participated in the September 15th Chief Information Officers (CIOs) Committee meeting.

Staff continued to monitor and manage the operational performance of the ArcGIS server.

Staff reviewed the National Capitol Region Geospatial Data Exchange NCR GDX - ArcGIS Online Transition Justification Report. Staff worked with the NCR GDX Governance Working Group to update the points of contact for the NCR GDX. Staff participated in a conference call with the NCR GDX consultants to discuss the expected use of the NCR GDX by COG/TPB staff and COG/TPB's current AGOL use.

Staff created a new web mapping application "Long Range Plan Task Force: All Build" that shows the roadway, transit and bicycle/pedestrian projects as well as the TPD-defined Regionally Significant Transportation Network.

Staff developed the initial web map and application for the 2016 CLRP Amendment and worked with DTP staff on the Plan Development and Support team to finalize map symbology, design and project inputs.

**6D. Regional Transportation Data Clearinghouse**

Staff presented an RTDC update to the Travel Forecasting Subcommittee at its September 23 meeting.

Staff responded to data requests from the Trust for Public Land (land use data), Kittleson and Associates (consultant to DDOT, CLRP and TIP maps / GIS), and a consultant for the Virginia Office of Intermodal Planning and Investment (OIPI).

Staff provided support for model development on average weekday transit ridership data availability, annual vehicle registration data, and regional park and ride lots, to the DTP Director on travel trend analysis (roadway volumes and VMT and Metrorail ridership), and to Item 6A with continuous count station data

Task	BUDGET	Billed this month	% Funds Expended	UPWP Page
COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION	\$860,000	\$44,433	10%	51

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

Staff prepared materials for and conducted the September meetings of the Cooperative Forecasting and Data Subcommittee (September 6) and the Planning Directors Technical Advisory Committee (September 16).

Staff revised and finalized Workforce Trends report based on review and edits from the Office of Communications. Staff finalized Workforce Trends presentation for the COG Board of Directors September meeting; the presentation was tabled and report will be presented in October.

Staff performed outreach to workforce development organizations, including Prince George's County Economic Development Corporation. Staff provided the workforce trends report to the Baltimore Metropolitan Council. Next steps were discussed for Workforce Development work with COG Executive Director.

Task	BUDGET	Billed this month	% Funds Expended	UPWP Page
<b>PUBLIC PARTICIPATION AND HUMAN SERVICES COORDINATION</b>	\$830,200	49,950	16%	53

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

**8A. Public Participation**

The Citizens Advisory Committee met on September 15. During the first hour of the meeting, the committee held a discussion and idea-gathering session to synthesize potential recommendations to the TPB regarding public involvement activities. The second hour of the meeting was devoted to the TIP Forum.

Staff prepared for the public comment period for the CLRP amendment, which was scheduled to begin on October 13.

Staff conducted an interactive exercise on September 15 for the leadership institute of the Urban Land Institute. The exercise, called “What if the Washington Region Grew Differently?”, is a module that TPB staff has used for public outreach activities for a number of years.

**8B. 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.

TPB staff maintained an active presence on social media.

**8E. Human Services Transportation Coordination**

During the month of September, a meeting summary for the August 25 Access for All (AFA) Advisory Committee was drafted. Staff provided guidance to the consultant for the WMATA technical assistance study on Medicaid transportation on how to document the comments from the AFA received at the August 25 meeting. Staff also analyzed the demographic composition of the AFA and the CAC and developed a table comparing the demographics to that of the region in preparation for the MDOT Title VI Review on September 12.

Task	BUDGET	Billed this month	% Funds Expended	UPWP Page
<b>TRANSPORTATION ALTERNATIVES (TAP) AND LAND USE CONNECTION (TLC) PROGRAMS</b>	\$422,700	14,853	8%	55

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

Staff concluded 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 finalized text for the contracts with the selected consultants. Staff began scheduling kick-off meetings for the new projects.

Staff conducted a TLC peer exchange webinar on parking policies on September 20.

Task	BUDGET	Billed this month	% Funds Expended	UPWP Page
TPB SUPPORT AND MANAGEMENT	\$825,785	40,607	11%	57

**10. TPB SUPPORT AND MANAGEMENT**

**10A. TPB Committees and Support**

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:

- TPB Technical Committee meeting
- TPB Steering Committee meeting
- Title VI Review meeting
- Household Travel Kick-off meeting
- STW
- MATOC
- SPOTS
- TPB/CAC
- TPB Freight Subcommittee
- TPB
- MATOC Subcommittee

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 worked on monthly financial administration and management activity which includes review and finalization of monthly expense reports for all UPWP activities, development and submission of monthly UPWP invoices and any follow up activity with the funding agencies.

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

- Discussions, review and finalization of the agenda topics for the TPB's Technical Committee, State Transportation Working Group (STWG) and Board meetings. This includes meeting with the Program Directors and project staffs to review the progress and briefing materials.
- Participation in the STWG, TPB Technical Committee, TPB Steering Committee, TPB's Citizen's Advisory Committee and the TPB Board meetings.
- Participation in the bi-weekly meetings of the State Safety Oversight/Metro Safety Commission (SSO/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 month of September includes:

- COG's Metro Technical Panel
- MWCOG Board Meeting
- COG Planning Directors Technical Committee
- TPB's Household Travel Survey kick off meeting
- AMPO conference call re: Planning Area Reform

Discussions with Board representatives of MDOT, Arlington and Prince William Counties, Prince George County (Alt. member) regarding TPB's Long Range Plan Task Force briefing.

**10B. 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	BUDGET	Billed this month	% Funds Expended	UPWP Page
<b>TECHNICAL ASSISTANCE</b>	\$2,009,535	\$94,555	5%	59

**TECHNICAL ASSISTANCE**

**A. District of Columbia**

Program Development, Data Requests, and Miscellaneous Services

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

Traffic Counts and Highway Performance Monitoring System (HPMS) Support

Staff prepared material for the September HPMS Coordinating Committee, including status updates on ongoing issues with the Here Station Equivalency Table, the 2016 permanent count

station data and short-term counts, and the necessity for unique and persistent ids in transitioning the SSR file.

The following August continuous traffic count data were processed, reviewed, and assessed for completeness and reasonableness: data from the former HERE stations 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 August data summaries and notations on missing or questionable data records.

Staff completed the following administrative tasks:

- Provided coordination between short-term contractors to schedule three on roads which are under the jurisdiction of the U.S. Capitol Police Board.
- Provided clarification the short-term contractor to count through lanes, as opposed to services lanes, on K Street NW.
- Archived all the 2015 short term counts

Staff provided the following technical assistance to DDOT staff:

- Performed quality control checks for twenty-seven short-term counts and approved them.
- Researched and provided historical hourly traffic counts of Benning Rd to DDOT.
- Researched and answered questions about possible causes of volume increase on Cathedral Ave NW.

## ***B. Maryland***

### Maryland Technical Assistance (TLC Program)

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

### Program Development Management

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

### Project Planning Studies

Upon completion of base year model validation in the previous reporting period, TPB staff executed a network sensitivity test to assess impact of applying revising the assumptions for auxiliary lanes and shared the findings with MD SHA staff. In addition, staff also began developing networks for the 2040 No Build scenario.

## ***C. Virginia***

### Program Development and Data / Documentation Processing

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

### Travel Monitoring and Survey

Staff completed the changes requested by VDOT to the FY16 travel monitoring (HOV volume, occupancy, and travel time) and transmitted the final report.

### Regional and Sub-Regional Studies

Staff reviewed materials for and participated in the September meetings of the NVTA, the RJACC, the PPC, and the TransAction Subcommittee.

**D. WMATA**

Program Development

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

Bus Facility Enforcement and Education Guidelines for the National Capital Region

Staff reviewed the two technical proposals received in response to the RFP for this project (proposals were due on September and convened a Technical Selection Committee to select a contractor on September 28).

---

**CONTINUOUS AIRPORT SYSTEM PLANNING**

12A. 2015 Regional Air Passenger Survey

Staff continued geocoding the survey data file.

12B. Ground Access Travel Time Study

Staff continued responding to comments on the draft study.

12C. Air Cargo Element

Staff continued responding to comments on the draft study.