

Commuter Connections TDM Evaluation FY 2014 Project Schedule

Task A – Finalize / Present State of Commute Survey

2013

- Prepare draft report June 30
- Present survey highlights / draft report to CC Subcommittee July 16
- First comment period August 23
- Revise technical report – post for re-review September 3
- Present Final Draft Report to CC Subcommittee September 17
- Second comment period TBD – mid October
- Revise technical report – post for final review November 5
- Endorse for release of final document (CC Subcommittee) November 19
- Release of Jurisdiction Data March 2014
- Preparation of General Public Report June 2014

Task B – Bike to Work Survey (Internet administration)

2013

- Prepare draft questionnaire October 4
- Review with COG staff; finalize survey October 19
- Program/test online application October 22 – November 1
- Prepare alert email letter October 25
- COG sends email link November 5
- Survey link open November 5 – November 22
- Clean data / prepare frequencies and data file and analysis December 31

2014

- Present Highlights to CC Subcommittee January 21, 2014
- Prepare report February
- Present draft Report to CC Subcommittee and BTWD Cmte March
- Comment Period Mid-April
- Revise Report – Post for final review May 20, 2014
- Endorse for Release of final document (CC Subcommittee) May 20, 2014

Task C – MD Telework Survey (telephone interviewing)

2014

- Prepare draft questionnaire January 10
- Review with COG staff; finalize survey January 21
- Program/test questionnaire January 22 – February 3
- Prepare postal mail email letter January 29
- COG emails/mailed alert letter February 3
- Survey open – CIC telephone calls February 5 – February 28
- Clean data / prepare data file March 14
- Analyze data March 14 – April 11
- Prepare summary April 25

Task D – Finalize / Present GRH Survey Report (DC/Baltimore)

2013

- Prepare draft Technical Report (DC) June 30
- First Comment Period (DC) August 23

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- Revise technical report – post for re-review September 3
- Present survey highlights to CC Subcommittee (DC/Balt) September 17
- Distribute Updated Technical Report (DC) September 17
- Distribute draft Technical Report (Balt) September 17
- Comment period TBD – mid October
- Revise technical reports – post for final review November 5
- Present Final Draft Reports to CC Subcommittee November 19
- Endorse for release of final document (CC Subcommittee) November 19

Task E – Employer Outreach Database Analysis

2013

- Meeting / call with COG model staff Mid-late September
- CUTR updates COMMUTER model coefficients December 20

2014

- COG staff review COMMUTER model update January 24
- Obtain ACT! database from COG February 3
- Finalize model updates February 14
- Send COG list of deleted / new employers February 17
- COG verifies employers to delete / new employers March 7
- Prepare database for COMMUTER model runs March 28
- Conduct model runs April 18
- Complete Employer Outreach analysis (Jan 2011 – Dec 2013) May 2

2015

- Complete Employer Outreach Analysis (Jan – June 2014) Sept 2014

Task F – Employer Satisfaction Survey

2013

- Review and prepare draft questionnaire Dec 20, 2013
- Prepare data sample including email and non-email lists Dec 31, 2013

2014

- Review and update survey cover letter Jan 10, 2014
- Send paper and email surveys Feb 10, 2014
- Determine if a telephone follow-up survey is needed Feb 28, 2014
- Conduct follow-up survey with consultant assistance (if needed) March 7, 2014
- Analyze data results March 28, 2014
- Present preliminary highlights to Employer Outreach Committee April 15, 2014
- Present draft report to CC Subcommittee May 20, 2014
- Establish comment period June
- Endorse for release final document (CC Subcommittee) July 15, 2014

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Task G – Draft TERM Analysis

2014

- Obtain final TERM goals, emission factors from COG February
- Obtain TERM data from COG (through Dec 2013) February 7
- Conduct analysis for GRH TERM February 28
- Conduct analysis for COC / Integrated Rideshare March 28
- Conduct analysis for Mass Marketing TERM April 25
- Conduct analysis for Telework and Employer Outreach May 23
- Prepare draft analysis report June 30

2014 (FY 2015)

- Present results / document to CC Subcommittee TBD – mid July
- First comment period TBD – late August
- Revise draft report – post for re-review TBD – early September
- Present revised report to CC Subcommittee TBD – mid September
- Second comment period TBD – mid October
- Revise technical report – post for final review TBD – early November
- Endorse for release of final document (CC Subcommittee) TBD – mid November