

## Commuter Connections TDM Evaluation FY 2017 Project Schedule

### Task A – Finalize / Present State of Commute Survey

2016

- Prepare draft report Jun 30
- Present survey highlights / draft report to CC Subcommittee Jul 19
- Comment period Sept 2
- Revise technical report – post for final review Sept 6
- Present Final Draft Report to CC Subcommittee Sept 20
- Endorse for release of final document (CC Subcommittee) Sept 20

2017

- Release of Jurisdiction Data Feb 2017
- Preparation of General Public Report Jun 2017

### Task B – Finalize / Present Washington GRH Survey Report

2016

- Prepare draft Technical Report Jun 30
- Present survey highlights to CC Subcommittee Jul 19
- Comment Period Sept 2
- Revise technical report – post for final review Sept 6
- Endorse for release of final document (CC Subcommittee) Sept 20

### Task C – Finalize / Present Baltimore GRH Survey Report

2016

- Prepare draft Technical Report Jun 30
- Present survey highlights to CC Subcommittee Sept 20
- First Comment Period Oct 14
- Revise technical report – post for final review Nov 4
- Endorse for release of final document (CC Subcommittee) Nov 15

### Task D – Finalize / Present Retention Rate Survey Report

2016

- Prepare draft Technical Report Jun 30
- Present survey highlights to CC Subcommittee Jul 19
- Comment Period Sept 2
- Revise technical report – post for final review Sept 6
- Endorse for release of final document (CC Subcommittee) Sept 20

**Task E – Bike to Work Survey**

2016

- Prepare draft questionnaire Oct 4
- Review with COG staff; finalize survey Oct 11
- Program/test online application Oct 11 – Nov 1
- COG sends email link Nov 4
- Survey link open Nov 4 – Nov 23
- Clean data / prepare frequencies and data file and analysis Dec 31

2017

- Present Highlights to CC Subcommittee Jan 17
- Prepare report Feb 24
- Present draft Report to CC Subcommittee Mar 21
- Comment Period Mid-Apr
- Revise Report – Post for final review May 16
- Endorse for Release of final document (CC Subcommittee) May 16

**Task F – MD Telework Survey**

2017

- Prepare draft questionnaire Jan 6
- Review with COG staff; finalize survey Jan 20
- Program/test questionnaire Jan 23 – Feb 3
- COG emails/mailed alert letter Feb 7
- Survey open Feb 7 – Feb 28
- Clean data / prepare data file Mar 17
- Analyze data Mar 17 – Apr 14
- Prepare summary Apr 28

**Task G – Employer Outreach Database Analysis**

2017

- Obtain ACT! database from COG Jan 20
- Send COG list of deleted / new employers Feb 10
- COG verifies employers to delete / new employers Mar 3
- Prepare database for COMMUTER model runs Mar 17
- Conduct model runs Apr 14
- Complete Employer Outreach analysis (Jan 2014 – Dec 2016) Apr 28
- Complete Employer Outreach analysis (Jan 2017 – Dec 2017) 2017 (FY 2018)
- Obtain new employers from COG (since Dec 2016) Aug 4
- Complete Employer Outreach Analysis (Jan – June 2017) End Sept

**Task H – Draft TERM Analysis**

2017

- Obtain final TERM goals, emission factors from COG Jan 20
- Obtain TERM data from COG (through Dec 2016) Jan 20
- Conduct analysis for GRH TERM Feb 24
- Conduct analysis for COC / Integrated Rideshare Mar 24
- Conduct analysis for Mass Marketing TERM Apr 21
- Conduct analysis for Telework and Employer Outreach Apr-May
- Present highlights of results to CC Subcommittee May 16
- Prepare draft analysis report June 30

2017 (FY 2018)

- Present draft analysis report to CC Subcommittee TBD – mid Jul
- First comment period TBD – late Aug
- Revise draft report – post for re-review TBD – early Sept
- Present revised report to CC Subcommittee TBD – mid Sept
- Second comment period TBD – mid Oct
- Revise technical report – post for final review TBD – early Nov
- Endorse for release of final document (CC Subcommittee) TBD – mid Nov