Commuter Connections TDM Evaluation
FY 2023 Project Schedule – 8-8-22

Task A – Finalize/Present State of Commute Survey

2022
- Prepare draft report   Jun 30
- Present survey highlights / draft report to CC Subcommittee   Jul 19
- Comment period   Mid Aug
- Revise technical report   Sept 6
- Present Final Draft Report to CC Subcommittee   Sept 20
- Endorse for release of final document (CC Subcommittee)   Sept 20

2023
- Release of jurisdiction data   Jan 2023
- Assist with preparation of General Public Report   Jun 2023

Task B – Finalize/Present Washington GRH Survey Report

2022
- Prepare draft Technical Report   Jun 30
- Present survey highlights to CC Subcommittee   Jul 19
- Comment period   Mid Aug
- Revise technical report   Sept 6
- Endorse for release of final document (CC Subcommittee)   Sept 20

Task C – Finalize/Present Baltimore GRH Survey Report

2022
- Prepare draft Technical Report   Jun 30
- Present survey highlights to CC Subcommittee   Jul 19
- Comment period   Mid Aug
- Revise technical report   Sept 6
- Endorse for release of final document (CC Subcommittee)   Sept 20

Task D – Bike to Work Survey

2022
- Prepare draft questionnaire   Sept 6
- Review with COG staff; finalize survey   Sept 26
- Initial program for online application   Sept 27 – Oct 14
- Test/refine online application   Oct 14 – Oct 28
- COG sends email link   Nov 2
- Survey link open   Nov 2 – Nov 25
- Clean data/prepare data file   Dec 12

2023
- Conduct analysis   Jan 6
- Present Highlights to CC Subcommittee   Jan 17
- Prepare report   Feb 17
- Present draft Report to CC Subcommittee   Mar 21
- Comment period   Mid-Apr
- Revise report   May 3
- Endorse for Release of final document (CC Subcommittee)   May 16

Task E – MD Telework Data Collection

2022
- Prepare draft questionnaire   Dec 5
- Review with COG staff; finalize survey   Dec 19
- Program/test questionnaire   Dec 19 – Jan 27

2023
- COG emails and mails alert letter   Feb 2
- Survey open, including phone follow-up if used   Feb 2 – Feb 28
- Clean data/prepare data file   Mar 3 – Mar 24
- Conduct analysis   Mar 27 – Apr 14

Task F – Employer Outreach Database Analysis

2023
- Obtain ACT! database from COG   Jan 13
- Send COG list of deleted /new employers   Feb 10
- COG verifies employers to delete/new employers   Feb 24
- Prepare database for COMMUTER model runs   Mar 10
- Conduct model runs   Apr 10
- Initial Employer Outreach analysis (Jul 2020 – Dec 2022)   May 19
- Obtain new employers from COG (since Dec 2022)   July 11
- Final Employer Outreach analysis (July 2020 – Jun 2023)   Aug 15

Task G – Car Free Day Survey

2022
- Prepare draft questionnaire   Sept 6
- Review with COG staff/finalize   Sept 29
- COG staff programs survey   Oct 3 – Oct 17
- LDA tests survey/finalize   Oct 18 – Oct 28
- COG sends email link   Nov 7
- Survey link open   Nov 7 – Nov 29
- COG clean data/prepare data   Dec 19

2023
- Present Highlights to CC Subcommittee   Jan 17

Task H – Draft TDM Analysis

2023
- Obtain final TDM goals, emission factors from COG   Jan 13
- Obtain TDM data from COG (through Dec 2022)   Jan 13
- Analysis for GRH, COC/Integrated Rideshare   End Mar
- Analysis for Mass Marketing (BTW, CFD, other) and Telework End Apr
- Analysis for Employer Outreach   Mid May
- Prepare draft analysis report   June 30

2023 (FY 2024)
- Obtain TDM data for Jan 2023-Jun 2023   Jul 14
- Present draft analysis report to CC Subcommittee   Jul 18
- Comment period   TBD – mid Aug
- Update TDM analysis/revise draft report   Sept 5
- Present revised report to CC Subcommittee   Sept 19
- Comment period   TBD – mid Oct
- Revise technical report – post for final review   Nov 7
- Endorse for release of final document (CC Subcommittee)   Nov 21