

FY 2019



National Capital Region
Transportation Planning Board

Work Program Progress Report

February 2019

FY 2019

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The TPB approved its FY 2019 Unified Planning Work Program (UPWP) in March 2018. The TPB Work Program Progress Report provides a short summary of each activity for the month of September. Please reference the 2019 UPWP for details concerning the approved budget and work description for each task. The following graphic identifies all the activities in the UPWP.

1. LONG-RANGE TRANSPORTATION PLANNING 1.1 Long-Range Transportation Plan 1.2 Long-Range Plan Task Force	7. COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION
2. PERFORMANCE-BASED PLANNING AND PROGRAMMING 2.1 Performance-Based Planning 2.2 Transportation Improvement Program (TIP)	8. PUBLIC PARTICIPATION AND HUMAN SERVICE TRANSPORTATION COORDINATION 8.1 Public Participation 8.2 Communications 8.3 Human Service Transportation Coordination
3. MOBILE EMISSIONS PLANNING 3.1 Air Quality Conformity 3.2 Mobile Emissions Analysis	9. TRANSPORTATION ALTERNATIVES AND LAND-USE COORDINATION PROGRAMS
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5. TRAVEL FORECASTING 5.1 Network Development 5.2 Models Development and Support	11. TECHNICAL ASSISTANCE 11.1 District of Columbia 11.2 Maryland 11.3 Virginia 11.4 WMATA
6. TRAVEL MONITORING AND DATA PROGRAMS 6.1 Household Travel Survey 6.2 Travel Monitoring Counts/Studies 6.3 Regional Transportation Data Clearinghouse 6.4 GIS Data	12. CONTINUOUS AIRPORT SYSTEM PLANNING PROGRAM (CASP)

Task 1	BUDGET	Billed this month	% Funds Expended	UPWP Page
LONG RANGE TRANSPORTATION PLANNING	\$1,049,855	\$57,648	50%	27

1. LONG-RANGE TRANSPORTATION PLANNING

Staff worked on preparations for federal certification review. Staff coordinated planning topics with the Fredericksburg MPO.

Staff also worked on the two projects identified in Resolution R10-2019:

- 1) Identify a set of regionally prioritized high capacity transit stations where pedestrian/ bicycle access improvements have the greatest potential to utilize available capacity and increase transit ridership, by building on the previous work by the TPB and WMATA (Station Access Investment Study), and report on progress by end of June 2019.
- 2) Expand the TPB-endorsed National Capital Trail to provide connectivity to other major trails in the region thereby creating a regional trail network that extends into all TPB member jurisdictions, by building on previous work done by TPB and others, and to report on progress by end of June 2019.

Task 2	BUDGET	Billed this month	% Funds Expended	UPWP Page
PERFORMANCE-BASED PLANNING AND PROGRAMMING	\$701,890	\$40,899	51%	29

2. PERFORMANCE-BASED PLANNING AND PROGRAMMING

2.1. Performance-Based Planning

The board approved transit asset management targets for the region. Staff completed the report and resolution for posting. Staff worked on a plan for the DOT safety briefings to take place the rest of the year.

Staff worked on preparations for certification review, including compiling and posting the Letters of Agreement. Staff responded to an extensive FHWA survey on performance management.

2.2. Transportation Improvement Program (TIP)

The financial summary for the FY 2019-2024 TIP was reviewed and updated as TIP amendments were approved.

Staff continued a discussion on technical capabilities with the prospective contractor for the replacement of the ITIP Database.

Task 3	BUDGET	Billed this month	% Funds Expended	UPWP Page
MOBILE EMISSIONS PLANNING	\$1,877,121	\$98,322	52%	33

3. MOBILE EMISSIONS PLANNING

3.1. Air Quality Conformity

Department of Transportation Planning (DTP) and Department of Environmental Programs (DEP) directors jointly discussed air quality and transportation planning in the region at the Metropolitan Washington Air Quality Committee meeting on February 27 (Item 4). The presentation covered multiple aspects of air quality planning, with DTP portion of the presentation focusing on the air quality conformity process.

Staff forwarded February meeting agenda items relating to the air quality consultation elements to all relevant agencies and public advisory committees in accordance with standard consultation procedures.

Throughout the month of February, staff continued working on technical documentation related to Visualize 2045 air quality conformity analysis.

3.2. Mobile Emissions Analysis

DTP staff continued working closely with DEP staff on development of a preliminary schedule for the base year emissions inventory submittal to EPA as part of the 2015 ozone NAAQS requirements, discussed at the MWAQC-TAC meeting on February 19 (Item 2). DEP staff, DTP staff and committee members evaluated different options regarding the selection of the base year and vehicle registration dataset for the analysis. DEP staff coordinated with state air, transportation agencies, and DTP staff to finalize a list of questions for EPA regarding the base year emissions inventory development.

DTP staff attended a “What We Can Do” webinar hosted by DEP staff, with presentations focusing on idling reduction from motor vehicles and construction equipment to reduce nitrogen oxide emissions

DTP staff began conducting travel demand modeling efforts related to the update of regional greenhouse gas inventories for the 2018 analysis year and continued documenting past greenhouse gas planning efforts to inform the decisions moving forward. As a part of this effort, staff conducted relevant sensitivity tests to evaluate the best ways for moving forward regarding potential updates to historic emissions estimates.

Task 4	BUDGET	Billed this month	% Funds Expended	UPWP Page
PLANNING PROGRAMS	\$1,859,037	\$141,444	64%	35

4. PLANNING PROGRAMS

4.1. Congestion Management Process

Development of quarterly congestion reports continued. Staff completed an analysis of the highway system performance during the partial federal government shutdown, plus a summary memorandum.

4.2. Systems Performance, Operations and Technology Planning

The regularly scheduled February 7, 2019 meeting of the Systems Performance, Operations, and Technology Subcommittee (SPOTS) was organized and conducted, discussing staff congestion analysis of the recent partial federal government shutdown; the final November 2018 Traffic Incident Management Enhancement (TIME) Task Force, related legislative updates, and future TIM activities; Regional ITS Architecture update status; and plans for upcoming member agency outreach interviews for the SPOT program.

Staff provided technical advice to ongoing COG stakeholder outreach following the November 2018 completion of the Traffic Incident Management Enhancement (TIME) Task Force, Initiative, and recommendations report.

Staff attended the MDOT-SHA connected and automated vehicle (CAV) working group meeting on February 13.

Staff attended the MDOT-SHA CHART Board meeting, including a tour of the Maryland Transportation Authority traffic operations center, on February 22.

Staff participated in the Partnership for Public Service conference “Framing the Future: Autonomous Vehicles in the Capital Region” on February 22.

4.3. Transportation Emergency Preparedness Planning

The regularly scheduled monthly meeting of the Transportation Emergency Preparedness Committee (R-ESF 1) was held on February 13. The committee discussed the draft work plan for the upcoming fiscal year and will finalize the work plan in March.

4.4. Transportation Safety Planning

Staff worked with member DOTs to identify speakers and coordinate schedules for giving safety presentations to the TPB and Technical Committee on a quarterly basis.

For the proposed analysis of regional roadway safety outcomes, nine proposals addressing the RFP were received by the February 22 deadline. A five-member technical selection panel was formed consisting of two TPB staff representatives and one representative each from VDOT, DDOT, and MDOT. Staff began technical review of the proposals.

4.5. Bicycle and Pedestrian Planning

Work continued toward expanding the regional trail network definition to cover the entire TPB region. Following review by the Bicycle and Pedestrian Subcommittee on January 24, 2019, the TPB Technical Committee was briefed at their February 1 meeting on the work plan revised as per Subcommittee advice.

4.6. Regional Public Transportation Planning

No meeting of the Regional Public Transportation Subcommittee took place in February.

Staff coordinated the presentation of several local transit briefings to the TPB Technical Committee. Staff and consultants continued work on the TIGER Grant projects performance reports, submitting four reports to USDOT/FTA.

Staff attended the annual WMATA Bus Ridership event, and the monthly WMATA JCC meeting. Staff also participated in a Regional Bus Transformation project webinar.

4.7. Freight Planning

Staff reviewed and commented on freight-related TLC abstracts.

4.8. MATOC

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

The February 8, 2019 MATOC Steering Committee meeting was organized and conducted, continuing discussion of communications, coordination, and Traffic Incident Management topics.

The February 12 MATOC Severe Weather Working Group meeting was organized and conducted at the Montgomery County Department of Public Works and Transportation in Rockville, Maryland, continuing planning for severe weather coordination for the 2018/2019 winter season.

Task 5	BUDGET	Billed this month	% Funds Expended	UPWP Page
TRAVEL FORECASTING	\$2,754,091	\$189,079	47%	43

5. TRAVEL FORECASTING

5.1 Network Development

Staff continued with the annual practice of coding a base-year (2018) transit network, which requires collecting information about transit routes/schedules from 30+ agencies, calculating average run times and headways for those routes, and coding the path of each route in the transit networks that are inputs to the regional travel model. About half the transit agencies provide route information in an electronic, machine-processible format called GTFS. As of February, staff has processed both the GTFS and non-machine-readable transit schedule data, which means the data has been reviewed, cleaned, and service characteristics have been calculated (average headways and run times for the peak and off-peak periods). Next steps include incorporating the information into the geodatabase, exporting networks in a format that can be used by the model, quality control, and documentation.

Documentation of the transportation networks used with the Ver. 2.3.75 model in the air quality conformity analysis of the financially constrained element of the Visualize 2045 long-range transportation plan and the FY 2019-2024 Transportation Improvement Program (TIP): In February, staff worked to finalize a draft report, which is expected to be ready by early March.

In support of the developmental, Generation-2/Ver. 2.5 travel model, staff continued to develop and review network files that are stored in the Public Transport (PT) format. Staff has been working to develop PT-format networks for the years 2021, 2030, and 2045. Quality control and quality assurance of these networks is currently underway.

Quality control and quality assurance of network geodatabase: In January, staff discovered a case where the transit link table of the network geodatabase contains some records that are missing values for the LinkID variable. In February, staff fixed these occurrences, though the root cause has not yet been determined.

Network-related data requests: In response to a data request from the Maryland-National Capital Park and Planning Commission (M-NCPPC) for a copy of both the COG/TPB geodatabase used to manage the transportation networks and the software used to manage the geodatabase (COGTools), staff transmitted the requested information via a memo dated Feb. 22.

5.2 Model Development and Support

The 98th Annual Meeting of the Transportation Research Board (TRB) was held from January 13-17 in Washington, D.C. In February, staff updated the following memo, dated Feb. 4: “COG/TPB staff participation at the 2019 Annual Meeting of the Transportation Research Board.”

The next meeting of the Travel Forecasting Subcommittee is scheduled for March 15.

Production-use, travel demand forecasting model (Generation-2/Ver. 2.3): To comply with air quality conformity regulations, which require that travel models be validated to observed data that is no older than 10 years old, staff continues the revalidation of the Ver. 2.3 model to year-2014 conditions. It is expected that the work will be completed in early March. Staff tested the Ver. 2.3 Model with two new versions of Cube software (6.4.4 and 6.4.5 Beta). The model would not run under Cube 6.4.4 (due to a bug in the Citilabs software) but did run under Cube 6.4.5 Beta (with no change in model results). A memo is expected in early March.

Developmental, travel demand forecasting model (Generation-2/Ver. 2.5): Staff continued testing, evaluation, and refinement of the Ver. 2.5 model. Contract staff is updating the trip distribution process used for external travel. Specifically, staff tested the Ver. 2.5.10 model with the updated trip distribution process, and staff is now reviewing the model results. Lastly, staff has begun reviewing the plan for model validation and sensitivity tests of the Ver. 2.5 model, to determine what has been done and what remains to be done.

Developmental, travel demand forecasting model (Generation-3): Staff continues to develop the scope of work for the upcoming request for proposals (RFP).

Documentation: In February, contract staff finalized three memoranda that were released in draft form in January:

- “Metrorail Survey File Processing and Summaries: Years 2007, 2012 and 2016,” February 11.
- “Process to Create Land Activity Files Supporting the Version 2.5 Model,” February 11.
- “Year 2014 AirSage Trip Files and Data Processing,” February 20.

Staff continues to document proposed updates to the way the travel model treats trip distribution of external travel. Such an update could be applied to either the Ver. 2.3 model, the Ver. 2.5 model, or both.

Model support: Staff updated several modeling-related web pages and updated the Data Request web page. Staff submitted purchase order and sole source justification for annual software maintenance license agreement for travel demand forecasting software.

Staff responded to and fulfilled two technical data requests. One was from a private firm, requesting a series of transit, on-board surveys (since these were not TPB surveys, TPB staff suggested that the person contact the relevant transit agencies). The second data request was from M-NCPPC and was discussed, above, under network-related data requests.

Outreach and keeping abreast of the latest developments: On February 12, a few staff attended the Geographic Update Partnership Software (GUPS) training to support the Participant Statistical Areas Program (PSAP), which allows local governments to define block groups and tracks to be used in the 2020 Census. On February 15, one staff attended the Travel Model Improvement Program (TMIP) webinar entitled, “Equity Analysis Data, Measures, and Methods for MPOs and Transit Agencies.” Staff also conducted research into various sketch and scenario-planning software packages, including VisionEval, PlanWorks, and TravelWorks. Lastly, staff gave two guest lectures, both entitled “An Introduction to the COG/TPB Travel Demand Forecasting Model,” at two local universities:

- February 7, Georgetown University, Urban and Regional Planning, Washington, D.C.
- February 25, Virginia Tech, Urban Affairs and Planning, Alexandria, Virginia.

Task 6	BUDGET	Billed this month	% Funds Expended	UPWP Page
TRAVEL MONITORING AND DATA PROGRAMS	\$2,760,334	\$108,792	36%	45

6. TRAVEL MONITORING AND DATA PROGRAMS

6.1. Household Travel Survey

COG/TPB staff held meetings with Resource Systems Group, Inc. (RSG), the survey contractor for the 2017/2018 COG/TPB Regional Travel Survey. For the February 2019 reporting period, the key tasks were focused on processing the RTS data files. COG/TPB staff worked on editing and cleaning the household and person files in the RTS.

6.2. Travel Monitoring Counts/Studies

For the proposed analysis of regional roadway safety outcomes, nine proposals addressing the RFP were received by the February 22 deadline. A five-member technical selection panel was formed consisting of two TPB staff representatives and one representative each from VDOT, DDOT, and MDOT.

6.3. Regional Transportation Data Clearinghouse

Staff attended the Quarterly NPMRDS Webinar and summarized the meeting highlights to share with other COG staff.

Staff finalized the FY 2018 update to the average weekday transit ridership. Staff also updated the Transit Counts map document and republished the service used in the RTDC. In addition, staff made follow-up data requests to Arlington County and WMATA for transit data to include in the RTDC.

Staff completed the addition of CY 2018 automated counter data for bicycles and pedestrians. The data were downloaded from Bike Arlington's website and processed for inclusion in the RTDC.

Staff met internally to discuss reasons for differences in historic average annual weekday VMT values. Staff corrected the latest VMT table to use consistent formulas for calculating average annual weekday VMT over time.

Staff reviewed and updated data and web map service organization of RTDC datasets.

6.4. GIS Data (Technical Support)

Staff arranged for staff from the Census Bureau Philadelphia Regional Office to conduct a targeted training on the Census Participants Statistical Areas Program (PSAP) process as an extension to the February 12 Cooperative Forecasting and Data Subcommittee Meeting. All regional PSAP participants were invited to attend. Staff participated in both the training and the Cooperative Forecasting and Data Subcommittee meeting.

Staff modified and used a process developed by the Delaware Valley Regional Planning Commission staff to analyze the fit between 2010 Census Block Groups and Census TAZs as an input to the 2020 PSAP process.

Staff used a combination of GIS and SAS tools to identify TAZs that are associated with each High-Capacity Transit Station.

Staff continued work on developing network buffers/service areas for High Capacity Transit (HCT) stations, part of a larger effort to identify deficiencies and demand through walkshed analysis of HCT stations. Staff also completed and transmitted a file identifying the TAZ assigned to HCT Stations. Staff responded to an email inquiry from the Washington Area Bicyclist Association

(WABA) as a follow up to the conversation regarding the bike/ped access to high capacity transit stations project currently being undertaken by staff.

Staff created draft map graphics of the transit systems of New York City and Paris superimposed on the TPB region as part of an ongoing data request by a COG Board member.

Staff responded to an inquiry from DC Office of the Chief Technology Officer (OCTO) staff about the status of different regional data sharing agreements. At the request of the Planning and Data Resources Director, staff reviewed a Request for Proposal (RFP) document for on-call planning services to TPB. Staff continued to adjust the Bike to Work Day pit stop locations, at the request of Commuter Connections staff. Staff processed the quarterly updates for HERE data for Q1 2019

At the request of fellow DTP staff, staff downloaded and installed ArcGIS Pro software. Staff updated desktop ArcGIS software of fellow DTP staff member machines and provided documentation on the basic components of ArcGIS as well as the G Drive.

Task 7	BUDGET	Billed this month	% Funds Expended	UPWP Page
COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION	\$915,451	\$74,177	68%	49

7. COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION

As during recent months, much of the staff and committee work to support Cooperative Forecasting during February has focused on addressing the regional housing shortfall noted by the TPB Long-Range Plan Task Force and the COG Board of Directors.

At its meeting on February 12, the Cooperative Forecasting and Data Subcommittee was briefed on Fairfax County’s “Methodology for Developing Household and Population Projections” for the Cooperative Forecasts by Fatima Khaja of the Fairfax County Department of Management and Budget. In addition, Robert Ruiz of Arlington County Public Schools briefed the Subcommittee on “Projected Enrollment and Planned Capacity Utilization to Facilitate Decisions on Capacity and Resources” to help frame the “infrastructure” challenge of the COG Board initiative to increase housing production, which supports the Visualize 2045 aspirational initiative, “Bring jobs and housing closer together.” During the second half of the meeting, U.S. Census Bureau staff Ronald E. Brown (Partnership Coordinator, Virginia), Eduardo Guity (Partnership Coordinator, District of Columbia), and Paul Reyes (Assistant Regional Census Manager, Virginia) led a “General Census 2020 Discussion.” Randy Gonzalez and Rob Stabs of the Census Bureau’s Philadelphia Regional Office then lead a “Training on the Participant Statistical Areas Program (PSAP) 2020 Process for Aligning TAZ and Census Block Group Boundaries”. COG/TPB staff will host a follow-up PSAP working group meeting in March. The PSAP is a critical component to confirming appropriate geographical boundaries to be used in local comprehensive planning and regional transportation planning. These geographic boundaries are used to aggregate observed Census data to support model validation efforts for the regional travel demand model used for metropolitan transportation planning.

On February 13, Planning Directors Chair and TPB member Andrew Trueblood of the District of Columbia, Helen McIlvaine, Alexandria Housing Director and COG Housing Directors Committee Co-Chair, Gwen Wright, Montgomery County Planning Director and Paul DesJardin, COG Community Planning and Services Director briefed the COG Board of Directors on “Addressing the Region’s Capacity for Additional Housing.” Mr. Trueblood and the other panelists summarized the work of the COG Housing and Planning Directors Committees to determine the capacity of local plans and zoning to accommodate an additional 100,000 housing units beyond those currently forecast. This

effort is in response to direction from the COG Board of Directors and advances the Visualize 2045 land use-based aspirational initiative. Mr. Trueblood and the other presenters stated that the region DOES have the planning and zoning capacity for the additional housing but asserted that the more fundamental issue is the range of impediments to housing preservation and production, specifically Land Use / Regulatory Structure challenges, Market Forces, and Community Dynamics.

At its meeting on February 15, COG’s Planning Directors Committee discussed the February 13 COG Board briefing and discussions on additional housing “capacity” and began discussions on how to best determine “accessibility”: the additional housing capacity within Activity Centers and high-capacity transit (HCT) stations.

Task 8	BUDGET	Billed this month	% Funds Expended	UPWP Page
PUBLIC PARTICIPATION AND HUMAN SERVICES COORDINATION	\$1,261,894	\$71,703	38%	51

8. PUBLIC PARTICIPATION AND HUMAN SERVICES COORDINATION

8.1. Public Participation

A consultant team finalized an evaluation of the TPB’s public involvement activities. The report was based upon a review of past activities and practices, focus groups with stakeholders and participants, and an assessment of data that quantified participation in meetings and online. The study featured 18 recommendations for improving the TPB’s public involvement in the short-term and long-term. The completion of such a study is particularly timely because the TPB has just completed two years of extensive outreach as part of the development of Visualize 2045, the region’s new long-range transportation plan. In addition, the TPB’s federal funders have indicated that such an evaluation will provide helpful documentation in anticipation of the Federal Certification Review that is scheduled for this April. The study is largely intended to serve as an internal reference for TPB staff to use to enhance its ongoing public involvement processes and inform new activities, both this year and in the years to come. The report It will be released in March.

The Citizens Advisory Committee had its first meeting with its 2019 membership on Wednesday, February 13. At the meeting members met each other, listened to TPB Chair Nohe’s plans for 2019 and discussed those plans briefly, and learned about the CAC mission. Staff began planning for the next session of the TPB’s Community Leadership Institute, which will be conducted in late April and early May. The institute is a three-day workshop on regional transportation for community activists from throughout the region. This will be the 16th session of the CLI, although it has not been conducted since 2015

8.2. Communications

The *TPB News*, the TPB’s online newsletter, featured stories on the following subjects in February:

- “Here are 3 projects that got started through the Transportation Land-Use Connections Program” – Description of projects that began with TLC and later received funding through the Transportation Alternatives Set-Aside Program.
- “Transportation planning explained” – An article about project planning.

Throughout the month, TPB staff maintained an active presence on social media.

Staff updated pages on the COG website related to transportation.

8.3. Human Services Transportation Coordination

During the month of February, a conference call was held with the committee chair to review and discuss proposed topics for 2019 Access for All Committee (AFA) meetings, including finalization of agenda items for the March 7 meeting. Confirmation of AFA membership and participation continued, with positive interest.

The process of moving the tpbcoordination.org website, which provides information on the Enhanced Mobility program and past projects, to COG’s main site in preparation for the 2019 Enhanced Mobility Solicitation began.

Staff also attended the “Framing the Future: Autonomous Vehicles in the Capital Region” event for consideration of the potential impact of AV on older adults, people with disabilities, and people with low income.

Task 9	BUDGET	Billed this month	% Funds Expended	UPWP Page
TRANSPORTATION ALTERNATIVES (TAP) AND LAND USE CONNECTION (TLC) PROGRAMS	\$482,053	\$22,408	35%	55

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

In February, the TLC projects for FY 2019 were underway as described below:

- DC (Barry Farm): Data collection and analysis continued.
- MD (Montgomery County Trip Generation): On February 5, a presentation was given to the county planning staff for feedback. The draft Mixed-Use Trip Generation Tool Testing memo was sent by consultants. The consultant is scheduled to give the final presentation for March 7.
- MD (Montgomery County-Seneca): Results from the data collection were shared and data analysis continued.
- MD (Prince George's County-Cheverly): Planning for the stakeholders meeting is underway and a meeting is scheduled for March. The consultant is preparing a presentation of their findings.
- MD (Prince George's County-Forest Heights): Data collection and analysis continued.
- MD (Prince George's County (Purple Line Parking Study): Data collection and analysis continued.
- VA (Arlington County): A meeting to go over the public outreach occurred on January 28. Preparation for the public outreach strategies occurred in February. Data collection and analysis continued.
- VA (Fairfax County): Data collection and analysis continued.
- VA (Prince William County): A meeting to review the data’s findings occurred on February 2. Planning for the public outreach meeting is underway.

Staff launched the next solicitation for the program for FY 2020 on February 2. Throughout the month, staff made announcements about the solicitation at various TBP and COG committees. The deadline for submitting abstracts was February 22. During the last week of the month, staff compiled preliminary feedback to share with those who submitted abstracts. The application deadline is April 2.

TPB staff met with staff from MDOT and DDOT to discuss their processes and schedules for soliciting applications for the Transportation Alternatives Set-Aside Program. These solicitations for Maryland and D.C. will take place between mid-April and mid- May.

Task 10	BUDGET	Billed this month	% Funds Expended	UPWP Page
TPB SUPPORT AND MANAGEMENT	\$825,785	\$62,577	55%	57

10. TPB SUPPORT AND MANAGEMENT

The TPB Technical Committee met on February 1. Agenda items included presentations and informational items on the Draft FY 2020 Unified Planning Work Program (UPWP) and Commuter Connections Work Program (CCWP), PBPP: Transit Asset Management Targets, FY 2020 TLC Solicitation, Regional Travel Survey Data, the Bus Transformation Project, Expanding the National Capital Regional Trails Network, WMATA Station Platform Work Summer 2019, Silver Line Land Use Development Activity and BRT Initiatives at the NVTA.

The Transportation Planning Board met on Friday, February 22 (the February 20 meeting was rescheduled due to a snowstorm). Agenda items included reports of the Access for All Advisory Committee (AFA) and the Citizens Advisory Committee (CAC), Steering Committee actions and the report of the director. There were presentations and discussions on the Draft FY 2020 Unified Planning Work Program (UPWP) and Commuter Connections Work Program (CCWP), PBPP: Transit Asset Management Targets, the Bus Transformation Project and the Traffic Incident Management Enhancement (TIME) Recommendations Report. The board also acted to adopt the TPB R12-2019 - Resolution to Adopt Annual Transit Asset Management Targets for the National Capital Region.

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)
- TPB Technical Committee
- TPB Steering Committee
- Transportation Planning Board (TPB)

- Bicycle & Pedestrian Subcommittee
- Regional Public Transportation Subcommittee (RPTS)
- Citizens Advisory Committee (CAC)

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 of December includes:

- Discussions, review and finalization of the agenda topics for the TPB's Technical Committee, State Transportation Working Group (STWG) and Board meetings. This includes meeting with the Program Directors and project staffs to review the progress and briefing materials.
- Participation in the STWG, TPB Technical Committee, TPB Steering Committee, TPB's Citizen's Advisory Committee and the TPB Board meetings.
- Participation in the bi-weekly meetings of the State Safety Oversight/Metro Safety Commission (SSO/MSC) Policy Work Group meetings. This "tri-state" group is working to reconstitute the existing Metro rail safety oversight Committee to comply with the requirement of the FAST Act.
- Metropolitan Washington Air Quality Committee.

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

- MWAA DCA Discussion
- TPB SPOTS Subcommittee meeting
- NBC4 Talk Show on Visualize 2045
- COG Board of Directors Meeting
- COG Planning Directors Meeting
- Amazon Preparation Discussion
- Leadership Greater Washington
- Amazon NCR Community Meeting
- Metropolitan Air Quality Committee Meeting

UPWP

The UPWP activities include:

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

Task 11	BUDGET	Billed this month	% Funds Expended	UPWP Page
TECHNICAL ASSISTANCE	\$1,419,520	\$56,040	18%	59
District of Columbia	\$283,756	\$25,427	45%	59
Maryland	\$518,802	\$9,379	18%	61
Virginia	\$436,798	\$15,104	3%	63
WMATA	\$180,164	\$6,129	12%	65

11. TECHNICAL ASSISTANCE

11.1 District of Columbia

Program Development, Data Requests, and Miscellaneous Services

Staff attended the monthly State Technical Working Group /Technical Committee / Steering Committee/ TPB meeting cycle.

Traffic Counts and Highway Performance Monitoring System (HPMS) Support

Staff worked with DDOT staff to plan and participate in the February 27 HPMS Committee meeting. Staff updated the committee on the PCS, HERE, FTMS, and short-term data status as well as the final 2019 count program and the development of annual and seasonal factors. Staff prepared a summary of the meeting which was shared with DDOT staff.

Staff summarized and analyzed the January traffic data from PCS, FTMS, and HERE stations and shared the summary with DDOT staff for field inspection purposes. Staff reviewed and accepted three short-term counts from the contractor.

Staff finalized the 2019 to 2024 DDOT counting program and identified locations for added counts where PCS are not operational. Staff developed the annual growth factor and seasonal factors for the 2018 HPMS submittal. This included summarizing ten PCS stations in Maryland and Virginia to cross check the volume growth rate of the District. Staff created a year-to-year summary for FTMS for the first time since they became operational. In addition, staff developed an equivalency table linking the new FTMS with HPMS sections.

Staff trained new staff on the short-term count archiving procedure and responded to a data request from DDOT staff concerning the traffic downtown and on the Roosevelt Bridge.

TIGER Grant Performance Monitoring Addendum

Progress for this item is reported in the Transit Planning section of this progress report.

Big Data Evaluation

This project is being jointly funded by the District of Columbia, Maryland, Virginia, and WMATA. The status of this project is provided under the Regional Transit/WMATA section of this progress report.

11.2. Maryland

Program Development, Data Requests, and Miscellaneous Services

Staff attended the monthly State Technical Working Group /Technical Committee / Steering Committee/ TPB meeting cycle.

VRE-MARC Run Through Study

Staff finalized and published the request for proposals for the proposed assessment of the market potential for a one-seat commuter rail service between points in the State of Maryland and the Commonwealth of Virginia and its potential to influence development and revitalization of suburban commercial centers on February 5th. Technical and procedural questions were due on February 15. Staff prepared and issued an addendum to answer questions and extend the deadline by one week was issued on February 22.

Big Data Evaluation

This project is being jointly funded by the District of Columbia, Maryland, Virginia, and WMATA. The status of this project is provided under the Regional Transit/WMATA section of this progress report.

Traffic Relief Plan (TRP)

Staff attended the February I-495 & I-270 Managed Lanes Study Interagency Meeting to monitor the project development activities.

Maryland Technical Assistance (TLC Program)

As part of the Transportation/Land-Use Connections Program, three 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.

11.3. Virginia

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

Program Development, Data Requests, and Miscellaneous Services

Staff attended the monthly State Technical Working Group /Technical Committee / Steering Committee/ TPB meeting cycle.

Travel Monitoring and Survey

Staff continued to develop a second task order is to support multi-modal counts along two corridors (I-66 and I-395) crossing Glebe Road (VA 120).

VRE-MARC Run Through Study

This project is funded by Maryland and Virginia, please see the description under Maryland.

Big Data Evaluation

This project is being jointly funded by the District of Columbia, Maryland, Virginia, and WMATA. The status of this project is provided under the Regional Transit/WMATA section of this progress report.

Virginia Technical Assistance (TLC Program)

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

11.4. Regional Transit/Wmata

Program Development, Data Requests, and Miscellaneous Services

Staff attended the monthly State Technical Working Group /Technical Committee / Steering Committee/ TPB meeting cycle.

TIGER Grant Performance Monitoring Addendum

Progress for this item is reported in the Transit Planning section of this progress report.

Big Data Evaluation

Staff finalized and published the request for proposals for the proposed Framework for Evaluating Big Data in Regional Travel and Mobility Analysis on February 27th.

12. CONTINUOUS AIRPORT SYSTEM PLANNING

Staff incorporated Aviation Technical Subcommittee comments into the 2017 Baltimore-Washington Regional Air Passenger Survey Geographic Findings Report. Staff prepared a presentation of the Geographic Findings Report in preparation for the March 1 Technical Committee Meeting. Staff drafted a TPB News article for the 2017 Baltimore-Washington Regional Air Passenger Survey.

Staff continued working with representatives from the Metropolitan Washington Airports Authority (MWAA) and Baltimore-Washington International Thurgood Marshall (BWI) Airports on finalizing the phrasing of the supply and demand-based metrics for Phase 2 of the RASP – and continued to collect the data for the associated metrics.

FY 2019 TRANSPORTATION PLANNING BOARD

COG/TPB BUDGET EXPENDITURE SUMMARY

February 2019

	DC, MD and VA FTA, FHWA and LOCA BUDGET TOTAL	FUNDS EXPENDED	BILLED THIS MONTH	% FUNDS EXPENDED
1. Long-Range Planning				
Long Range Plan	1,049,855.00	529,855.79	57,648.43	50%
SUBTOTAL	1,049,855.00	529,855.79	57,648.43	50%
2. Performance-Based Planning and Programming				
Planning	350,945.00	196,221.91	21,243.69	56%
Transportation Improvement Plan	350,945.00	159,665.55	19,655.93	45%
SUBTOTAL	701,890.00	355,887.46	40,899.62	51%
3. Mobile Emissions Planning				
Air Quality Conformity	900,000.00	495,088.90	43,544.70	55%
Mobile Emissions Analysis	987,121.00	479,949.82	54,778.25	49%
SUBTOTAL	1,887,121.00	975,038.72	98,322.95	52%
4. Planning Programs				
Congestion Mgmt Process	425,000.00	274,716.55	34,363.46	65%
SPOTS	529,037.00	341,536.45	36,104.81	65%
Emergency Preparedness	135,000.00	89,086.97	10,475.77	66%
Transportation Safety	135,000.00	97,170.69	11,742.44	72%
Bike & Pedestrian	155,000.00	102,115.11	10,869.72	66%
Regional Public Transit	175,000.00	110,803.89	12,889.38	63%
Freight Planning	170,000.00	87,536.25	14,343.22	51%
MATOC	135,000.00	80,650.08	10,656.08	60%
SUBTOTAL	1,859,037.00	1,183,615.99	141,444.88	64%
5. Travel Forecasting				
Software Support	150,000.00	78,032.31	16,776.87	52%
Network Development	826,200.00	569,875.14	87,547.56	69%
Models Development	1,777,891.00	649,829.25	84,755.29	37%
SUBTOTAL	2,754,091.00	1,297,736.70	189,079.71	47%

FY 2019 TRANSPORTATION PLANNING BOARD

COG/TPB BUDGET EXPENDITURE SUMMARY

February 2019

	DC, MD and VA FTA, FHWA and LOCA BUDGET TOTAL	FUNDS EXPENDED	BILLED THIS MONTH	% FUNDS EXPENDED
6. Travel Monitoring and Data Programs				
Household Travel Survey	1,400,177.00	431,805.56	50,484.36	31%
Travel Monitoring Counts/Studies	340,492.00	14,324.22	1,772.95	4%
Regional Transportation Data Clearinghouse	334,075.00	175,299.61	22,088.61	52%
GIS Technical Support	685,590.00	359,393.62	34,446.55	52%
SUBTOTAL	2,760,334.00	980,823.02	108,792.46	36%
7. Cooperative Forecasting and Transportation Planning Coordination				
Cooperative Forecasting Coordination	915,451.00	621,011.95	74,177.61	68%
SUBTOTAL	915,451.00	621,011.95	74,177.61	68%
8. Public Participation and Human Service Transportation Coordination				
Public Participation	996,891.00	431,202.06	67,726.60	43%
Annual Report	265,000.00	48,434.97	3,976.80	18%
SUBTOTAL	1,261,891.00	479,637.03	71,703.40	38%
9. Transportation Alternatives and Transportation Land Use Connection Program				
Alternatives and TLC	482,053.00	168,382.92	22,408.80	35%
SUBTOTAL	482,053.00	168,382.92	22,408.80	35%
10. TPB Support and Management				
TPB Support and Mgmt	893,653.00	495,938.34	62,577.78	55%
SUBTOTAL	893,653.00	495,938.34	62,577.78	55%
SUBTOTAL CORE PROGRAM ITEMS 1-10	14,565,376.00	7,087,927.91	867,055.64	49%
TECHNICAL ASSISTANCE				
District of Columbia	283,756.00	128,211.36	25,427.77	45%
Maryland	518,802.00	93,613.32	9,379.50	18%
Virginia	436,798.00	15,104.30	15,104.30	3%
WMATA	180,164.00	21,611.98	6,129.33	12%
Technical Assistance Program Total	1,419,520.00	258,540.97	56,040.91	18%
TPB GRAND TOTAL	15,984,896.00	7,346,468.88	923,096.55	46%

**FY 2019 TRANSPORTATION PLANNING BOARD
FINANCIAL STATUS OF TECHNICAL ASSISTANCE**

February 2019
SUPPLEMENT 1

	TOTAL		FTA/STA/LOC		PL FUNDS/LOC	
	AUTHORIZED BUDGET	TOTAL EXPENDITURES	AUTHORIZED BUDGET	FTA EXPENDITURES	AUTHORIZED BUDGET	FHWA EXPENDITURES
A. District of Columbia						
DC Program Development	10,000.00	3,607.48	1,258.63	454.05	8,741.37	3,153.43
DDOT HPMS	235,000.00	115,780.66	29,577.91	14,572.55	205,422.09	101,208.11
OTHER TASK TBD	18,756.00	0.00	2,360.69	0.00	16,395.31	0.00
Tiger Grant Perf Mon Addendum	10,000.00	8,823.22	1,258.63	1,110.52	8,741.37	7,712.70
Big Data Study - DC	10,000.00	0.00	1,258.63	0.00	8,741.37	0.00
SUBTOTAL	283,756.00	128,211.36	35,714.51	16,137.12	248,041.49	112,074.24
B. Maryland						
MD Program Development	15,000.00	3,607.48	1,887.95	454.05	13,112.05	3,153.43
Project Planning Studies	100,000.00	65,471.14	12,586.34	8,240.42	87,413.66	57,230.71
Feasibility/Special Studies	25,000.00	0.00	3,146.59	0.00	21,853.41	0.00
Transportation Performance Measures MD	100,000.00	0.00	12,586.34	0.00	87,413.66	0.00
Training, Misc and Tech Support	20,000.00	0.00	2,517.27	0.00	17,482.73	0.00
Transportation/Land Use Connection Program	160,000.00	24,534.70	20,138.15	3,088.02	139,861.85	21,446.68
Other Tasks TBD	53,802.00	0.00	6,771.70	0.00	47,030.30	0.00
MARC - VRE Runthrough - MD	25,000.00	0.00	3,146.59	0.00	21,853.41	0.00
Big Data Study -MD	20,000.00	0.00	2,517.27	0.00	17,482.73	0.00
SUBTOTAL	518,802.00	93,613.32	65,298.20	11,782.49	453,503.80	81,830.83
C. Virginia						
VA Program Dev & Data Document Processing	15,000.00	3,607.48	1,887.95	454.05	13,112.05	3,153.43
Travel Monitoring Surveys	150,000.00	0.00	18,879.52	0.00	131,120.48	0.00
Travel Modeling	40,000.00	0.00	5,034.54	0.00	34,965.46	0.00
Regional and SubRegion Studies	15,000.00	0.00	1,887.95	0.00	13,112.05	0.00
OTHER TASKS TBD	91,798.00	0.00	11,554.01	0.00	80,243.99	0.00
Transportation Land Use Connections	80,000.00	11,496.82	10,069.08	1,447.03	69,930.92	10,049.79
MARC - VRE Runthrough - VA	25,000.00	0.00	3,146.59	0.00	21,853.41	0.00
Big Study - VA	20,000.00	0.00	2,517.27	0.00	17,482.73	0.00
SUBTOTAL	436,798.00	15,104.30	54,976.90	1,901.08	381,821.10	13,203.23
D. WMATA						
Program Development	5,000.00	3,611.98	5,000.00	3,611.98	0.00	0.00
TBD	32,164.00	0.00	32,164.00	0.00	0.00	0.00
Tiger Grant Perf Mon Addendum	18,000.00	18,000.00	18,000.00	18,000.00	0.00	0.00
Big Data Study - WMATA	125,000.00	0.00	125,000.00	0.00	0.00	0.00
SUBTOTAL	180,164.00	21,611.98	180,164.00	21,611.98	0.00	0.00
GRAND TOTAL	1,419,520.00	258,540.97	336,153.61	51,432.68	1,083,366.39	207,108.29