

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
777 North Capitol Street, N.E.
Washington, D.C. 20002

**RESOLUTION TO AMEND THE FY 2025 COMMUTER CONNECTIONS WORK PROGRAM
TO REVISE THE BUDGET AND WORK ACTIVITIES**

WHEREAS, the National Capital Region Transportation Planning Board (TPB) has been designated by the Governors of Maryland and Virginia and the Mayor of the District of Columbia as the Metropolitan Planning Organization (MPO) for the Washington Metropolitan Area; and

WHEREAS, the FY 2025 Commuter Connections Work Program (CCWP) consists of a core program of regional transportation demand management operational activities funded jointly by state and local jurisdictions, plus jurisdictional programs that are conducted at the discretion of individual state funding agencies; and

WHEREAS, the TPB is required by federal regulations to approve a congestion management process which includes travel demand management as part of the metropolitan transportation plan, and Commuter Connections constitutes the major demand management component of the congestion management process to be approved by the TPB, and Commuter Connections also supports regional air quality goals; and

WHEREAS, on March 21, 2024, the TPB approved the FY 2025 CCWP as Resolution TPB R11-2024; and

WHEREAS, the Maryland Department of Transportation (MDOT) has requested an amendment to the FY 2025 CCWP to add funding and activities to implement a commuter incentive program for carpools and vanpools to be targeted in the affected area of the Francis Scott Key Bridge collapse; and

WHEREAS, the revised work activities and budget for projects in the FY 2025 CCWP were reviewed by the District of Columbia Department of Transportation (DDOT), MDOT, and the Virginia Department of Transportation (VDOT) to the proposed amendment, as described in the attached materials.

NOW, THEREFORE, BE IT RESOLVED THAT the National Capital Region Transportation Planning Board approves an amendment to the FY 2025 Commuter Connections Work Program for the Metropolitan Washington Region, as described in the attached documents.

FY 2025 WORK PROGRAM FOR THE COMMUTER CONNECTIONS PROGRAM FOR THE GREATER WASHINGTON METROPOLITAN REGION

DRAFT As amended September 2024

Table 1 (DRAFT As amended 9/6/24)
FY 2025 COMMUTER CONNECTIONS BUDGET AND WORK PROGRAM EXPENDITURES

WORK ACTIVITY	DIRECT LABOR EXPENSE				INDIRECT	NON-LABOR DIRECT EXPENSE			TOTAL
	SALARIES (includes Leave)	FRINGE BENEFITS 22.39%	INTERNS	OTHER STAFFING	MGMT & ADMIN 57.71%	DATA & PC COSTS	CONTRACT SERVICES	OTHER	
Commuter Operations Center	270,876	60,649	-	-	191,323	34,981	170,415	21,814	750,058
Guaranteed Ride Home	234,801	52,572	-	-	165,843	6,554	198,000	320,384	978,153
Marketing	422,576 453,660	94,615 101,574	7,496	-	302,796 324,752	18,558	859,255	2,284,633 3,167,133	3,989,929 4,932,429
Monitoring and Evaluation	192,948	43,201	-	-	136,282	-	551,000	19,199	942,630
Employer Outreach	78,857	17,656	-	-	55,698	24,607	-	699,689	876,507
GRH Baltimore	35,188	7,879	-	-	24,854	-	65,750	91,329	225,000
TOTAL	1,235,246 1,266,330	276,572 283,531	7,496	-	876,796 898,752	84,700	1,844,420	3,437,048 4,319,548	7,762,277 8,704,777

Table 2 – DRAFT As Amended September 2024
COMMUTER CONNECTIONS FISCAL YEAR 2025 BUDGET
BY STATE FUNDING AGENCY AND PROGRAM ELEMENT

FUNDS SOURCE	Commuter Operations Center	Guaranteed Ride Home (GRH)	Marketing	Monitoring & Evaluation	Employer Outreach*	GRH Baltimore	TOTALS
District of Columbia (DDOT)	\$82,489	\$115,422	\$449,478	\$111,230	\$29,208	\$0	\$787,827
State of Maryland (MDOT)	\$307,586	\$430,387	\$1,841,815 \$2,784,315	\$414,758	\$756,694	\$175,000	\$3,926,240 \$4,868,740
State of Maryland (MTA)	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
Commonwealth of Virginia	\$308,983	\$432,344	\$1,698,636	\$416,642	\$90,605	\$0	\$2,947,210
Other**	\$51,000						\$51,000
TOTAL	\$750,058	\$978,153	\$3,989,929 \$4,932,429	\$942,630	\$876,507	\$225,000	\$7,762,277 \$8,704,777

* Virginia and the District of Columbia have allocated \$1,468,923 pending available funds to local jurisdictions and contractors to implement the Employer Outreach project. DDOT has allocated \$316,373, VDOT has allocated \$752,550, and VDRPT has allocated \$400,000.

**Software User Fees - \$51,000

Oversight:

Commuter Connections Subcommittee

- Provide input and feedback on project recommendations for program continuation and/or expansion.

J. MDOT COMMUTER INCENTIVE PROGRAM FOR KEY BRIDGE EMERGENCY TDM

Amendment 1, TPB SR7-2025, added the MDOT Commuter Incentive Program for Key Bridge Emergency TDM in the Baltimore region. The program will closely mirror the existing Commuter Connections commuter incentive program, 'Pool Rewards, which incentivizes new carpools and vanpools to earn cash if their commute traverses a portion of the TPB planning area. Program administration efforts will be similar: TPB staff will screen carpools and vanpools, monitor travel activity, and issue incentive payments to carpools and subsidy payment to vanpool providers. The methods for accruing incentives for the MDOT Commuter Incentive Program may be slightly different; specific program guidelines will be developed prior to program launch.

Cost Estimate:	\$942,500
<i>(Program Administration)</i>	\$60,000
<i>(Carpool Incentives)</i>	\$350,000
<i>(Vanpool Incentives)</i>	\$532,500

Products: Update of website and social media pages to reflect promotional activities and incentives. *(COG/TPB staff in conjunction with MDOT)*

Services: Operation of MDOT Commuter Incentive program which includes registering and verifying participants, vanpool provider contracting/oversight, monitoring trip logs, and payments to program participants. *(COG/TPB staff)*

Schedule: October 1, 2024 - June 30, 2025

Oversight: STDM Work Group

IV. MONITORING AND EVALUATION

The Monitoring and Evaluation program will provide overall program and individual project results when appropriate for the various projects in the CCWP that will be used to track progress for the regionally adopted Commuter Connections Transportation Demand Management (TDM) program elements that were originally adopted as Transportation



MEMORANDUM

TO: Transportation Planning Board Steering Committee
FROM: Dan Sheehan, TPB Transportation Operations Programs Director
SUBJECT: FY 2025 CCWP Amendment to Add a Work Element for Emergency Baltimore Francis Scott Key Bridge TDM Efforts
DATE: September 6, 2024

The Transportation Planning Board (TPB) approved the FY 2025 Commuter Connections Work Program (CCWP) on March 21, 2024 (R11-2024). Since the TPB approved the CCWP, the Maryland Department of Transportation (MDOT) was granted additional funding for emergency Transportation Demand Management (TDM) efforts resulting from the Baltimore-area Francis Scott Key Bridge collapse. MDOT is requesting the TPB absorb project administration and implementation efforts for a commuter incentive program to be targeted in the affected area of the Francis Scott Key Bridge collapse. The funding commitment on behalf of MDOT for the FY 2025 CCWP will expand by **\$942,500** to accommodate the necessary work on behalf of TPB staff to administer the project.

BACKGROUND

The program will closely mirror the existing Commuter Connections commuter incentive program, 'Pool Rewards, which incentivizes new carpools and vanpools to earn cash if their commute traverses a portion of the TPB planning area. Program administration efforts will be similar: TPB staff will screen carpools and vanpools, monitor travel activity, and issue incentive payments to carpools, and subsidies to authorized vanpool operators. The methods for accruing incentives for the MDOT Commuter Incentive program may be slightly different; specific program guidelines will be developed prior to program launch.

MDOT first approached the Baltimore Metropolitan Commission (BMC) to operate the program, However, BMC deferred to TPB as the TPB Commuter Connections program already operates public ridematching and Guaranteed Ride Home programs in the Baltimore region.

The incentive program is expected to be launched in autumn 2024.

FY 2025 COST ESTIMATES

Program Administration	\$60,000
Incentive Payments: Carpool	\$350,000
Incentive Payments: Vanpool	\$532,500
TOTAL	\$942,500