

FY 2019



National Capital Region
Transportation Planning Board

Work Program Progress Report

SEPTEMBER 2018

FY2019

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 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.

<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>
<p>2. PERFORMANCE-BASED PLANNING AND PROGRAMMING</p> <p>2.1 Performance-Based Planning 2.2 Transportation Improvement Program (TIP)</p>	<p>8. PUBLIC PARTICIPATION AND HUMAN SERVICE TRANSPORTATION COORDINATION</p> <p>8.1 Public Participation 8.2 Communications 8.3 Human Service Transportation Coordination</p>
<p>3. MOBILE EMISSIONS PLANNING</p> <p>3.1 Air Quality Conformity 3.2 Mobile Emissions Analysis</p>	<p>9. TRANSPORTATION ALTERNATIVES AND LAND-USE COORDINATION PROGRAMS</p>
<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	\$130,426	25%	27

1. LONG-RANGE TRANSPORTATION PLANNING

Staff conducted various activities in preparation for the release of Visualize 2045 for public comment on September 7. Activities included preparing web documentation, public comment pages, documentation of the plan in draft publication format, and presentations on the draft, which were made to the TPB, Technical Committee, and other groups.

The draft document and draft appendices were released for public comment on September 7. The comment period ended on October 7. A limited number of printed drafts of the plan document were printed and distributed, and the documents were posted to the Visualize 2045 website.

Staff developed an extensive PowerPoint presentation on the plan, which comprised the primary agenda item at the TPB’s September meeting. The plan was also presented to the TPB Technical Committee at their monthly meeting and to the board in a work session prior to the meeting. Staff practiced the presentation prior to these meetings.

Staff conducted performance analysis of the plan and prepared a PowerPoint presentation on that content, which was used to develop text for the final plan. A memorandum was prepared to respond to financial plan questions raised during these meetings. The documentation for the Visualize 2045 long-range plan was reviewed to ensure that the financial plan was accurately and consistently described.

Throughout the remainder of September staff prepared for the finalization of the plan in October. Activities included collecting comments and editing the document, writing all final text for the appendices, and developing the self-certification documentation.

Staff attended the annual conference of the Association of Metropolitan Planning Organizations. At the conference, staff made a presentation on Visualize 2045.

Task 2	BUDGET	Billed this month	% Funds Expended	UPWP Page
PERFORMANCE-BASED PLANNING AND PROGRAMMING	\$701,890	\$60,989	21%	29

2. PERFORMANCE-BASED PLANNING AND PROGRAMMING

2.1. Performance-Based Planning

Staff reviewed documentation on performance-based planning for the Visualize 2045 long range plan and for the FY 2019-2024 TIP.

An MPO CMAQ Performance Plan was completed and sent to the State DOTs for inclusion with their baseline period performance plans. Suggested language for inclusion in the reports about the TPB’s performance work was also prepared and disseminated.

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

Staff prepared a presentation on the new Transit Safety rulemaking, for presentation to the Regional Public Transportation Subcommittee and TPB Technical Committee. Staff participated remotely in the Maryland MPO Roundtable meeting.

2.2. Transportation Improvement Program (TIP)

At its meeting on September 7, the TPB Steering Committee approved two resolutions to amend the FY 2017-2022 TIP. The first amendment was to include funding for five bridge and roadway projects, as requested by DDOT. The second amendment, requested by VDOT, was to include funding for two Route 7 Corridor Improvements project phases and for the I-395 Express Lanes Northern Extension project.

TPB staff processed administrative modifications for 16 projects as requested by DDOT, MDOT, and VDOT.

A final draft of the FY 2019-2024 TIP was produced, including project tables with over 300 records, a reorganized introduction, a financial plan, and a PBPP analysis section. The draft TIP was released for public comment and presented to the TPB Technical Committee on September 7. The TPB was briefed on the draft FY 2019-2024 TIP at its September 19 meeting.

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	\$215,396	23%	33

3. MOBILE EMISSIONS PLANNING

3.1. Air Quality Conformity

On September 7, the TPB Technical Committee was briefed on the air quality conformity analysis of the Visualize 2045 Plan (constrained element) and the Plan performance evaluation. The performance analysis consisted of an evaluation of three scenarios: the existing (2019) condition, the “Planned Build” (2045) scenario and “No-Build” (2045) scenario. The air quality analysis of Visualize 2045 demonstrated that the Visualize 2045 Plan conforms to the SIP budgets established by the state air agencies. (Item 2C.)

On September 11, the MWAQC TAC received a briefing on the technical findings of the Visualize 2045 air quality conformity analysis (Item 3.). This information was also shared with the Access for All Committee on September 13 (Item 2.).

On September 21, staff presented the detailed findings of the Visualize 2045 air quality conformity analysis and Plan evaluation to interested TPB members at a special morning work session that preceded the regularly scheduled TPB meeting. The TPB was provided with an informational briefing on the conformity results and Plan performance findings briefed at its formal meeting (Item 8C.).

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

Staff completed the draft summary air quality conformity report (Appendix C of the Visualize 2045 report). Staff also coordinated across program area teams in preparing graphs, tables, and charts for the summary and full conformity report.

3.2. Mobile Emissions Analysis

On September 7, the Technical Committee was briefed on the EPA Ozone Maintenance Plan Mobile Budget Adequacy Finding and on the Safer Affordable Fuel Efficient (SAFE) Vehicles Proposed Rule for Model Year 2021-2026 light duty vehicles (Item 6.). The SAFE proposed rule was also discussed at the September 11 MWAQC TAC (Item 4).

On September 19, MWAQC Conformity Subcommittee drafted and discussed a comment letter from MWAQC to the TPB regarding the Visualize 2045 air quality conformity findings. MWAQC and CEEPC members were briefed on the conformity findings, and the related draft letter, at a joint meeting held on September 26 meeting. No further action on the draft letter was taken as the MWAQC chair was not able to attend the September meeting (Item 4.). MWAQC and CEEPC members approved a comment letter to the U.S. EPA regarding the SAFE Vehicle rule that is proposing to roll back the light duty vehicle fuel efficiency and CO2 emission standards promulgated in 2012. The TPB action on the comment letter is scheduled for October 17 (Item 13).

Staff conducted MOVES model sensitivity tests using the most recent MOVES2014b software version released by the US EPA.

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

DTP staff provided requested criteria pollutant estimates to the City of Alexandria planners for local planning purposes.

DTP staff attended an EV Infrastructure Policy Discussion hosted by the Greater Washington Region Clean Cities Coalition.

Task 4	BUDGET	Billed this month	% Funds Expended	UPWP Page
PLANNING PROGRAMS	\$1,859,037	\$235,943	26%	35

4. PLANNING PROGRAMS

4.1. Congestion Management Process

The 2018 CMP Technical Report was accepted for publication and finalized by the TPB Technical Committee on September 7, 2018.

4.2. Systems Performance, Operations and Technology Planning

Work began on a findings and recommendations report for the COG Traffic Incident Management Enhancement (TIME) Task Force and Initiative.

Staff attended the September 5 Institute for Regional Excellence (IRE) session at COG regarding an IRE connected and automated vehicle study.

4.3. Transportation Emergency Preparedness Planning

No report this period.

4.4. Transportation Safety Planning

Staff continued to coordinate with Maryland, Virginia, and District of Columbia officials to acquire serious injury data and better understand their highway safety target setting methodologies.

Staff updated a draft proposal for a potential consultant-led study to discover the factors behind the safety outcomes observed across the region and to identify ways to improve outcomes.

Staff provided summary highway fatality data to the Department of Community Planning and Services for use in their "Region Forward" report.

4.5. Bicycle and Pedestrian Planning

At its September 18 meeting the Bicycle and Pedestrian Subcommittee was briefed on proposed recommendations to the TPB for expanding and implementing the nonmotorized initiatives, the National Capital Trail and the Access to Transit. These recommendations were based on the results of a survey previously distributed to the Subcommittee, and the discussion of the survey results at the July Subcommittee meeting.

The Subcommittee approved the following consensus recommendations to be presented to the TPB:

1. Expand the National Capital Trail into a Capital Trail Network
2. Sharply increase funding for the Transportation-Land Use Connections program
3. Identify Priority Transit Station areas for Walk/Bike improvements

The Subcommittee also discussed the proposals for bicycle/pedestrian accommodation on the Long Bridge, and was briefed on the Fall Street Smart campaign, the planned Dockless Vehicles workshop, and activities for Car Free Day.

For the October TPB Technical Committee meeting, staff prepared a PowerPoint summarizing the Bicycle and Pedestrian Subcommittee's recommendations on the nonmotorized initiatives described above. Staff also prepared 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.

As part of regional and long-distance trails planning, attended a meeting of the Capital Trails Coalition Steering Committee meeting at Rails to Trail on September 11, and the Coalition meeting at Rails to Trails on September 27.

Attended a meeting of the Street Smart Advisory Group on September 6. Briefed the Virginia Pedestrian Safety Task Force in Richmond on the Street Smart program on September 26.

Staff recruited speakers for a Dockless Vehicle workshop, to be held on October 31.

4.6. Regional Public Transportation Planning

Staff planned for, convened, and documented a meeting of the Regional Public Transportation Subcommittee on September 25. Agenda topics included: the DRPT integrated mobility plan, the new transit safety rule, and a roundtable discussion of the TPB Endorsed Initiatives.

Staff attended a kick-off summit meeting and a technical team meeting of the WMATA Bus Transformation Project study. Staff attended the monthly WMATA JCC meeting. Staff and consultants continued work on the TIGER Grant projects performance reports.

4.7. Freight Planning

A regularly scheduled Freight Subcommittee meeting was held on September 6. The following agenda items were discussed: Norfolk Southern in the National Capital Region; Modeling Supply Chain Disruptions; and a Roundtable Discussion.

Staff participated in the International Urban Freight Peer Exchange in Baltimore on September 11 and 12. Lessons learned from public- and private-sector urban freight initiatives undertaken across the United States and the European Union were shared and discussed.

Staff participated in the Chesapeake Food Summit in Washington, DC on September 24. Freight-related sessions included: Getting Food to Our Tables – Building a Better Supply Chain; Trends in Agriculture: What’s New and Where We’re Headed; and Building a Good Food System.

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 September 11 MATOC Severe Weather Working Group meeting was organized and conducted, serving as the kickoff to plan severe weather coordination for the 2018/2019 winter season.

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	\$225,471	17%	43

5. TRAVEL FORECASTING

5.1. Network Development

Staff assisted with the documentation of the air quality conformity analysis of Visualize 2045 (Attachment B, Appendix D, and the list of references).

The annual base-year transit network update cycle has begun. Staff has begun compiling transit schedule information from local agencies that do not currently provide schedule information in electronic (GTFS-based) form.

Maintenance and refinement activities on the multi-year, multi-modal transportation network database has continued where isolated network anomalies (duplicate links) have been found. These issues are being investigated.

Staff has continued to refine network files generated for the developmental Gen2/Ver. 2.5 travel model networks in Public Transport (PT) format. This work is ongoing.

5.2. Models Development and Support

The TFS convened on September 21. The meeting agenda included the following items:

- Status report on the Ver 2.5 Travel Model development and evaluation
- Status report on the TPB’s Generation-3 (Gen3) Travel Demand Forecasting Model development
- Status report on the 2017-18 COG/TPB Regional Travel Survey
- Regional Transportation Data Clearinghouse (RTDC): Recent updates
- USDOT’s Bureau of Transportation Statistics’ (BTS) National Transportation Atlas Database (NTAD) and other Statistical Products

Staff updated the procedure used to perform select-link analyses, so that it would operate with the currently adopted Ver. 2.3.70 Travel Model. The updated procedure was documented in a memorandum dated September 14.

Staff continued testing, evaluation, and refinement of the developmental Ver. 2.5 model. This work is ongoing.

TPB Travel Demand Forecasting Model, Generation 3 effort has progressed following the request for information (RFI) advertisement period, which ended on July 12. Staff followed up with two vendors to seek clarification on information provided in their responses to the RFI. Staff began preparing the scope of work, which would be part of the request for proposals (RFP). Staff anticipates that the RFP will likely be advertised in November or December 2018.

A stakeholder from Arlington County Dept. of Community Planning and Housing requested a breakdown of home-based-work trips that are destined to the county. Trip table data was provided from the currently adopted travel model (2.3.70).

Task 6	BUDGET	Billed this month	% Funds Expended	UPWP Page
TRAVEL MONITORING AND DATA PROGRAMS	\$2,760,334	\$221,084	16%	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 September 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 launching 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. COG/TPB staff also gave a presentation to the TPB Travel Forecasting Subcommittee on updates from the survey.

6.2. Travel Monitoring Counts/Studies

Staff conducted coordinating activities to develop FY2019 travel monitoring studies.

6.3. Regional Transportation Data Clearinghouse

Staff presented an update to the TPB Travel Forecasting Subcommittee on recent updates to the RTDC project page and data viewer at its September meeting.

Staff added several new datasets to the RTDC (2017 Bridge Condition performance, 2016 Pavement Condition performance, 2014 and 2015 Weekday and Weekend Vehicle Classification Data) as well as content items for several Visualize 2045 mapping applications (Aspirational Element, Constrained Element, Environmental Consultation & Mitigation).

Staff made changes to the functionality of the RTDC Data Viewer to incorporate new datasets used in the application. Staff repackaged the application to be available as a stand-alone application.

Staff finalized a draft regional Travel Time Metric calculation based on the new FHWA requirements for HPMS.

Staff began processing transit ridership data for eventual inclusion in the RTDC. This involved summarizing data received from CUE, DASH, Ride on, Fairfax Connector, Loudoun Local, PG TheBus and VRE.

Staff responded to data requests including providing 2017 vehicle counts along I-295 to staff from the Maryland Department of the Environment and responding to an external client regarding Classification Count data available in the RTDC.

Staff hired 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).

Staff attended a Streetlight data webinar to understand how to Streetlight estimates AADT and the possible uses of these data.

6.4. GIS Data (Technical Support)

Staff planned and participated in the GIS Committee/GDX Working Group meeting on September 18 where progress on the CAD2GIS Program was discussed.

Staff attended and participated in the Maryland State GIS Committee (MSGIC) meeting held on September 12 in Crownsville.

Staff completed the Visualize 2045 map applications related to the Constrained Element of the plan. Staff completed development of the Visualize 2045 Environmental Consultation story maps. Staff created webpages on the Visualize 2045 site to highlight these applications within the Visualize 2045 framework.

Staff completed the update to the Bridge and Pavement Condition web mapping application. The new application utilizes a new dashboard theme to depict ratings of bridge and pavement assets. The application was passed onto Performance Planning staff for review and comment.

Staff met with staff from COG's Department of Community Planning Services (DCPS) to discuss a project to support the aspirational initiative to improve pedestrian/bike access to high-capacity transit stations by developing walksheds around selected high capacity stations. The project is ongoing.

Staff provided GIS technical assistance to fellow COG/TPB staff. This included assisting fellow DTP team staff with developing a master list of geocoded origin points based on data from TPB's Regional Air Passenger Survey (RAPS) and assisting Models Development staff with jurisdictional assignment of Capital Beltway links. Staff continued to provide technical assistance to Commuter Connections staff in support of populating the network dataset used for Commuter Connections' bicycle routing application and in soliciting bicycle and pedestrian data for southern Maryland jurisdictions. Staff provided COG's Homeland Security planners with technical advice and several links to available online resources that may be suitable for including weather information in an upcoming exercise.

Task 7	BUDGET	Billed this month	% Funds Expended	UPWP Page
COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION	\$915,451	\$123,847	26%	49

7. COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION

At the September 11 Cooperative Forecasting Subcommittee meeting, Mark Mathews, Vice-President, Research Development and Industry Analysis, National Retail Federation discussed “The Changing Face of the Retail Market” in the context of how local governments could forecast future demand for retail space and employment. Subcommittee members Elizabeth Hardy and Kristina Frazier, Community Planning and Housing Development, Arlington County, presented their methodology for developing the Arlington County Cooperative Forecasts. COG DCPS staff presented the memo “Update to Suggested Baseline Employment Estimates” COG suggests the methodology described in this memo be used to develop baseline employment estimates for the Cooperative Forecasting Program. If jurisdictions have access to additional data to inform these baseline employment estimates or choose to utilize a different methodology, staff asked that Subcommittee members it with the Committee and include a description as a part of the transmittal package.

At the Forecasting meeting, DCPS staff also presented the memo “Cooperative Forecasting Program – Employment Estimates and Projections” which contained a final recommendation for converting NAICS employment data into base-year estimates of the traditional employment inputs (office, retail, industrial, other) for the COG/TPB modelling process. The memo also summarized a survey that DPCS staff conducted of the land use forecasting techniques of other major MPOs across the country.

Particularly noteworthy was the observation by nearly all respondents that COG’s Cooperative Forecasting process was the superior approach for developing travel modelling inputs due to the transparency for technical assumptions and the participation and land use expertise provided by member local governments.

During September, DCPS staff began work on the “Growth Trends to 2045” brochure which documents the Round 9.1 Cooperative Forecasts. The COG Board is expected to approve the Round 9.1 Forecasts at their October meeting.

Building on conversations from the July COG Leadership Retreat, which focused on the TPB LRPTF findings, Executive Director Chuck Bean and DCPS Director Paul DesJardin briefed the COG Board of Directors at its September 12 meeting on the need for more than 100,000 additional housing units than are currently anticipated in the Cooperative Forecasts. As noted in their presentation, this ‘need’ was to ensure enough supply of housing for the workers needed to fill the jobs that are reasonably-anticipated in the Cooperative Forecasts and ensure the economic competitiveness of the region. Following the briefing and discussion, the COG Board unanimously adopted Resolution R33-2018 directing the Planning Directors and Housing Directors to:

- a) Direct the Planning Directors Technical Advisory Committee (PDTAC), and the Housing Directors Advisory Committee (HDAC), to assess the region’s ability to accommodate the estimated need for slightly more than 100,000 housing units beyond those currently anticipated in the Cooperative Forecasts with a focus on affordable and work force housing regionally.
- b) Building on the adopted Region Forward goals and targets, the PDTAC should examine the optimal incentives for adding additional housing, with an emphasis on preservation and production within the Regional Activity Centers and around high capacity transit stations and work to update future Cooperative Forecasts as needed.

- c) Direct that the PDTAC and HDAC work with the Region Forward Coalition, and key regional business, civic, and philanthropic organizations to assess ways to assist local governments with meeting the enhanced housing production targets while ensuring that future growth creates truly inclusive communities
- d) The PDTAC should also include an assessment of factors or impediments to adding more housing units such as lack of critical public infrastructure (transportation, schools, water and sewer).
- e) Reaffirm the work underway within PDTAC to identify current local government planning efforts that support the initiatives of the TPB Long-Range Plan Task Force.

The direction provided to the PDTAC by the COG Board of Director through this resolution is tied very closely to ongoing discussions of the PDTAC to respond to the TPB Chairman’s request of the PDTAC to identify how the region’s planning community can advance the underlying tenets of the *Optimized Regional Land Use Balance* initiative developed by the TPB Long-range Plan Task Force and endorsed by the TPB.

At their September 20 and 21 meetings, respectively, Paul DesJardin briefed the Housing Directors and the Planning Directors committees on this regional housing need. The Committees agreed to Work together to address this challenge and staff will develop a proposed work plan. In addition, Chuck Bean briefed the Housing Leaders Group of Greater Washington on this issue at their meeting on September 17, and Paul DesJardin briefed the Council of Economic Development Officials (CEDO) of the Greater Washington Board of Trade at their meeting on September 24.

Task 8	BUDGET	Billed this month	% Funds Expended	UPWP Page
PUBLIC PARTICIPATION AND HUMAN SERVICES COORDINATION	\$1,261,894	\$90,965	13%	51

8. PUBLIC PARTICIPATION AND HUMAN SERVICES COORDINATION

8.1. Public Participation

Visualize 2045 was released for public comment on September 7. Activities included preparing announcements about the release, web documentation, public comment pages, documentation of the plan in draft publication format, and presentations on the draft plan.

To wrap up outreach activities for Visualize 2045, the TPB held three open houses in September. Hosted in Maryland, the District of Columbia, and Virginia, these sessions featured 22 display boards with content derived from the draft elements of the plan. Subject-matter experts from the TPB staff and the TPB’s member governments were on-hand at the open houses to talk with the region’s residents in informal, one-on-one conversations. In all, more than 100 people attended these events to learn about and discuss the full range of content in Visualize 2045, including major planned improvements, the system performance analysis, the financial plan, and aspirational elements.

Activities related to the open houses included developing display and handout materials for the events, scheduling and logistical planning, outreach and advertising, and attending and staffing the actual events. The consultant that worked on the spring public forums also assisted with the open houses.

The CAC met on September 13 in conjunction with the open house in DC. The CAC agenda focused on a discussion and review of public involvement activities for Visualize 2045.

The Access for All Advisory Committee met on September 13. The agenda included a multipart briefing on Visualize 2045 and a briefing on a program in Northern Virginia (the Arc's Train the Travel Trainer project) that uses a specialized software program that provides a step by step guide to support adults and students with intellectual disabilities to independently travel on bus or Metrorail.

Staff conducted a procurement process to receive proposals for an evaluation of the TPB's public involvement activities. The evaluation will be conducted in October and November.

Staff conducted an interactive session on land use and transportation to the leadership program of the local chapter of the Urban Land Institute.

8.2. Communications

The *TPB News*, the TPB's online newsletter, featured an extensive preview on September 4 of the contents of Visualize 2045.

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

Staff updated pages on the COG website related to transportation.

Staff attended the annual conference of the Association of Metropolitan Planning Organizations. Staff made a presentation at a conference session on presenting technical information to non-technical audiences.

8.3. Human Services Transportation Coordination

During the month of September, staff held an AFA committee meeting on September 13:

- TPB Staff introduced the draft of Visualize 2045, the TPB's new long-range transportation plan for the National Capital Region and collected comments from the AFA.
- Towards the goal of spotlighting regional mobility management efforts, Enhanced Mobility subrecipient Arc of Northern Virginia presented on its Train the Travel Trainer program, which utilizes a specialized software program to provide a step by step guide to support adults and students with intellectual disabilities in independent travel on bus or Metrorail.
- Staff provided an update on the status of the Coordinated Plan.

Staff also worked with AFA chair Kacy Kostiuk to develop a memo summarizing the comments from the AFA on Visualized 2045 for planned dissemination to TPB membership.

Additionally, in September, staff solicited the assistance of TPB Technical Committee members and made an additional request to AFA members to assist with updates to the Listing of Specialized Services required for the Coordinated Plan.

The draft Coordinated Plan document will be released for public comment on November 8th, 2018.

Task 9	BUDGET	Billed this month	% Funds Expended	UPWP Page
TRANSPORTATION ALTERNATIVES (TAP) AND LAND USE CONNECTION (TLC) PROGRAMS	\$482,053	\$18,651	11%	55

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

In consultation with the jurisdiction staff for each project, staff preliminarily selected consultants for each project of the nine FY 2019 TLC projects that were approved by the TPB in May. Staff began the contracting process.

Staff reviewed applications that were submitted for the Transportation Alternatives Set-Aside Program in the District of Columbia. The TPB was slated to approve projects for this funding in October.

Task 10	BUDGET	Billed this month	% Funds Expended	UPWP Page
TPB SUPPORT AND MANAGEMENT	\$893,653	\$94,734	21%	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)
- TPB Freight Subcommittee
- Severe Weather Group Kickoff Meeting – (MATOC)
- Access for All – (AFA)
- Bike & Ped Subcommittee
- Citizens’s Advisory Committee (CAC)

- Transportation Planning Board – (TPB)
- TPB Technical Committee
- TPB Steering Committee
- Regional Public Transportation Subcommittee - (RPTS)

Support activities from the administrative staff 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/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.

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

- Regional Business Forum annual event with Gov. Hogan, Gov. Northam & Mayor Bowser
- Leadership Greater Washington Orientation – Washington, DC
- Kickoff Summit for WMATA's Bus Transformation Project
- AMPO Annual Conference – San Antonio, TX - 9/24 – 9/26/2018

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	\$20,787	3%	59
District of Columbia	\$283,756	\$36,872	13%	59
Maryland	\$518,802	\$3,903	1%	61
Virginia	\$436,798	\$0	0%	63
WMATA	\$180,164	\$4	0%	65

11. TECHNICAL ASSISTANCE

11.1 District of Columbia

Staff worked with DDOT staff to plan and participate in the September 26 HPMS Committee meeting. Staff updated the committee on the PCS, HERE, and short-term data status and prepared a summary of the meeting and shared it with DDOT staff. Staff created counting location maps and assigned the second batch of 2018 fall counts to the contractor. Staff prepared draft letters and maps for DDOT to use to apply for permits to perform counts in locations under Capitol Police or National Park Service jurisdiction. Staff summarized and analyzed the August traffic data from PCS, FTMS, and HERE stations and shared the summary with DDOT staff for field inspection purposes. Staff reviewed new sample sections and suggested changes in the sample panel.

Staff attended the monthly STWG / Tech / Steering / TPB meeting cycle. At the September STWG meeting, staff provided an update on upcoming Technical Assistance projects to be carried out during FY 2019 and solicited input from STWG members.

11.2. Maryland

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.

Staff attended the monthly STWG / Tech / Steering / TPB meeting cycle. At the September STWG meeting, staff provided an update on upcoming Technical Assistance projects to be carried out during FY 2019 and solicited input from STWG members.

11.3. Virginia

Program Development and Data / Documentation Processing

Staff attended the monthly STWG / Tech / Steering / TPB meeting cycle. At the September STWG meeting, staff provided an update on upcoming Technical Assistance projects to be carried out during FY 2019 and solicited input from STWG members.

11.4. WMATA

Program Development

Staff attended the monthly STWG / Tech / Steering / TPB meeting cycle. At the September STWG meeting, staff provided an update on upcoming Technical Assistance projects to be carried out during FY 2019 and solicited input from STWG members.

12. CONTINUOUS AIRPORT SYSTEM PLANNING

Staff prepared and convened the September 27 Aviation Technical Subcommittee Meeting. Staff completed the Regional Air System Plan (RASP) Phase 1 Report, developed a Memo on the RASP Phase 2 status, and developed the Airport Improvement Plan Supplemental Appropriation Project Memo. Each of these items were presented for ATS review at the September meeting.

Staff continued cleaning and sorting and geocoding data for Phase 2 of the 2017 Air Passenger Survey.

Staff continued conducting the 2017 Air Passenger free response analysis.

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

September 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	257,729.66	130,426.44	25%
SUBTOTAL	1,049,855.00	257,729.66	130,426.44	25%
2. Performance-Based Planning and Programming				
Planning	350,945.00	83,695.09	32,876.13	24%
Transportation Improvement Plan	350,945.00	62,705.54	28,113.12	18%
SUBTOTAL	701,890.00	146,400.63	60,989.25	21%
3. Mobile Emissions Planning				
Air Quality Conformity	900,000.00	253,299.94	124,979.83	28%
Mobile Emissions Analysis	987,121.00	186,809.25	90,416.74	19%
SUBTOTAL	1,887,121.00	440,109.19	215,396.56	23%
4. Planning Programs				
Congestion Mgmt Process	425,000.00	114,757.06	57,998.89	27%
SPOTS	529,037.00	151,774.95	61,373.38	29%
Emergency Preparedness	135,000.00	37,571.46	17,273.20	28%
Transportation Safety	135,000.00	37,888.60	17,739.86	28%
Bike & Pedestrian	155,000.00	44,878.61	25,897.85	29%
Regional Public Transit	175,000.00	33,535.52	24,201.66	19%
Freight Planning	170,000.00	31,594.21	16,991.48	19%
MATOC	135,000.00	31,606.79	14,467.15	23%
SUBTOTAL	1,859,037.00	483,607.20	235,943.48	26%
5. Travel Forecasting				
Software Support	150,000.00	19,463.29	12,230.60	13%
Network Development	826,200.00	198,650.54	96,088.54	24%
Models Development	1,777,891.00	244,913.69	117,152.74	14%
SUBTOTAL	2,754,091.00	463,027.51	225,471.87	17%

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

September 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	181,338.44	133,068.40	13%
Travel Monitoring Studies and Research	340,492.00	5,979.10	2,604.46	2%
Regional Transportation Data Clearinghouse	334,075.00	80,757.02	32,235.16	24%
GIS Data	685,590.00	167,994.42	53,176.19	25%
SUBTOTAL	2,760,334.00	436,068.97	221,084.21	16%
7. Cooperative Forecasting and Transportation Planning Coordination				
Cooperative Forecasting Coordination	915,451.00	239,425.82	123,847.95	26%
SUBTOTAL	915,451.00	239,425.82	123,847.95	26%
8. Public Participation and Human Service Transportation Coordination				
Public Participation	996,894.00	150,000.09	80,899.88	15%
Human Service Transportation Coordination	265,000.00	18,037.41	10,065.55	7%
SUBTOTAL	1,261,894.00	168,037.50	90,965.43	13%
9. Transportation Alternatives and Transportation Land Use Connection Program				
Alternatives and TLC	482,053.00	51,545.62	18,651.52	11%
SUBTOTAL	482,053.00	51,545.62	18,651.52	11%
10. TPB Support and Management				
TPB Support and Mgmt	893,653.00	191,061.57	94,734.84	21%
SUBTOTAL	893,653.00	191,061.57	94,734.84	21%
SUBTOTAL CORE PROGRAM ITEMS 1-10	14,565,379.00	2,877,013.68	1,417,511.56	20%
TECHNICAL ASSISTANCE				
District of Columbia	283,756.00	36,872.19	20,787.73	13%
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	40,780.46	20,787.73	3%
TPB GRAND TOTAL	15,984,899.00	2,917,794.14	1,438,299.29	18%

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

September 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	36,872.19	29,577.77	4,640.84	205,422.23	32,231.35
OTHER TASK TBD	38,756.00	0.00	4,877.94	0.00	33,878.06	0.00
SUBTOTAL	283,756.00	36,872.19	35,714.34	4,640.84	248,041.66	32,231.35
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	40,780.46	336,152.90	5,136.68	1,083,367.10	35,643.78