

FY 2019



National Capital Region
Transportation Planning Board

Work Program Progress Report

OCTOBER 2018

FY 2019

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS

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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 October. 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.

<p>1. LONG-RANGE TRANSPORTATION PLANNING</p> <p>1.1 Long-Range Transportation Plan 1.2 Long-Range Plan Task Force</p>	<p>7. COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION</p>
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<p>4. PLANNING PROGRAMS</p> <p>4.1 Congestion Management Process 4.2 Systems Performance, Operations and Technology Planning 4.3 Transportation Emergency Preparedness Planning 4.4 Transportation Safety Planning 4.5 Bicycle and Pedestrian Planning 4.6 Regional Public Transportation Planning 4.7 Freight Planning 4.8 Metropolitan Area Transportation Operations Coordination Program Planning</p>	<p>10. TPB SUPPORT AND MANAGEMENT</p> <p>10.1 Transportation Planning Board (TPB) Support and Management 10.2 Unified Planning Work Program (UPWP)</p>
<p>5. TRAVEL FORECASTING</p> <p>5.1 Network Development 5.2 Models Development and Support</p>	<p>11. TECHNICAL ASSISTANCE</p> <p>11.1 District of Columbia 11.2 Maryland 11.3 Virginia 11.4 WMATA</p>
<p>6. TRAVEL MONITORING AND DATA PROGRAMS</p> <p>6.1 Household Travel Survey 6.2 Travel Monitoring Counts/Studies 6.3 Regional Transportation Data Clearinghouse 6.4 GIS Data</p>	<p>12. CONTINUOUS AIRPORT SYSTEM PLANNING PROGRAM (CASP)</p>

Task 1	BUDGET	Billed this month	% Funds Expended	UPWP Page
LONG RANGE TRANSPORTATION PLANNING	\$1,049,855	\$72,484	31%	27

1 LONG-RANGE TRANSPORTATION PLANNING

The TPB approved Visualize 2045, the 2018 quadrennial long-range plan update, on October 17. Staff conducted various activities prior to the approval of the plan.

Staff made final updates to the document, which was posted to the website in a final draft form. Other activities included updating other web documentation, public comment pages, and additional presentations on the draft. The final financial plan documentation was reviewed to ensure that the everything was accurately and consistently described. Staff also worked o preparations for certification for review, to include the financial plan.

The draft document and draft appendices released for public comment on September 7. The comment period ended on October 7. Public comments were synthesized in a memorandum that also included draft responses from the TPB. The TPB voted to receive the memorandum on October 17 prior to the approval of the plan.

Following approval of the plan, the document and all its appendices were sent to the federal oversight agencies for federal approval. The document was finalized for printing.

Staff began the development of a GIS-based story map that will convey the content of the plan in a graphically friendly web format.

Staff conducted an Environmental Justice analysis of the plan that will comply with federal EJ and Title VI requirements. The regional Equity Emphasis Areas will provide the geographic the basis for the analysis. The analysis was completed in draft form, graphics and maps were prepared, and the report was drafted.

Task 2	BUDGET	Billed this month	% Funds Expended	UPWP Page
PERFORMANCE-BASED PLANNING AND PROGRAMMING	\$701,890	\$44,732	27%	29

2. PERFORMANCE-BASED PLANNING AND PROGRAMMING

2.1. Performance-Based Planning

The final documentation for the Visualize 2045 long-range plan and the FY 2019-2024 TIP was reviewed to ensure that performance-based planning elements were accurately and consistently described. Staff also worked on preparations for certification review, to include performance-based planning.

Staff assisted in developing a briefing on the region’s highway safety data and upcoming target setting options for presentation to the TPB Technical Committee in November. Staff fielded several questions from State DOTs on the MPO CMAQ Performance Plan and other performance-based planning requirements and reports.

Work continued finalizing and signing the PBPP Letters of Agreement for formal documentation of performance-based planning and programming responsibilities between TPB and local jurisdictions and transit agencies.

2.2. Transportation Improvement Program (TIP)

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

The FY 2019-2024 TIP was approved on October 17, 2018.

Staff continued a review of RFP responses for the contract to replace the ITIP Database, developing questions for further technical qualification.

Task 3	BUDGET	Billed this month	% Funds Expended	UPWP Page
MOBILE EMISSIONS PLANNING	\$1,877,121	\$141,106	31%	33

3. MOBILE EMISSIONS PLANNING

3.1. Air Quality Conformity

At TPB on October 17, staff presented a summary of comments received during the 30-day comment period for Visualize 2045, the FY 2019-2024 Transportation Improvement Program (TIP), and the Air Quality Conformity Analysis to the TPB for acceptance. In relation to the air quality conformity analysis, staff prepared a detailed response to the MWAQC comment letter. The TPB response concurred with MWAQC that the regional emissions estimate from the Visualize 2045 Plan and FY 2019-2024 TIP conform to the motor vehicle emissions budgets contained in the 2008 Ozone National Ambient Air Quality Standard Maintenance Plan. In response to MWAQC's concerns about the use of Tier 2 budgets, the TPB response noted that the EPA's determination of adequacy of the emissions budgets explicitly noted that Tier 2 budgets can be used if the air quality conformity analysis is based on different data, models and planning assumptions than were used to create the motor vehicle emissions budgets, which is the case with the Visualize 2045 air quality conformity analysis. Finally, TPB agreed that there should be a continued effort in the region to reduce emissions across all sectors to improve region's air quality and protect public health. TPB accepted the recommended responses to comments received (Item 7).

Consequently, TPB adopted Resolution R4-2019 finding that Visualize 2045 and the FY 2019-2024 TIP conform with the requirements of the Clean Air Act Amendments of 1990 (Item 8).

Staff completed production of the full ("long") air quality conformity report and provided copies of the document and the Transportation Improvement Program (TIP) to the appropriate federal agencies, state DOTs, and state air agencies.

Staff forwarded October meeting agenda items relating to the Visualize 2045 conformity analysis to all relevant agencies and public advisory committees in accordance with standard consultation procedures.

3.2. Mobile Emissions Analysis

On October 5, the Technical Committee was briefed on the Safer Affordable Fuel Efficient (SAFE) Vehicles Proposed Rule for Model Year 2021-2026 light duty vehicles and provided a draft joint TPB/MWAQC/CEEP letter for review (Item 5). Subsequently, on October 17, the TPB received a briefing on the proposed SAFE rule and approved a joint TPB/MWAQC/CEEP letter urging the EPA to stand by its January 12, 2017 Final Determination and maintain the existing GHG standards promulgated in 2012 (Item 13).

Staff attended the second in a series of Association of Metropolitan Planning Organizations (AMPO) Air Quality Work Group meetings. The Air Quality Work Group offers a mechanism for MPO engagement, communications, outreach and capacity building in addressing air quality and climate change issues, policies, emphasis areas, guidance and regulations, and state-of-the-practice analytic tools and techniques.

Staff continued to further evaluate, review and conduct sensitivity tests using recently received/refined vehicle registration data for the District of Columbia.

DTP staff worked closely with DEP staff to document the methodology for development of on-road mobile source greenhouse gas inventories.

Task 4	BUDGET	Billed this month	% Funds Expended	UPWP Page
PLANNING PROGRAMS	\$1,859,037	\$160,776	35%	35

4. PLANNING PROGRAMS

4.1. Congestion Management Process

Congestion analysis was undertaken toward future Regional Congestion Reports and other potential publications.

4.2. Systems Performance, Operations and Technology Planning

The October 4, 2018 meeting of the Systems Performance, Operations, and Technology Subcommittee (SPOTS) was organized and conducted, discussing a new construction zone analysis tool in the Regional Integrated Transportation Information System (RITIS); emerging technology issues; the COG Traffic Incident Management Enhancement (TIME) Initiative; status report on updating the Regional ITS Architecture; an update on the Regional Congestion Dashboard; and an update from the Transportation Emergency Preparedness Subcommittee.

Work continued a findings and recommendations report for the COG Traffic Incident Management Enhancement (TIME) Task Force and Initiative, toward a November completion date. An October 10 meeting and October 30 conference call of the TIME Task Force were organized and conducted.

Attended MDOT SHA Connected and Automated Vehicles working group meeting at SHA Hanover office on October 15.

Background research toward updating the Regional ITS Architecture continued.

4.3. Transportation Emergency Preparedness Planning

The October 10 Transportation Emergency Preparedness Committee meeting was organized and conducted.

4.4. Transportation Safety Planning

A regularly scheduled Transportation Safety Subcommittee meeting was held on October 30. The following agenda items were discussed: Columbia Pike Pedestrian & Bicycle Study; Maryland Highway Safety Targets; National Capital Region Highway Safety Targets; Street Smart Update; and Roundtable Discussion.

Staff prepared presentation materials on TPB safety activities as well as regional highway safety target setting methodologies for presentation at the November Technical Committee meeting.

Staff reached out to Maryland, Virginia, and District of Columbia officials to request their participation in the November Technical Committee meeting.

For a proposed analysis of regional roadway safety outcomes, a draft Request for Proposals (RFP) was written and distributed for internal comment.

4.5. Bicycle and Pedestrian Planning

At the October 5 TPB Technical Committee, the Chair of the Bicycle and Pedestrian Subcommittee presented the Bicycle and Pedestrian Subcommittee's recommendations on the nonmotorized initiatives. Staff also presented the District of Columbia Transportation Alternatives program project recommendations for the District of Columbia. Lastly, staff prepared and presented to the TPB Technical Committee an informational memo to the TPB, and a summary PowerPoint, on the proposed bicycle and pedestrian accommodation on the Governor Harry Nice Bridge over the Potomac.

Staff prepared a briefing on the Fall 2018 Street Smart campaign for the November TPB Technical Committee and contributed to a comment letter from TPB to MDTA on the Governor Harry Nice Bridge.

As part of regional and long-distance trails planning, attended a meeting of the Capital Trails Coalition Steering Committee meeting at Rails to Trails on October 9.

Staff participated by conference call in the Maryland Technical Advisory Group meeting for the Bicycle and Pedestrian Master Plan Update on October 18.

Staff participated in a phone interview with a WAMU reporter on pedestrian and bicycle safety in the Washington region on October 16.

Staff organized and held a Dockless Bike and Scooter Share workshop on October 31. Over 50 people attended.

A comment memo to the TPB on the Governor Harry W. Nice Bridge was developed, approved by the TPB and sent to the MDTA.

4.6. Regional Public Transportation Planning

Staff planned for, convened, and documented a meeting of the Regional Public Transportation Subcommittee on October 23. Agenda topics included: Prince George's County's Transit Vision Update; DDOT's Rhode Island Ave. Temporary Bus Lane and SafeTrack Rush Hour Parking Extensions, and a roundtable discussion of the TPB Endorsed Initiatives.

Staff worked to refine the Regional Public Transportation Subcommittee's recommendations on the TPB Endorsed Initiatives, preparing presentations and memorandums for upcoming briefings. Staff prepared a summary of the region's transit asset management targets for FY 2019, in preparation for future regional target setting.

A contract extension for the TIGER Grant projects performance monitoring was drafted and approved. Staff and consultants continued work on the TIGER Grant projects performance reports.

In response to a request from WMATA, staff assisted DCPS with an analysis of future jobs and employment near Metro stations and bus stops. Staff reviewed materials from the WMATA Bus Transformation Project study. Staff attended the monthly WMATA JCC meeting.

4.7. Freight Planning

Staff participated in a meeting to identify research questions related to the freight stakeholder involvement track for a planned TRB conference on Performance Based/Data-Driven Planning, Programming, and Systems Management scheduled for September 2019.

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 October 9 MATOC Severe Weather Working Group meeting was organized and conducted, continuing planning for severe weather coordination for the 2018/2019 winter season.

The October 12 MATOC Steering Committee meeting was organized and conducted, discussing potential program changes following the June 20 regional MATOC tabletop exercise, and the upcoming COG Traffic Incident Management report finalization.

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

Task 5	BUDGET	Billed this month	% Funds Expended	UPWP Page
TRAVEL FORECASTING	\$2,754,091	\$175,612	23%	43

5. TRAVEL FORECASTING

5.1. Network Development

Staff assisted with the documentation of the air quality conformity analysis of Visualize 2045.

Staff continued with the development of a base-year (2018) transit network. Staff downloaded and processed transit schedule information from the 14 local transit agencies that do not currently provide schedule information in electronic (GTFS) format. Staff began developing a series of Microsoft Access-based queries to identify differences between this year's base-year transit network and last year's network.

Maintenance and refinement activities on the multi-year, multi-modal transportation network database continued. Staff found and corrected cases where network links were missing or duplicated. Work was documented in a memo dated October 16.

In support of the developmental, Generation-2/Ver. 2.5 travel model, staff continued to refine network files stored in the Public Transport (PT) format. Staff developed a year-2021 network in PT format. Networks for the years 2030 and 2045 are expected next month.

5.2. Models Development and Support

Regarding the production-use, travel demand forecasting model (Generation-2/Ver. 2.3), an error was found in several summary tables of a memo that documents the Round 9.1 land use data used in the latest air quality conformity analysis (Visualize 2045, with the Ver. 2.3 model). Fortunately, there were no errors in the land use data itself, only in several summary tables. Consequently, the summary tables were corrected, and a revised memo was produced (dated October 25).

Regarding the Ver. 2.3.75 model, which was used for the air quality conformity analysis of Visualize 2045, staff is preparing a model transmittal package and updating the model user’s guide. Both are expected to be ready by December.

Regarding the developmental, travel demand forecasting model (Generation-2/Ver. 2.5): Staff continued testing, evaluation, and refinement of the Ver. 2.5 model. This work is ongoing.

Regarding the developmental, travel demand forecasting model (Generation-3): Following the closing of the advertisement period for the request for information (RFI) for the Gen3 model (July 12), staff collected information and surveyed one MPO about its experiences with using advanced models. Due to staffing changes and competing priorities, there have been some delays in the Gen3 model development schedule. Staff developed a revised project schedule. Under the revised schedule, staff plans to write the scope of work for the request for proposals (RFP) in November and December. Staff anticipates that the RFP will likely be advertised in January 2019.

Staff worked with the Program Director of Planning Data and Research to develop a list of research questions for an upcoming RFP about the potential use of big data in regional travel and mobility analyses. On October 22, one staff member attended a Travel Model Improvement Program (TMIP) webinar entitled, “Atlanta Regional Planning, Next-Generation Data, Tools and Methods.” In October, staff responded to three technical data requests. For example, a consultant, working for WMATA, requested information about the growth in Metrorail trips between 2019 and 2045, based on Visualize 2045.

Task 6	BUDGET	Billed this month	% Funds Expended	UPWP Page
TRAVEL MONITORING AND DATA PROGRAMS	\$2,760,334	\$117,975	20%	45

6. TRAVEL MONITORING AND DATA PROGRAMS

6.1. Household Travel Survey

COG/TPB staff held weekly meetings with Resource Systems Group, Inc. (RSG), the survey contractor for the 2017/2018 COG/TPB Regional Travel Survey. For the October 2018 reporting period, the key tasks were focused on monitoring the conduct of the main survey and analyzing response rates by survey strata across the region, in addition to conducting a Spanish survey targeting households in Hispanic/Latino communities to improve survey responses in these areas. COG/TPB staff analyzed daily recruitment and completion rates and reviewed the monthly interim data deliverable. COG/TPB staff responded to questions from respondents by email and phone.

6.2. Travel Monitoring Counts/Studies

For the proposed analysis of regional roadway safety outcomes, a draft Request for Proposals (RFP) was written and distributed for internal comment. The Transportation Safety Subcommittee was briefed on the study proposal at its October 30 meeting.

6.3. Regional Transportation Data Clearinghouse

Staff finalized the regional VMT trends table for 2017 and made technical corrections to previous years' data. Staff shared the updated table with the COG/TPB freight planner. Staff provided historical 2010-2016 DC VMT to a consultant (EAI Inc.), as requested by DDOT staff.

Staff continued to collect and process FY 2018 transit ridership data for eventual inclusion in the RTDC. Based on the latest Transit Route Shape file, staff created the updated key file to match transit routes and bus lines.

Staff began work to scope the VDOT Non-Motorized counts project. This included scheduling and attend pre-scope meeting with VDOT and the consultant, drafting the Statement of Work, and reviewing the cost proposal.

Staff responded to data requests including: providing clarification regarding the traffic count data in the Regional Transportation Data Clearinghouse (RTDC) and how it relates to the street network and answering a question from a consultant (Sabra Wang) regarding field names in the Historical Traffic Counts datasets in the RTDC.

Staff performed testing and adjusted the CTPP Data web mapping application made available through the RTDC to ensure continued accessibility.

Staff onboarded a new employee to fill a Transportation Planner II/Data Analyst position that was vacated when a staff member took a position with the Department of Community Planning & Services (DCPS).

6.4. GIS Data (Technical Support)

Staff planned and participated in the GIS Committee/GDX Working Group meeting on October 30. Highlights of the meeting included: election of the CY 2019 Executive Committee, a presentation by staff on the Census Participant Statistical Areas Program (PSAP), progress reports on the CAD2GIS and NextGen 9-1-1 programs, and a discussion of local GIS Day plans.

Staff began work on the development of a Visualize 2045 story map that will serve as an abridged digital companion to the plan. Staff met with colleagues on the Plan Development and Coordination team to develop a rough timeline and requirements list to get started on the project.

Staff began work on a regional PSAP initiative to encourage local PSAP participants to use TAZ boundaries when delineating Block Groups. This included attending an AASHTO webinar, reviewing the new rules, developing a list of local PSAP participants, and preparing a presentation to the GIS Committee.

Staff met with staff from the DCPS to further discuss support and assistance for the upcoming walkshed analysis for the station area prioritization list project.

Staff responded to a request from the DCPS Director regarding the availability of Local Board and Council district boundaries in GIS format. Staff obtained the requested data, aggregated it and created a new feature class. The data now reside on the G drive. Staff began to implement the changes to the Equity Emphasis Areas (EEA) map products received from Plan Development and Coordination staff. Staff received a dataset of TPB Planning Area TAZ centroids in proximity to high capacity transit (HCT) stations based on Visualize 2045 from the Models Application team. Staff received an updated dataset from the Rails to Trails Coalition of their Capital Trails Coalition (CTC) network of bicycle and pedestrian facilities.

Staff provided GIS technical assistance to fellow COG/TPB and local jurisdiction staff. This included finalizing the master list of geocoded origin points based on data from TPB’s Regional Air Passenger Survey (RAPS) and responding to a comment from the City of Alexandria regarding a transit route shown on the Visualize 2045 project map. Staff investigated the issue and edited the transit route to better differentiate service differences between Alexandria and Fairfax County. Staff provided feedback to commuter Connections staff regarding their Park and Ride ArcGIS Online map in terms of technical specifications used to be more universally accessible. Staff reviewed and provided comments on greenhouse gas emissions document for DEP staff. In addition, Staff began planning for TPB/COG’s annual GIS Day celebration to be held in November.

Staff participated in a conference call with the American Geographical Society to provide feedback on the AGS’s hypothesis for a need for a National Infrastructure Map.

Task 7	BUDGET	Billed this month	% Funds Expended	UPWP Page
COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION	\$915,451	\$92,269	36%	49

7. COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION

At its meeting on October 10, the COG Board of Directors approved the Round 9.1 Cooperative Forecasts. Also, during October, COG’s Department of Community Planning and Services (DCPS) staff completed work on the “Growth Trends to 2045” brochure which documents the Round 9.1 Cooperative Forecasts. COG staff also attended a Baltimore Metropolitan Council (BMC) Cooperative Forecasting Group meeting held in Columbia, Maryland. The forecasting group discussed the possible need to update their cooperative forecasting data.

At its October 19 meeting, Shyam Kannan of WMATA briefed the COG Planning Directors Technical Advisory Committee (PDTAC) on an assessment of local land use plans and opportunities for increasing development around Metrorail stations. To further advance PDTAC conversations about the TPB Endorsed Initiatives contained in the Aspirational Element of *Visualize 2045*, and the COG Board Housing Initiative, DCPS staff developed and presented new, detailed maps showing the locations of high-capacity transit stations - Metrorail, commuter rail, streetcar and BRT - throughout the region. DCPS Director, Paul DesJardin, presented a draft workplan for addressing the Board Housing Initiative, and PDTAC Chairman and DC Office of Planning Director, Eric Shaw, led an initial discussion focused on the region’s local governments’ ability to accommodate the additional housing through existing comprehensive plans and zoning capacity. Chairman Shaw also directed that Committee members come to the November meeting to discuss this capacity question in more detail.

DCPS staff met with DTP staff to discuss opportunities for collaboration as it relates to TPB and Region Forward “equity” work. DCPS staff also researched and summarized economic and demographic measures for the Washington MSA, peer regions, and the United States that highlight equity and economic inclusion.

Also, during October, DCPS Director, Paul DesJardin, and COG Housing Program Manager, Hilary Chapman, met with ULI Washington’s housing task force to discuss opportunities for collaboration on the region’s housing needs documented by both the Aspirational Element of *Visualize 2045* and COG Board housing Initiative. Both the Planning Directors and Housing Directors committees will focus on addressing the housing needs issue at their meetings in November.

Task 8	BUDGET	Billed this month	% Funds Expended	UPWP Page
PUBLIC PARTICIPATION AND HUMAN SERVICES COORDINATION	\$1,261,894	\$64,590	18%	51

8. PUBLIC PARTICIPATION AND HUMAN SERVICES COORDINATION

8.1. Public Participation

The public comment period for Visualize 2045 ended on October 8. It was released for public comment on September 7. Public comments were synthesized in a memorandum that also included draft responses from the TPB. The TPB voted to receive the memorandum on October 17 prior to the approval of the plan.

The CAC met on October 11 for a briefing on the Visualize 2045 performance analysis and to discuss a public participation exercise (a map game) that staff has used in the past to explore land use and transportation challenges.

Staff hired a consultant to conduct an evaluation of the TPB’s public involvement activities. The evaluation will be conducted before the end of the calendar year. A kickoff for the project occurred on October 19.

8.2. Communications

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

- Recap of Visualize 2045
- Performance analysis of the constrained element of Visualize 2045
- The WMATA Bus Transformation Study

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 October staff presented information to the Technical Committee on two Federal Transit Administration grant opportunities emphasizing coordination.

Staff also planned for the November AFA committee meeting, finalized the Listing of Specialized Services required for the Coordinated Plan, and prepared for the release of the Coordinated Plan for public comment on November 8.

Task 9	BUDGET	Billed this month	% Funds Expended	UPWP Page
TRANSPORTATION ALTERNATIVES (TAP) AND LAND USE CONNECTION (TLC) PROGRAMS	\$482,053	\$9,867	13%	55

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

Contracts for all nine TLC projects for FY 2019 were executed. Kickoff meetings were scheduled for all the projects. The first of the meetings, for the Montgomery County Trip Generation Study, took place on October 25.

Staff completed review of all the applications that were submitted for the Transportation Alternatives Set-Aside Program in the District of Columbia. Because there was no competition for funding, staff did not convene a selection panel, but did conduct interviews with each applicant to ensure the projects were supportive of TPB policies and priorities. The TPB approved the projects for this funding at its meeting on October 17.

Task 10	BUDGET	Billed this month	% Funds Expended	UPWP Page
TPB SUPPORT AND MANAGEMENT	\$893,653	\$63,164	28%	57

10. TPB SUPPORT AND MANAGEMENT

10.1. TPB Support and Management

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

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

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

- State Technical Working Group (STWG)
- Systems Performance, Operations, and Technology Subcommittee (SPOTS)
- Traffic Incident Management Enforcement – (TIME)
- Metropolitan Area Transportation Operations Coordination Program (MATOC)
- Transportation Planning Board – (TPB)

- Transportation Safety Subcommittee
- Dockless Bike & Scooter Share Workshop
- TPB Technical Committee
- TPB Steering Committee
- Regional Public Transportation Subcommittee - (RPTS)

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

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

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

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

- NVRC Stuttgart Delegation – Regional Air Quality and Transportation Planning
- Conference call re: MWAQC Conformity Comment Letter
- MWCOG - Board of Directors Meeting
- Attend 2019 Housing Initiative Discussion with COG ED
- Hosting Guangdong Delegation at MWCOG

10.2 UPWP

The UPWP activities include:

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

Task 11	BUDGET	Billed this month	% Funds Expended	UPWP Page
TECHNICAL ASSISTANCE	\$1,419,520	\$23,642	5%	59
District of Columbia	\$283,756	\$23,642	21%	59
Maryland	\$518,802	\$0	1%	61
Virginia	\$436,798	\$0	0%	63
WMATA	\$180,164	\$0	0%	65

11. TECHNICAL ASSISTANCE

11.1 District of Columbia

Staff attended the monthly Tech / Steering / TPB meeting cycle. The STWG did not meet during October.

Traffic Counts and Highway Performance Monitoring System (HPMS) Support

Staff worked with DDOT staff to plan and participate in the October 24 HPMS Committee meeting. Staff updated the committee on the PCS, HERE, FTMS, and short-term data status and prepared a summary of the meeting which was shared with DDOT staff. Staff assigned the final batch of 2018 fall counts to the contractor, reviewed and accepted 32 short-term counts from the contractor and reviewed and approved Invoice #1 of the FY 2019 traffic counting contract. Staff summarized and analyzed the September traffic data from PCS, FTMS, and HERE stations and shared the summary with DDOT staff for field inspection purposes. Staff attended the 2018 FHWA Highway Information Seminar.

11.2. Maryland

Maryland Technical Assistance (TLC Program)

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

Program Development Management

Staff attended the monthly Tech / Steering / TPB meeting cycle. The STWG did not meet during October.

11.3. Virginia

Program Development and Data / Documentation Processing

Staff attended the monthly Tech / Steering / TPB meeting cycle. The STWG did not meet during October.

11.4. WMATA

Program Development

Staff attended the monthly Tech / Steering / TPB meeting cycle. The STWG did not meet during October. Staff also attended the Regional Public Transportation Subcommittee (RPTS) meeting.

12. CONTINUOUS AIRPORT SYSTEM PLANNING

Staff began incorporating the comments on the Regional Air System Plan (RASP) Phase 1 Report submitted by the Aviation Technical Subcommittee. In addition, staff submitted the Airport Improvement Plan Supplemental Appropriation Project grant application to the Federal Aviation Administration.

Staff continued cleaning and sorting and geocoding data for Phase 2 of the 2017 Air Passenger Survey. Staff began work to generate the geo-coded 2017 air passenger survey file using SAS and on production of Excel tables of the 2017 air passenger survey file geo-findings.

Staff provided additional air passenger ground access forecast by mode by AAZ and Jurisdiction for DEP staff, based on 2013 Air Passenger Survey.

Staff presented on the 2017 Washington-Baltimore Regional Air Passenger Survey at the National Capital Area American Planning Association Chapter Annual Conference.

**FY 2019 TRANSPORTATION PLANNING BOARD
COG/TPB BUDGET EXPENDITURE SUMMARY
October 2018**

	DC, MD and VA FTA, FHWA and LOC BUDGET TOTAL	FUNDS EXPENDED	BILLED THIS MONTH	% FUNDS EXPENDED
1. Long-Range Planning				
Long Range Plan	1,049,855.00	330,214.18	72,484.52	31%
SUBTOTAL	1,049,855.00	330,214.18	72,484.52	31%
2. Performance-Based Planning and Programming				
Planning	350,945.00	111,485.22	27,790.13	32%
Transportation Improvement Plan	350,945.00	79,647.49	16,941.95	23%
SUBTOTAL	701,890.00	191,132.71	44,732.08	27%
3. Mobile Emissions Planning				
Air Quality Conformity	900,000.00	327,741.66	74,441.72	36%
Mobile Emissions Analysis	987,121.00	253,474.42	66,665.16	26%
SUBTOTAL	1,887,121.00	581,216.08	141,106.88	31%
4. Planning Programs				
Congestion Mgmt Process	425,000.00	146,327.97	31,570.91	34%
SPOTS	529,037.00	198,110.17	46,335.22	37%
Emergency Preparedness	135,000.00	52,310.89	14,739.43	39%
Transportation Safety	135,000.00	52,905.29	15,016.69	39%
Bike & Pedestrian	155,000.00	56,646.42	11,767.82	37%
Regional Public Transit	175,000.00	52,570.20	19,034.69	30%
Freight Planning	170,000.00	39,877.49	8,283.28	23%
MATOC	135,000.00	45,635.32	14,028.52	34%
SUBTOTAL	1,859,037.00	644,383.75	160,776.55	35%
5. Travel Forecasting				
Software Support	150,000.00	31,424.90	11,961.61	21%
Network Development	826,200.00	273,627.36	74,976.82	33%
Models Development	1,777,891.00	333,597.18	88,683.49	19%
SUBTOTAL	2,754,091.00	638,649.44	175,621.93	23%

FY 2019 TRANSPORTATION PLANNING BOARD
COG/TPB BUDGET EXPENDITURE SUMMARY
October 2018

	DC, MD and VA FTA, FHWA and LOC BUDGET TOTAL	FUNDS EXPENDED	BILLED THIS MONTH	% FUNDS EXPENDED
6. Travel Monitoring and Data Programs				
Regional Travel Survey	1,400,177.00	240,468.78	59,130.33	17%
Travel Monitoring Studies and Research	340,492.00	8,625.47	2,646.37	3%
Regional Transportation Data Clearinghouse	334,075.00	101,125.47	20,368.45	30%
GIS Data	685,590.00	203,824.72	35,830.31	30%
SUBTOTAL	2,760,334.00	554,044.43	117,975.46	20%
7. Cooperative Forecasting and Transportation Planning Coordination				
Cooperative Forecasting Coordination	915,451.00	331,695.42	92,269.60	36%
SUBTOTAL	915,451.00	331,695.42	92,269.60	36%
8. Public Participation and Human Service Transportation Coordination				
Public Participation	996,894.00	200,043.90	50,043.81	20%
Human Service Transportation Coordination	265,000.00	32,584.04	14,546.64	12%
SUBTOTAL	1,261,894.00	232,627.94	64,590.45	18%
9. Transportation Alternatives and Transportation Land Use Connection Program				
Alternatives and TLC	482,053.00	61,412.71	9,867.09	13%
SUBTOTAL	482,053.00	61,412.71	9,867.09	13%
10. TPB Support and Management				
TPB Support and Mgmt	893,653.00	254,226.09	63,164.52	28%
SUBTOTAL	893,653.00	254,226.09	63,164.52	28%
SUBTOTAL CORE PROGRAM ITEMS 1-10	14,565,379.00	3,819,602.76	942,589.08	26%
TECHNICAL ASSISTANCE				
District of Columbia	283,756.00	60,514.91	23,642.71	21%
Maryland	518,802.00	3,903.77	0.00	1%
Virginia	436,798.00	0.00	0.00	0%
WMATA	180,164.00	4.50	0.00	0%
Technical Assistance Program Total	1,419,520.00	64,423.17	23,642.71	5%
TPB GRAND TOTAL	15,984,899.00	3,884,025.93	966,231.79	24%

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

October 2018
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	0.00	1,258.63	0.00	8,741.37	0.00
DDOT HPMS	235,000.00	60,514.91	29,577.77	7,616.58	205,422.23	52,898.33
Other Tasks TBD	38,756.00	0.00	4,877.94	0.00	33,878.06	0.00
SUBTOTAL	283,756.00	60,514.91	35,714.34	7,616.58	248,041.66	52,898.33
B. Maryland						
MD Program Development	15,000.00	0.00	1,887.94	0.00	13,112.06	0.00
Project Planning Studies	100,000.00	3,903.77	12,586.29	491.34	87,413.71	3,412.43
Feasibility/Special Studies	50,000.00	0.00	6,293.14	0.00	43,706.86	0.00
Transportation Performance Measures MD	100,000.00	0.00	12,586.29	0.00	87,413.71	0.00
Training, Misc and Tech Support	20,000.00	0.00	2,517.26	0.00	17,482.74	0.00
Transportation/Land Use Connection Program	160,000.00	0.00	20,138.06	0.00	139,861.94	0.00
Other Tasks TBD	73,802.00	0.00	9,288.93	0.00	64,513.07	0.00
SUBTOTAL	518,802.00	3,903.77	65,297.91	491.34	453,504.09	3,412.43
C. Virginia						
VA Program Dev & Data Document Processing	15,000.00	0.00	1,887.94	0.00	13,112.06	0.00
Travel Monitoring Surveys	150,000.00	0.00	18,879.43	0.00	131,120.57	0.00
Travel Modeling	40,000.00	0.00	5,034.51	0.00	34,965.49	0.00
Sub Region Study	60,000.00	0.00	7,551.77	0.00	52,448.23	0.00
Other Tasks TBD	91,798.00	0.00	11,553.96	0.00	80,244.04	0.00
Transportation Land Use Connections	80,000.00	0.00	10,069.03	0.00	69,930.97	0.00
SUBTOTAL	436,798.00	0.00	54,976.65	0.00	381,821.35	0.00
D. WMATA						
Program Development	5,000.00	4.50	5,000.00	4.50	0.00	0.00
TBD	175,164.00	0.00	175,164.00	0.00	0.00	0.00
SUBTOTAL	180,164.00	4.50	180,164.00	4.50	0.00	0.00
GRAND TOTAL	1,419,520.00	64,423.17	336,152.90	8,112.42	1,083,367.10	56,310.76