

COG BOARD OF DIRECTORS MEETING

District of Columbia
Bladensburg*
Bowie
Charles County
College Park
Frederick
Frederick County
Gaithersburg
Greenbelt
Montgomery County
Prince George's County
Rockville
Takoma Park
Alexandria
Arlington County
Fairfax
Fairfax County
Falls Church
Loudoun County
Manassas
Manassas Park
Prince William County

DATE: July 10, 2013
TIME: 12:00 Noon
PLACE: COG Board Room

PLEASE NOTE: Chairwoman Young will begin the meeting promptly at Noon. Lunch for members and alternates will be available at 11:30 a.m.

A G E N D A

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
(12:00 Noon)**

**Chairwoman Karen Young
President Pro Tem, Board of Aldermen
City of Frederick**

**2. ANNOUNCEMENTS
(12:00 – 12:10 p.m.)**

Chairwoman Young

- 1. 2012 Annual Foster Care Report**
- 2. NARC Conference Outcomes**
- 3. Executive Director Mid-Year Evaluation**

**3. EXECUTIVE DIRECTOR'S REPORT
(12:10 – 12:15 p.m.)**

**4. AMENDMENTS TO AGENDA
(12:15 – 12:20 p.m.)**

**5. APPROVAL OF MINUTES OF JUNE 12, 2013
(12:20 – 12:25 p.m.)**

**Adjunct Member*

**6. ADOPTION OF CONSENT AGENDA ITEMS
(12:25 – 12:30 p.m.)**

A. RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH THE MARYLAND DEPARTMENT OF THE ENVIRONMENT FOR ANACOSTIA RIVER WATERSHED RESTORATION PARTNERSHIP-RELATED SERVICES

The Board will be asked to adopt Resolution R25-2013, authorizing the Executive Director, or his designee, to execute a memorandum of understanding with the Maryland Department of the Environment (MDE) in an amount not to exceed \$41,500 for Anacostia Partnership-related technical and administrative support services. The project duration is one year. No COG matching funds are required.

RECOMMENDED ACTION: Adopt Resolution R25-2013.

B. RESOLUTION AUTHORIZING COG TO ISSUE A CONTRACT TO DEVELOP, CONDUCT, AND EVALUATE A TWO-DAY INCIDENT MANAGEMENT ASSISTANCE TEAM EXERCISE

The Board will be asked to adopt Resolution R26-2013, authorizing the Executive Director, or his designee to receive and expend up to \$150,000 to develop, conduct, and evaluate a two-day Incident Management Assistance Team Exercise. It will expand the Region's capability to respond to an improvised nuclear device (IND); test the District of Columbia's ability to position and transfer resources from reception sites; and examine coordination among key responders. Funding for this effort will be provided through a Subgrant from the State Administrative Agent (SAA). No COG matching funds are required.

RECOMMENDED ACTION: Adopt Resolution R26-2013.

C. RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A ONE YEAR CONTRACT EXTENSION WITH GREEHAN, TAVES, PANDAK & STONER, PLLC. FOR LEGAL SERVICE SUPPORT

The Board will be asked to adopt Resolution R27-2013, authorizing the Executive Director, or his designee, to enter into a one year contract extension with Greehan, Taves, Pandak & Stoner, PLLC., for legal services, in an amount not to exceed \$156,000.00 plus expenses for the year. The COG Board approved a three-year (FY 2011, FY 2012 and FY 2013) contract in July 2010 following a competitive solicitation.

RECOMMENDED ACTION: Adopt Resolution R27-2013.

D. RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH A CONTRACTOR FOR A DISADVANTAGED BUSINESS ENTERPRISE (DBE) LIAISON OFFICER/TITLE VI COMPLIANCE OFFICER

The Board will be asked to adopt R28-2013, authorizing the Executive Director, or his designee, to enter into a contract for DBE and Title VI support, to be selected through a competitive solicitation process, in an amount not to exceed \$50,000.00. Authorization also extends to each of the four 1-year renewal options, if desired.

RECOMMENDED ACTION: Adopt Resolution R28-2013.

E. RESOLUTION APPROVING AN UPDATE PROCUREMENT POLICY

The Board will be asked to adopt R29-2013, authorizing the Executive Director, or his designee, to update COG's existing procurement policy. It has long been the policy of COG to follow competitive contractor selection procedures in connection with the purchase of goods and services, to ensure that goods and services are obtained at reasonable costs and, to the maximum extent practical, to assure open competition among vendors interested in doing business with COG. The proposed updates will strengthen this policy.

RECOMMENDED ACTION: Adopt Resolution R29-2013.

F. FINAL APPROVAL OF THE ROUND 8.2 COOPERATIVE FORECASTS

The Board will be asked to adopt Resolution R30-2013, approving the Round 8.2 Cooperative Forecasts. In February, the Board was briefed on the draft Round 8.2 Cooperative Forecasts of population, households and employment to the year 2040 and approved their use as inputs by the National Capital Transportation Planning Board (TPB) staff in the Air Quality Conformity Analysis of the 2013 Financially Constrained Long-Range Plan (CLRP) and the FY2013 to 2018 Transportation Improvement Program (TIP). The TPB released the results of the Air Quality Conformity Analysis on June 19, 2013, and is scheduled to approve the results and adopt the CLRP and TIP at its July 17 meeting. Consistent with Board policy, the Forecasts are approved concurrently with the Air Quality Conformity results.

RECOMMENDED ACTION: Adopt Resolution R30-2013.

G. RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ISSUE A CONTRACT TO DESIGN A HOMELAND SECURITY PROJECT MANAGEMENT OFFICE FOR THE NATIONAL CAPITAL REGION

The Board will be asked to adopt R31-2013, authorizing the Executive Director, or his designee, to receive funds from the State Administrative Agent for National Capital Region and execute a contract in an amount not to exceed \$135,000 with the firm The Clearing to design and support implementation of a homeland security Project Management Office (PMO) for the National Capital Region. No COG matching funds are required.

RECOMMENDED ACTION: Adopt Resolution R31-2013.

**7. UPDATE ON THE ACTIVITY CENTER STRATEGIC DEVELOPMENT PLAN
(12:30 – 1:00 p.m.)**

**Mary Hynes
Member, Arlington County Board
Chair, Region Forward Coalition**

As called for in *Economy Forward*, COG staff, the Region Forward Coalition and a consultant team are currently developing the Activity Centers Strategic *Development* Plan. The Plan provides detailed analysis, implementation strategies, and tools to support local planning efforts. In June, the Board was briefed on the overall goals and schedule for this project. Region Forward Coalition Chair Mary Hynes and COG staff will brief the Board on additional details about the approach and main products of the Plan, which has been refined to incorporate recommendations from the Board and the region's Planning Directors.

RECOMMENDED ACTION: Receive Report.

**8. STRONGER CONNECTIONS WITH THE REGION'S CONGRESSIONAL DELEGATION
(1:00 – 1:30 p.m.)**

**Donna Edwards
United States House of Representatives
Maryland's 4th District**

Congresswoman Edwards will discuss her top legislative priorities for the 112th Congress, her experience serving on the Transportation and Infrastructure Committee, and opportunities for continued federal regional collaboration.

RECOMMENDED ACTION: Receive briefing.

**9. 2012 REGIONAL CRIME REPORT
(1:30 – 1:55 p.m.)**

**Amy Philips
WMATA
Chair, Police Planner's Subcommittee**

**Chief Earl Cook
Alexandria Police Department
Vice Chair, Police Chiefs Committee**

**Assistant Chief Patrick Burke
Metropolitan Police Department**

The Police Chiefs Committee, in conjunction with its Police Planners subcommittee, annually collects and analyzes selected crime statistics for the Washington Metropolitan Area. Such information has

proven useful to law enforcement and policy officials by providing a broad analysis of crime trends and establishing local and regional crime-fighting priorities. The Board will be briefed on the most recent report, which reflects crime trends for 2012.

RECOMMENDED ACTION: Receive presentation.

**10. OTHER BUSINESS
(1:55 – 2:00 P.M.)**

**11. ADJOURN – THE BOARD RETREAT WILL BE HELD AUGUST 2-4, CAMBRIDGE, MD.
(2:00 p.m.)**



Reasonable accommodations are provided for persons with disabilities. Please allow 7 business days to process requests. Phone: 202.962.3300 or 202-962.3213 (TDD). Email: accommodations@mwkog.org. For details: www.mwkog.org



AGENDA ITEM #2

ANNOUNCEMENTS

National Capital Region



Annual Report on Foster Care 2012



METROPOLITAN WASHINGTON
Council of Governments

ABOUT THE REPORT

The Metropolitan Washington Council of Governments (COG) is a regional organization of Washington area local governments. COG is composed of 22 local governments surrounding our nation's capital, plus area members of the Maryland and Virginia legislatures, the U.S. Senate, and the U.S. House of Representatives.

Each year COG surveys child welfare systems in the National Capital Region. The purpose of the annual survey and report is to educate the media, general public, and other important stakeholders, of recent trends occurring in the region's foster care systems.

The members of COG that participate in this regional survey and report are the District of Columbia, Frederick, Montgomery, Prince George's and Charles Counties in Maryland, and Arlington, Fairfax, Loudoun, Prince William Counties, and the City of Alexandria in Virginia. Foster care data on the following independent cities, who are also members of COG, are included in the report within their county's data: the Cities of Bowie, College Park, Gaithersburg, Greenbelt, and Takoma Park in Maryland, and the Cities of Fairfax, Falls Church, Manassas and Manassas Park in Virginia.

This report is intended as an educational tool to inform those who may be unfamiliar with the foster care system, and update those who are. The desired outcome is that readers of this report will become more involved in the foster care system as advocates for vulnerable children and families in our communities.

The 2012 survey focused on the following aspects of child welfare/foster care in the region:

- Family Preservation and Diversion
- Child Protective Services
- Children in Foster Care, Entries and Point in Time
- Placements
- Permanency
- National Youth in Transition Data

The regional findings of the 2012 survey included:

- Over 1,300 children were diverted from entering foster care.
- The number of kids in foster care declined 28%, as compared to 4 years ago.
- Half of the children in foster care were placed in family foster homes.
- Child protective services investigated 21,819 hotline calls.
- More children entered foster care than exited the system during 2012¹.
- Nineteen children, age 16 or older, were adopted in 2012.

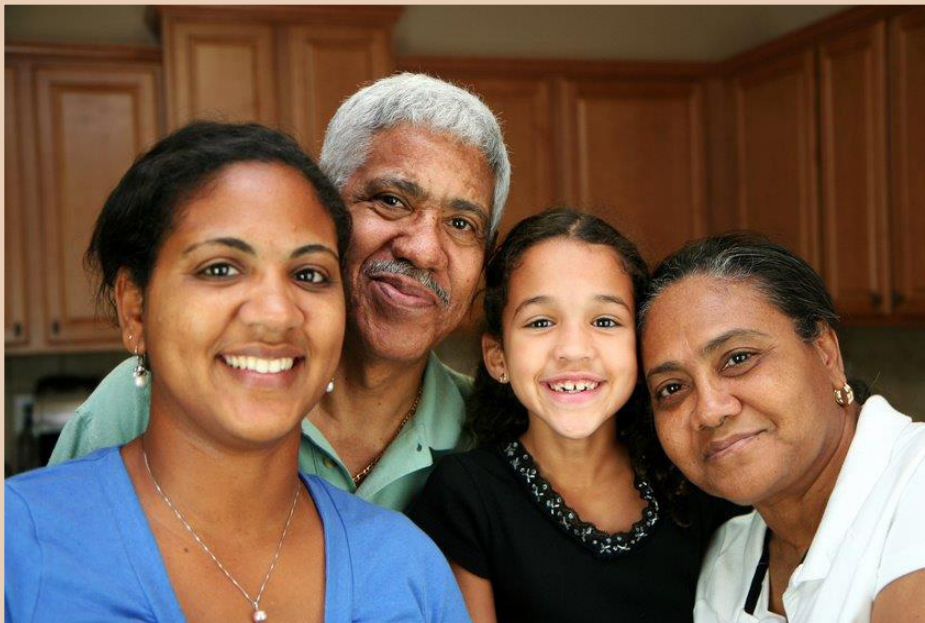
[1] Entries can include re-entries into the system and exits refer to children who find permanent homes (reunification, guardianship, or adoption) not those who age out of the system.

FAMILY PRESERVATION AND DIVERSION

Goal: Sustaining family connections whenever safe, appropriate, and possible

Families come to the attention of the foster care system when child abuse or neglect is suspected. In the course of an assessment or investigation, child welfare agencies may decide they must remove a child to keep him or her safe.

Sometimes reports of suspected child abuse and neglect may be unsubstantiated completely, or if there is some concern of safety or risk, the family may receive support services while the child remains in the birth home. This practice is called Family Preservation.



The national US Health and Human Services definition of Family Preservation states that “(preservation) services are short-term, family-based services designed to assist families in crisis by improving parenting and family functioning while keeping children safe (and in the birth home).”² Preservation services may be directly provided by the foster care system, but more often services are offered by private providers in the community.

In the National Capital Region a number of Family Preservation Services are provided to families in crisis. These services include, but are not limited to: shelter care, food assistance, transportation and day care vouchers, mental health assessments and therapy, workforce training, and parenting classes.

When low-risk cases come to the attention of social services, there are many fiscal benefits to sustaining a family connection through Family Preservation services. Savings in foster care placements, and case management are significant, but it is also important to note that the emotional and psychological toll of removing a child from their birth home is avoided.

In addition to family preservation, the technique of diversion is another practice to place children with qualified relatives or fictive kin, rather than foster care. In contrast to family preservation cases, diverted cases are severe enough to constitute removal, but instead of removing a child from his/her birth home, some other major intervention or placement arrangement is secured, usually with a relative or fictive kin. In the National Capital Region during 2012, over 1,300 children were diverted from entering the system.

“Over
1,300
children
were diverted
from **entering**
foster care.”

[2] US department of Health and Human Services, Administration of Children and Families, Child Welfare Information Gateway website: <https://www.childwelfare.gov/supporting/preservation/>

Here is an example of an actual diversion success story from Fairfax County, VA:

“A mother with three young boys became involved with the department due to concerns stemming from untreated mental health and substance abuse issues. Because of unsafe conditions in the home, a Family Partnership Meeting was convened to determine the best arrangement for the children and to avoid placement into foster care. The biological father was initially identified as a placement option, but due to his being stationed overseas, an alternative care arrangement had to be identified.

At this point, the maternal grandmother decided that she would provide care for the boys, with the goal of returning them to their mother. Supportive services were put in place to help

“ The court awarded the grandmother legal custody. ”

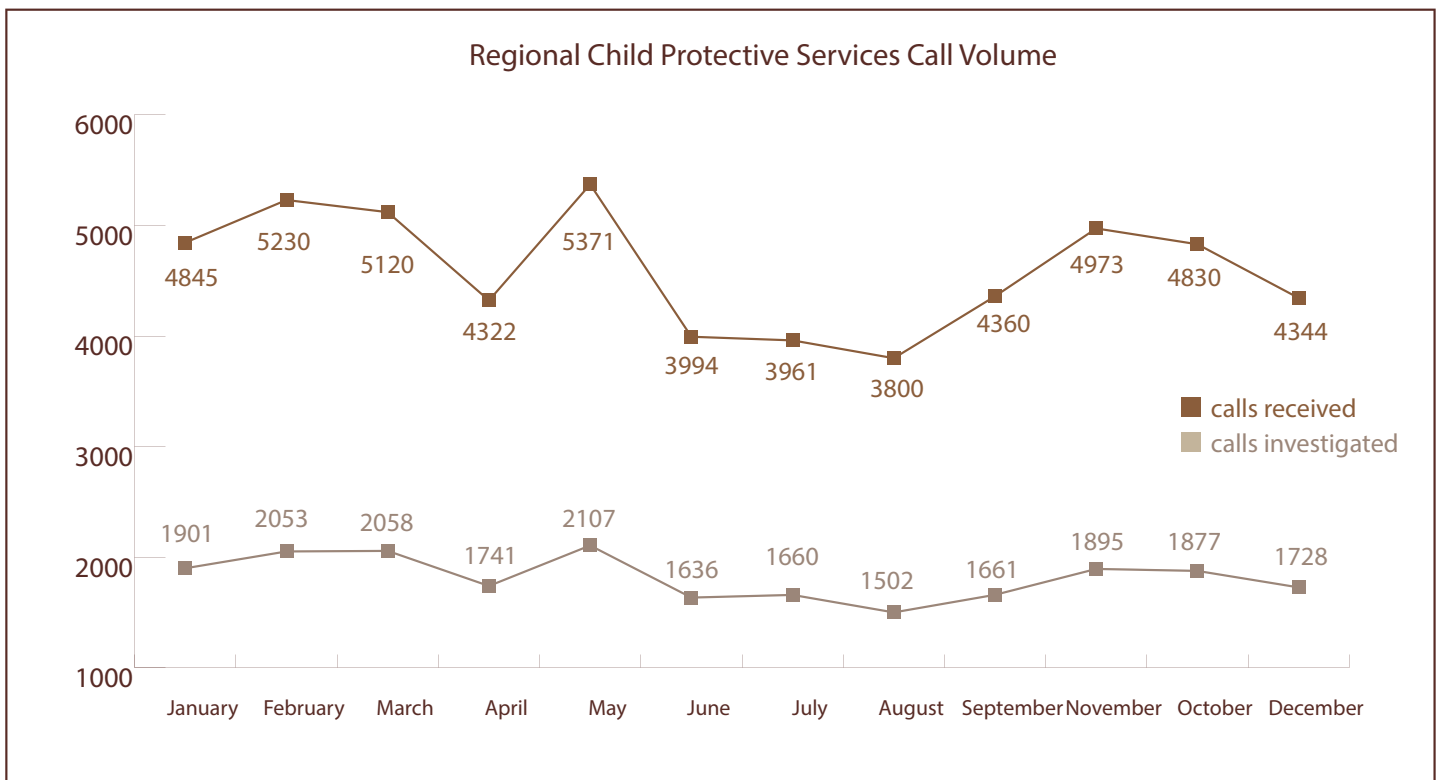
manage the needs of the children. While the boys lived with the grandmother, the mother’s progress in addressing her issues slowed. While it was difficult for the grandmother to accept the long-term reality of her daughter’s condition, eventually the grandmother decided that petitioning the court for legal custody of the children was the best way to provide the stability the children needed. The court awarded the grandmother legal custody. The boys now enjoy visits with the father when he comes from overseas. Today, the active boys are enrolled in school and enjoy activities such as swimming and martial arts.”

CHILD PROTECTIVE SERVICES

Goal: Recognizing the need for community intervention

Many calls alleging child abuse and neglect in our region are made by mandated reporters, especially school officials and daycare providers. This is why there is a spike in calls and investigations during the school year, and lower call volume during the summer months. It is important to note that there is a tendency for school officials to increase reporting prior to summer break. Anecdotally, the May surge has been attributed to school officials' understanding that some of their students, those of particular concern during the school year, may not be monitored as closely in the summer.

In aggregate, Child Protective Services (CPS) in the National Capital Region received a total of 55,150³ calls alleging child abuse or neglect in 2012, and 21,819 of these calls were validated for further investigation. Calls that did not meet the CPS threshold or state or local policy were referred to other appropriate resources.



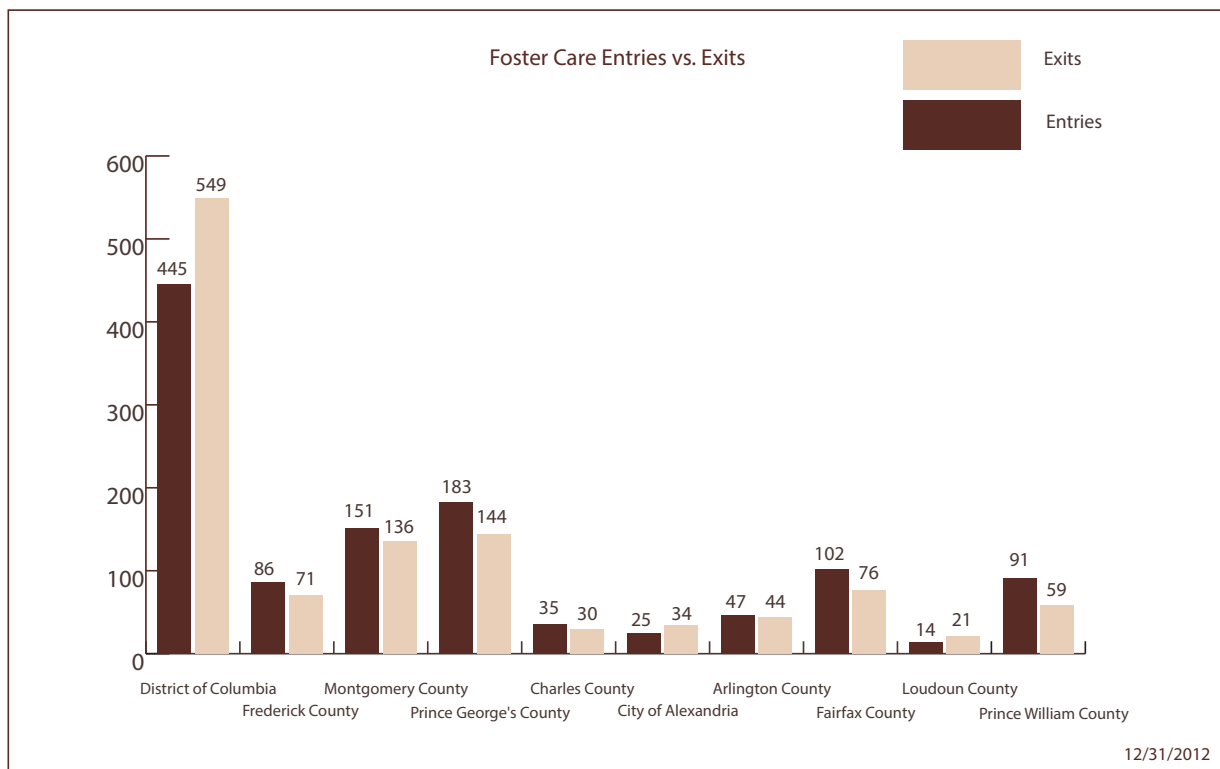
[3] For the number of calls received, multiple calls on the same case are each counted. Double counting does occur.

CHILDREN IN FOSTER CARE - ENTRIES

Goal: Providing a temporary safe haven to victims of child abuse, neglect or abandonment

Children enter the foster care system when child welfare decides the risk is too high to leave a child at home and a court agrees with that decision. While a child is temporarily in foster care, enormous efforts are made to identify a permanent placement for the child as expeditiously and safely as possible. The practice of concurrent planning, attempting to reunify a child, while working on alternative permanency options, like adoption or guardianship with a relative or fictive kin⁴, have been utilized by jurisdictions in the region. Although concurrent planning is not federally mandated, but rather encouraged in the Adoption and Safe Families Act of 1997 and financially incentivized (via guardianship) in the Fostering Connections to Success and Increasing Adoptions Act of 2008, the technique is embraced by all jurisdictions in the region.

Concurrent planning can be controversial because it recruits several permanent placement options for the child at once. It places the emotional onus on the adults in the foster child's life to provide a safe haven for an unspecified amount of time⁵. The adult placement providers must grow to understand that reunification, guardianship or adoption may occur at any time. The chart below shows a contrast of entries, and exits of children in foster care in 2012. Collectively there were 1,179 entries into foster care, and 1,164 exits from foster care.⁶ The number of exits include all permanency categories: 647 Reunifications (56%), 260 Guardianships⁷ (22%), and 257 Adoptions (22%).



[4] Fictive kin are family friends or adult acquaintances of the child that are not related to the family.

[5] The Adoption and Safe Families Act of 1997 requires that children who have been in foster care for 15 of the most recent twenty two months, the state must file a petition to terminate parental rights unless certain exceptions apply. A legal adoption cannot occur unless a termination of parental rights is granted.

[6] Entries can include re-entries into the system and exits refer to children who find permanent homes (reunification, guardianship, or adoption) not those who age out of the system.

[7] Virginia does not offer subsidized guardianship.

CHILDREN IN FOSTER CARE - POINT IN TIME

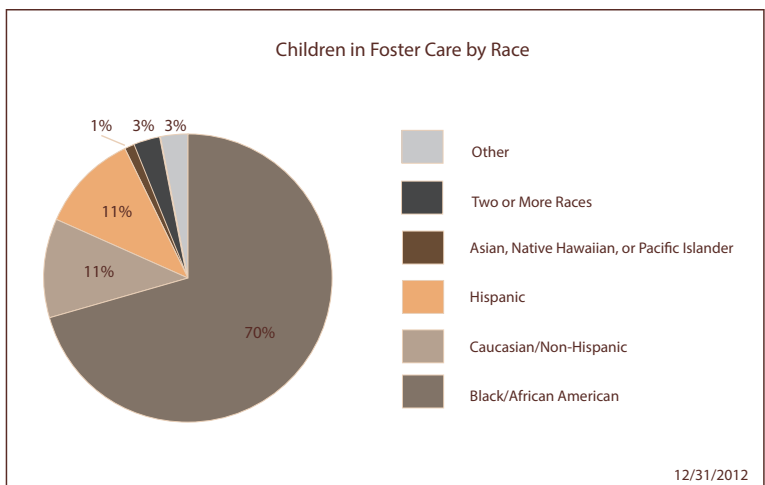
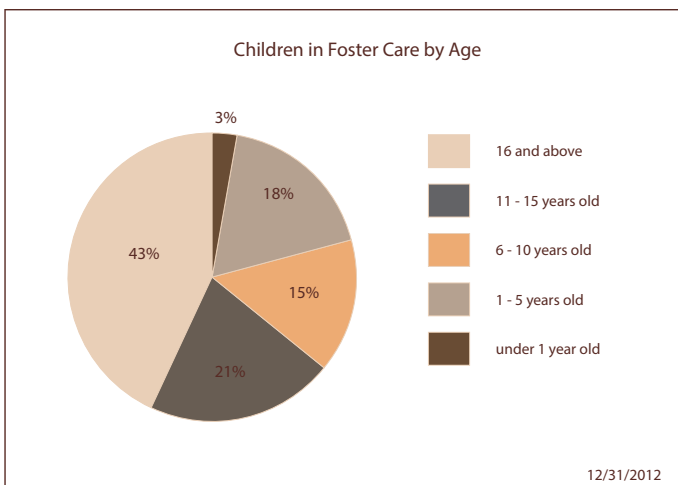
Goal: Providing a temporary safe haven to victims of child abuse, neglect or abandonment

CHILDREN IN FOSTER CARE (12/31)	2008	2009	2010	2011	2012
District of Columbia	2264	2103	2007	1744	1430
Frederick County	140	175	157	142	148
Montgomery County	575	546	516	498	433
Prince George's County	608	599	592	595	593
Charles County	106	113	110	105	95
City of Alexandria	181	167	126	126	97
Arlington County	147	133	115	101	87
Fairfax County	394	370	337	326	289
Loudoun County	87	97	83	64	51
Prince William County	99	91	110	115	126
Total	4601	4394	4153	3816	3349

Across the country, the number of children in foster care is declining. As a region, 1,252 fewer children were in foster care on the last day of the year in 2012 than in 2008; this is a 28% decline in children served in foster care as compared to 4 years ago.

The demographics of children in foster care closely resemble national data findings. More than half (64%) of all children in foster care in our region are at least eleven years old, and almost all are children of color (84%), African-American, Hispanic or Biracial.

“The number of kids in foster care **declined 28%**, as compared to **4 yrs ago**”

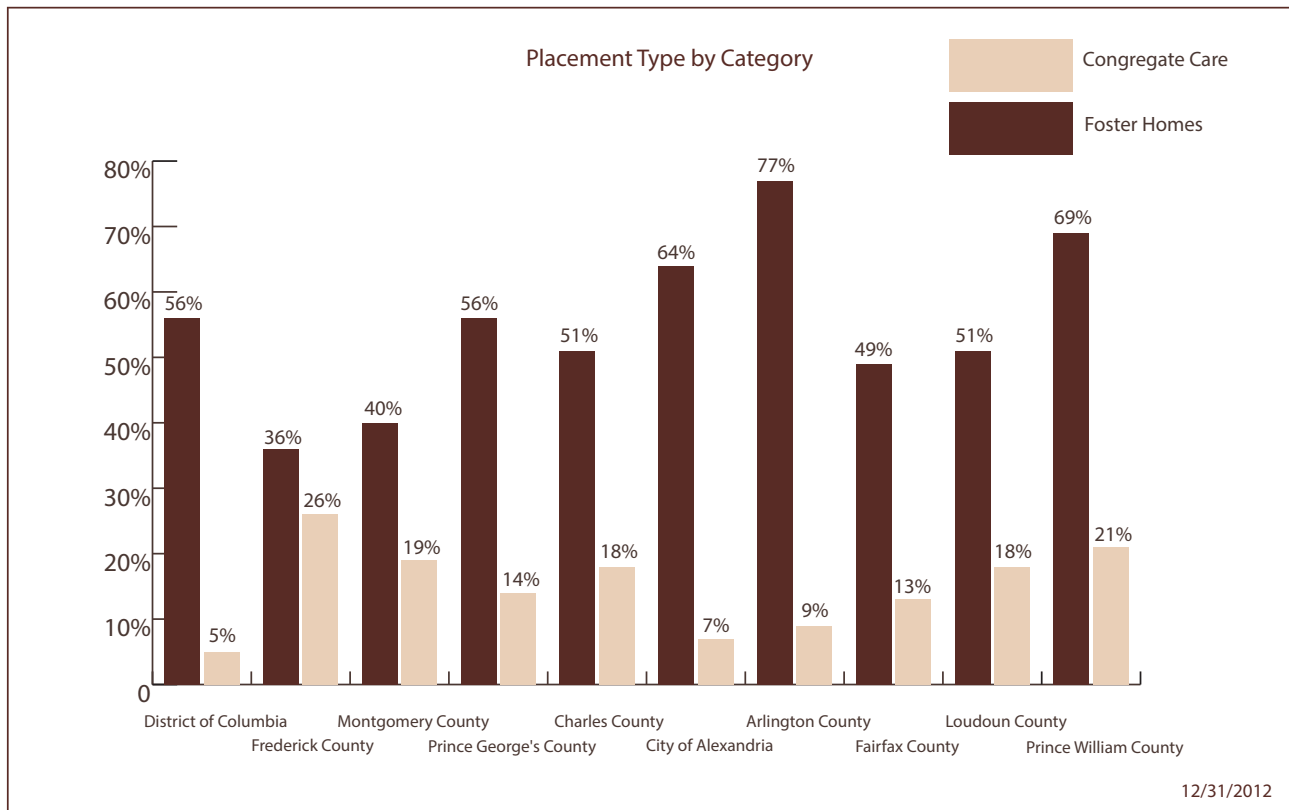


PLACEMENTS

Goal: Recruiting and retaining safe homes to receive children at a moment's notice.

On December 31, 2012, 3,349 children were in foster care. Children in foster care who have experienced major trauma, and those with special needs, are often living in therapeutic settings. Many jurisdictions in the region contract with private providers to recruit, retain, and supervise the placement of children needing a more therapeutic setting such as: a group home or residential treatment center. However, the ideal is for all children to eventually be placed in family foster homes rather than congregate care settings.

Agencies in the region continue to strive to decrease the number of children placed in congregate care. On average, half of the children in foster care were living in foster homes⁸, while 1 in 10 children were living in congregate care settings on 12/31/2012.



Many children in foster care are placed outside of their neighborhoods of origin. There are many rational reasons for this. For instance, the child may be placed with a relative who lives in another county or in a pre-adoptive placement. It is also true that some children are placed in residential centers or group homes several hours away in places such as: Richmond or Baltimore.

The 2012 survey found that the changing demographic in some counties in the region due to gentrification has also contributed to the distant placement of children in foster care. Additional multi-family units, like condominiums and efficiency-style housing, being built in areas

“ 1/2 of the children in foster care were placed in family foster homes. ”

[8] “Foster Homes” calculations combine point in time percentages of agency foster homes and private foster homes, and then take the average of these data points. This calculation excludes children placed in relative homes or pre-adoptive homes on the last day of the year.

that were once dominated by single-family housing has created a local recruitment conundrum. Identifying prospective parents in a certain geographic area with (a) bedroom space for a child, and (b) the skills and desire to parent the older population of children in foster care has become a challenge.

JURISDICTION	Geographic Placement of Children in Foster Care (12/31/12)			
	Inside Jurisdiction		Outside Jurisdiction	
	With Relative	Without Relative	With Relative	Without Relative
District of Columbia	9%	32%	8%	51%
Frederick County	20%	45%	4%	31%
Montgomery County	19%	36%	8%	36%
Prince George's County	12%	58%	2%	28%
Charles County	18%	48%	8%	26%
City of Alexandria	0%	17%	0%	83%
Arlington County	0%	27%	1%	72%
Fairfax County	5%	54%	2%	39%
Loudoun County	12%	45%	2%	41%
Prince William County	0%	94%	6%	0%

Recruiters have used unique tools to counteract this trend. For instance, Arlington County has begun recruiting door to door, literally. Recruiters place door hangers in specific neighborhoods with a message inviting members of that community to consider fostering children from that community. Frederick and Charles Counties in Maryland have targeted certain zip codes in their area with single family homes to send direct mail campaigns through ValPak.

Using these techniques as well as Wednesday's Child, Adopt Us Kids, faith-based outreach, and traditional outreach at large events such as the Adoption Expo have resulted in 1,292 prospective parents taking the first step (attending an information meeting) to become foster parents or adopt in 2012. On the last day of the year, the region had 2,103 licensed agency foster homes⁹.

RESOURCE HOMES	Recruited 2012	Total Licensed 12/31/2012
District of Columbia	275	1154
Frederick County	44	77
Montgomery County	142	242
Prince George's County	347	167
Charles County	73	68
City of Alexandria	58	46
Arlington County	12	39
Fairfax County	277	143
Loudoun County	37	80
Prince William County	28	87
Total	1293	2103

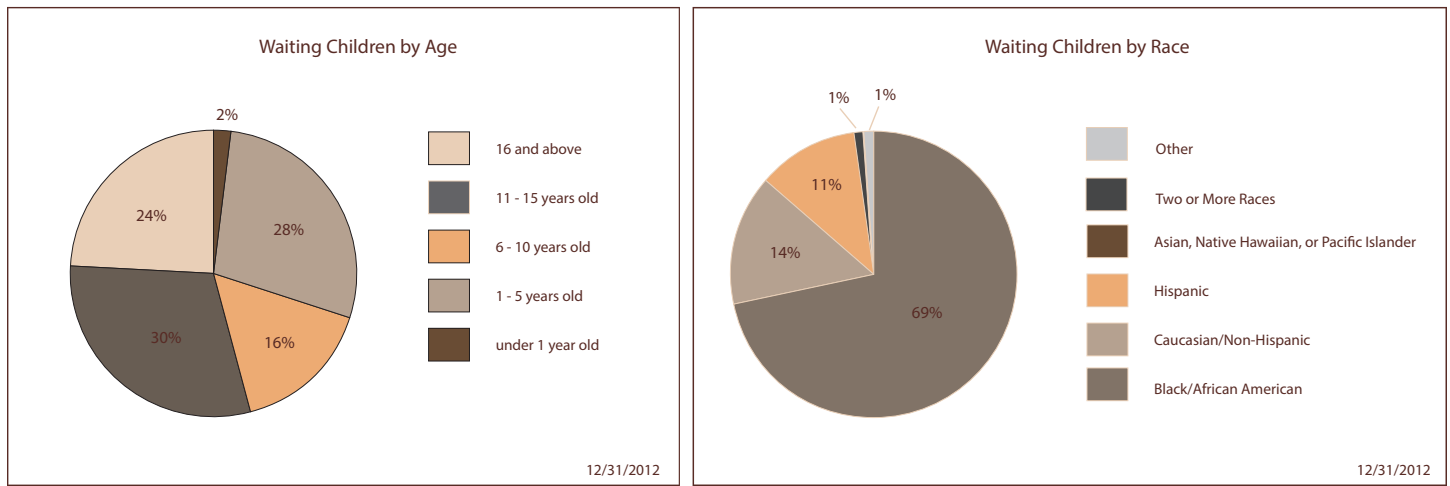
[9] Agency foster homes are homes recruited, trained and licensed by the child welfare agencies – not purchased privately.

PERMANENCY

Goal: Reunification, guardianship or adoption

The ultimate goal of foster care is to secure a safe, permanent home for each child who comes to the attention of child protective services, and ultimately enters foster care. Permanency may mean reunifying with their birth parents, guardianship or adoption.

Of the 3,349 children in foster care, 284 were awaiting adoption on 12/31/2012. It is critical to note that in 2008, 728 children were awaiting adoption; this is a 60% decline in the number of children awaiting adoption in 4 years. However, the demographics of those awaiting adoption has remained consistent over the year; the vast majority are African American children age 11 or older.



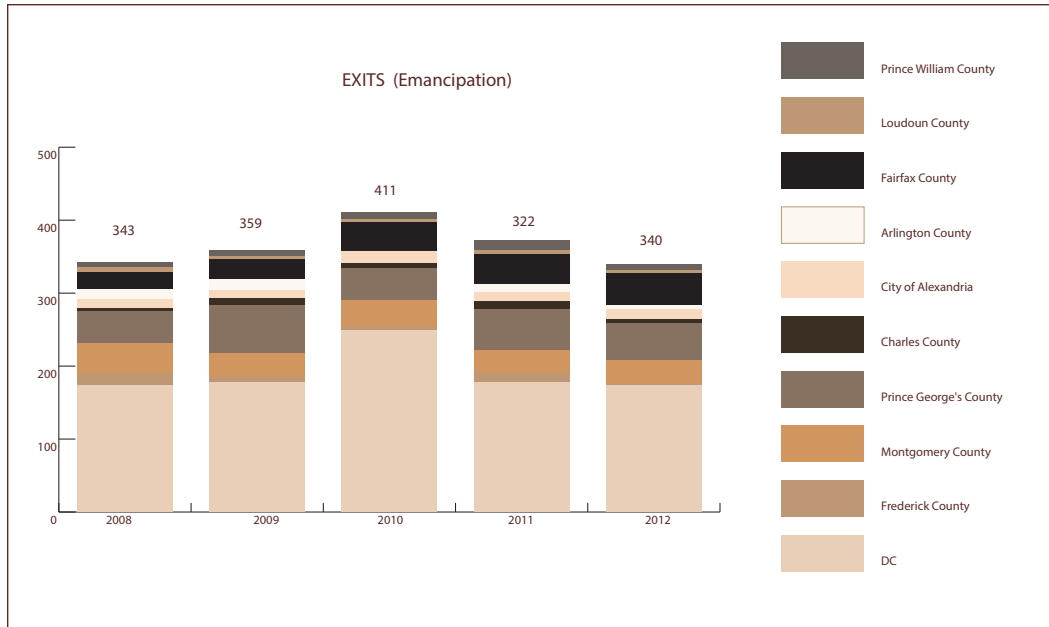
The number of Adoptions has remained steady throughout the last four years with a variance under fifty year to year.

ADOPTIONS	2008	2009	2010	2011	2012
District of Columbia	81	115	114	107	114
Frederick County	12	5	13	14	9
Montgomery County	46	51	31	43	23
Prince George's County	22	26	28	9	17
Charles County	10	14	11	21	14
City of Alexandria	29	36	35	9	21
Arlington County	12	9	6	8	14
Fairfax County	48	40	35	24	24
Loudoun County	9	10	21	14	12
Prince William County	4	11	8	6	9
Total	273	317	302	255	257

Although children awaiting adoption tend to be older and African American, younger children are more likely to be adopted. Over half of all adoptions in 2012 were of children from birth to five years old. Only 19 children, 16 years old or older, were adopted in 2012.

EMANCIPATION

Older teenagers, 16 years old or older, are more likely to land on the trajectory to age-out of foster care in the National Capital Region than to be adopted. Although jurisdictions attempt to identify lifelong connections or connect children with positive role models or relatives, it is common for children, at the age of 18 in Virginia¹⁰ or 21 in DC and Maryland, to leave the foster care system without a permanent home. Over the last two years, we have seen fewer children emancipate from foster care. For those who do, aging out of foster care can adversely impact a young person's quality of life leading to homelessness, incarceration and unplanned pregnancies.



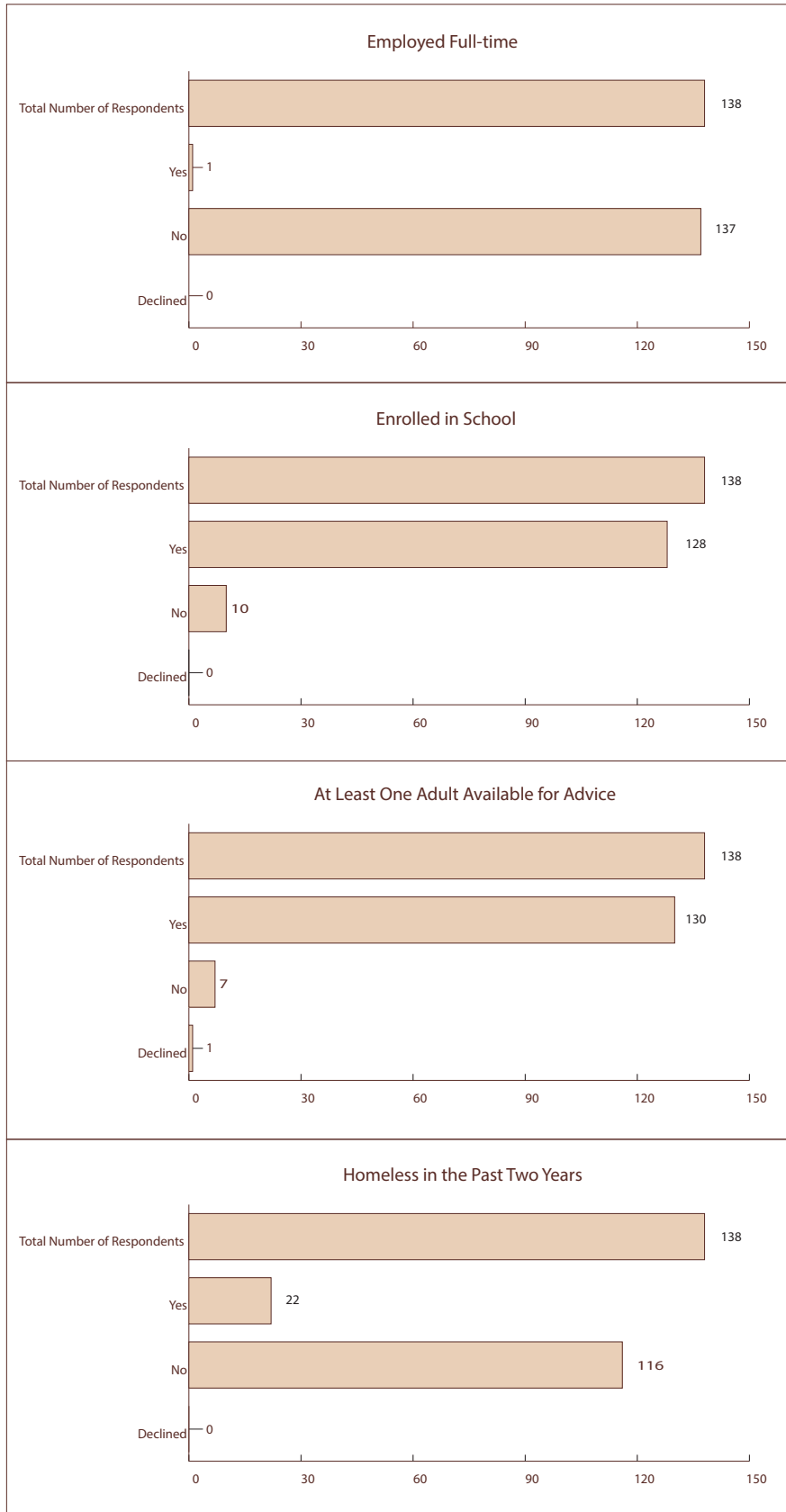
Tracking individual children once they age-out or emancipate from foster care has been a challenging process for child welfare agencies across the county. In 2008, the National Youth in Transition Database (NYTD) was established to assist States in data collection activities. NYTD provides a survey tool for states across the country to track independent living services and the educational, economic, and housing impact on youth who exit foster care without permanence.

COG will report on the survey results from the 2011 NYTD survey in this report, the 2012 NYTD survey in the 2013 report, and the 2013 NYTD survey in the 2014 report. Data is derived from the NYTD Survey, and will provide additional information on the outcome of children in the region who may emancipate from foster care.

[10] Children in foster care in the state of Virginia may opt to exit the system at the age of 18 year old, but services may be provided until the age of 21.

NYTD SURVEY RESPONSES

2011 Submission¹¹: Survey Of 17 Year Olds



[11] Montgomery County and Charles County were unable to share the NTYD survey results from the 2011 submission.
July 10 Board Packet pg 19

This survey and report is possible through the support of the Metropolitan Washington Council of Governments (COG) Child Welfare Program. Additionally, the report would not have been possible without the participating jurisdictions and representatives who served on the data workgroup. The data workgroup members included:

Bev Freda-Jackson, District of Columbia Child and Family Services

Dr. Michael Demidenko, Frederick County Department of Social Services

Michelle Forney, Montgomery County Department of Social Services

Kai Boggess-de Bruin, Prince George's County Department of Social Services

Dewanna McDowell, Charles County Department of Social Services

Jennifer Corbett, City of Alexandria Department of Social Services

Mandeep Ahluwalia, Arlington County Department of Social Services

Elizabeth Blair, Fairfax County Department of Family Services

Paulette Bird, Loudoun County Department of Family Services

Gloria Washington, Prince William County Department of Social Services

For more information, please contact:

Kamilah Bunn

Child Welfare Program Manager

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METROPOLITAN WASHINGTON
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AGENDA ITEM #3

EXECUTIVE DIRECTOR'S REPORT



Metropolitan Washington Council of Governments Executive Director's Report • July 2013

COMMITTEE WORK HEART OF COG OUTREACH MEDIA UPCOMING EVENTS

Policy Board & Committee Work

TRANSPORTATION PLANNING BOARD

- At its June meeting, the TPB approved a slate of 10 projects totaling over \$2 million that will assist low-income persons and persons with disabilities who reside throughout the region in meeting their mobility needs by approving the projects for funding under the JARC (Job Access and Reverse Commute) and new Freedom Programs of the Federal Transit Administration.
- The TPB also received a briefing on the draft 2013 Financially Constrained Long-Range Transportation Plan, as well as the draft conformity assessment.
- In addition, the Board received a briefing on the implementation of the Regional Priority Bus Project under the Transportation Investments Generating Economic Recover (TIGER) Program, which includes 16 project components being implemented by five project owners under a \$58 million FTA grant.

HUMAN SERVICES AND PUBLIC SAFETY POLICY COMMITTEE

- The Committee discussed fire arms violence and received input from the Police Chiefs, Sherriff's, Health Officials and School Superintendents. The discussion was led by the Fire Arms Violence Leadership Team, which includes HSPS Committee Chair and Prince George's County Deputy Chief Administrative Officer for Public Safety Barry Stanton, Frederick County Board of Commissioners Liaison David Dunn, Fairfax County Board of Supervisors Vice Chair Penny Gross, and District of Columbia Deputy Mayor for Public Safety and Justice Paul Quander. At its September meeting, the Committee will consider recommendations to advance to the COG Board of Directors.

Heart of COG: Accounting Improvements Support Regional Work

LATONYA COLEMAN AND CHERYL EDWARDS, OFFICE OF ADMINISTRATIVE SERVICES



While the Council of Governments' transportation, environmental, planning, and public safety and health programs garner a good deal of attention, people may not be aware of the diligent work by members of the Office of Administrative Services that keeps our organization humming. The timely receipt of grants and foundation payments--some of them totaling six figures--are critical to supporting our programs, staff members, and consultants.

Over the past year, LaTonya Coleman and Cheryl Edwards have made great strides in ensuring a steady cash flow by applying their experience with grants and financial reporting and different accounting databases. LaTonya came to us from the Academy for Educational Development; Cheryl from SAIC. Our CFO Paul Beriault has told me they've taken great initiative and used their extensive experience to improve our systems.

The results speak for themselves. We've had fewer late payments and our Receivables are down from \$11.2M as of our last audit to \$6.6M in March 31. Thanks to LaTonya and Cheryl's behind-the-scenes work, the Council of Governments is on even stronger footing to serve our members and the entire region.

- *Chuck Bean, Executive Director*

LaTonya Coleman, Senior Budget/
Grants Analyst and **Cheryl Edwards**,
Billing Analyst

MEMBER/STAKEHOLDER OUTREACH

- In June, Executive Director Chuck Bean and COG staff met with Arlington County Board Chair Walter Tejada, Montgomery County Council President Nancy Navarro, and District of Columbia Deputy Mayor for Health and Human Services Beatriz Otero to plan for the fall regional Latino health forum. Tejada, Navarro, and Otero are the forum’s Steering Committee Honorary Co-Chairs.
- Bean met with ULI representatives, including its Executive Director, Regionalism Initiative Council Chair, and Technical Assistance Panel Chair, to discuss how COG and ULI and coordinate to promote development in the region’s Activity Centers.
- Bean met with the Community Foundation’s Sarah Oldmixon to discuss regional workforce initiatives and *Economy Forward*.
- Bean met with the Board of Trade’s Jim Dinegar and Bob Grow to discuss opportunities for coordination on transportation and land use.
- Bean attended the Prince George’s Economic Development Corporation’s Business Forum, and the Washington Business Journal’s Corporate Philanthropy Awards.



NARC CONFERENCE

Chuck Bean and Nicole Hange attended the annual NARC Conference in Philadelphia. COG members Penny Gross and Walter Tejada were elected to leadership positions (see next page for more information) and Bean was appointed to serve on NARC’s Executive Directors Council.

COMMUTER CONNECTIONS’ EMPLOYER AWARDS

At its 16th Annual Employer Awards, Commuter Connections recognized the National Institutes of Health in Bethesda, the United Nations Foundation in the District, and the Council of Better Business Bureaus in Arlington for their outstanding commuter benefits programs. D.C. Councilmember and TPB Vice Chair Tommy Wells served as the emcee.



SUPPORT FOR WMATA’S MOMENTUM

Transportation Director Ron Kirby presented a COG Board resolution in support of the Momentum vision plan, to WMATA’s strategic planning committee. He will be returning to the Committee on July 25 to discuss the TPB Transportation Priorities Plan.

DISTRICT’S CLIMATE AND URBAN SYSTEMS PARTNERSHIP

Environmental Resources Program Director Joan Rohlf participated on an advisory group to the District’s Climate and Urban Systems Partnership at the Koshland Science Museum, which engages urban residents in community-based learning about climate change science. The project is funded by a National Science Foundation grant.

CLEAN CITIES ANNIVERSARY

COG staff attended the U.S. Department of Energy’s Clean Cities 20th Anniversary event at the Washington Convention Center. The Clean Cities Program is a national network of nearly 100 Clean Cities coalitions that bring leaders together to deploy alternative and renewable fuels, idle-reduction measures, fuel economy improvements, and emerging transportation technologies. COG supports the Greater Washington Regional Clean Cities Coalition.

SUSTAINABLE DEVELOPMENT – DELEGATION FROM CHINA

In collaboration with the International City and County Managers Association (ICMA), COG staff conducted a Mayoral Training on Low-Carbon Sustainable Development for a high level delegation from China.



CONGRESSMAN DELANEY OFFERS LOCAL LEADERS DETAILS ON PROPOSAL TO REBUILD INFRASTRUCTURE

Citing the urgent need to rebuild the region and nation's aging highways, water mains, and electric grids, U.S. Representative John Delaney (MD-06) discussed with area leaders at the June COG Board meeting a proposal to create a national fund for large-scale infrastructure financing. [Video of his presentation has been posted on COG's Region Forward page.](#) He was also [interviewed by WTOP](#) at the meeting.



COG OFFICIALS GROSS, TEJADA ELECTED TO LEADERSHIP POSTS FOR NARC

Fairfax County Board of Supervisors Vice Chair Penny Gross was elected President of the National Association of Regional Councils (NARC) Board of Directors at the organization's annual conference in Philadelphia. Arlington County Board Chair Walter Tejada was re-elected as NARC Board Region III Director. NARC serves as the national voice for regionalism. Their elections were covered in the [Sun Gazette](#) and [ARLnow.com](#)



NEW ANALYSIS SHOWS CHANGES IN DRIVING

The average amount of daily driving per person decreased between 2005 and 2011 according to a new analysis by the Transportation Planning Board in June. The analysis showed the trend of less driving per person occurred in all parts of the region, and the biggest declines occurred in the outer suburbs of Charles, Frederick, Loudoun, and Prince William counties. Staff noted several possible causes for the decline, including the recession, fuel prices, more widespread use of e-commerce and electronic communications, telecommuting, as well as shifting preferences toward less travel by car, especially among young people. Falls Church Vice Mayor and TPB Member [David Snyder spoke with ABC7 about the findings.](#) The [Washington City Paper](#) and WTOP also covered the analysis.



REGION SEES CHANGES IN SHARE OF PEOPLE LIVING AND WORKING IN THE SAME JURISDICTION

Data from a TPB analysis in May continued to generate news stories after being featured in the TPB Weekly Report and Region Forward blog. It revealed increases of in-jurisdiction commuting in the District of Columbia, Alexandria, and Arlington, Montgomery, Loudon and Prince William counties. As described in [the Sun Gazette newspapers](#), it showed a better balance of housing and jobs in region's inner core and suggested an increase in the [number of job opportunities in traditionally residential areas.](#)

JOINT CHESAPEAKE BAY/CLIMATE & ENERGY MEETING – WEDNESDAY, JULY 24

The Chesapeake Bay & Water Resources Policy Committee and the Climate Energy & Environment Policy Committee will be holding a joint meeting to discuss overlapping areas of interest and information sharing.

COG LEADERSHIP RETREAT – AUGUST 2-4

Opportunity for Board members to build community and hold more in-depth discussions on major topics, such as economic competitiveness, transportation, the Chesapeake Bay and policy development and outreach.

For more information about these events and other COG meetings, visit www.mwcog.org/calendar



AGENDA ITEM #4

AMENDMENTS TO AGENDA

(NOTE: NO ATTACHMENTS)



AGENDA ITEM #5

APPROVAL OF MINUTES

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 North Capitol Street, N.E.
Washington, D.C. 20002

MINUTES

Board of Directors Meeting
COG Board Room
June 12, 2013

BOARD MEMBERS, ALTERNATES, AND OTHER PARTICIPANTS

PRESENT AND NOT PRESENT:

See attached chart for attendance.

STAFF:

Chuck Bean, Executive Director
Sharon Pandak, General Counsel

GUESTS:

John Delaney, US House of Representatives
Mary Hynes, Arlington County Board

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairwoman Young called the meeting to order at 12:05 p.m. and led those present in the Pledge of Allegiance.

2. ANNOUNCEMENTS

Last September, we released Economy Forward, an action plan built on Region Forward and focused on projects that strengthen the region's economic competitiveness. After much work, the first steps are nearly complete on some of these big projects, including the Transportation Priorities Plan and the Activity Centers Strategic Investment Plan.

On September 27, at the National Press Club, COG is inviting stakeholders from government, business, and philanthropy for an important conversation on what we have learned, accomplished, and can do next to advance these projects and enhance our region's economy. More details to follow on this event and members were asked to save-the-date on their calendars now.

3. EXECUTIVE DIRECTOR'S REPORT

In addition to his stakeholder and member outreach, last month Mr. Bean spoke at a ceremony in honor of fallen corrections officers, which is organized by the regional Corrections Chiefs Committee at COG. Mr. Bean also announced that this year's Bike to Work Day was the biggest to-date with over 14,500 participants, several COG staff and officials participated, including our Executive Director.

Mr. Bean highlighted several committee activities including the recent adoption of a 4 year Climate and Energy Action Plan, by the Climate Energy and Environment Policy Committee.

This month's Heart of COG features Feng Xie, a transportation engineer, that develops and studies travel

demand forecasting models. These models provide critical information to decision makers by illustrating the long term impacts of proposed projects on regional travel patterns and air quality.

4. AMENDMENTS TO AGENDA

There were no amendments to the Agenda.

5. APPROVAL OF MINUTES

The minutes of the May 8, Board Meeting were approved.

6. ADOPTION OF CONSENT AGENDA ITEM

A. RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO FILE A PLANNING GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE FEDERAL AVIATION ADMINISTRATION FOR PHASE 28 OF THE CONTINUOUS AIRPORT SYSTEM PLANNING PROGRAM

The Board will be asked to approve Resolution R19-2013, authorizing the Executive Director, or his designee, to submit a planning grant application and execute a grant contract with the Federal Aviation Administration to conduct Phase 28 of a multi-year program for Continuous Airport System Planning for the National Capital Region in an amount not to exceed \$333,333. This application and subsequent grant contract would include the following tasks: (1) Ground Access Forecasts Update, Phase 2; (2) Air Cargo Element, Phase 1; and (3) Process 2013 Air Passenger Survey, Phase 1. The FAA will provide funds for ninety percent, \$300,000, of the project total. The ten percent match, \$33,333, will be provided from budgeted local funds.

R19-2013 also authorizes the Executive Director, or his designee, to enter into contracts with qualified firms to provide specialized support in performance of the grant requirements, if necessary. Such contracts shall result from COG's competitive procurement system.

B. RESOLUTION AUTHORIZING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS TO CONDUCT THE YEAR 2013 WASHINGTON-BALTIMORE REGIONAL AIR PASSENGER SURVEY

The Board will be asked to approve Resolution R20-2013, authorizing the Executive Director, or his designee, to enter into contracts with the Metropolitan Washington Airports Authority and the Maryland Aviation Administration to conduct the 2013 Washington-Baltimore Regional Air Passenger Survey in an amount not to exceed \$325,000. Subsequently, the Executive Director, or his designee, is also authorized to enter into contracts with qualified firms to conduct the Year 2013 Washington-Baltimore Regional Air Passenger Survey under COG's Continuous Airport System Planning program. Such contracts shall result from COG's competitive procurement system.

C. RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH VENDORS FOR UPGRADE OF COG DATA NETWORK AND SETUP OF VOICE OVER IP PHONE SYSTEM

COG and ICMA have been subscribing to phone services provided by ICMA-RC since 1989. In 2011 ICMA-RC notified COG and ICMA that ICMA-RC plans to upgrade the phone system in 2013/2014 and will no longer be able to sell phone services to COG and ICMA. COG and ICMA have agreed to issue a joint Request for Proposals for the required network hardware, phone system hardware, and consulting services needed to setup a voice over IP (VOIP) phone system. COG and ICMA will maintain their own individual contracts and relationships with the vendors after implementation has been completed.

The Board adopted R21-2013 authorizing the Executive Director, or his designee, to enter into a contract not to exceed \$230,000 with a vendor selected through competitive procurement process. The funds for this project are included in COG's approved Capital Repair and Replacement Plan and in the IT Annual Operating Budget.

D. RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH VENDORS FOR COMPLETION OF CONFERENCE ROOM PHASE 3 RENOVATIONS

In accordance with COG's adopted Capital Repair and Replacement Plan, COG is continuing renovations of the meeting rooms on the first floor. Phase 1 renovations, which included painting and carpeting, were completed in FY2012. Phase 2 renovations, including new tables and chairs, will be completed by the close of FY2013. The final Phase 3 renovations, will include high efficiency lighting and ceiling grid, and are scheduled for FY2014. These renovations are needed to maintain the professional appearance of the meeting rooms COG owns on the first floor.

The Board adopted R22-2013 authorizing the Executive Director, or his designee, to enter into a contract not to exceed \$80,000 with vendors selected through a joint procurement with other building maintenance projects. The funds for this project are included in COG's approved Capital Repair and Replacement Plan for FY2014.

E. RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GARTNER FOR IT AND BUSINESS SERVICES

COG routinely contracts with outside firms to provide specialized subject matter expertise. Gartner Inc. is the industry leader in providing expertise on IT industry analysis, best practices, technical training, and executive business skills. Gartner Inc. will also provide review of Requests For Proposals and vendor responses. Most of COG's members also subscribe to services from Gartner Inc., but at a much higher participation level. The Board adopted R23-2013 authorizing the Executive Director, or his designee, to enter into the annual contract in an amount not to exceed \$33,800. Funding for this contract is included in the FY2014 IT Annual Operating Budget.

ACTION: Upon motion made, and seconded, Resolutions R19-2013 through R23-2013 were unanimously approved and adopted.

7. PARTNERSHIP TO BUILD AMERICA ACT

Representative John Delaney is Maryland's newest member of the Congressional Delegation serving the 6th district and recently introduced his first major piece of legislation, "the Partnership to Build America Act." The proposed legislation, which has bi-partisan support, creates a \$50 billion infrastructure fund to make major investments in the nation's aging infrastructure, generate new jobs, and promote economic competitiveness. Mr. Delaney briefed the Board on the key components of the legislation, and offer reflections on his first months in office and future opportunities for regional collaboration.

Mr. Delaney said the fund, the centerpiece of his recently proposed Partnership to Build America Act, would provide localities with \$750 billion over several decades and create a valuable tool for financing qualified projects. The fund would offer new infrastructure bonds with a 50-year term, a fixed interest rate of 1 percent, and no federal government guarantee. However, the bonds would be attractive to

U.S. companies by allowing them to repatriate a certain amount of their overseas earnings tax free and invest in the American economy. Delaney also noted local projects that could greatly benefit from the fund, such as improving transit in Montgomery and Frederick Counties.

8. ACTIVITY CENTER STRATEGIC INVESTMENT PLAN AT A GLANCE

When released in the fall of 2012, *Economy Forward* found that the region lacked the right mix of housing, jobs and access to transit. It called for the development of an Activity Center Strategic Investment Plan (SIP) to guide more strategic investment in vibrant mixed-use centers that are the engines of regional economic growth and competitiveness. After nearly a year of work, including the convening of various focus groups to review elements of the plan, the SIP is in its final stages of review.

Prince William County Supervisor, and 2012 Board Chair, Frank Principi reminded the Board of the recommendations set forth in *Economy Forward* and the significance of this effort in sustaining the region's economic competitiveness. The SIP is intended to be a regional framework to guide local governments, developers, transit agencies, community organizations, business groups, and other stakeholders in making strategic investments that enhance quality of life in these places and improve the local and regional economy. Arlington County Board Member, and Region Forward Chair, Mary Hynes discussed the overall approach for developing the SIP, a timetable for future Board presentations on specific elements of the plan; and the process for revisions in advance of proposed Board action in September.

Several Board members echoed Mr. Principi's sentiment that activity centers are the economic engines of the region and that this Plan may present an opportunity for more structured conversations within communities about their economic development, land-use and transportation priorities. Several questions were raised related to the role of the private sector in the Plan, consistency with local comprehensive plans and implementation. Ms. Hynes will return to the Board in July with a more indepth presentation on the Plan and how it will help achieve many of the region's prosperity goals as outlined in Region Forward.

9. MOMENTUM: THE NEXT GENERATION OF METRO

At its June 27 meeting, WMATA's Board will take up adoption of a new strategic plan for the Authority. This is the first such transit plan for the National Capital Region in more than a decade. *Momentum* builds upon and advances the key concepts of *Region Forward* and *Economy Forward* and reinforces the importance of transit to the region's overall competitiveness. Arlington County Board member, and member of the WMATA Board, Mary Hynes briefed the COG Board on key components of the strategic plan and requested that the Board strongly support the adoption of Resolution R24-2013.

WMATA is the first of our regional stakeholders to specifically align its strategic plan with *Region Forward*. Together, Region Forward, Economy Forward, and Momentum exemplify an action oriented approach to advancing the region's competitiveness and supporting sustainable growth and regional prosperity.

Fairfax County Board Vice Chair Penny Gross, on behalf of COG staff, offered a friendly amendment to the proposed resolution adding the following language to the "resolved" clause: Provides its support for the vision, goals, and initiatives of Momentum: The Next Generation of Metro, as the new strategic plan for WMATA, recognizing that specific funding commitments required to implement Momentum will need

to be secured from Metro's regional and federal funding partners.

ACTION: Upon motion made and seconded, Resolution R24-2013 was unanimously approved as amended, and adopted.

11. LEGISLATIVE UPDATE

None.

11. OTHER BUSINESS

None.

12. ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 2:00 p.m. The next meeting will be held on July 10, 2013.

THE NEXT BOARD MEETING WILL BE HELD ON WEDNESDAY, JULY 10, 2013.



Reasonable accommodations are provided for persons with disabilities. Please allow 7 business days to process requests. Phone: 202.962.3300 or 202-962.3213 (TDD). Email: accommodations@mwkog.org. For details: www.mwkog.org

BOARD OF DIRECTORS MEETING ATTENDANCE – June 12, 2013

<u>Jurisdiction</u>	<u>Member</u>	<u>Y/N</u>	<u>Alternate</u>	<u>Y/N</u>
<i>District of Columbia</i>				
Executive	Hon. Vincent Gray	N	Christopher Murphy	N
	Mr. Allen Lew	Y	Warren Graves	Y
Council	Hon. Phil Mendelson (Vice Chair)	Y		
	Hon. Kenyan McDuffie	Y		
<i>Maryland</i>				
Bowie	Hon. G. Frederick Robinson	N	Hon. Dennis Brady	Y
Charles County	Hon. Reuben Collins	Y		
City of Frederick	Hon. Karen Young (Chair)	Y	Hon. Randy McClement	
Frederick County	Hon. David Gray	Y	Hon. Blaine Young	
College Park	Hon. Andrew Fellows	Y	Hon. Robert Catlin	
Gaithersburg	Hon. Sidney Katz	N	Hon. Cathy Drzyzgula	Y
Greenbelt	Hon. Judith “J” Davis	Y	Hon. Emmett Jordan	
Montgomery County				
Executive	Hon. Isiah Leggett	N	Mr. Tim Firestine	N
Council	Hon. Roger Berliner	Y		
	Hon. Valerie Ervin	N		
Prince George’s County				
Executive	Hon. Rushern Baker	N	Mr. Bradford Seamon	N
Council	Hon. Karen Toles	Y		
	Hon. Andrea Harrison	Y		
Rockville	Hon. Phyllis Marcuccio	N		
Takoma Park	Hon. Bruce Williams	Y	Hon. Terry Seamens	
Maryland General Assembly	Hon. Galen Clagett	N		
<i>Virginia</i>				
Alexandria	Hon. William Euille (Vice Chair)	N	Hon. Redella Pepper	
Arlington County	Hon. Walter Tejada	Y	Hon. Jay Fisette	
City of Fairfax	Hon. Dan Drummond	N	Hon. Jeffrey Greenfield	
Fairfax County	Hon. Sharon Bulova	Y	Hon. Catherine Hudgins	
	Hon. Penelope A. Gross	Y	Hon. Patrick Herrity	
	Hon. John Foust	Y	Hon. Michael Frey	
Falls Church	Hon. Nader Baroukh	N	Hon. David Snyder	N
Loudoun County	Hon. Matt Letourneau	Y		
Loudoun County	Hon. Scott York	N		
Manassas	Hon. Jonathan Way	Y		
Manassas Park	Hon. Suhas Naddoni	N	Hon. Frank Jones	
Prince William County	Hon. Frank Principi	Y		
	Hon. Pete Candland	N		
Virginia General Assembly	Hon. James M. Scott	Y		



AGENDA ITEM #6

CONSENT AGENDA

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 North Capitol Street, N.E.
Washington, D.C. 20002-4239**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A
MEMORANDUM OF UNDERSTANDING WITH THE MARYLAND DEPARTMENT OF THE
ENVIRONMENT TO PROVIDE ANACOSTIA RIVER WATERSHED PARTNERSHIP -RELATED
SUPPORT SERVICES**

WHEREAS, the Metropolitan Washington Council of Governments (COG) is both a nationally recognized watershed restoration expert and has provided coordination, management, and technical support for the Anacostia restoration effort since 1987; and

WHEREAS, COG has a continuing interest in the restoration, management and protection of the Anacostia River and its tributaries; and

WHEREAS, COG is recognized as a leader in Anacostia watershed restoration and has, since 1988, surveyed major portions of the Anacostia tributary system, helped develop over 200 stormwater management, stream restoration, wetland creation and riparian reforestation projects in the watershed, and has worked with its many partners to increase citizen participation in the restoration effort; and

WHEREAS, at the June 14, 2006 meeting, the Board of Directors adopted Resolution R28-06 establishing a new Anacostia governance structure for the restoration of the Anacostia watershed, including the formation of a new Anacostia Watershed Steering Committee; and

WHEREAS, the state of Maryland has a vested interest in the restoration of the Anacostia River and its tributaries, and is an active voting member of the Anacostia Watershed Steering Committee (AWSC) and Anacostia Watershed Management Committee (AWMC); and

WHEREAS, implementation of the U.S. Army Corps of Engineers Anacostia Watershed Restoration Plan is a high priority for both the AWSC and AWMC, and Council's assistance in providing technical assistance is critical;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:**

The Executive Director, or his designee, is authorized to enter into a memorandum of understanding (MOU) to provide Anacostia governance-related services to the Maryland Department of the Environment (MDE) and support for implementation of the Anacostia Watershed Restoration Plan. The contractual services identified in the MOU will not exceed the amount of \$41,500, with funding provided by MDE. No COG matching funds are required. The period of performance is one year.

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 NORTH CAPITOL STREET, NE
WASHINGTON, DC 20002-4239**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ISSUE A CONTRACT TO
DEVELOP, CONDUCT, AND EVALUATE A TWO-DAY INCIDENT MANAGEMENT
ASSISTANCE TEAM EXERCISE**

WHEREAS, the Metropolitan Washington Council of Governments (COG) serves as the Secretariat for the Urban Area Security Initiative for the National Capital Region; and

WHEREAS, COG has been requested by the DC Homeland Security and Emergency Management Agency to issue a contract to develop, conduct, and evaluate a two-day Incident Management Assistance Team Exercise; and

WHEREAS, the exercise will help expand the National Capital Region's capability to respond to an improvised nuclear device (IND), test the District of Columbia's ability to position and transfer resources from reception sites, and examine coordination among key responders; and

WHEREAS, funding for the contract to develop and conduct the training and exercise has been provided to COG by the State Administrative Agent for the National Capital Region;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:**

The Executive Director, or his designee, is authorized to execute a contract to develop, conduct, and evaluate a two-day Incident Management Assistance Team Exercise. The exercise will help expand the National Capital Region's capability to respond to an improvised nuclear device (IND); test the District of Columbia's ability to position and transfer resources from reception sites; and examine coordination among key responders. The State Administrative Agent for the National Capital Region has provided COG with a Subgrant in the amount of \$150,000. No COG funds will be required.

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 North Capitol Street, NE
Washington, D.C. 20002-4290**

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A ONE YEAR CONTRACT EXTENSION WITH GREENHAN, TAVES, PANDAK & STONER, PLLC. FOR LEGAL SERVICE SUPPORT

WHEREAS, the Council of Governments began outsourcing its legal services in 2010 to create greater efficiencies and reduce costs; and

WHEREAS, the law firm of Greenhan, Taves, Pandak & Stoner which specializes in representing localities and other public entities, was retained in 2010 to provide legal services for three years; and

WHEREAS, the current contract is expires June 30, 2013; and

WHEREAS, in order to ensure continuity of ongoing programs and support, it is necessary to extend this contract for one additional year; during which time COG will assess the need for a permanent legal counsel;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:

The Executive Director, or his designee, is authorized to enter into a one year contract extension with Greehan, Taves, Pandak & Stoner, PLLC., for legal services, in an amount not to exceed \$156,000.00 plus expenses for the year.

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**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 North Capitol Street, NE
Washington, D.C. 20002-4290**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A
CONTRACT WITH A CONTRACTOR FOR A DISADVANTAGED BUSINESS ENTERPRISE
(DBE) LIAISON OFFICER/TITLE VI COMPLIANCE OFFICER**

WHEREAS, the Council of Governments (COG) receives grant funds from federal, state and local governments to support much of its work; and

WHEREAS, the Federal Government requires all entities receiving federal funding to have a Disadvantaged Business Enterprise Program and adhere to Title VI policies and procedures; and

WHEREAS, COG must comply with increased reporting requirements of its DBE and Title VI programs to the Federal Government; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:**

The Executive Director, or his designee, is authorized to solicit and enter into a contract through a competitively bid process for DBE and Title VI support, in an amount not to exceed \$50,000.00 for the first year. Authorization also extends to each of the four 1-year renewal options, if desired.

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 NORTH CAPITOL STREET, N.E.
WASHINGTON, D.C. 20002**

RESOLUTION APPROVING AN UPDATED COG PROCUREMENT POLICY

WHEREAS, it has long been the policy of COG to follow competitive contractor selection procedures in connection with the purchase of goods and services, to ensure that goods and services are obtained at reasonable costs, and, to the maximum extent practical, to assure open competition among vendors interested in doing business with COG; and

WHEREAS, this Board has reviewed a comprehensive update and revision of COG's Procurement Policy, dated July 10, 2013, which updated policy has been reviewed by COG staff and the General Counsel with a recommendation to this Board for approval; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:

The Board approves the attached Procurement Policy dated July 10, 2013.




Local governments working together for a better metropolitan region

June 24, 2013

AGENDA – July 10, 2013

- District of Columbia
- Bladensburg*
- Bowie
- College Park
- Frederick
- Frederick County
- Gaithersburg
- Greenbelt
- Montgomery County
- Prince George's County
- Rockville
- Takoma Park
- Alexandria
- Arlington County
- Fairfax
- Fairfax County
- Falls Church
- Loudoun County
- Manassas
- Manassas Park
- Prince William County

TO: MWCOG BOARD OF DIRECTORS

FROM: SHARON E. PANDAK 
General Counsel

RE: APPROVE PROPOSED UPDATED PROCUREMENT POLICY – ACTION ITEM

Executive Director Chuck Bean, Contracts and Purchasing Manager Thomas Savoie and I, together, ask the Board of Directors to approve the attached Proposed Updated Procurement Policy (“Policy”) to replace the existing Procurement and Contracting Policies Manual (“Manual”). Both the Proposed Policy and a draft resolution approving it are attached for your consideration.

The existing Manual has not been comprehensively reviewed for a number of years. It does not reflect COG’s increasingly sophisticated work and the increasing federal requirements of which COG should take note because of its receipt of substantial federal funding.

Mr. Savoie and Senior Associate Lisa Robertson solicited input from COG staff and circulated draft(s) for review. We appreciate the staff review which was very helpful, and suggested a need for refinements of some of COG’s internal checks and balances.

Application:

The Policy applies to procurements by COG and its affiliate entities: National Capitol Regional Transportation Planning Board (“TPB”), Metropolitan Washington Air Quality Committee (“MWAQC”), Blue Plans Intermunicipal Agreement Regional Committee, Clean Air Partners, Washington Area Housing Partnership, and other policy boards or committees, as approved by the Board.

The Policy includes methods and procedures for contractor selection that are consistent with the competitive procurement processes utilized by the federal, state and local governments with which COG interacts. The Policy applies to procurement of all contracts by COG and its affiliate entities. It applies to the selection of contractors to be compensated with grant funding, unless the grant requirements are more specific than the Policy (federal grants often come with

specific requirements from the federal government, which must be followed in awarding subgrants). The federal government in particular, and sometimes the state governments, want assurances that COG is selecting contractors through use of competitive processes and procedures.

Summary of Proposed Changes:

1. Reformatted and renumbered for easier reference;
2. Updated provisions to comport with current operational requirements and activities, and with the Board's Bylaws and Rules of Procedure, as applicable;
3. Greater reference to federal OMB accountability and procurement guidelines;
4. Clarifies small purchase versus formal procurement procedures, and details better the requirements for non-competitive contractor selection procedures (such as sole source determinations) ;
5. Documents the ability to use GSA and other government schedules to make purchases;
6. Sets out the requirements for credit card purchases and oversight.

Procedure for Approval:

The Board may approve the proposed Policy by the attached resolution.

We will be glad to answer questions at the Board meeting. Should you have questions prior to the meeting, please contact Thomas Savoie at COG, or Lisa Robertson, Senior Associate to General Counsel (lrobertson@gtpslaw.com)

Attachments: Draft resolution
Proposed Procurement Policy¹

cc: Chuck Bean, Executive Director
Paul Beriault, CFO
Thomas Savoie, Contracts and Purchasing Manager
Nicole Hange, Membership and Government Relations Coordinator
Lisa A. Robertson, Senior Associate to General Counsel/GTPS

¹ Because of the multitude of changes, they are not highlighted on the proposed Policy. We can provide a copy of the current Manual, upon request.



Metropolitan Washington
Council of Governments

PROCUREMENT POLICY

**This policy document is the exclusive property of
The Metropolitan Washington Council of Governments
777 North Capitol Street, NE, Suite 300
Washington, DC 20002**

July 10, 2013

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1 INTRODUCTION

1.1 Purpose

The purpose of this Procurement Policy is to establish procedures for staff of the Metropolitan Washington Council of Governments (COG) to follow in connection with the purchase of goods and services. The procedures set forth within this Procurement Policy are designed to ensure timely and efficient acquisition of goods and services at reasonable cost, consistent with good business practices, and to assure full and open competition among vendors interested in doing business with COG. Unless stated otherwise, these Procurement Procedures shall apply to every purchase of goods or services, regardless of funding source or payment method.

1.2 Applicability

This Procurement Policy applies to the purchase of goods and services by COG, for itself, and for any of the following entities:

A-National Capitol Regional Transportation Planning Board (“TPB”)

B-Metropolitan Washington Air Quality Committee (“MWAQC”)

C-Blue Plans Inter-municipal Agreement Regional Committee

D-Clean Air Partners

E-Washington Area Housing Partnership

F-Other policy boards or committees, as approved by COG’s Board of Directors

1.3 Definitions

1.3.1 Goods

The term “goods” means and refers to all material, equipment, supplies, printing, information technology hardware and software.

1.3.2 Services

The term “services” means and refers to any type of work or services performed by an independent contractor, where such work or services does not consist primarily of the acquisition of equipment or materials, or the rental of equipment, materials and supplies. *(For the purposes of this policy, the term “independent contractor” refers to any person that performs work, tasks, assignments, etc. for COG, when that person is not on COG’s payroll and is not otherwise classified as an employee of COG for federal tax and reporting purposes).* The following are examples of contracts for services: insurance, accounting, auditing, actuarial, architecture, catering, engineering, building management, management consulting, etc.

1.3.3 Person

The term “person” includes any individual, corporation, partnership, association, cooperative, limited liability company, trust, joint venture, government, political subdivision, or any other legal or commercial entity.

1.3.4 Technical Selection Committee (“TSC”)

Refers to a group of individuals assigned to evaluate proposals received in response to a Request for Proposals, or specific aspects of such proposals. A TSC, where utilized, shall consist, at a minimum, of: (i) the Contracts and Purchasing Manager and (ii) a representative of the department that will be responsible for contract management. Any TSC may also include other individuals who have knowledge or expertise that would facilitate the evaluation process (*for example: other COG employees; representatives of a Grantor agency; representatives of affiliated organizations, such as the local government membership of COG, etc.*). If any TSC will include persons other than those referenced in (i) and (ii) above, the designation of the membership of the TSC for a particular procurement shall be established by the Contracts and Purchasing Manager, with the concurrence of the Contracting Officer, prior to the issuance of the RFP.

1.4 Procurement Responsibilities

1.4.1 Executive Director

The Executive Director shall have responsibility for the administration and proper implementation of this Policy.

1.4.2 COG Employees

Each COG employee shall comply with the provisions of this Policy, unless otherwise directed in advance by the Executive Director or Board of Directors.

The COG employee holding the position of **Contracts and Purchasing Manger** shall be responsible for assisting the Executive Director with the administration and implementation of this Policy. The Contracts and Purchasing Manager, subject to the approval of the Office of General Counsel, shall have authority to develop standard forms and documents for use in Procurement transactions, including, without limitation, compilation of a set of General Terms and Conditions applicable to COG contracts.

For each contract, other than transactions completed with a Purchasing Card, a COG employee shall be assigned to serve as **contract/project manager**. Typically this will be a department head, or a designee thereof. This employee will be responsible for monitoring the contractor’s performance to ensure that COG receives goods and services that have been provided in accordance with the terms and conditions of the applicable contract.

1.5 Related Requirements

1.5.1 COG Guidelines

1.5.1.1 COG organizational documents, by-laws

Under the FIFTH of the Council of Governments' Articles of Incorporation (1965) COG has the power to purchase, otherwise acquire, real and personal property, and to make contracts and incur liabilities therefor.

Further, according to COG's Bylaws (2013):

A-The chair of the Board of Directors must execute all contracts requiring a seal, under the seal of the corporation, unless the signing and execution thereof has been expressly delegated by the Board to some other officer, employee or agent of the corporation. Any such delegation should be evidenced by a resolution.

B-The secretary-treasurer of the corporation is responsible for ensuring that full and accurate accounts of receipts and disbursements are kept. The Board of Directors may delegate to any employee(s) of the corporation any or all of the duties and powers of the secretary-treasurer. In regard to the purchase of goods and services, the Board's approval of this policy shall serve as its delegation of such record-keeping responsibilities to the Director of Finance.

1.5.1.2 Board directives

From time to time the Board of Directors may take action (by motion, resolution, etc.) to provide authorization, funding, instructions, delegations of authority, conditions or requirements specific to a particular Procurement transaction. In such instances, the Executive Director and COG employees shall follow the directives reflected in the Board's action, in addition to the procedures set forth within this Policy.

1.5.1.3 Administrative directives and interpretations

The Executive Director shall have the authority to issue interpretations of this Policy, to issue directives, and to make decisions in circumstances where such authority is not otherwise specifically reserved to the Board of Directors.

1.5.1.4 Requirements of specific grantors

It is the intention of COG that this policy shall include methods and procedures for contractor selection that are consistent with the competitive procurement processes utilized by the federal and state governments with which COG interacts.

However, where a source of funding for a contract resulting from a particular procurement transaction consists of federal or state grant funding, and where specific grant conditions or related requirements (e.g., specific contractor selection procedures, or specific levels/methods of competition) are mandated in connection with the expenditure of such funding, then if the grantor's mandated conditions or requirements are more specific, or more restrictive, than those set forth within this Policy, COG will comply with the grantor's conditions and requirements.

1.5.2 Federal requirements

1.5.2.1 FAR

COG will adhere to federal acquisition regulations (FAR) and other federal laws and regulations, when necessary or appropriate (e.g., *when federal grant conditions, or when documents such as cooperative agreements, sub-grant agreements, or master agreements for receipt of federal funding, require such adherence*).

1.5.2.2 OMB Circulars

As a non-profit organization and a recipient of federal grants, COG will adhere to the requirements of applicable federal Office of Management and Budget (OMB) Advisory Circulars, including, without limitation the following (incorporated herein by reference):

A-Advisory Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

B-Advisory Circular A-122, Cost Principles for Non-Profit Organizations

C-Advisory Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

D-Federal Transit Administration (FTA) Circular 4220.1

1.5.2.3 CFR Guidance

Through the Code of Federal Regulations (CFR), federal agencies provide guidance for implementation of Advisory Circular A-110 and the laws and regulations referenced therein. For instance, the Environmental Protection Agency (EPA)'s requirements for implementation of A-110 are set forth within 40 CFR Part 30, "*Uniform Administrative Requirements for Awards and Sub awards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and Commercial Organizations.*" These CFR regulations shall be followed to the extent required of COG as a recipient of federal grants from EPA. Likewise, COG will adhere to CFR guidance published by other federal agencies from which COG receives funding.

1.5.2.4 Unified Work Programs

Certain programs required by federal law, (e.g., Metropolitan Transportation Planning) require organizations and public agencies to work cooperatively towards the implementation of a specific federal requirement. When disbursing federal funds received for the support of such undertakings, COG will follow procedures outlined in OMB Circular A-110 and the laws and regulations referenced therein, or other applicable federal laws, regulations and requirements.

1.5.2.5 IRS Regulations and Guidelines

Among the issues regulated and enforced by the IRS is whether a particular individual is properly classified as an independent contractor, or whether such individual should be classified, paid and treated as an employee. Any contract for services with an independent

contractor who is an individual shall be reviewed periodically by COG’s Department of Human Resources, at the following times: (i) prior to award of a contract, (ii) prior to any renewal or extension of a contract, and (iii) at such other reasonable times as the Director of Human Resources may request.

1.5.3 Necessary Approvals

Before proceeding with a purchase of goods or services funded, in whole or in part, by federal or state grant funds, COG may be required to obtain the advance written approval of a funding Grantor. The Contracts and Purchasing Manager shall verify that requests for such outside approvals have been timely submitted to the Grantor for consideration. No purchase transaction shall proceed, and no contract shall be awarded or entered into, until the Contracts and Purchasing Manager has received the required written approval of the Grantor. A copy of such approval shall be maintained in the contract file.

The Executive Director, or other person serving as Contracting Officer, shall not execute any contract involving an expenditure of \$25,000 or more (regardless of the source of funding) unless and until such contract has been approved by the Board.

2 SELECTION OF CONTRACTORS

2.1 Full and Open Competition

All of COG’s Procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, free and open competition.

2.2 Authorized Procedures

In its procurement of goods and services, COG will implement one of the following methods to select a supplier or contractor:

2.2.1 SMALL PURCHASE PROCEDURES (INFORMAL PROCUREMENT)

Small purchase procedures consist of relatively simple and informal solicitation methods, where the goods or services being procured do not exceed the amount of \$25,000. If small purchase procedures are used, price or rate quotations are to be solicited from qualified sources, as specified within this section. The following table sets forth COG’s requirements for small purchases.

If goods or services are anticipated to cost:	The following solicitation method shall be used:
Cost/price: Less than \$5,000	No Competition Required-- A purchase at this level is considered a minor purchase, and no competitive quotes are required, so long as the price to be paid is fair and reasonable. Use of contractors listed on the GSA ¹ Schedule, or similar state schedules, is encouraged. Although solicitation of multiple prospective contractors in a particular instance is not required, over time orders should be distributed among various contractors.

¹ General Services Administration (GSA)

<p>Cost/price: \$5,000 or more, but less than \$10,500</p>	<p>Solicitation of 2 Written Quotes, minimum—COG staff shall solicit written price or rate quotes from at least two sources. The solicitation shall be in writing and shall contain sufficient detail to allow accurate pricing of the goods or services to be procured.</p> <p>If a simple description of goods or services will not be sufficient, in the determination of the Contracts and Purchasing Manager, then a Statement of Work (SOW) shall be included as part of the solicitation of quotes. Where a SOW is necessary, it shall be accompanied by a list of factors that will be used to evaluate responses. COG will select the responsible contractor who offers the best combination of price, quality and other elements of required goods or services that are optimal to COG’s needs.</p> <p>Documentation of each solicitation, and any written quotes received in response, shall be placed in the contract file. Prior to making a purchase, the Contracts and Purchasing Manager shall confirm that the price to be paid is fair and reasonable, and shall document how this determination was derived. Use of GSA and other state or local government purchasing schedules, as a source of contractors to be solicited, is encouraged.</p>
<p>Cost/price: \$10,500 or more, but Less than or equal to \$25,000</p>	<p>Solicitation of 3 Written Quotes, minimum-- COG staff shall solicit written price or rate quotes from at least four sources. The solicitation shall be in writing and shall contain sufficient detail to allow accurate pricing of the goods or services to be procured. If a simple description of goods or services will not be sufficient, in the determination of the Contracts and Purchasing Manager, then a Statement of Work shall be included as part of the solicitation. Where an SOW is necessary, it shall be accompanied by a list of factors that will be used to evaluate responses.</p> <p>COG will select the responsible contractor who offers the best combination of price, quality and other elements of required goods or services that are optimal to COG’s needs.</p> <p>Documentation of each solicitation, and any written quotes received in response, shall be placed in the contract file. Use of GSA and other state or local government purchasing schedules, as a source of contractors to be solicited, is encouraged.</p>

2.2.2 COMPETITIVE PROPOSALS (FORMAL PROCUREMENT)

The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or a cost-reimbursement method (“time and materials”) of compensation will be utilized—or some combination thereof. If this method of contractor selection is utilized, then the process of selecting a supplier or contractor will follow the following process:

2.2.2.1 Issuance of a Written Solicitation

Competitive proposals are initiated through issuance of a solicitation referred to as a Request for Proposals (“RFP”). Each RFP shall indicate in general terms that which is

sought to be procured, and shall contain, or incorporate by reference, the applicable terms and conditions, including any unique capabilities or qualifications that will be required of the contractor. The RFP shall instruct prospective offerors of the need to demonstrate, within their proposals, their “responsibility.” Each RFP shall also specify the factors that will be used in evaluating the merits of proposals received, **including price**, along with their relative importance.

[Note: Qualifications-based procurement, where price is **not** initially used as a selection factor, can only be used for procurement of the following services: architectural, engineering services, accounting, actuarial, and legal.]

2.2.2.2 Notice and distribution of the RFP

RFPs shall be distributed to an adequate number of qualified sources, at least 10 days prior to the date set for receipt of proposals. At a minimum, the RFP shall be posted on COG’s publicly-accessible website. In addition, potentially qualified contractors on COG’s Vendor Registration list shall be notified via electronic mail of the solicitation, and proposals may also be solicited directly from other potential contractors.

2.2.2.3 Evaluation of Proposals

Evaluation of the proposals received by COG in response to an RFP shall be conducted based on **price and other factors** identified within the RFP. These factors typically include factors relevant to a determination of responsibility (such as financial, human, and organizational capability), as well as other technical factors (such as the degree to which the proposer is expected, based on information submitted and available, to achieve the performance objectives, to provide the quality expected, and on the relative qualifications of the proposer's personnel).

The Contracts and Purchasing Manager shall ensure that an evaluation method is in place, prior to issuance of the solicitation, for evaluating the responsiveness of each proposal, for technical evaluations of each proposal, and for ranking, in order of preference, the proposals that are received in response to the solicitation. The specified method shall include a mechanism for written reporting of the results of the evaluations, by numerical scores or other acceptable means of assigning rank. Evaluation of proposals may be conducted by the Contracts and Purchasing Manager, or by a team or committee of persons selected by the Contracts and Purchasing Manager subject to the concurrence of the Contracting Officer. A team or committee may include a Technical Selection Committee (TSC).

Final determinations of “responsibility” of a contractor shall be made by the Contracting Officer, based on a review, report and recommendation of the Contracts and Purchasing Manager. The Contracts and Purchasing Manager, in his review of the issue of responsibility, may be assisted by any team or evaluation committee conducting other aspects of proposal evaluation.

2.2.2.4 Discussion and negotiation

COG may choose not to enter into discussions or negotiations with any offeror, provided that **(i)** the solicitation did not commit to discussions, or the solicitation affirmatively notified all offerors that award might be made without any discussions or negotiations, **and** **(ii)** an award is made without any oral or written discussions with any offeror. In such circumstances, COG may accept one of the proposals received if it can clearly be demonstrated that acceptance of the most favorable initial proposal without discussion would result in a fair and reasonable price. The Contracts and Purchasing Manager shall prepare a written determination to this effect, with supporting documentation, and shall place the determination/documentation in the contract file.

In other cases, discussion and negotiation shall be conducted, as follows: COG shall engage in individual discussions with two (2) or more offerors deemed fully-qualified, responsible and suitable on the basis of their initial responses. The offerors shall be encouraged to elaborate on their qualifications, performance data or staff expertise, and other matters relevant to the evaluation criteria specified in the solicitation. At the conclusion of discussions, COG shall select, on the basis of the evaluation factors referenced in the solicitation, the offeror whose proposal is deemed most meritorious. If a contract satisfactory and advantageous to COG can be negotiated with that offeror, at a fair and reasonable price, then COG may award the contract to that offeror.

Otherwise, negotiations with the first-ranked offeror shall be formally terminated, and negotiations conducted with the offeror ranked second, and so on, until a contract can be negotiated at a fair and reasonable price.

Notwithstanding the foregoing, if the terms and conditions for multiple awards have been included in the solicitation, then COG may award contracts to more than one offeror.

Note: COG may award a contract to the offeror whose proposal offers the greatest business value, based upon an analysis of a tradeoff of qualitative technical factors and price/cost to derive which proposal represents the “**best value**” to COG; however, if COG elects to use the best value selection method as the basis for award, then the solicitation must contain language which establishes and describes the manner in which award will be made on a “best value” determination.

2.2.2.5 Federal considerations

Under federal guidelines applicable to the expenditure of certain grant funds, see e.g., 44 C.F.R. §13.36(b)(10), time and materials contracts may be used only where: (i) there is a written determination that no other form of compensation is suitable, and (ii) the contract includes a not-to-exceed (ceiling) price that the contractor exceeds at its own risk. Prior to award of a contract that will involve expenditure of grant funding falling within the purview of 44 C.F.R. §13.36(b)(1), or any similar federal regulation, the Contracts and Purchasing Manager shall verify that any time-and-materials compensation is entered into based on documentation of the requisite findings.

2.2.2.6 Award

Upon conclusion of a competitive proposal process, COG may award a contract to a responsible contractor whose proposal is deemed most advantageous to COG, following any pre-award review required by a federal or state grantor. No contract involving an expenditure of \$25,000 or more (regardless of the source of funding) shall be deemed awarded, or shall become binding upon COG, until it has been approved by the Board.

2.2.2.7 Notice of the award

Notice of contract award shall be posted on COG's publicly-accessible website. In addition, COG shall provide, to each offeror who submitted a proposal, a written notice of the award; these offerors' notices shall inform the unsuccessful offerors of COG's protest procedure.

2.2.3 SEALED BIDS (FORMAL PROCUREMENT)

A competitive sealed bidding process is normally utilized when price is desirable as the principal determinative factor in contractor selection. In order for the sealed bid process to be utilized, the Contracts and Purchasing Manger should determine in advance that the following conditions are present: **(i)** a complete, accurate, and realistic specification or purchase description is available, **(ii)** two or more responsible bidders are willing and able to compete effectively for the business; and **(iii)** the nature of the transaction lends itself to a firm, fixed-price contract (lump sum and/or unit-price) and selection of the successful bidder can be made principally on the basis of price. The Contracts and Purchasing Manager shall render his determination in writing and a copy of the determination shall be maintained in the purchasing file.

If the sealed bidding method of contractor selection is utilized, then the selection of a supplier or contractor will follow the following process:

2.2.3.1 Issuance of a written solicitation

A competitive sealed bidding process is initiated through issuance of a solicitation referred to as an Invitation for Bids ("IFB"). The IFB will incorporate a clear and accurate description of the technical requirements and specifications for the goods or services to be procured, and the description will set forth the minimum essential characteristics and standards to which the goods or services must conform if they are to satisfy COG's intended use. Particular attention should be given to describing requirements that affect the price, quality, quantity or delivery schedule for the goods or services. If it is impractical or uneconomical to make a clear and accurate description of technical requirements for a particular item, a "brand name or equal" description may be used to define salient characteristics or requirements. A Bid Form shall be included with the IFB, on which the bidder may set forth the fixed price (lump sum or unit cost) of each aspect or component of the desired goods/services.

2.2.3.2 Public notice and dissemination of the IFB

Notice of the IFB shall be given to an adequate number of qualified sources, at least 10 days prior to the date set for receipt of bids. At a minimum, the IFB shall be posted on

COG's publicly-accessible website. In addition, potentially qualified sources on COG's Vendor Registration list shall be notified via electronic mail of the IFB, and bids may be solicited directly from other potential sources.

2.2.3.3 Public Opening and Announcement of Bids

COG shall instruct bidders to submit their bids in sealed envelopes, and to deliver the sealed bids to COG on a date, and at a time and location specified within the IFB. COG shall mark each bid received with the date and time of receipt, and COG shall not open or review any bid until the date, and at the time and location, specified within the IFB.

On the date, and at the time and location specified within the IFB, COG will open and announce the dollar amount of each bid, and the name of the contractor who has submitted each bid.

2.2.3.4 Evaluation of the Low Bid

Following the opening and announcement of bids received, COG shall review the apparent low bid for responsiveness, and for responsibility of the apparent low-bidder.

2.2.3.5 Withdrawal of a bid due to error

A-A bidder may withdraw his bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake in the bid; provided, however, that: (i) the bid was submitted in good faith, and (ii) the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.

B-If a bid contains both clerical and judgment mistakes, a bidder may withdraw his bid from consideration if (i) the price bid would have been substantially lower than the other bids due solely to the clerical mistake, and (ii) the clerical mistake was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, and the bidder clearly demonstrates this by submission of objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.

C-Any request for withdrawal of a bid shall be submitted to COG in accordance with the following procedure: (i) The bidder shall give notice in writing of his claim of right to withdraw his bid, within two business days after the conclusion of the bid opening procedure; (ii) the bidder shall submit original work papers, and other relevant documents and materials, along with such notice; and (iii) the bidder's request shall affirmatively state whether the bidder requests COG to handle the work papers, documents and materials submitted with the request as trade secrets or proprietary information.

D-Within five (5) days of receipt of a bidder's request for withdrawal of a bid, the Contracting Officer shall render a determination either granting or denying the request. No

request shall be granted when the result would be the awarding of the contract on another bid of the same bidder, or on the bid of a separate bidder in which the ownership of the withdrawing bidder is more than five percent (5%). If the Contracting Officer denies the withdrawal request, he shall notify the bidder in writing: (i) of the reasons for his decision to deny the withdrawal, and (ii) that he is awarding a contract to the bidder at the bid price (provided that the bidder is a responsive and responsible bidder).

E-If a bid is withdrawn in accordance with this section, the lowest remaining bid shall be deemed to be the low bid. If the deemed low bidder is responsive and responsible, then COG may award the contract to that bidder at the bid price.

F-No bidder who is permitted to withdraw a bid shall: (i) for compensation, supply any material or labor to, or perform any subcontract or other work agreement, for the person or firm to whom the contract is awarded, or (ii) otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted. In the event the Contracting Officer determines that either of these circumstances exist, COG shall have a right to terminate the awarded contract.

2.2.3.6 Award

Following completion of a competitive sealed bidding process, COG may award a contract to the lowest responsive and responsible bidder. No contract involving an expenditure of \$25,000 or more (regardless of the source of funding) shall be deemed awarded, or shall become binding upon COG, until it has been approved by the Board.

2.2.3.7 Public Notice of Award

Notice of the award shall be posted on COG's publicly-accessible website. In addition, COG shall provide notice of the award directly to each offeror who submitted a bid, and the notice shall inform those unsuccessful offerors of COG's protest procedures.

2.2.4 ALTERNATIVE PROCEDURES

Alternative procedures, designed to promote full and open competition, may be used on a case-by-case basis, upon approval of the Executive Director set forth in writing prior to commencement of the procurement process. The Director's written approval shall include a description of the written justification for the alternative procedures, including, without limitation, the need to accommodate requirements of special funding sources, federal grant conditions, applicable federal or state laws and regulations, or other circumstances. Examples of such procedures include, but are not limited to, the following:

Example 1: one acceptable alternative procedure is the two-step, sealed bidding method of contractor selection. While it has some characteristics of both sealed bidding and competitive proposals, it complies with all requirements for the competitive proposal process. This process would allow, in the first phase, for the submission of unpriced technical proposals in response to a solicitation. In the second phase, only those firms that have been found to be technically qualified in the first phase are invited to submit sealed bids. Award is then made to the lowest, responsive and responsible bidder.

Example 2: another acceptable alternative procedure would be a process structured similarly to that described in the Virginia Public-Private Education Facilities and Infrastructure Act, or similar statutes within Maryland or the District of Columbia. Under this type of process, guidelines must be established prior to requesting or considering proposals, and those guidelines must encourage competition and must contain standards to guide the selection of projects.

Example 3: yet another acceptable alternative might be the selection of a contractor who has been already been awarded a contract for the goods or services sought to be procured by COG, if (i) the member jurisdiction's contract was awarded following a competitive selection process, and (ii) the contract awarded to the contractor contemplated that the contractor's goods and services would be made available to other entities upon the same terms and conditions, including pricing.

Example 4: another acceptable alternative would be COG's participation as a party to a cooperative procurement transaction conducted by one of its member jurisdictions. For the purposes of this Policy, the term "cooperative procurement" refers to the combining of COG's requirements with those of one or more of its member jurisdictions, to obtain the benefits of volume purchases, reduction in administrative expenses, or some other desirable shared benefits.

In cooperative procurements where COG is a participant, one of COG's member jurisdictions shall serve as the issuer of the solicitation, and the member jurisdiction's procurement laws, policies and procedures will govern the selection of a contractor. *Note:* Procurements conducted by COG itself, to facilitate the expenditure of federal or state grant funds in accordance with specific grant requirements, shall not be deemed or construed as a joint or cooperative procurement between or among COG and any parties that may ultimately benefit from the goods or services procured.²

2.2.5 NON-COMPETITIVE CONTRACTOR SELECTION

Occasionally, as a practical matter, (i) there exists only source of goods or services sought to be procured; or (ii) following the solicitation of quotes, offers or bids under one of the competitive selection processes described above, competition is inadequate; or (ii) the nature of the relationship with a particular contractor is one involving special confidentiality, or fiduciary, advisory services. In such cases, selection of a contractor, without competition, may be in the best fiscal and organizational interests of COG. Prior to award of a contract without competition, if federal funding is involved, COG may be required to submit the proposed contract to the funding agency for pre-award review. Also, for non-competitive contractor selection involving a contract to be funded, in whole or in part, by federal funding, cost analysis is always required.

² COG publishes a separate policy, titled "*User's Guide to Cooperative Procurement.*" The User's Guide sets forth the manner in which COG will provide administrative assistance to its member jurisdictions with various tasks associated with the conduct of a cooperative or joint procurement transaction undertaken by one or more of those jurisdictions. However, that User's Guide applies to procurements in which COG itself is not a party to the transaction, and any resulting contract will be with the member jurisdiction(s), not COG. In such circumstances, the member jurisdiction's procurement policies and procedures apply.

2.2.5.1 Written determination required, in advance

The Contracts and Purchasing Manager may authorize a purchase based on a non-competitive contractor selection process, upon a determination that at least one of the following circumstances exists:

A-The goods or services are only available from a **single source**, and (when applicable) an entity that controls funding that will be involved in the purchase (e.g., a federal or state Grantor) authorizes and approves, in advance, a noncompetitive selection. Bases for identifying a contractor as a sole source include:

(i)Proprietary, patented or copyrighted items are legally available from only one source;

(ii)Required compatibility of equipment, accessories, software, or replacement parts can only be met by one source; including, without limitation, maintenance or support services for software during the useful life of the software originally purchased;

(iii)Required public utility services are available from only one company (e.g., a specific electrical or water utility);

(iv)A particular contractor or subcontractor has been specified within a grant accepted by COG;

(v)One contract service provider possesses unique qualifications, of a nature and to such an extent that no other contractor can be found who can perform or provide the services that are the subject of the contract. If unique qualification is claimed with respect to a contract service provider, reference to specific methodologies, licenses, certifications, etc. must be provided in the determination letter. Mere preferability or desirability is not sufficient; conclusory statements as to a service provider's capability, experience, personal know-how, etc. will not be sufficient to support a determination that a contractor is the sole source available to provide specified services.

or

B-Documentation of solicitations made to a number of sources, and any responses thereto (including a lack of responses) justifies a finding that **competition is inadequate**, and (if applicable) an entity that controls funding involved in the proposed Procurement transaction (e.g., a federal or state Grantor) authorizes and approves, a noncompetitive selection; or

C-**Time is of the essence**, and circumstances will not permit a delay resulting from a competitive selection process. To justify a non-competitive selection under this subparagraph, the Contracting Officer must determine in writing, in

advance, that time is of the essence, and the determination must set forth: **(i)** factual information demonstrating that a specific delivery schedule is critical, or that an emergency exists, involving an imminent threat to the safety of an individual or to COG's property; **(ii)** that specific adverse financial or organizational consequences will be sustained by COG or one of its programs if the delivery schedule is not met, or the threat is not immediately addressed and **(iii)** as a result of the foregoing, it is impractical to complete the solicitation and evaluation of quotes/responses from multiple contractors, under either the informal or formal competitive processes provided by this policy, within the necessary time period. Mere recitation of an administratively established deadline, commissioning date, or implementation schedule, without demonstration of specific adverse consequences resulting from a deviation from the referenced schedule, is not enough to support the determination. Additionally, an entity that controls funding involved in the proposed transaction (e.g., a federal or state Grantor) must authorize and approve, in advance, a non-competitive selection under such circumstances; *or*

D-The contract is for services, and an ongoing contractual relationship is advantageous, where: **(i)** The proposed contract is for: the management and investment of COG's retirement funds; corporate audit services; legal services; legal, expert witness and other services associated with specific litigation or regulatory proceedings; compilation, storage, analysis, and/or evaluation of corporate data, including required by federal or state law to be maintained confidential; **(ii)** a continuous relationship with a single contractor over a period of time is fiscally advantageous, as demonstrated by a cost-benefit analysis considering issues such as training; familiarity with COG's organizational structure, processes and procedures; the costs of replacement software; etc., **and** **(iii)** non-competitive selection will not adversely impact the availability of any federal or state grant funding intended as a source of funds for payment of the contractor.

2.2.5.2 Records required

A copy of the Contracting Officer's written determination, and of any Grantor agency's concurrence, shall be maintained in the contract file.

2.2.5.3 Selection from GSA Schedule

When a non-competitive selection is determined to be justified in accordance with paragraph 2.2.5.1(B) or (C), above, consideration should be given to selection of a vendor listed on the GSA Schedule, or a similar State or Local Schedule. Where federal grant funding is involved, selection of a contractor listed on the GSA Schedule will facilitate compliance with documentation of fair and reasonable price.

2.2.5.4 Board Approval Required

No sole source contract involving an expenditure of \$25,000 or more (regardless of the source of funding) shall be deemed awarded, or shall become binding upon COG, until it has been approved by the Board.

2.2.6 USE OF GOVERNMENT SCHEDULES

COG may choose to purchase goods or services from the GSA Schedules, or from similar state purchasing schedules. If federal or state grant funding is involved, advance written permission shall be obtained from the Grantor.

2.2.6.1 Source of Quotes, Small Purchase Procedure

COG may, at any time, use the GSA or other government schedules as a source of contractors from which to solicit quotes or proposals: *see* Small Purchase Procedures, preceding above.

2.2.6.2 Selection of GSA or other Schedule Contractor, without review of multiple quotes

COG may place an order or award a contract to any Schedule contractor that can meet COG’s needs, without review of multiple quotes or proposals, under the following circumstances:

A-Following a Determination rendered pursuant to 2.2.5.1(B) or (C), as set forth above; or

B-For orders of supplies or services of less than \$25,000, provided that the contractor selected has not been awarded a contract by COG within the 12 months preceding the date of award.

2.2.6.3 Selection of GSA or other Schedule Contractor, upon review of multiple quotes

COG may place an order or award a contract to any Schedule contractor that can meet COG’s needs, without formal competition, under the following circumstances:

A-For orders of supplies or services of \$25,000 or more, and

B-The following process is followed:

Supplies and Services *not* requiring a Statement of Work: survey or review the price lists of three Schedule contractors; seek price reductions where appropriate; evaluate; and select the contractor who can offer the best overall combination of quality, price and various elements of the required supplies or services that, in total, are optimal relative to COG’s needs. If the applicable Schedule does not include three contractors who meet COG’s requirements, then fewer than three may be surveyed or reviewed.

Supplies and Services requiring a Statement of Work: prepare a written solicitation that includes a statement of work and evaluation criteria; transmit the

request to three Schedule contractors; evaluate responses; and select the contractor who can offer the best overall combination of quality, price and various elements of the required supplies or services that, in total, are optimal relative to COG's needs. If the applicable Schedule does not include three contractors who meet COG's requirements, then fewer than three may be surveyed or reviewed.

2.2.6.4 Board Approval Required

No contract involving an expenditure of \$25,000 or more (regardless of the source of funding) shall be deemed awarded, or shall become binding upon COG, until it has been approved by the Board.

2.2.7 Solicitations, generally

In addition to other information and instructions required by this Policy, each solicitation issued by COG shall contain the following information, as applicable:

A- Statements that: **(i)** COG is the procuring authority, **(ii)** that COG's Procurement Policy will apply to the selection of a contractor and award of a contract, and **(iii)** that, by submitting a quote, proposal or bid in response to the solicitation, the bidder or offeror agrees to abide by the instructions, requirements and procedures set forth within COG's Procurement Policy;

B- Reference to COG's General Terms and Conditions, and a statement of their applicability to any contract resulting from the solicitation;

C- Reference to other federal or state requirements, and a statement of their applicability to any contract resulting from the solicitation. Such requirements shall include, but not be limited to, notification of potential bidders and offerors that, where federal funding is involved, the successful bidder or offeror may be required to provide documentary evidence of compliance with OMB A-133 Single Audit requirements, and (in the event of an audit finding) may be required to provide documentation to COG verifying that the audit finding is corrected in a timely manner; and

D-A statement that no contract involving an expenditure of \$25,000 or more (regardless of the source of funding) shall be deemed awarded, or shall become binding upon COG, until it has been approved by the Board.

2.3 Cost/Price Analysis

For purchases funded by federal grant money, some form of cost or price analysis may be required prior to award of a contract, including for contract modifications. The method and degree of analysis will depend on the specific procurement transaction; however, as a starting point, when required, independent estimates must be obtained before receiving bids or proposals. The following methods of contracting shall not be used: cost-plus-a-percentage-of-cost, and percentage-of-construction-cost.

No procurement transaction shall proceed unless and until any applicable requirement for cost/price analysis has been met and the results of the cost/price analysis have been received by COG.

2.4 Responsibility

COG shall award contracts only to responsible contractors possessing the ability to perform successfully the terms, conditions and requirements of a proposed contract. Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. A contractor must be considered responsible to be awarded a contract, regardless of the procurement method used to select that contractor.

Responsibility is an issue determined after receipt of bids, proposals or quotes, and prior to the time of contract award. Final determinations of “responsibility” of a contractor shall be made by the Contracting Officer, based on a review, report and recommendation of the Contracts and Purchasing Manager. The Contracts and Purchasing Manager, in his review of the issue of responsibility, may be assisted by any team or evaluation committee conducting other aspects of proposal evaluation. Along with information submitted by the bidder or offeror as part of a bid or proposal, COG may consider information obtained from outside sources, including surveys, reference checks, and debarment lists.

2.4.1 Check of GSA Excluded Parties List

No contract shall be awarded unless and until the Contracts and Purchasing Manager verifies that a check of GSA’s Excluded Parties List System has been conducted, and the prospective contractor is not included within that list. COG may also treat a prospective contractor or subcontractor listed on a centralized State government debarment and suspension list, or on a similar list maintained by one of COG’s member local government jurisdictions, as being non-responsible.

2.4.2 Factors for use in determining responsibility

To be determined responsible, a contractor must have:

A-Financial resources adequate to perform the contract, or the ability to obtain them.

B-Ability to meet the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

C-A satisfactory performance record;

D-A satisfactory record of integrity and business ethics;

E-Licenses or certifications required by law or governmental authority;

F-No current “debarment” status with any federal or state governmental authority, or with any local government authority among the membership of COG;

G-Ability to comply with DBE Program requirements, or similar requirements; and

H-Other characteristics demonstrating that the contractor is, in all respects, capable of performing fully the contract requirements, and who has been prequalified, if required.

2.4.3 Determination of non-responsibility

When an offer on which an award would otherwise be made is rejected because the prospective contractor is found to be non-responsible, COG’s Contracting Officer should make and sign a written determination which states the basis for the finding of non-responsibility, and the Contracts

and Purchasing Manager shall ensure that a copy of the determination is placed in the contract file, along with documents and reports supporting the determination of non-responsibility, including any pre-award survey reports. The Contracting Officer's decision is final, except as provided in Section 3.1.3.A, following below.

2.5 Responsiveness

No contract shall be awarded to a bidder or offeror whose bid or proposal does not conform, in all material respects, to the requirements of a solicitation. COG may waive informalities—i.e., minor defects or variations of a bid or proposal from the exact requirements of an IFB or RFP, which do not affect the price, quality, quantity or delivery schedule for the goods or services being procured.

2.6 Cancellation or rejection

Any solicitation, or any and all quotes, bids or proposals received in response to a solicitation, may be canceled or rejected when it would be in COG's best interests to do so. The reasons for cancellation or rejection shall be set forth in writing and made a part of the contract file.

2.7 Vendor List

The Contracts and Purchasing Manager shall be responsible for preparing and maintaining an up-to-date list of qualified and capable sources who may offer goods and services for purchase by COG ("Vendor List"). The Contracts and Purchasing Manager shall update the Vendor List on a regular basis. DBEs, small businesses, minority-owned firms, women's business enterprises, etc. shall be included and identified on the Vendor List.

The Vendor List shall include, for each source:

- an e-mail address to which solicitations may be sent;
- a physical address and, if different, a mailing address;
- a contact name and telephone number; and
- a description of the goods/services that the vendor provides
- indication of whether the source qualifies as a small business, minority-owned firm or women's business enterprise
- annotation as to whether the vendor is known to have been debarred by any federal, state or local contracting authority (*federal non-procurement debarment and suspension regulations set forth in 40 CFR part 32, implementing Executive Orders 12549 and 12689, "Debarment and Suspension," may restrict COG from entering into contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities*).

2.8 Disadvantaged Business Enterprises (DBEs)

COG will utilize disadvantaged business enterprises in accordance with its written DBE policy.

3 PROTESTS

3.1 Right to protest

3.1.1 Aggrieved bidders and offerors

Any aggrieved bidder or offeror may protest COG's decision to award a contract. An "aggrieved bidder or offeror" is one who is an actual or prospective bidder or offeror, and who may be eligible for award of a contract if the protest is sustained. (*Example:* a fourth-ranked offeror will not be considered "aggrieved" and eligible to initiate a valid protest, unless the grounds for a protest, if sustained, would disqualify each of the top three ranked bidders or offerors or would require that the solicitation be cancelled and reissued).

3.1.2 Deadline

A protest must be submitted to COG's Executive Director within five (5) working days of the date when the protester has received actual or constructive notice of COG's decision.

3.1.3 Contents of Protest

The written protest shall identify the action being protested, or other basis for the protest, and it shall identify the specific relief sought. The written protest shall specifically describe relevant facts and documents, and shall cite to relevant language in the solicitation, COG's Procurement Policy, and any law relied upon.

A-No protest shall lie for a claim presented by an unsuccessful bidder or offeror, alleging that the successful bidder or offeror is non-responsible, *except* with respect to the following: **(i)** a good faith assertion, supported by verifiable factual evidence included with the written protest, that the successful bidder or offeror is debarred by a federal, state or local governmental authority, or **(ii)** a good faith assertion, supported by verifiable factual evidence included with the written protest, that the successful bidder or offeror does not hold a license or certification required by a governmental authority for or in connection with the provision of goods or services that are the subject of the solicitation. Except as noted above, a protest based on an allegation of non-responsibility of the successful offeror shall be deemed "invalid" for purposes of this section.

B-No protest shall lie for a claim presented by an interested party challenging the validity of the terms or conditions of any solicitation. Any such claim shall be deemed "invalid" for purposes of this section.

3.2 Authority to resolve protests

COG's Executive Director shall have authority to make a final determination of whether a particular protester qualifies as an "interested party", whether a particular claim constitutes a valid protest, and to make final decisions on valid protests initiated by interested parties.

The Executive Director shall issue a decision in writing within 5 working days after receipt of a protest, stating his findings and the reasons for the action taken; however, the Executive Director may, in his sole discretion, afford an interested party the opportunity to present his valid protest in person before a final decision is rendered. If an in-person hearing is afforded, the Executive

Director shall render his written decision within 5 days after the date on which the presentation occurs.

Decisions of the Executive Director shall be final.

3.3 Effect of protest upon contract award

Pending final determination of a protest, the validity of a contract awarded and accepted in good faith in accordance with this procurement policy shall not be affected by the fact that a protest or appeal has been filed.

COG shall not be required or compelled to delay the award of a contract for the period allowed for initiation of protests; however, if a protest is received prior to a decision to award a contract, then no further action shall be taken to award the contract unless: (i) the Executive Director renders a written determination that proceeding without delay is necessary to protect COG's interests or (ii) a bid or offer would expire before a final decision on the protest can be rendered.

4 CONTRACT FORMATION

COG uses three instruments to authorize purchases and contractually bind COG to a purchase of goods or services: (1) purchase cards; (2) purchase orders, and (2) formal written contracts.

4.1 Purchase Card transactions

A-Purchase Cards may be used for purchases of goods and services, subject to compliance with the Small Procedures or other contractor selection procedure authorized by this Policy, as may be applicable.

B-The use of Purchase Cards shall be subject to the spending limits and other restrictions and requirements set forth in COG's written Purchase Card Policy.

4.2 Purchase orders

A purchase order is a written document, signed by an authorized officer or employee of COG, issued to a vendor to authorize the purchase of goods or services in specific quantities and prices. Purchase orders are commonly used in procurement transactions that involve smaller amounts of money and minimal terms and conditions (e.g., office supplies; office equipment).

If no prior offer or proposal signed by the vendor has been received, then COG's purchase order constitutes an offer by COG that is not enforceable until accepted by the vendor through a signed written confirmation. If a purchase order is used in a situation where COG has previously received a signed, written quote or proposal from a vendor, then the purchase order may be used as a means of documenting COG's acceptance of that quote/proposal; in such cases, the purchase order should, on its face, reference the date of the vendor's written quote/proposal.

4.2.1 Preparation

Purchase orders will be approved by a department head and the Contracts and Purchasing Manager, and shall clearly describe the item(s) being purchased, the contract price/cost, the project number and charge code and the purpose of the purchase. Each purchase order shall also include, on its

face, or by reference to a separate document, a date for performance (e.g., a required delivery date; the date on which services must be completed, etc.).

Each purchase order will be signed by the Contracting Officer for the transaction referenced in the purchase order.

4.2.2 Requirements to be referenced

Transactions authorized by purchase order will reference and adhere to:

A-COG's General Terms and Conditions for Contracts;

B-The requirements of 40 CFR Part 30, if required, and any other applicable state or local requirements. Staff shall ensure that applicable requirements have been incorporated by reference into the purchase order, or were expressly incorporated by reference into the documents by which quotes or offers were solicited;

C-A list of each of the documents that, together, set forth all of the terms and conditions of the contract.

4.2.3 Availability of Funding

Before a COG officer or employee signs any purchase order he or she shall obtain verification from the Contracts and Purchasing Manager that (i) funds are available within COG's budget, or from grant funding awarded to COG, to cover COG's financial obligation in connection with the purchase and (ii) the terms of payment are reasonable and acceptable in accordance with applicable financial and accounting policies of COG.

4.3 Formal written contracts

A formal contractual agreement is a document which sets forth all of the terms and conditions of the parties' agreement for the purchase of goods or services. In cases where a substantial amount of money is involved, complicated terms or conditions apply to a transaction, or both, a formal written agreement is used to ensure that all of the parties' agreements and understandings are set forth in one instrument that is signed by authorized representatives of both parties, as a means of verifying that there has been a "meeting of the minds" as to the obligations set forth within the document. A formal contractual agreement may be in a format as simple as a letter, or it may consist of multiple pages of terms, conditions and requirements, with attachments, schedules or exhibits. The form and content of a written contract document will depend on the nature of a particular transaction.

The requirements of Sections 4.2.2 and 4.2.3, above, shall also apply to formal written contracts.

4.4 Legal review

The Office of General Counsel is responsible for reviewing and approving standard forms, general terms and conditions, and written contract documents, as to their form and legal sufficiency.

4.5 Signatures

Except for transactions completed with a Purchasing Card, all contracts must contain the signature of both the contractor and COG's Contracting Officer. Contracts that are not signed in compliance with this requirement are voidable at the option of COG.

5 CODE OF CONDUCT

Consistent with corporate policy set forth in the Conflicts of Interest provisions of COG's Board of Directors' Rules of Procedure, and consistent with COG's general Human Resources policies, COG employees, members and officers of its Board of Directors, and persons acting as agents of COG shall avoid conflict of interests, as well as situations which create the appearance of a conflict of interest. If there is any question as to whether a conflict, real or apparent, may exist, COG's Executive Director should be contacted immediately.

5.1 Personal conflicts of interest

No employee, officer, agent, or board member, or his or her immediate family member, partner, or organization that employs or is about to employ any of the foregoing, may participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of those previously listed has a financial or other interest in the firm selected for award.

Any person referenced in the preceding paragraph, who is uncertain as to whether he or she may have a conflict, should ask COG's General Counsel for an opinion. If requested, the General Counsel shall issue a written opinion stating the basis for the opinion, and the opinion shall be presumed to be correct. The General Counsel shall provide a copy of the opinion to the person who requested it, with copies to: the Executive Director; the Human Resources Director as well as to an employee's supervisor and department head (if applicable); and to the Contracts and Purchasing Manager. The opinion may be relied upon by the person who requested it. Copies of all such written opinions shall be retained in the offices of each person who receives them. An official file containing the Executive Director's copies of such opinions shall be maintained in the Office of the Executive Director.

5.2 Acceptance of gifts or gratuities

Consistent with COG's general Human Resources Policies, the officers, employees, and agents of COG shall neither solicit nor accept gifts, gratuities, favors, or any other thing of more than nominal intrinsic monetary value, from contractors, potential contractors, or parties to grant sub-agreements. Meals paid for by a third party are considered gifts, gratuities or favors.

An unsolicited item, having a monetary value of \$5 or less, shall be deemed to have nominal intrinsic value ("*de minimus* gift"). An employee, officer or agent accepting a *de minimus* gift shall not be deemed in violation of this Policy; provided, however, that no such employee, officer or agent shall accept more than one *de minimus* gift from the same source (including affiliates) in any calendar year.

An exception is receipt of food-stuffs by employees, at COG's offices, which may be opened and shared in COG offices (for example: food baskets or candy).

5.3 Disciplinary action

Any officer, employee or agent of COG who violates the standards set forth in this code of conduct shall be subject to disciplinary action or sanctions imposed by the Board or Executive Director, as applicable, up to and including termination of his employment, appointment or contract with COG.

5.4 Consultants Who Participate in Preparing Solicitations

In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids and/or requests for proposals shall be excluded from competing within such procurements. Such contractors shall execute a disclosure statement, specifying that they have no financial or other interest in the outcome of the procurement transaction.

6 RECORDS OF PROCUREMENT TRANSACTIONS

6.1 Records of formal procurements

The Contracts and Purchasing Manager shall ensure that written records are prepared and maintained, detailing the history of each Procurement transaction. Such records shall include, but not necessarily be limited to:

- Procurement Method
- Contract Type—for example: fixed price, cost reimbursement, etc.
- Contractor Selection—including reasons for contractor selection, and a written responsibility determination for the selected contractor
- Cost or Price Justification

The extent of documentation for a particular transaction shall be what is reasonable, given the size and complexity of the transaction.

6.2 Records of other procurements

For all other solicitations and procurement transactions, the Contracts Manager shall maintain a contract file containing a reasonable amount of documentation sufficient to demonstrate compliance with the requirements of this Policy.

6.3 Retention period

Records of each procurement transaction shall be maintained for a period of three (3) years from the date final payment is made by COG in connection with the transaction, or for such other time period as may be required by federal or state law or regulations, or by applicable grant requirements.

7 CONTRACT ADMINISTRATION

7.1 Designated contract monitor

The head of a department that initiated a purchase of goods or services, or to whose business the performance of a contract relates, shall designate a contract/project manager to be responsible for monitoring (i) a contractor's performance of a contract and (ii) implementation of the written terms and conditions of the contract. If a contractor violates any of the terms or conditions of its award, then the responsible contract/project manager shall notify the Contracts and Purchasing Manager immediately. The Contracts and Purchasing Manager shall be responsible for taking appropriate

action. Additionally, the responsible contract/project manager will be responsible for reviewing each payment request submitted to COG by the contractor, to ensure that COG has received goods and services in accordance with contract requirements.

7.2 Commencement of performance

7.2.1 Fully-executed contract required

Except for transactions made with a Purchasing Card, no COG officer or employee shall authorize the commencement of performance by any contractor, unless and until a contract signed by both COG and the contractor has been received by COG.

7.2.2 Notice to proceed

Following receipt of a contract signed by both COG and the contractor, COG may issue a Notice to the contractor authorizing commencement of performance (“Notice to Proceed”).

7.2.3 Modification of contract requirements

COG and a contractor, by mutual agreement, may delete contract requirements or add/increase contract requirements, so long as the nature and scope of the resulting contract is consistent with the terms, conditions and requirements of the original solicitation. So, for instance, COG may extend the time for performance applicable to a service contract, to allow completion of work undertaken but not completed during the original term of the contract. However, COG may not agree to a modification that excuses a contractor from less than the full performance of all tasks originally contracted for, unless the contractor, in exchange, gives full and fair consideration (discount on contract price, additional work at no charge, etc.). Likewise, COG may not modify a contract to agree to pay additional money for work which was required to be performed by the terms and conditions of the original contract.

The facts and circumstances of a particular contract, and the relationship between the contract, as modified, and the scope of work contemplated by the original solicitation, will enter into a determination of whether a particular contract modification is appropriate.

No fixed price contract may be increased by more than twenty-five (25%) of the amount of the original contract, without the advance written approval of the Contracting Officer. Any contract amendment that would result in an increase of compensation to the contractor of \$25,000 or more must have the advance approval of the COG Board, whether such contract involves a fixed-price or any other method of compensation.

- Such Board approval would be required, for example, for the renewal or extension of a contract, where (i) neither the solicitation nor the contract document identified the possibility of any renewal term(s), or (ii) the original contract did not require Board approval, however the extension or renewal of the contract would result in a situation where the contractor will receive, over the extended life of the contract, more than \$25,000 from COG.

- On the other hand, Board approval would not be required for renewal of a contract, if the original contract provided for one or more renewal term(s), and the Board approved the original contract.

In no event may the amount of any contract, without adequate consideration, be increased for any purpose, including, but not limited to, relief of a bidder or offeror from the consequences of an error in its bid or proposal.

7.3 Cancellation or termination

The Contracting Officer shall be the only COG official or employee who is authorized to cancel or terminate a contract. Prior to any cancellation or termination, the Contracting Officer shall consult with the Office of General Counsel. Prior to cancellation or termination, reasonable efforts should be made to avoid possible default by the contractor or by COG. If the need for cancellation or termination cannot be avoided, the Contracting Officer shall consult with the Office of General Counsel to determine how to proceed in a manner that will minimize adverse financial or other consequences to COG.

7.4 Determination of completion

The contract/project manager shall inform the Contract and Purchasing Manager in writing, when, in the estimation of the contract/project manager, a contractor's obligations have been fully and completely performed in accordance with the terms, conditions and requirements of a contract. Upon receipt of this notice the Contract and Purchasing Manager shall verify that no outstanding issues of performance remain, that no unresolved claims or disputes remain outstanding between the parties, and that, where applicable, a Grantor agrees with the conclusions of the contract/project manager and has approved payment of a proposed final invoice. Upon this verification, and following receipt of a final invoice received from the contractor supported by all required documentation, COG may approve a final invoice for payment.

7.5 Contract payments

7.5.1 Invoices required

All requests for payment submitted by a contractor to COG shall be in the form of an invoice or billing statement acceptable to COG, in its discretion. Invoices shall be prepared and submitted to COG by a contractor, and supported by relevant documentation, in accordance with the terms and conditions of the applicable contract.

7.5.2 Review of invoices

Upon receipt of an invoice, no payment shall be made until the contract/project manager verifies whether COG has received all of the goods or services referenced in the invoice, and whether those goods or services have been provided in accordance with the terms and conditions of the contract. The responsible contract/project manager shall verify that the price(s) and charge(s) referenced on an invoice are correct, accurate and in accordance with the terms and conditions of the parties' contract. Additionally, no payment shall be made by COG until other requirements of COG, and of federal or state grantors, have been satisfied (for example: in addition to review by a

contract/project manager, each invoice will also be reviewed by COG's Department of Finance and Accounting for compliance with applicable contractual, financial and accounting requirements).

In instances where there is (i) a defect or impropriety in an invoice, (ii) a defect or impropriety in the goods or services referenced within an invoice, (iii) an objection by COG to the quantity, quality or time of delivery of the goods or services or an invoice; or (iv) other dispute by COG as to whether the request for payment, or the goods or services that are the subject of the invoice are in compliance with the terms and conditions of the contract, then the Contracts and Purchasing Manager shall notify the contractor in writing of the issue and shall advise whether it is the intention of COG to withhold all or a portion of the contractor's payment as a result of the defect or impropriety.

8 EFFECTIVE DATE OF POLICY

This policy was approved by vote of the Board of Directors, on _____, 20____, and shall become in effect as of _____, 20____.

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 North Capitol Street, N.E.
Washington, D.C. 20002**

**RESOLUTION ADOPTING THE ROUND 8.2 COOPERATIVE FORECASTS
OF POPULATION, HOUSEHOLDS, AND EMPLOYMENT**

WHEREAS, on September 10, 1975, the Board of Directors of the Metropolitan Washington Council of Governments (Council) authorized the development of a Cooperative Forecasting Program as a component of the Metropolitan Growth Policy Program; and

WHEREAS, the purpose of this Program is to provide current forecasts of population, households, and employment growth and change for use in metropolitan planning programs, including the Water Resources, Transportation Planning, Air Quality, Energy Resources, Metropolitan Development and Housing Programs; and

WHEREAS, to further enhance coordination between regional land use and transportation planning, on February 12, 2003 the COG Board adopted Resolution R8-03, which recommends that final approval of each round of the Cooperative Forecasts should occur concurrently with the completion of the National Capital Region Transportation Planning Board's (TPB) Air Quality Conformity Analysis of the Transportation Improvement Program (TIP) and the Financially-Constrained Long Range Plan (CLRP); and

WHEREAS, on February 13, 2013, the COG Board approved Resolution R09-2013 approving in draft the Round 8.2 Cooperative Forecasts for use by the TPB staff in the Air Quality Conformity Assessment of the 2013 Financially Constrained Long Range Plan (CLRP) and the FY 2013-2018 Transportation Improvement Program (TIP); and

WHEREAS, at its June 19 meeting, the TPB released the draft results of the Air Quality Conformity Analysis of the CLRP and TIP and is scheduled to adopt them at their meeting on July 17, 2013;

NOW, THEREFORE, BE IT RESOLVED BY THE COG BOARD OF DIRECTORS OF THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:

1. The Board approves the Round 8.2 Forecasts attached as part of this Resolution to be effective with the adoption by the TPB of the 2013 CLRP and the FY 2013-2018 TIP.
2. The Board commends the Planning Directors Technical Advisory Committee and Cooperative Forecasting Subcommittee for their contributions to the effort to date and charges them with monitoring economic conditions and significant local land use plan changes.

Summary of Intermediate Employment Forecasts

Round 8.2 Cooperative Forecasts

(Thousands)

**FINAL COG Board of
Directors July 10, 2013**

JURISDICTION	2010	2015	2020	2025	2030	2035	2040	2010 to 2040	
								Number	% Change
District of Columbia	783.5	812.9	865.7	902.6	929.6	955.8	982.6	199.2	25.4%
Arlington County	223.3	247.5	276.3	292.1	303.0	306.0	308.8	85.6	38.3%
City of Alexandria	102.9	110.2	116.8	131.2	149.6	157.4	167.6	64.7	62.9%
Central Jurisdictions	1,109.6	1,170.7	1,258.8	1,325.9	1,382.2	1,419.1	1,459.1	349.5	31.5%
Montgomery County	510.3	532.0	564.4	598.8	635.3	674.0	715.1	204.9	40.1%
Rockville (1)	73.7	76.3	80.2	85.6	94.0	100.0	105.7	31.9	43.3%
Gaithersburg (1)	49.1	52.8	55.3	59.4	64.3	69.3	74.5	25.5	51.9%
Prince George's County	342.6	357.0	377.9	403.1	427.5	457.3	497.7	155.1	45.3%
Fairfax County (2)	622.9	664.5	720.9	770.6	813.1	846.0	877.1	254.2	40.8%
City of Fairfax	20.4	20.8	21.9	22.8	23.7	24.6	25.6	5.2	25.6%
City of Falls Church	11.4	12.0	14.3	16.2	17.6	18.0	18.3	6.9	60.5%
Inner Suburbs	1,507.5	1,586.2	1,699.4	1,811.5	1,917.1	2,019.9	2,133.8	626.3	41.5%
Loudoun County	145.3	162.8	197.6	225.9	251.7	268.0	283.2	138.0	94.9%
Prince William County	115.4	134.8	155.3	174.8	195.9	217.8	240.8	125.4	108.6%
City of Manassas	23.6	24.0	26.2	27.7	29.2	30.7	32.2	8.6	36.5%
City of Manassas Park	4.5	4.6	4.7	4.8	4.9	5.0	5.1	0.6	12.6%
Calvert County (3)	35.2	41.1	44.5	46.3	47.2	48.1	49.0	13.8	39.2%
Charles County (3)	62.2	68.4	71.7	74.7	77.5	80.3	83.1	20.9	33.6%
Frederick County	98.7	99.4	103.9	107.3	109.8	112.3	114.9	16.2	16.4%
Stafford County (4)	46.7	52.7	58.4	64.3	70.2	77.2	84.2	37.5	80.4%
Outer Suburbs	531.6	587.8	662.2	725.8	786.4	839.4	892.6	360.9	67.9%
Northern Virginia	1,316.4	1,433.8	1,592.4	1,730.3	1,858.8	1,950.8	2,043.0	726.6	55.2%
Maryland Suburbs	1,049.0	1,097.8	1,162.4	1,230.2	1,297.2	1,372.0	1,459.8	410.8	39.2%
MSA (1983) REGIONAL TOTAL	3,148.8	3,344.6	3,620.4	3,863.1	4,085.7	4,278.5	4,485.4	1,336.6	42.4%

(1) Included in Montgomery County total.

(2) Forecasts for all years include Fairfax County Government employees working at the Fairfax County Public Safety Center.

(3) Projections from 2010 to 2030 prepared by the Maryland Department of Planning, February 2009.

(4) Source: George Washington Regional Commission / Fredericksburg Area MPO February 2013 TAZ Refinements of the January 2012

GWRC/FAMPO Long-Range Transportation Plan Update Control Estimates and Forecasts.

Summary of Intermediate Population Forecasts

Round 8.2 Cooperative Forecasts (Thousands)

**FINAL COG Board of
Directors July 10, 2013**

JURISDICTION	2010	2015	2020	2025	2030	2035	2040	2010 to 2040	
								Number	% Change
District of Columbia	601.7	653.9	676.3	701.6	722.8	741.2	771.2	169.4	28.2%
Arlington County	207.6	222.9	236.1	248.7	258.8	266.4	276.1	68.4	33.0%
City of Alexandria	140.0	148.5	158.1	167.1	174.0	184.7	194.9	54.9	39.2%
Central Jurisdictions	949.3	1,025.3	1,070.5	1,117.3	1,155.5	1,192.3	1,242.1	292.8	30.8%
Montgomery County	972.6	1,020.0	1,067.0	1,110.0	1,153.9	1,184.6	1,202.8	230.2	23.7%
Rockville (1)	61.2	64.0	68.4	71.9	75.6	79.3	82.7	21.5	35.1%
Gaithersburg (1)	59.9	66.7	70.2	73.4	77.4	81.2	85.0	25.0	41.8%
Prince George's County	863.4	881.4	899.7	926.7	950.0	972.9	995.3	131.9	15.3%
Fairfax County (2)	1,081.7	1,116.4	1,153.5	1,212.5	1,265.7	1,317.6	1,369.0	287.3	26.6%
City of Fairfax	22.7	24.7	26.0	26.4	26.9	27.4	27.9	5.1	22.5%
City of Falls Church	12.3	13.1	14.2	15.5	16.4	17.0	17.3	5.0	40.3%
Inner Suburbs	2,952.8	3,055.6	3,160.3	3,291.1	3,412.9	3,519.5	3,612.2	659.4	22.3%
Loudoun County	312.3	360.3	405.2	443.4	464.4	478.0	484.9	172.6	55.3%
Prince William County	402.0	452.4	494.1	529.9	561.1	587.5	609.5	207.5	51.6%
City of Manassas	37.8	39.1	41.6	43.1	44.6	46.1	47.5	9.7	25.7%
City of Manassas Park	14.3	14.3	15.9	15.9	15.9	15.9	15.9	1.6	11.1%
Calvert County (3)	91.7	96.5	100.5	103.3	105.1	107.0	108.9	17.1	18.7%
Charles County	144.6	160.1	176.0	191.5	202.6	213.7	224.9	80.3	55.5%
Frederick County	233.4	240.8	254.8	275.1	293.1	309.8	324.9	91.6	39.2%
Stafford County (4)	129.0	149.4	169.8	191.2	212.7	232.3	251.9	122.9	95.3%
Outer Suburbs	1,365.1	1,512.8	1,657.7	1,793.3	1,899.4	1,990.2	2,068.4	703.3	51.5%
Northern Virginia	2,359.7	2,541.0	2,714.3	2,893.6	3,040.4	3,172.8	3,294.8	935.1	39.6%
Maryland Suburbs	2,305.7	2,398.8	2,498.0	2,606.5	2,704.7	2,788.0	2,856.8	551.0	23.9%
MSA (1983) REGIONAL TOTAL	5,267.2	5,593.6	5,888.6	6,201.7	6,467.9	6,702.0	6,922.7	1,655.5	31.4%

(1) Included in Montgomery County total.

(2) COG staff produced the 2010 base year to be consistent with the Fairfax County's model for the 2011 - 2041 forecasting period.

(3) Projections from 2010 to 2030 prepared by the Maryland Department of Planning, Historical and Projected Total Population, December 2008.

(4) Source: George Washington Regional Commission / Fredericksburg Area MPO February 2013 TAZ Refinements of the January 2012

GWRC/FAMPO Long-Range Transportation Plan Update Control Estimates and Forecasts.

Summary of Intermediate Household Forecasts

Round 8.2 Cooperative Forecasts

(Thousands)

**FINAL COG Board of
Directors July 10, 2013**

JURISDICTION	2010	2015	2020	2025	2030	2035	2040	2010 to 2040	
								Number	% Change
District of Columbia	266.7	287.6	298.1	310.0	318.3	326.4	339.9	73.2	27.4%
Arlington County	98.1	105.7	112.2	117.3	121.4	124.4	128.6	30.6	31.2%
City of Alexandria	68.1	72.3	77.0	81.4	84.7	89.9	94.9	26.8	39.3%
Central Jurisdictions	432.9	465.6	487.3	508.7	524.4	540.8	563.4	130.5	30.1%
Montgomery County	361.0	377.5	397.0	414.9	434.8	449.9	460.2	99.1	27.5%
Rockville (1)	25.2	26.5	28.6	30.3	32.0	33.7	35.4	10.2	40.3%
Gaithersburg (1)	22.0	24.5	25.7	27.1	28.8	30.6	32.3	10.3	47.0%
Prince George's County	304.0	323.4	336.4	348.6	359.9	370.1	379.3	75.3	24.8%
Fairfax County (2)	386.1	397.5	413.7	438.8	461.4	483.4	505.3	119.2	30.9%
City of Fairfax	8.4	9.2	9.7	9.9	10.0	10.2	10.3	1.9	23.0%
City of Falls Church	5.1	5.5	6.2	6.9	7.4	7.7	7.9	2.8	54.9%
Inner Suburbs	1,064.7	1,113.1	1,163.0	1,219.1	1,273.5	1,321.4	1,363.0	298.3	28.0%
Loudoun County	104.6	120.3	135.6	149.2	157.3	162.8	165.3	60.7	58.0%
Prince William County	130.8	148.5	164.0	177.9	189.7	199.7	207.8	77.0	58.9%
City of Manassas	12.5	13.1	14.3	15.0	15.7	16.4	17.1	4.6	36.5%
City of Manassas Park	4.5	4.5	5.0	5.0	5.0	5.0	5.0	0.5	11.7%
Calvert County (3)	32.0	34.3	36.0	37.4	38.3	39.3	40.3	8.3	25.8%
Charles County (3)	51.0	57.5	64.3	70.8	75.8	80.9	85.9	35.0	68.6%
Frederick County	84.8	87.4	92.6	100.2	107.6	113.8	119.5	34.7	40.9%
Stafford County (4)	41.8	49.7	57.5	65.5	73.4	80.5	87.7	45.9	109.9%
Outer Suburbs	462.0	515.2	569.5	621.0	662.9	698.5	728.5	266.6	57.7%
Northern Virginia	860.0	926.2	995.4	1,066.9	1,126.1	1,180.2	1,229.9	369.9	43.0%
Maryland Suburbs	832.9	880.1	926.3	971.9	1,016.4	1,054.1	1,085.1	252.3	30.3%
MSA (1983) REGIONAL TOTAL	1,959.5	2,093.9	2,219.8	2,348.8	2,460.8	2,560.7	2,654.9	695.4	35.5%

(1) Included in Montgomery County total.

(2) COG staff produced the 2010 base year to be consistent with the Fairfax County's model for the 2011 - 2041 forecasting period.

(3) Projections from 2010 to 2030 prepared by the Maryland Department of Planning, Historical and Projected Households for Maryland's Jurisdictions, February 2009.

(4) Source: George Washington Regional Commission / Fredericksburg Area MPO February 2013 TAZ Refinements of the January 2012

GWRC/FAMPO Long-Range Transportation Plan Update Control Estimates and Forecasts.

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 NORTH CAPITOL STREET, NE
WASHINGTON, DC 20002-4239**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ISSUE A CONTRACT
TO DESIGN A HOMELAND SECURITY PROJECT MANAGEMENT OFFICE
FOR THE NATIONAL CAPITAL REGION**

WHEREAS, the Metropolitan Washington Council of Governments (COG) has served for the past decade as the Secretariat for the Urban Area Security Initiative for the National Capital Region (NCR) on behalf of local, state and federal partners and other public and private stakeholders; and

WHEREAS, the Emergency Preparedness Council was chartered by the COG Board of Directors on November 13, 2002 as a policy advisor to the Council, and a central element of its mission is to serve as the custodian of the NCR Homeland Security Strategic Plan ("Strategic Plan"); and

WHEREAS, the federal-state Senior Policy Group (SPG) and Chief Administrative Officers (CAOs) Homeland Security Executive Committee have formed a working partnership to jointly determine the highest and best use of federal urban area security funds and other resources to implement the EPC's Strategic Plan and enhance the region's preparedness and ability to rapidly respond to all hazards that may impact the NCR; and

WHEREAS, the SPG and CAOs have determined that creation of an NCR Homeland Security Project Management Office (PMO) is a best practice that would greatly enhance the execution of the work required to carry out coordination, management and implementation of the region's homeland security programs; and

WHEREAS, COG issued RFQ 13-003 on June 3, 2013, seeking a qualified contractor to carry out the design for and assist with the implementation of the NCR Homeland Security PMO; and

WHEREAS, the firm The Clearing was determined to be the best qualified for providing the needed services as a result of the competitive selection process; and

WHEREAS, the State Administrative Agent for the National Capital Region will provide COG with a Subgrant in the amount of \$135,000 to carry out the PMO design project;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:**

The Executive Director, or his designee, is authorized to receive funds from the State Administrative Agent for National Capital Region and execute a contract in an amount not to exceed \$135,000 with the firm The Clearing to design and support implementation of a homeland security Project Management Office for the National Capital Region . No COG matching funds are required.



AGENDA ITEM #7

Update on Activity Centers Strategic Development Plan

ACTIVITY CENTER STRATEGIC DEVELOPMENT PLAN

What Are Activity Centers?

Activity Centers are the spatial component of *Region Forward*, and are critical to the success of COG's vision for a more accessible, sustainable, livable, and prosperous region. Activity Centers are the locations where the much of the Metropolitan Washington region's future growth and change will occur over the next 30 years. Activity Centers were selected to reflect local plans and the diversity of the region's places, and include urban centers, priority development areas, transit hubs, and traditional towns.

What Is the Activity Center Strategic Development Plan?

The Activity Center Strategic Development Plan is an initiative to strengthen Activity Centers throughout the region. The Plan provides a regional framework to assist local governments, developers, transit agencies, community organizations, business groups, and other stakeholders in making strategic decisions that enhance quality of life in these places and improve the local and regional economy. The Development Plan is a product of the Region Forward Coalition, and is being developed through a partnership of the Metropolitan Washington Council of Governments, Urban Imprint, Reconnecting America, RCLCO, and Mobility Lab.

The project objectives are to:

- Create targeted strategies to strengthen **economic development and walkability** in Activity Centers
- Enhance **opportunity and equity** in communities throughout the region
- Coordinate effective **public-private partnerships** around regional priorities in Activity Centers

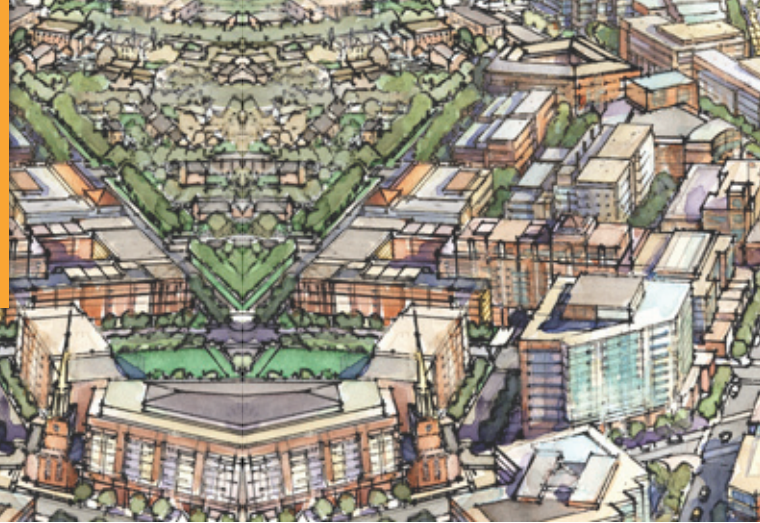
Components of the Plan

The region's Activity Centers have diverse assets and needs. What works in one Activity Center may not be appropriate in another, given each place's unique physical, economic, and social characteristics. Therefore, the Plan categorizes each Activity Center according to its individual characteristics:

- **PHYSICAL FORM:** Factors such as density, connectivity, parks and public spaces, and traffic safety
- **MARKET STRENGTH:** Current market performance (office and residential rents) and market potential
- **EQUITY:** Assets (access to jobs by transit, housing affordability, and income diversity) and vulnerability (concentration of low-income households)

The Plan classifies Activity Centers into **place types** and **equity types** based on shared characteristics. For each type of Center, the Plan offers implementation strategies and tools that address high-priority needs. The Plan also suggests existing programs, financing mechanisms, and stakeholders needed to support implementation.

ACTIVITY CENTER STRATEGIC DEVELOPMENT PLAN



Project Schedule

July

- Project Team to work with Planning Directors to incorporate information on current planning & development activities
- 'Review Team' and Planning Directors review the draft Plan
- Region Forward Coalition briefed on draft Plan at their July 26th meeting

August

- In-depth review of Plan at COG Board of Directors retreat

September

- Strategic Development Plan presented for COG Board approval
- September 27th Region Forward Event

ACTIVITY CENTER STRATEGIC DEVELOPMENT PLAN

Market Type

- Urban Center
- Mixed Use Dense Center
- Mixed Use Suburban Center
- Commercially Oriented Center
- Close-in Urbanizing Center
- Revitalizing Urban Center
- Satellite Cities
- Centers to be Studied Next



- 1) Fort Detrick
- 2) Golden Mile
- 3) Downtown Frederick
- 4) East Frederick Rising
- 5) Jefferson Tech Park
- 6) Brunswick
- 7) Francis Scott Key Mall
- 8) Urbana
- 9) Clarksburg
- 10) Germantown
- 11) Gaithersburg - Metropolitan Grove
- 12) Gaithersburg - Central
- 13) Gaithersburg - Kentlands
- 14) Life Sciences Center/ Gaithersburg Crown
- 15) King Farm / Rockville Research Center / Shady Grove
- 16) Rockville - Montgomery College
- 17) Rockville - Town Center
- 18) Rockville - Tower Oaks
- 19) Rockville - South / Twinbrook
- 20) Olney
- 21) Rock Spring
- 22) White Flint
- 23) Grosevnor
- 24) Kensington
- 25) Glenmont
- 26) Wheaton
- 27) White Oak / FDA
- 28) NIH/ Walter Reed National Military Medical Center
- 29) Bethesda
- 30) Silver Spring
- 31) Takoma Park
- 32) Langley Park
- 33) Konterra
- 34) West Hyattsville Metro
- 35) Prince George's Plaza
- 36) College Park
- 37) Greenbelt
- 38) Bowie MARC
- 39) Port Towns
- 40) Landover Metro
- 41) New Carrollton
- 42) Bowie Town Center
- 43) Landover Mall
- 44) Capitol Heights / Addison Road
- 45) Largo Town Center / Morgan Blvd
- 46) Naylor / Southern Ave
- 47) Suitland
- 48) Branch Ave
- 49) Westphalia
- 50) Oxon Hill
- 51) National Harbor
- 52) Waldorf
- 53) La Plata
- 54) Friendship Heights
- 55) Walter Reed
- 56) Fort Totten
- 57) Columbia Heights
- 58) McMillan / Old Soldiers Home
- 59) Brookland
- 60) Georgetown

- 61) Dupont
- 62) U / 14th Street Corridor
- 63) Rhode Island Ave Metro
- 64) New York Avenue Corridor
- 65) West End
- 66) Farragut Square
- 67) Convention Center
- 68) NoMa
- 69) Downtown DC
- 70) H Street
- 71) Minnesota Ave
- 72) Monumental Core
- 73) Capitol Hill
- 74) Capital Riverfront
- 75) Southwest Waterfront
- 76) Stadium Armory
- 77) St. Elizabeth's
- 78) Poplar Point
- 79) Ballston
- 80) Virginia Square
- 81) Clarendon
- 82) Courthouse
- 83) Rosslyn
- 84) Bailey's Crossroads / Western Gateway
- 85) Columbia Pike Village Center
- 86) Columbia Pike Town Center
- 87) Pentagon
- 88) Pentagon City
- 89) Shirlington
- 90) Crystal City
- 91) Potomac Yard

- 92) Braddock Road Metro Area
- 93) King Street / Old Town
- 94) Carlyle / Eisenhower East
- 95) Beaugard
- 96) Landmark / Van Dorn
- 97) Fairfax Innovation Center
- 98) Herndon
- 99) Reston Town Center
- 100) Wiehle - Reston East
- 101) Tysons West
- 102) Tysons Central 7
- 103) Tysons Central 123
- 104) Tysons East

- 105) McLean
- 106) Dulles East
- 107) Dulles South
- 108) Centreville
- 109) Fairfax Center
- 110) Vienna
- 111) Merrifield / Dunn Loring
- 112) Seven Corners
- 113) George Mason University
- 114) Annandale
- 115) Beltway South
- 116) Springfield
- 117) Fort Belvoir North Area

- 118) Huntington/ Penn Daw
- 119) Beacon / Groveton
- 120) Hybla Valley/ Gum Springs
- 121) Fort Belvoir
- 122) Fairfax City
- 123) City of Falls Church
- 124) Leesburg
- 125) One Loudoun
- 126) Route 28 North
- 127) Route 28 Central
- 128) Route 28 South
- 129) Route 772 Transit Area
- 130) Route 606 Transit Area
- 131) Arcola
- 132) Dulles Town Center
- 133) Gainesville
- 134) Innovation
- 135) Yorkshire
- 136) North Woodbridge
- 137) Potomac Town Center
- 138) Potomac Shores
- 139) City of Manassas Regional Airport
- 140) City of Manassas
- 141) Manassas Park



AGENDA ITEM #8

Stronger Connections with the Region's Congressional Delegation

(NOTE: NO ATTACHMENTS)



AGENDA ITEM #9
2012 Regional Crime Report



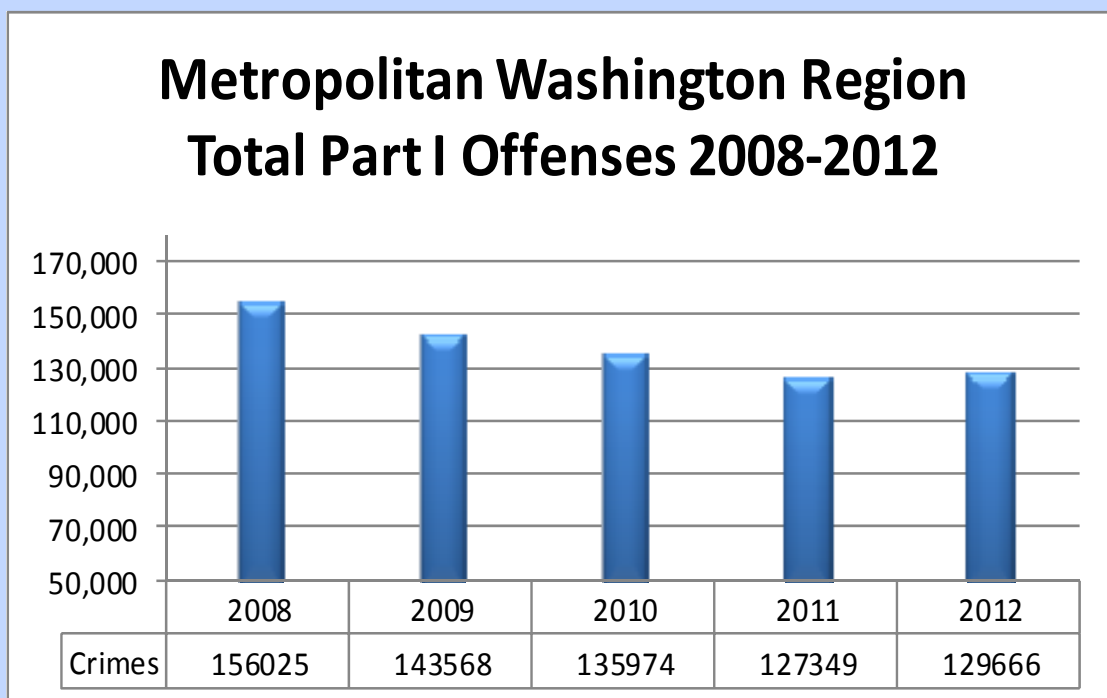
2012 Annual Report on Crime & Crime Control



Overview: 2012

The Metropolitan Washington Council of Governments (MWCOG) 2012 Annual Report on Crime and Crime Control is based on crime incidents reported by member agencies. The annual report focuses on Part I offenses as defined by the Federal Bureau of Investigation. This includes crimes against persons: homicide, forcible rape, robbery and aggravated assault as well as crimes against property: burglary, larceny and motor vehicle theft. With the addition of Charles County (MD) to the region's statistics for the first time in 2012, the total number of Part I crimes showed an increase over last year (129,666 vs. 127,349) and is the first increase in Part I crimes for the region in the past ten years. However, without the Charles County data, the region would have continued to see the downward trend of fewer crimes by 1,281. The crime rate for the region declined to 23.65 per 1,000 population

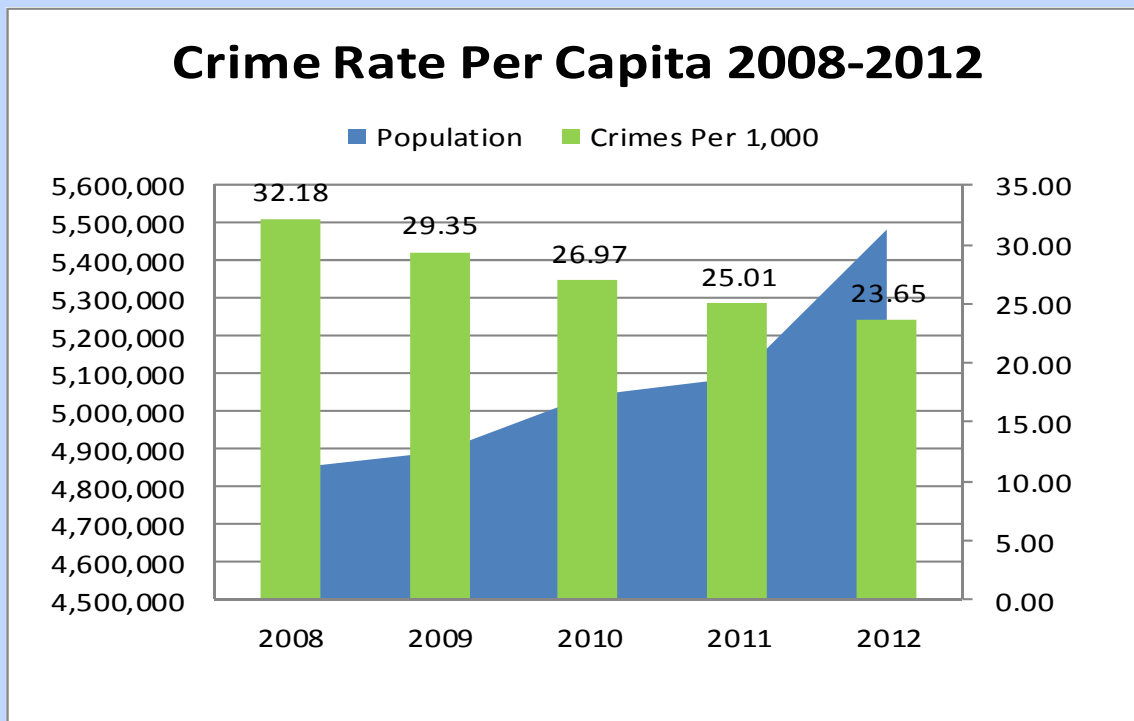
Overall, the number of Part I crimes increased by 1.82% from 2011. Despite the increase in the number of Part I crimes in 2012, the region saw significant decreases in homicide (-17.67%), motor vehicle theft (-12.6%) and burglary (-6.1%) while robbery saw only a slight decrease (-0.25%).



The categories that saw increases in 2012 were rape (+106 or 14.62%), aggravated assault (+ 964 or 13.87%) and larceny (+ 3,841 or 4.5%). Even without Charles County’s data, these crimes would still be the only categories reflecting increases.

The data suggests the overall increase in Part I crimes for the region is due in large part to the rise in larcenies, since larcenies account for nearly 66% of all reported Part I offenses. These higher larceny numbers may also be attributed to an easier method of reporting crimes. As more of the region’s law enforcement agencies implement on-line reporting of crimes, this trend is likely to continue to increase for the next several years as crime victims will find it easier, and be more willing, to make such reports. Over time, the “spikes” of larcenies reported by agencies should level off and provide for new baselines to develop trends for this category. At present, many agencies currently offer on-line reporting for crime victims with several initiating this method within the past two years.

The MWCOG region continued its overall downward trend in all Part I crimes for the past five years (- 16.89%). Compared to 2008 levels, homicides have seen a reduction of 47.96%, motor vehicle theft 44.03%, robbery 19.63%, burglary 18.1%, larceny 13.17%, aggravated assault 12.64%, and forcible rape 1.42%. Crimes against persons saw a reduction of 3.96%, while crimes against property dropped by 2.86%.



Crime Trends

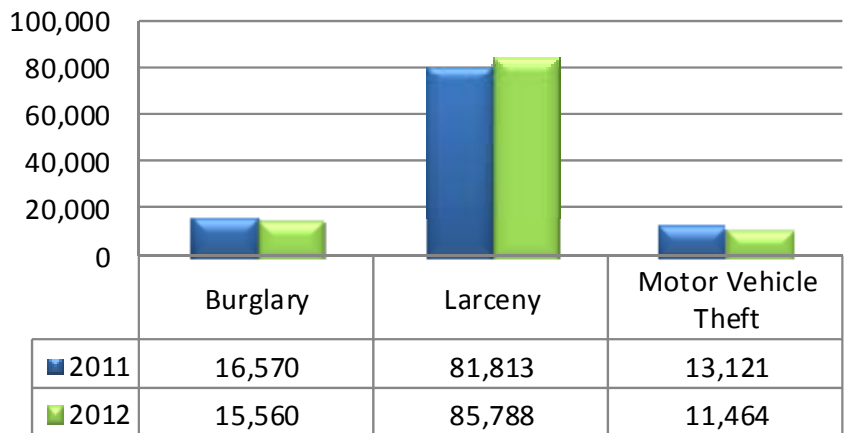
The significant reductions of some of our most serious crimes are a direct result of outstanding work by the men and women of law enforcement in the National Capital Region. In addition to the statistical results, law enforcement agencies reported on successful strategies and tactics utilized to make the region and local neighborhoods safe for our citizens.

A recurring theme emerged detailing long range strategies involving partnerships and collaborations with other law enforcement agencies, with various jurisdictional agencies, with community groups, and with private organizations. These partnerships created safe neighborhoods where all stakeholders can thrive.

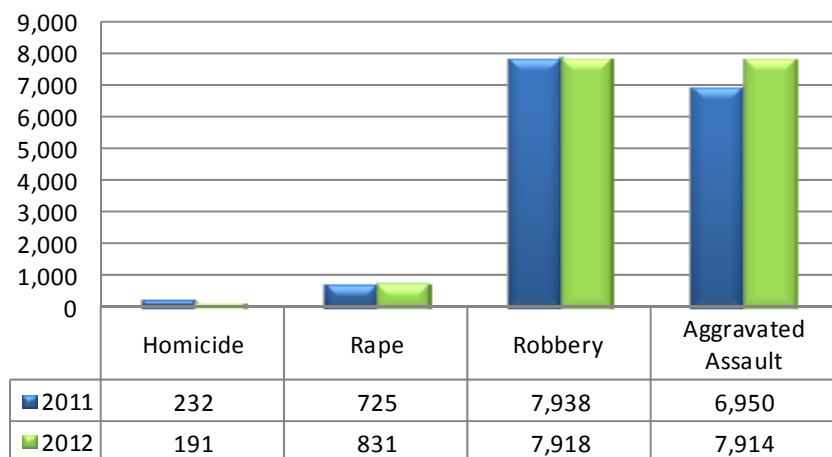
In a region where crime occurs irrespective of boundaries and is increasingly multi-jurisdictional, a major factor in the reduction of crime has been the cooperation between law enforcement agencies. Local, state, and federal agencies have continued to share information.

For example, law enforcement officers in Prince George’s County, Maryland introduced a program called “Transforming Neighborhoods Initiative (TNI)” to help improve the

Property Crime 2011 v. 2012



Violent Crime 2011 v. 2012



quality of life in vulnerable communities. The Prince George's County Police Department collaborated with more than 17 other county departments to be proactive in the targeted areas, while maintaining and improving service delivery outside the areas. The TNI initiative is credited with helping drive down crime, and particularly reducing homicides by 35%, the largest reduction since 1972.

The Traffic Accident Reduction Program (TARP) was instituted by Arlington County Police to meet traffic and vehicle safety concerns. To address drunk driving specifically, the police partnered



with Red Top Cab and the Washington Regional Alcohol Program (WRAP). WRAP is a public-private coalition that fights drunk driving and is credited with keeping the NCR alcohol-related traffic deaths consistently lower than the national average. The program works with jurisdictional partners to support the very successful SoberRide® program. In 2012, alcohol-related traffic deaths declined by over 6% in Maryland, over 13% in Virginia, and over 54% in the District of Columbia.

Policing in an Urban Environment:

In 2012, The Metropolitan Police Department in Washington, DC attributes a 49 year low in the number of homicides to several strategies: building better community ties, developing sources of information, using modern technology, enforcing information sharing within law enforcement, and focusing on violent repeat offenders.

Partnerships with other agencies are yet another way that police departments work to proactively increase public safety. Cybercrime is increasing at a dramatic rate. The Alexandria Police Department is working with United States Secret Service Metro Area Fraud Task Force to more efficiently combat the crimes of identity theft and social engineering that is accomplished online. In addition, one Alexandria detective is a member of the USSS Electronic Crimes Task Force to further investigate, examine, and recover electronic evidence. Crime prevention intelligence regarding cybercrime is pushed out to communities through the web, civic associations, and the media.



Larceny is a continuing challenge in the Metropolitan Washington area. Theft of cellular devices, particularly cell phones, has become a cross-jurisdictional concern and is a widespread problem throughout the United States. In late 2012, the Federal Communications Commission (FCC) teamed up with law enforcement to combat theft and cross-border trafficking of mobile electronic devices. Mobile service providers initiated an international stolen device database that will use shared information to identify and deactivate a stolen device after it has been reported stolen to the police. In the District of Columbia, leaders worked with cell phone providers and the FCC to establish a website, www.brickit.dc.gov, to combat theft and the secondary resale market of cell phones by giving tools to victims to render a stolen smart phone inoperable. Further mitigation strategies are planned for 2013 at the national level.



Occupy DC:
The U.S. Park Police, at McPherson Square Park, during the Occupy D.C. movement.

Calls for Service & Authorized Strength

COG DEPARTMENT	CALLS	SWORN	CIVILIAN
D.C. Metropolitan Police	589,533	3,929	461
COG DEPARTMENTS			
Bladensburg Police Department	14,662	18	6
Bowie Police Department	16,474	54	5
Charles County Sheriff's Office	235,371	290	207
Frederick County Sheriff's Office	89,428	175	89
Frederick Police Department	78,543	136	43
Greenbelt Police Department	33,840	55	15
Montgomery County Dept. of Police	240,038	1,202	530
Gaithersburg Police Department	32,879	57	15
Rockville City Police Department	33,503	57	32
Prince George's County Police Dept.	1,072,871	1,639	252
Takoma Park Police Department	19,582	39	15
SUBTOTAL	1,867,191	3,722	1,209
ASSOCIATE DEPARTMENTS			
Alexandria Police Department	47,988	316	97
Arlington County Police Department	80,872	358	117
City of Fairfax Police Department	13,842	65	17
Fairfax County Police Department	461,130	1,359	316
Falls Church City Police Department	26,427	32	10
Loudoun County Sheriff's Office	194,532	549	113
Manassas City Police Department	62,710	96	26
Manassas Park Police Department	22,918	32	12
Prince William County Police Dept.	226,292	581	182
SUBTOTAL	1,136,711	3,388	890
ASSOCIATE DEPARTMENTS			
Fauquier County Sheriff's Office	69,915	118	17
FBI-Police	1,950	234	0
Federal Protective Service	246,017	N/A	N/A
M-NCPPC Police (Montgomery County)	77,252	92	21
M-NCPPC Police (Prince George's County)	84,317	102	26
Maryland State Police Metro Troop	34,398	105	17
Metro Transit Police	60,514	492	222
Metro. Wash. Airports Authority Police	76,597	223	96
National Institutes of Health Police	18,335	88	26
Naval Criminal Investigative Service	N/A	18	N/A
Pentagon Force Protection Agency	14,743	790	75
U.S. Capitol Police		1,775	370
U.S. Park Police	57,968	453	98
Virginia State Police (Div. 7)	176,226	267	49
SUBTOTAL	918,232	4,757	1,017
GRAND TOTAL	2,054,943	8,145	1,907



SoberRide:
 In 2012,
 alcohol-
 related traffic
 deaths declined by
 over 6% in Maryland,
 over 13% in Virginia,
 and over 54% in the
 District of Columbia

Part I Crime Offenses: 2012

COG DEPARTMENTS	REPORTING METHOD	HOMICIDE	RAPE	ROBBERY	AGG ASSAULT	BURGLARY	LARCENY	M/V THEFTS	TOTAL OFFENSES	CRIMES PER 1000	POPULATION
D.C. Metropolitan Police	UCR	88	236	3725	3,399	3,519	22,196	3,549	36,712	58	632,323
Bladensburg Police Department	UCR	2	3	46	78	106	266	99	600	65	9,200
Bowie Police Department	UCR	1	0	39	40	175	678	53	986	18	55,000
Charles County Sheriff's Office	UCR	6	32	145	353	581	2,302	179	3,598	24	151,148
Frederick County Sheriff's Office	UCR	0	16	11	151	276	1,132	54	1,640	7	234,000
Frederick Police Department	UCR	1	26	105	249	245	1,527	127	2,280	34	66,169
Greenbelt Police Department	UCR	0	6	68	35	247	648	130	1,134	54	20,908
Montgomery County Dept. of Police	UCR	15	102	829	850	2,602	13,087	1,013	18,498	19	987,688
Gaithersburg Police Department*	UCR	1	9	77	97	198	1,282	64	1,728	27	64,239
Rockville City Police Department*	UCR	0	7	44	52	185	939	54	1,281	20	63,186
Prince George's County Police Dept.	UCR	50	145	1,996	1,765	4,758	15,115	4,319	28,148	32	871,233
Takoma Park Police Department	UCR	0	1	42	16	73	364	54	550	32	17,021
SUBTOTAL		163	567	7,006	6,936	12,582	57,315	9,577	60,443		
Alexandria Police Department	NIBRS	0	10	138	96	252	2,467	320	3,283	23	140,360
Arlington County Police Department	NIBRS	5	31	117	131	286	3,333	181	4,084	19	212,800
City of Fairfax Police Department	NIBRS	0	4	8	10	30	470	24	546	24	22,565
Fairfax County Police Department	NIBRS	16	73	350	387	1,063	13,095	808	15,792	14	1,118,602
Falls Church City Police Department	NIBRS	1	1	8	1	5	202	5	223	18	12,300
Loudoun County Sheriff's Office	NIBRS	1	62	38	123	314	2,578	125	3,241	10	336,001
Manassas City Police Department	NIBRS	3	15	51	54	118	776	58	1,075	27	39,902
Manassas Park Police Department	NIBRS	0	1	1	8	21	185	15	231	16	14,540
Prince William County Police Dept.	UCR	2	67	201	168	889	5,367	351	7,045	17	413,396
SUBTOTAL		191	831	7,918	7,914	15,560	85,788	11,464	35,520		5,482,581
ASSOCIATE DEPARTMENTS	REPORTING METHOD	HOMICIDE	RAPE	ROBBERY	AGG ASSAULT	BURGLARY	LARCENY	M/V THEFTS	TOTAL OFFENSES		
Fauquier County Sheriff's Office	NIBRS	2	7	4	15	94	419	30	571		
FBI Police	OTHER	0	0	0	1	0	2	0	3		
Federal Protective Service	OTHER	2	1	10	38	52	1,065	22	1,190		
MNCPPC Police (Montgomery County)	UCR	0	3	7	8	11	133	2	164		
MNCPPC Police (Prince George's County)	UCR	1	5	40	41	21	186	9	303		
Maryland State Police**	UCR	0	0	0	30	0	22	32	84		
Metro Transit Police	NIBRS	0	0	339	105	0	1,426	118	1,988		
Metro. Wash. Airports Authority Police	NIBRS	0	0	1	1	1	508	101	612		
National Institutes of Health Police	UCR	0	0	0	0	0	2	0	2		
Naval Criminal Investigative Services	OTHER	1	20	1	9	0	9	0	40		
Pentagon Force Protection Agency	OTHER	0	0	0	0	0	38	0	38		
U.S. Capitol Police	OTHER	0	0	5	7	5	85	7	109		
U.S. Park Police	UCR	0	8	39	151	15	166	11	390		
Virginia State Police (Div. 7)	NIBRS	0	2	0	13	1	27	11	54		
SUBTOTAL		6	46	446	419	200	4,088	343	5,548		
GRAND TOTAL		448	1,680	19,095	18,668	31,667	165,344	24,933	138,223		
Footnotes											
*	Montgomery County also reports the data from the cities of Gaithersburg and Rockville.										
**	This includes figures from the College Park, Rockville, & Forestville Barracks.										

Part I Crime Arrests: 2012

COG DEPARTMENTS	REPORTING METHOD	HOMICIDE	RAPE	ROBBERY	AGG ASSAULT	BURGLARY	LARCENY	M/V THEFTS	TOTAL ARRESTS
D.C. Metropolitan Police	UCR	79	80	1,177	1,774	332	1,779	57	5,278
Bladensburg Police Department	UCR	1	0	9	12	10	25	2	59
Bowie Police Department	UCR	0	0	10	22	34	194	5	265
Charles County Sheriff's Office	UCR	6	32	134	181	123	280	26	782
Frederick County Sheriff's Office	UCR	1	2	9	66	69	246	7	400
Frederick Police Department	UCR	1	5	46	98	62	332	18	562
Greenbelt Police Department	UCR	0	1	22	17	17	61	7	125
Montgomery County Dept. of Police	UCR	7	16	316	373	672	2,225	148	3,757
Gaithersburg Police Department*	UCR	0	4	30	53	25	417	12	541
Rockville City Police Department*	UCR	0	1	16	24	31	119	4	194
Prince George's County Police Dept.	UCR	48	46	537	806	509	2,175	157	4,278
Takoma Park Police Department	UCR	0	1	26	14	29	51	2	123
Subtotal		64	108	1,155	1,666	1,581	6,125	388	11,086
Alexandria Police Department	NIBRS	0	7	60	53	45	381	34	580
Arlington County Police Department	NIBRS	2	9	58	87	44	697	34	931
City of Fairfax Police Department	NIBRS	0	0	8	13	12	130	0	163
Fairfax County Police Department	NIBRS	15	28	195	407	397	3,918	162	5,122
Falls Church City Police Department	NIBRS	0	0	2	1	0	2	0	5
Loudoun County Sheriff's Office	NIBRS	1	3	33	85	57	512	4	695
Manassas City Police Department	NIBRS	2	5	33	66	35	148	0	289
Manassas Park Police Department	NIBRS	0	0	0	6	3	21	1	31
Prince William County Police Dept.	UCR	3	44	112	178	200	1,237	29	1,803
SUBTOTAL		23	96	501	896	793	7,046	264	9,619
ASSOCIATE DEPARTMENTS	REPORTING METHOD	HOMICIDE	RAPE	ROBBERY	AGG ASSAULT	BURGLARY	LARCENY	M/V THEFTS	TOTAL ARRESTS
Fauquier County Sheriff's Office	NIBRS	1	1	1	13	5	61	3	85
FBI Police	OTHER	0	0	0	0	0	0	0	0
Federal Protective Service	OTHER	0	1	1	18	3	25	0	620
M-NCPPC Police (Montgomery County)	UCR	0	0	4	4	0	13	0	21
M-NCPPC Police (Prince George's County)	UCR	0	1	2	9	0	15	0	27
Maryland State Police**	UCR	0	0	0	22	0	9	13	49
Metro Transit Police	NIBRS	0	0	60	47	0	231	9	347
Metro. Wash. Airports Authority Police	NIBRS	0	0	0	1	0	20	37	58
National Institutes of Health Police	UCR	0	0	0	2	0	80	0	82
Naval Criminal Investigative Service	OTHER	1	19	1	9	0	7	0	37
Pentagon Force Protection Agency	OTHER	0	0	0	0	0	0	0	0
U.S. Capitol Police	OTHER	0	0	3	4	1	9	4	21
U.S. Park Police	UCR	0	2	13	85	6	16	3	125
Virginia State Police (Div. 7)	NIBRS	0	0	0	1	0	3	1	5
SUBTOTAL		2	24	85	215	15	489	70	1477
GRAND TOTAL		168	308	2,918	4,551	2,721	15,439	779	27,460

Cherry Blossom: In 2012, the region celebrated the centennial gift of trees.



Part I Crime by Department: 2012

Washington, DC

DISTRICT OF COLUMBIA-MPD				
	2012	2011	INC/DEC	%
HOMICIDE	88	108	-20	-19%
RAPE	236	172	64	37%
ROBBERY	3,725	3,756	-31	-1%
AGG ASSAULT	3,399	2,949	450	15%
BURGLARY	3,519	3,849	-330	-9%
LARCENY	22,196	20,124	2,072	10%
M/V THEFTS	3,549	4,339	-790	-18%
Total Part I	36,712	35,297	1,415	4%

Maryland

BLADENSBURG P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	2	2	0	0%
RAPE	3	4	-1	-25%
ROBBERY	46	40	6	15%
AGG ASSAULT	78	51	27	53%
BURGLARY	106	100	6	6%
LARCENY	266	234	32	14%
M/V THEFTS	99	110	-11	-10%
Total Part I	600	541	59	11%

BOWIE P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	1	0	1	N/C*
RAPE	0	3	-3	-100%
ROBBERY	39	44	-5	-11%
AGG ASSAULT	40	32	8	25%
BURGLARY	175	186	-11	-6%
LARCENY	678	589	89	15%
M/V THEFTS	53	60	-7	-12%
Total Part I	986	914	72	8%

* N/C: Not Computable

CHARLES COUNTY SHERIFF				
	2012	2011	INC/DEC	%
HOMICIDE	6			
RAPE	32			
ROBBERY	145			
AGG ASSAULT	353			
BURGLARY	581			
LARCENY	2,302			
M/V THEFTS	179			
Total Part I	3,598			

Charles County: First year reporting data

FREDERICK CO. SHERIFF				
	2012	2011	INC/DEC	%
HOMICIDE	0	2	-2	-100%
RAPE	16	15	1	7%
ROBBERY	11	28	-17	-61%
AGG ASSAULT	151	162	-11	-7%
BURGLARY	276	271	5	2%
LARCENY	1,132	1,224	-92	-8%
M/V THEFTS	54	66	-12	-18%
Total Part I	1,640	1,768	-128	-7%

FREDERICK P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	1	2	-1	-50%
RAPE	26	19	7	37%
ROBBERY	105	96	9	9%
AGG ASSAULT	249	194	55	28%
BURGLARY	245	235	10	4%
LARCENY	1,527	1,474	53	4%
M/V THEFTS	127	78	49	63%
Total Part I	2,280	2,098	182	9%

GAITHERSBURG P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	1	2	-1	-50%
RAPE	9	12	-3	-25%
ROBBERY	77	54	23	43%
AGG ASSAULT	97	57	40	70%
BURGLARY	198	193	5	3%
LARCENY	1,282	1,367	-85	-6%
M/V THEFTS	64	74	-10	-14%
Total Part I	1,728	1,759	-31	-2%

GREENBELT P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	0	0	0	0%
RAPE	6	5	1	20%
ROBBERY	68	90	-22	-24%
AGG ASSAULT	35	35	0	0%
BURGLARY	247	254	-7	-3%
LARCENY	648	449	199	44%
M/V THEFTS	130	114	16	14%
Total Part I	1,134	947	187	20%

MONTGOMERY COUNTY P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	15	16	-1	-6%
RAPE	102	112	-10	-9%
ROBBERY	829	840	-11	-1%
AGG ASSAULT	850	648	202	31%
BURGLARY	2,602	3,061	-459	-15%
LARCENY	13,087	13,505	-418	-3%
M/V THEFTS	1,013	1,185	-172	-15%
Total Part I	18,498	19,367	-869	-4%

PRINCE GEORGE'S COUNTY P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	50	81	-31	-38%
RAPE	145	152	-7	-5%
ROBBERY	1,996	2,048	-52	-3%
AGG ASSAULT	1,765	1,795	-30	-2%
BURGLARY	4,758	5,499	-741	-13%
LARCENY	15,115	14,977	138	1%
M/V THEFTS	4,319	4,980	-661	-13%
Total Part I	28,148	29,532	-1,384	-5%



ROCKVILLE CITY P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	0	1	-1	-100%
RAPE	7	7	0	0%
ROBBERY	44	53	-9	-17%
AGG ASSAULT	52	39	13	33%
BURGLARY	185	260	-75	-29%
LARCENY	939	988	-49	-5%
M/V THEFTS	54	76	-22	-29%
Total Part I	1,281	1,424	-143	-10%

TAKOMA PARK P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	0	1	-1	-100%
RAPE	1	3	-2	-67%
ROBBERY	42	32	10	31%
AGG ASSAULT	16	26	-10	-38%
BURGLARY	73	109	-36	-33%
LARCENY	364	317	47	15%
M/V THEFTS	54	77	-23	-30%
Total Part I	550	565	-15	-3%



Part I Crime by Department: 2012



Virginia

ALEXANDRIA P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	0	1	-1	-100%
RAPE	10	21	-11	-52%
ROBBERY	138	130	8	6%
AGG ASSAULT	96	112	-16	-14%
BURGLARY	252	308	-56	-18%
LARCENY	2,467	2,666	-199	-7%
M/V THEFTS	320	374	-54	-14%
Total Part I	3,283	3,612	-329	-9%

FAIRFAX COUNTY P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	16	11	5	45%
RAPE	73	72	1	1%
ROBBERY	350	423	-73	-17%
AGG ASSAULT	387	392	-5	-1%
BURGLARY	1,063	1,021	42	4%
LARCENY	13,095	13,409	-314	-2%
M/V THEFTS	808	881	-73	-8%
Total Part I	15,792	16,209	-417	-3%

ARLINGTON COUNTY P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	5	0	5	N/C*
RAPE	31	23	8	35%
ROBBERY	117	135	-18	-13%
AGG ASSAULT	131	143	-12	-8%
BURGLARY	286	251	35	14%
LARCENY	3,333	3,439	-106	-3%
M/V THEFTS	181	178	3	2%
Total Part I	4,084	4,169	-85	-2%

FALLS CHURCH CITY P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	1	0	1	N/C*
RAPE	1	0	1	N/C*
ROBBERY	8	5	3	60%
AGG ASSAULT	1	5	-4	-80%
BURGLARY	5	4	1	25%
LARCENY	202	196	6	3%
M/V THEFTS	5	14	-9	-64%
Total Part I	223	224	-1	0%

CITY OF FAIRFAX P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	0	0	0	0%
RAPE	4	4	0	0%
ROBBERY	8	12	-4	-33%
AGG ASSAULT	10	16	-6	-38%
BURGLARY	30	38	-8	-21%
LARCENY	470	515	-45	-9%
M/V THEFTS	24	13	11	85%
Total Part I	546	598	-52	-9%

LOUDOUN COUNTY SHERIFF				
	2012	2011	INC/DEC	%
HOMICIDE	1	1	0	0%
RAPE	62	52	10	19%
ROBBERY	38	41	-3	-7%
AGG ASSAULT	123	132	-9	-7%
BURGLARY	314	286	28	10%
LARCENY	2,578	2,450	128	5%
M/V THEFTS	125	154	-29	-19%
Total Part I	3,241	3,116	125	4%



MANASSAS PARK P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	0	0	0	0%
RAPE	1	6	-5	-83%
ROBBERY	1	4	-3	-75%
AGG ASSAULT	8	7	1	14%
BURGLARY	21	14	7	50%
LARCENY	185	155	30	19%
M/V THEFTS	15	14	1	7%
Total Part I	231	200	31	16%

MANASSAS CITY P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	3	4	-1	-25%
RAPE	15	22	-7	-32%
ROBBERY	51	51	0	0%
AGG ASSAULT	54	46	8	17%
BURGLARY	118	123	-5	-4%
LARCENY	776	680	96	14%
M/V THEFTS	58	69	-11	-16%
Total Part I	1,075	995	80	8%

PRINCE WILLIAM COUNTY P.D.				
	2012	2011	INC/DEC	%
HOMICIDE	2	4	-2	-50%
RAPE	67	46	21	46%
ROBBERY	201	173	28	16%
AGG ASSAULT	168	180	-12	-7%
BURGLARY	889	915	-26	-3%
LARCENY	5,367	5,440	-73	-1%
M/V THEFTS	351	389	-38	-10%
Total Part I	7,045	7,147	-102	-1%



Hurricane Sandy:
 October 25, 2012, a Category 3 hurricane hit the DC region with assessed damages of over \$53 million.

Reversing the Trend in Cell Phone Thefts

Citizens:

- Always be aware of your surroundings.
- Password protect your smartphone.
- Add applications that will remotely track, lock, and/or erase your smartphone.
- Save your smartphone data and photos on another device (i.e., computer, USB drive, etc.)
- Insure device through your wireless provider.
- File a police report if your device is stolen.

Law Enforcement:

- Track criminal activity and strategically deploy officers.
- Provide consumers with crime prevention information.
- Partner with cell phone providers to improve device protections.
- Actively engage with federal, state and local governments to enact legislative protections.

Elected Officials:

- Engage stakeholders, including law enforcement and wireless carriers, in active dialogues to ensure the most effective strategies to prevent smartphone thefts.
- Sponsor and support legislation enacting programs to deter theft and secure private data.
- Launch public education campaigns on how to protect your smartphones and yourselves.

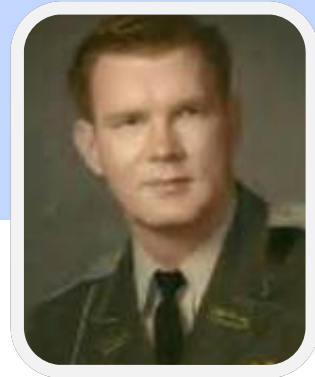


Honoring Our Fallen Officers



Police Officer William Dewitt "Bill" Talbert
Montgomery County Police Department, MD
EOW: Friday, January 27, 2012
Cause of Death: Duty related illness

Trooper Andrew David Fox
Virginia State Police, VA
EOW: Friday, October 5, 2012
Cause of Death: Struck by vehicle



Police Officer I Adrian Antonio Morris
Prince George's County Police
Department, MD
EOW: Monday, August 20, 2012
Cause of Death: Vehicle pursuit

Officer Chris Yung
Prince William County Police Department, VA
EOW: Monday, December 31, 2012
Cause of Death: Motorcycle accident



COG Police Chiefs Committee

BUREAU OF ALCOHOL, TOBACCO, FIRE-
ARMS AND EXPLOSIVES (ATF)
WASHINGTON FIELD DIVISION
Willie Brownlee, Acting Special Agent in Charge

CITY of ALEXANDRIA POLICE
DEPARTMENT
Chief Earl L. Cook

ARLINGTON COUNTY POLICE
DEPARTMENT
Chief M. Douglas Scott

BLADENSBURG POLICE
DEPARTMENT
Chief Charles L. Owens

CIA- SECURITY PROTECTIVE
SERVICE
Chief Paul Dewey

DEFENSE INTELLIGENCE AGENCY POLICE
Chief Drew Stathis

CHARLES COUNTY OFFICE OF THE SHERIFF
Sheriff Rex Coffey

CITY OF BOWIE POLICE
DEPARTMENT
Chief John Nesky

CITY of FAIRFAX POLICE
DEPARTMENT
Chief Richard Rappoport

FAIRFAX COUNTY POLICE
DEPARTMENT
Acting Chief Edwin Roessler

FALLS CHURCH CITY POLICE
DEPARTMENT
Chief Mary Gavin

FAUQUIER COUNTY SHERIFF'S OFFICE
Sheriff Charlie Ray Fox, Jr

FEDERAL BUREAU OF INVESTIGATIONS,
WASHINGTON FIELD OFFICE
James McJunkin, Assistant Director in Charge

FEDERAL BUREAU OF
INVESTIGATIONS, POLICE UNIT
Chief Derek A. Fuller

FEDERAL PROTECTIVE SERVICE NATIONAL
CAPITAL REGION
John Lamb
Acting Regional Director

FREDERICK POLICE
DEPARTMENT
Chief Thomas Ledwell

FREDERICK COUNTY SHERIFF'S OFFICE
Sheriff Charles A. Jenkins

GAITHERSBURG POLICE
DEPARTMENT
Chief Mark P. Sroka

GREENBELT POLICE
DEPARTMENT
Chief James R. Craze

LOUDOUN COUNTY SHERIFF'S OFFICE
Sheriff Michael L. Chapman

CITY OF MANASSAS POLICE DEPARTMENT
Chief Douglas W. Keen

MANASSAS PARK POLICE
DEPARTMENT
Chief John C. Evans

MARYLAND DEPARTMENT OF NATURAL
RESOURCES POLICE
Colonel George F. Johnson IV
Superintendent

MARYLAND NATIONAL CAPITAL
PARK POLICE
Montgomery County Division
Chief Antonio DeVaul

MARYLAND NATIONAL CAPITAL
PARK POLICE
Prince George's County Division
Chief Larry Brownlee

MARYLAND STATE POLICE
DEPARTMENT
Colonel Marcus L. Brown
Superintendent

METRO TRANSIT POLICE
DEPARTMENT
Chief Ronald Pavlik, Jr.

METROPOLITAN POLICE DEPARTMENT
WASHINGTON DC
Chief Cathy Lanier

METROPOLITAN WASHINGTON
AIRPORTS AUTHORITY POLICE
Chief Stephen L. Holl

MILITARY DISTRICT OF
WASHINGTON
Colonel Jesse D. Galvan

MONTGOMERY COUNTY
DEPARTMENT OF POLICE
Chief J. Thomas Manger

NATIONAL INSTITUTES OF HEALTH
POLICE
Chief Alvin D. Hinton

NAVAL CRIMINAL
INVESTIGATIVE SERVICE
WASHINGTON FIELD OFFICE
Michael Monroe
Special Agent in Charge

PENTAGON FORCE PROTECTION AGENCY
Chief Richard S. Keevill

PRINCE GEORGE'S COUNTY
POLICE DEPARTMENT
Chief Mark Magaw

PRINCE WILLIAM COUNTY
POLICE DEPARTMENT
Chief Stephan M Hudson

ROCKVILLE CITY POLICE
DEPARTMENT
Chief Terrance N. Treschuk

TAKOMA PARK POLICE
DEPARTMENT
Chief Alan Goldberg

U.S. CAPITOL POLICE
Chief Kim C. Dine

HOMELAND SECURITY INVESTIGATIONS
WASHINGTON FIELD OFFICE
John Torres, Special Agent in Charge

U.S. PARK POLICE
Chief Teresa C. Chambers

U.S. SECRET SERVICE
UNIFORMED DIVISION
Chief Kevin Simpson

U.S. SECRET SERVICE
WASHINGTON FIELD OFFICE
David Beach, Special Agent in Charge

VIRGINIA STATE POLICE - DIVISION 7,
BUREAU OF CRIMINAL INVESTIGATIONS
Commander David Russillo

VIRGINIA STATE POLICE - DIVISION 7,
BUREAU OF FIELD OPERATIONS
Captain Michael A. Spivey



AGENDA ITEM #10

OTHER BUSINESS

(NOTE: NO ATTACHMENTS)



AGENDA ITEM #11

ADJOURNMENT

NEXT MEETING: September 11, 2013