

Commuter Connections TDM Evaluation FY 2020 Project Schedule – Revised 9-24-19

Task A – Finalize/Present State of Commute Survey

2019

- Prepare draft report Jun 30
- Present survey highlights / draft report to CC Subcommittee Jul 16
- Comment period Late Aug
- Revise technical report – post for final review Sept 4
- Present Final Draft Report to CC Subcommittee Sept 17
- Endorse for release of final document (CC Subcommittee) Sept 17

2020

- Release of Jurisdiction Data Feb 2020
- Preparation of General Public Report Jun 2020

Task B – Finalize/Present Washington GRH Survey Report

2019

- Prepare draft Technical Report Jun 30
- Present survey highlights to CC Subcommittee Jul 16
- Comment Period Late Aug
- Revise technical report – post for final review Sept 4
- Endorse for release of final document (CC Subcommittee) Sept 17

Task C – Finalize/Present Baltimore GRH Survey Report

2019

- Prepare draft Technical Report Jun 30
- Present survey highlights to CC Subcommittee Jul 16
- First Comment Period Late Aug
- Endorse for release of final document (CC Subcommittee) Sept 17

Task D – Vanpool Driver Survey

2019

- First coordination with vanpool operators/vendors Sept 20
- Prepare draft survey method/questionnaire Sept 20
- Review questionnaire with COG staff Sept 27
- Review with operators/vendors/Evaluation Group/finalize Oct 15
- Program and test questionnaire Oct 28 - Nov 22
- Prepare sample draw instructions for VP operators Oct 29
- Receive email list of vanpool drivers from operators/vendors Nov 4
- Clean/dedupe vanpool driver lists Dec 13
- Prepare email alerts and other outreach materials Dec 20

2020

- Vanpool operators/vendors send email to alert drivers to survey Jan 9
- COG sends email invitation to drivers (with survey link) Jan 14
- COG/operators/vendors send email reminders to drivers Jan 21, Jan 28, Feb 4
- Survey period ends Feb 7
- Clean/process/analyze data Feb 13 – April 10
- Prepare draft report April 30

Task E – Bike to Work Survey

2019

- Prepare draft questionnaire Sept 23
- Review with COG staff; finalize survey Oct 11
- Program/test online application Oct 11 – Oct 31
- COG sends email link Nov 5
- Survey link open Nov 5 – Nov 25
- Clean data/prepare frequencies and data file and analysis Dec 31

2020

- Present Highlights to CC Subcommittee Jan 14
- Prepare report Feb 14
- Present draft Report to CC Subcommittee Mar 17
- Comment Period Mid-Apr
- Revise Report – Post for final review May 4
- Endorse for Release of final document (CC Subcommittee) May 19

Task F – MD Telework Data Collection

2020

- Prepare draft questionnaire Jan 3
- Review with COG staff; finalize survey Jan 17
- Program/test questionnaire Jan 20 – Jan 31
- COG emails/mailed alert letter Feb 6
- Survey open Feb 6 – Feb 28
- Clean data/prepare data file/analyze Mar 17 – Apr 10
- Prepare summary Apr 28

Task G – Employer Outreach Database Analysis

2020

- Obtain ACT! database from COG Jan 20
- Send COG list of deleted /new employers Feb 7
- COG verifies employers to delete/new employers Feb 28
- Prepare database for COMMUTER model runs Mar 13
- Conduct model runs Apr 10
- Complete Employer Outreach analysis (Jan 2017 – Dec 2019) Apr 24
- Complete Employer Outreach analysis (Jan 2020 – Dec 2020) (FY 2021)
- Obtain new employers from COG (since Dec 2019) Aug 7
- Complete Employer Outreach Analysis (Jan – June 2020) End Sept

Task H – Car Free Day Survey

2019

- Prepare draft questionnaire Sept 25
- Review with COG staff Oct 2
- Review with Evaluation Group/finalize Oct 15
- COG staff programs survey Oct 16 – Oct 25
- LDA tests survey Oct 31
- COG sends email link Nov 6
- Survey link open Nov 6 – Nov 29
- COG clean data/prepare data Dec 20

2020

- LDA calculation for TDM analysis Jan 17

Task I – Draft TDM Analysis

2020

- Obtain final TERM goals, emission factors from COG Jan 17
- Obtain TERM data from COG (through Dec 2016) Jan 17
- Conduct analysis for GRH TERM Feb 21
- Conduct analysis for COC / Integrated Rideshare Mar 20
- Conduct analysis for Mass Marketing TERM Apr 17
- Conduct analysis for Telework and Employer Outreach Apr-May
- Present highlights of results to CC Subcommittee May 19
- Prepare draft analysis report June 30

2021 (FY 2022)

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