

FY 2017



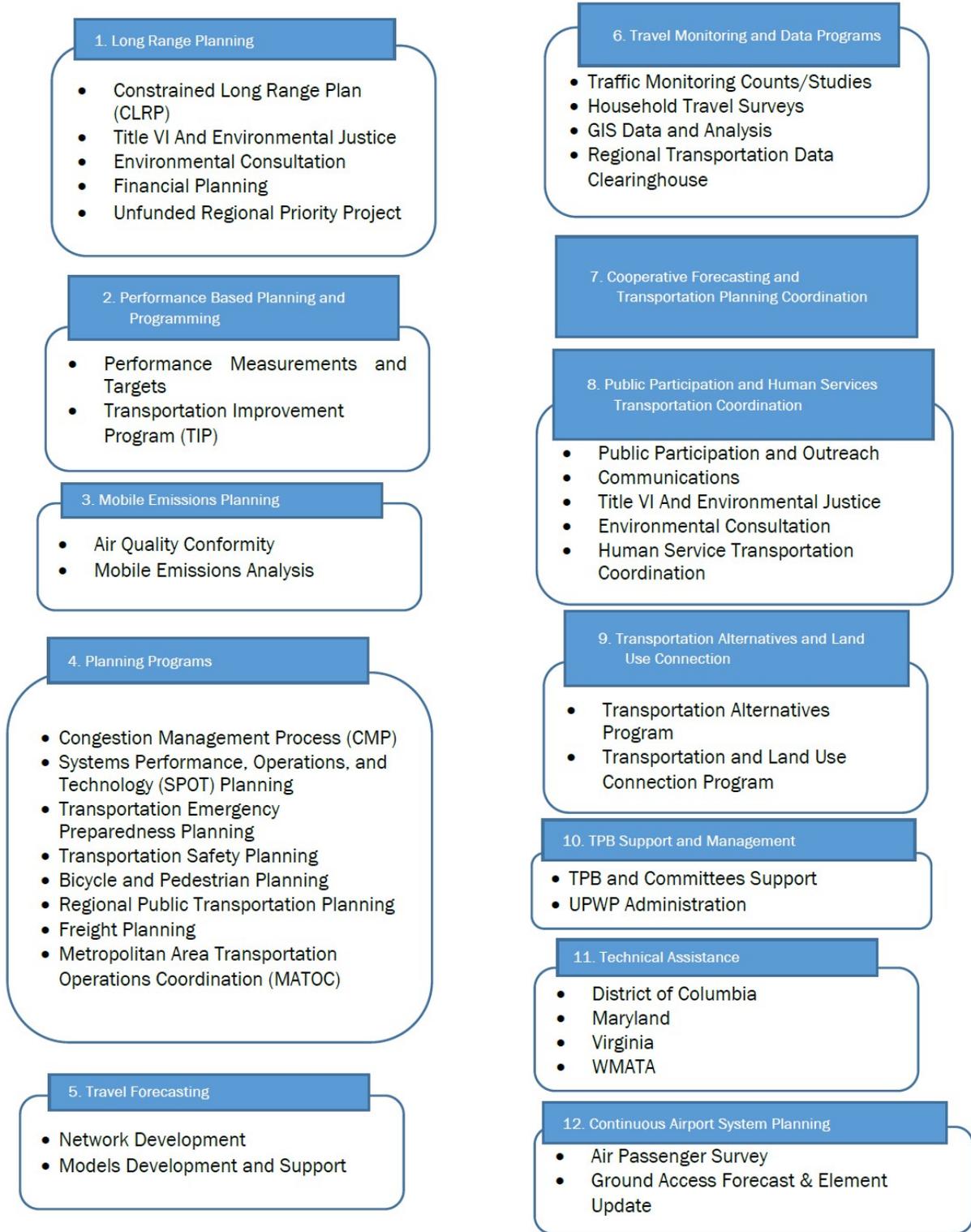
National Capital Region
Transportation Planning Board

Work Program Progress Report
OCTOBER 2016
FY 2017

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The TPB approved its FY 2017 Unified Planning Work Program (UPWP) in March 2016. The TPB Work Program Progress Report provides a short summary of each activity for the month of September. Please reference the 2017 UPWP for details concerning the approved budget and work description for each task. The following graphic identifies all of the activities in the UPWP.

Major Components of UPWP Work Activities



October FY 2017

Task 1	BUDGET	Billed this month	% Funds Expended	UPWP Page
LONG RANGE PLANNING	\$1,104,800	\$125,455	30%	27

1. LONG RANGE PLANNING

1A. CLRP

The 2016 Amendment to the Constrained Long-Range Plan (CLRP) was released for public comment on October 13. Activities in the first two weeks focused on preparing materials for this release and preparing briefing materials for the TPB meeting on October 19. The CLRP Coordination Team developed and pursued a schedule of tasks regarding the CLRP project database, website, performance analysis, and documentation. These activities included preparing draft documentation of the amendment and the draft conformity report; developing the presentation on performance analysis; preparing print ads and other public notices for the comment period, ensuring the website was ready for the beginning of the comment period; and preparing the MPO self-certification documentation.

1B. Title VI and Environmental Justice

During the month of October, staff presented the proposed enhanced methodology for the Title VI/Environmental Justice analysis of the CLRP to STWG on October 4. Staff drafted a memorandum to the Technical Committee presentation on October 7 on the enhanced methodology with a focus on the “Communities of Concern”. The development of the “Communities of Concern” is the first phase in a two-phase project to enhance the TPB analysis of the CLRP for disproportionately high and adverse impacts; Phase 1 will be completed when the TPB adopts the “Communities of Concern” anticipated to occur in January 2017.

1D. Financial Planning

The financial summaries in the FY 2015-2020 TIP were reviewed and updated as administrative modifications and TIP amendments were approved. A financial summary for the FY2017-2022 TIP was completed. The 2014 CLRP Financial Analysis information was incorporated into the 2016 Amendment to the CLRP performance analysis. This information was briefed to the TPB Technical Committee and to the board at their October meetings.

1E. Plan of Unfunded Regional Priority Projects/Preparation for 2018 CLRP

Throughout October, staff worked on developing the final report of Phase I of the work of the Long-Range Plan Task Force, which focused on analysis of a “No-Build” Scenario, which forecast conditions in 2040 with no transportation improvements, and an “All-Build Scenario,” which included most of the unfunded transportation projects that are included in approved plans of the TPB’s member jurisdictions. Staff identified a framework for presenting this analysis using strategies in the Regional Transportation Priorities Plan. The report was scheduled to be presented to the Task Force and to the TPB on November 16.

Task 2	BUDGET	Billed this month	% Funds Expended	UPWP Page
PERFORMANCE-BASED PLANNING AND PROGRAMMING	\$519,143	\$45,333	19%	31

2. PERFORMANCE-BASED PLANNING AND PROGRAMMING

2A. Performance-Based Planning/Measurements and Targets

Staff monitored ongoing federal rulemaking for performance-based planning and programming (PBPP). A comment letter was drafted and submitted on October 24 in response to the re-opening of the comment period and additional information requested by federal agencies in regard to the proposed rulemaking on MPO Coordination and Planning Reform. Staff collected the three state DOT Initial System Performance Reports submitted to FHWA and reviewed the Highway Asset Management final rule, published on October 24, for requirements for MPOs.

The TPB Technical Committee was briefed on the rulemaking schedule, new items, and ongoing work on PBPP. A memo and presentation on the transit asset management final rule was prepared for the board meeting, but not given due to time constraints.

Staff accessed the newly available 2015 pavement data and prepared a presentation with updated maps and charts for the region’s highway and bridge performance. Staff continued to assess the PBPP requirements in the final Statewide and Metropolitan Planning rule and how to implement them. As required by the Planning rule, a letter to coordinate the region’s documentation of the PBPP process was drafted.

2B. TIP

At its meeting on October 7, the TPB Steering Committee approved three amendments to the FY 2015-2020 TIP. The first amendment, requested by VDOT, included \$1 million in federal and state funding to widen and upgrade VA Route 7 between Reston Avenue and Colvin Forest Drive in Fairfax County. The second amendment, also requested by VDOT, included \$6.5 million in federal and state funding to widen Neabsco Mills Road between Smoke Court and US Route 1 in Prince William County. The third amendment was requested by DDOT to include \$2.1 in federal and District funding for the rehabilitation of historic culverts between Fulton and 34th Streets NW and the intersection of Normanstone Drive and 30th Street NW.

Staff developed a final draft of the FY 2017-2022 TIP for public review. This draft was presented to the TPB Technical Committee at its meeting on October 7 and was released for a 30-day public comment and interagency review period on October 13. The TPB was briefed on the draft TIP at its October 19 meeting.

Task 3	BUDGET	Billed this month	% Funds Expended	UPWP Page
MOBILE EMISSIONS PLANNING	\$1,598,800	\$202,051	29%	35

3. MOBILE EMISSIONS PLANNING

3A. Air Quality Conformity

Staff shared the draft results of the Air Quality Conformity Analysis of the 2016 CLRP and FY2017-2022 TIP to several committees during October. Staff briefed the TPB Technical Committee on October 7 (agenda item 3), the MWAQC Technical Advisory Committee on October 11 (item 5) and the TPB on October 19 meeting (agenda item 3). The TPB will be asked to approve the Conformity results at its November meeting. Staff also advised consultation agencies and public advisory committees of the above briefings and posted all presentations for their review and comment

Staff has currently working on the final phases of the conformity process, including: completing the conformity report, reviewing comments on the draft conformity results (including comments from MWAQC) and developing a memorandum documenting coordination with C-SMMPO.

3B. Mobile Emissions Analysis

TPB staff attended the MWAQC TAC Emissions Inventory Subcommittee meeting on October 4. The meeting focused on planning for the proposed 2008 ozone NAAQS redesignation request and maintenance plan, which TPB staff will be supporting in coordination with COG DEP. Milestone analysis years the project timeline was discussed.

In response to request from a professor at George Mason University, two TPB staff members presented to a graduate engineering class on the TPB’s mobile emissions planning methods and practices on October 25.

During October, staff responded to several technical data requests:

- Staff responded to a request from DDOT for 2015 CLRP MOVES model inputs for criteria pollutants. These data will be used for local “hot spot” analysis work in the District.
- At the request of COG DEP staff, DTP staff transmitted hybrid and electric vehicle registration data by jurisdiction for selected milestone years. These data will support CEEPC greenhouse gases planning activities.
- Staff responded to a request from the University of Maryland for 2015 CLRP MOVES input data for the ozone area planning geography.
- Staff responded to a request for MOVES winter CO input data from DDOT. The information provided will support of “hot spot” analysis in the District.
- Staff responded to a request from Arlington County for VMT data summaries (by vehicle type and fuel type). This information will be used for Greenhouse Gas inventories that are being developed for Arlington County.

Staff prepared a memorandum for the Deputy Executive Director’s Signature and addressed to the Multi-Sector Working Group Policy Committee with recommended strategies. The recommendations were prepared using the results of a survey conducted by COG staff.

Staff reviewed the climate action plan prepared by environment program staff and briefed the Department Director on the document.

Staff briefed the TPB Technical Committee on greenhouse gas emissions related work activities including the proposed action plan.

Task 4	BUDGET	Billed this month	% Funds Expended	UPWP Page
PLANNING PROGRAMS	\$1,714,200	\$193,045	29%	37

4. PLANNING PROGRAMS

4B. Systems Performance, Operations and Technology Planning

Staff attended the October 4th meeting of the Northern Virginia Signal Managers to discuss the installation of HAWK signals across the region, innovations with Advanced Transportation Controller cabinets and installations by VDOT and other agencies, and the treatment of pedestrians in special signal operations.

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Staff participated in the Association of Metropolitan Planning Organizations (AMPO) Annual Meeting, October 25-28, in Fort Worth, Texas, with sessions covering a number of UPWP topics including Systems Performance, Operations, and Technology.

Preparations continued for the planned November 2, 2016 TPB-sponsored conference on regional traffic incident management, including finalizing format and content of conference materials. Meeting notices were sent to over 500 recipients on COG and TPB policy committees.

4C. Transportation Emergency Preparedness Planning

The October 20, 2016 meeting of the Regional Emergency Support Function #1 – Emergency Transportation Committee (REF-1) was organized and conducted, including a briefing from Virginia’s Center for Innovative Technology on their DHS funded program to incubate companies Developing new wearable technologies for emergency responders, coordination on the upcoming TPB Traffic incident management Conference, and the results of the 2016 Congestion Management Process (CMO) Technical Report.

Staff notified RESF-1 members on training opportunities for the month of October.

4D. Transportation Safety Planning

Compilation and analysis of crash data from member jurisdictions continued, in preparation for a future updated regional transportation safety picture report.

Staff conducted research and stakeholder outreach to prepare a presentation for the Citizens Advisory Committee regarding policies to eliminate traffic fatalities in the region.

4E. Bicycle and Pedestrian Planning

An October 3, 2016 workshop on Best Practices in Pedestrian Enforcement was organized and conducted. Speakers from DDOT and DC Metropolitan Police, Montgomery County Planning, and Montgomery County Police, all of which have well-established pedestrian safety programs, presented on the fundamentals of pedestrian safety enforcement. A panel of police officers from Arlington, Fairfax County, and Prince William County discussed their enforcement programs. Approximately 30 people attended, most of them law enforcement officers. All the major jurisdictions with significant pedestrian fatalities had officers registered for the workshop.

Staff continued participation in the Regional Trails Coalition regional trail planning effort. Attended the Regional Trails Coalition press event at the Navy-Marine Memorial on the Mount Vernon Trail in Arlington on October 13th, the Regional Trails Coalition Analytics Working Group meeting at the Trust for Public Lands offices on October 14th, and the Regional Trails Coalition general meeting at the Rails to Trails Conservancy on October 27th.

4F. Regional Public Transportation Planning

The Regional Public Transportation Subcommittee met on October 25. Agenda items included briefings on Frederick Transit’s EZfare Mobile App, progress of DC2RVA HSR, WMATA’s Regional Ridership Discussion, an update on the Transit Asset Management and Transit Safety rulemaking, and an update on work program activities. Attendees expressed support for proposing a meta-study of transit ridership and modal travel trends as a work activity in FY2018.

Staff attended the monthly WMATA JCC meeting and also the monthly PRTC board meeting for a presentation on the TIGER projects. Staff worked throughout the period in support of the COG study of WMATA performance, including development of performance metrics for Metro and the initial report of the COG Chief Administrative Officers technical working group on Metro. Staff and consultants worked on the TIGER Grant projects performance reports.

At the request of Travel Forecasting staff, reviewed and provided comments on a memo on Task Order 16.2, Task 14, development of a non-motorized GIS database.

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4G. Freight Planning

Staff met with the incoming chair of the TPB Freight Subcommittee to discuss strategy and develop topic ideas for FY 2017 subcommittee meetings.

Staff met with Maryland Food Authority officials on October 19, 2016 to discuss the potential creation of a local food distribution working group at COG. The role of the Authority in such a working group, as well as the identification of potential participants outside the Authority were discussed.

Staff participated in the Washington Union Station Section 106 Consulting Parties Meeting on October 6, 2016. Progress to date on the identification of cultural and historic properties within the study area were reviewed.

Staff participated in the Washington Union Station Expansion Project Interagency Coordination Meeting on October 19, 2016. Preliminary station concepts being screened by FRA, the updated screening criteria, and a preliminary evaluation of the concepts were discussed.

Staff created new freight-specific web page content for the new CLRP. This content reflects the recently approved National Capital Region Freight Plan, including the regional freight policies developed by the TPB.

4H. MATOC

The Metropolitan Area Transportation Operations Coordination (MATOC) Program is an operational partnership of the region's major transportation agencies, funded outside the UPWP, but with certain planning support activities provided by TPB staff under this task.

The October 6, 2016 MATOC Severe Weather Working Group meeting was organized and conducted, including a tabletop exercise featuring National Weather Service staff, examining action plans for various winter weather forecast scenarios.

The October 14, 2016 MATOC Steering Committee meeting was organized and conducted, accommodating the monthly opportunity for the MATOC Steering Committee to provide oversight to the MATOC program, and providing guidance to the ongoing work of the MATOC subcommittees and working groups.

The October 17, 2016 MATOC Operations Subcommittee conference call was organized and conducted, focusing on the Subcommittee's guidance for final preparations for the TPB's upcoming November 2, 2016 regional traffic incident management conference.

The October 27, 2016 MATOC Transit Task Force conference call was organized and conducted, focusing on operational plans during the WMATA SafeTrack program.

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Staff conducted continuing coordination with the University of Maryland Center for Advanced Transportation Technology, which is contracted by MATOC Steering Committee members to execute the MATOC Program.

Task 5	BUDGET	Billed this month	% Funds Expended	UPWP Page
TRAVEL FORECASTING	\$2,266,800	\$224,239	27%	45

5. TRAVEL FORECASTING

5A. Network Development

Staff continued work on the update the TPB’s base-year (2016) transit network. Staff continued the process of downloading and processing transit route information in order to update the base-year transit network.

In support of the TPB’s consultant-assisted project to improve the regional travel demand model, staff continued development of a year-2007 transit network in a new format, known as Public Transport, or PT. The network will be used by our consultant (CS, Inc.) for model calibration work later this fiscal year.

Staff is also reviewing a recently developed map of major truck distribution centers in the region. These locations will be evaluated against existing truck generators considered in the regional travel demand model to assess whether or not additional truck generator locations *should be included. This work is ongoing.*

5B. Models Development and Support

Staff was asked to review travel demand modeling work being done by the Northern Virginia Transportation Authority (NVTA) regarding TransAction, NVTA’s Transportation Action Plan for Northern Virginia. Staff reviewed a draft report dated 10/3/16 and attended, via teleconference, a validation review meeting on 10/5/16.

Staff has moved forward with its consultant (Cambridge Systematics, Inc.) on implementing improvements to the current trip-based travel model. CS currently envisions implementing four essential improvements to the TPB’s travel demand model during FY 2017: 1) Non-Motorized Model Enhancements; 2) Mode Choice Model Enhancement; and 3) Managed Lane Modeling. (These are bundled together in a single Task Order: 17.2, Short-Term Model Improvements). On 10/26/16, CS transmitted a data checklist to TPB staff, listing the necessary information required to calibrate the improved travel model. TPB staff is currently compiling the exhaustive list of data requested. By CS.

TPB Staff met with Fehr & Peers staff on October 5 to discuss recent research regarding how MPO’s might address autonomous vehicles in travel modeling.

Three staff members attended a Travel Model Improvement Program (TMIP) webinar entitled, “Selected Findings from FTA Traffic Assignment & Feedback Research.”

Staff responded to a request from VDOT for draft zonal land activity forecasts (Round 9.0) in support of local project planning work.

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Staff responded to a request from Arlington County for a mode choice trip summary relating specifically to Arlington-based travel. This information will be considered in an update to the county Master Transportation Plan.

Staff responded to a request from the Northern Virginia Transportation Commission (NVTC) for a copy of the Version 2.3.57a travel demand model to 1) evaluate the current regional bus network in Northern Virginia and 2) assess the value of high-quality transit in Northern Virginia.

Task 6	BUDGET	Billed this month	% Funds Expended	UPWP Page
TRAVEL MONITORING AND DATA PROGRAMS	\$3,487,200	\$138,619	11%	47

6. TRAVEL MONITORING AND DATA PROGRAMS

6A. Travel Monitoring Counts/Studies

Staff completed the technical memorandum on truck counts and truck speeds based on field work performed in FY16. Staff began preparation for field work to collect intercity bus data.

6B. Household Travel Survey

COG/TPB staff held weekly meetings every Wednesday with Resource Systems Group, Inc. (RSG), the survey contractor for the 2017 COG/TPB household travel survey to prepare for the survey pretest and main survey. For the October 2016 reporting period, the following key tasks were accomplished: 1) survey branding; 2) finalize variable list; 3) review of the draft survey questionnaire and the project management plan; 4) obtain permission from partner agencies to use logos on print and digital materials; and 5) development of the pretest sampling plan. In terms of survey branding, COG/TPB staff worked with RSG to design the logo for the survey and to confirm an official survey name, now branded the Regional Travel Survey (RTS). COG/TPB staff also met with RSG on October 7th and October 17th to discuss and finalize the variable list for the survey; variables from the 2007 HTS were reviewed to determine which variables to keep, drop, or add to the 2017 RTS. COG/TPB staff reviewed and provided comments to the draft questionnaire and survey script for the recruitment survey and reviewed the project management plan. COG/TPB staff also began the process of obtaining permission from partner agencies to use logos for the survey advance letter and the survey website. Finally, COG/TPB staff worked on developing the survey sampling plan for the pretest and the main survey, which is still in progress.

6C. GIS Data (Technical Support)

Staff planned and participated in the October 18th joint meeting of the GIS Committee and the National Capitol Region Geospatial Data Exchange (NCR GDX) Governance Working Group where we discussed the transition of the NCR GDX to the ArcGIS Online platform. We also discussed the status of the Minimum Essential Dataset (MEDS) and the CAD to GIS projects.

Staff attended the quarterly meeting of the Maryland State Geographic Information Committee (MSGIC) on October 20. Major presentations included a showcase of Montgomery County’s web applications and a presentation regarding next generation 911 (NG911) data development and coordination across jurisdictional boundaries.

Staff finalized the 2016 CLRP geodatabase to include all major and additional air quality conformity projects; additionally, the data were organized and published as a map service to consume in the companion web map application (separate item).

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Staff developed the web map application 'The 2016 CLRP Amendment' that is included on the CLRP page (<http://old.mwcog.org/clrp/update/clrpprojects.asp>).

Staff updated the web map and associated application "Proposed Communities of Concern" to include the 2016 CLRP major projects.

Staff updated the HTML code to reference updated locations of 2016 CLRP Amendment reference materials in the web map application '2016 CLRP Amendment: Proposed Major Additions and Changes.

Staff compiled an inventory of regional HOV/toll/managed lane facilities that will also inform the GIS data layer of managed lanes and the development of the questionnaire for the 2017-2018 regional household travel survey.

Staff began to evaluate and collect available federal-level datasets related to freight (transportation hubs, ports, etc.) for inclusion in the TPB spatial data library.

Staff met with staff from the Plan Development and Coordination team to discuss tasks required to create web maps and/or applications for the Transportation/Land-Use Connections (TLC), including an overall TLC project map as well as the Transportation, Community and System Preservation (TCSP) Grant project identifying transit station access improvements.

Staff met with staff from the Plan Development and Coordination team to discuss data conversion for TPB Transportation Analysis Zones (TAZ) to Census geography and provided Census Block to TAZ conversion methodology and resulting files used in 2011.

Staff met with staff from the Models Development team to discuss technical support for geocoding transit surveys to Census-level geography to support model calibration for the Version 2.3 travel demand model.

Staff provided updated jurisdictional contacts for the consultant working to transition the NCR GDX to ArcGIS Online.

Staff met with the NCR GDX consultant to discuss the ArcGIS Online use at TPB.

Staff reviewed and provided comments on two memorandums ('Task Order 16.2: Subtask 12 Develop Parcel-Level Database' and 'Task Order 16.2, Task 14: Prepare Non-Motorized GIS Database') from Cambridge Systematics (CS) submitted as part of their FY 16 end-of-fiscal-year documentation.

Staff continued to monitor and manage the operational performance of the ArcGIS server.

Staff made administrative changes to the COG/TPB ArcGIS Online (AGOL) organizational account to allow TPB staff with personal ArcGIS Online accounts to connect to the organizational AGOL account to leverage software training opportunities.

Staff met to discuss work transition of one staff member who left the department. Prepared a new position description for review by the department director.

6D. Regional Transportation Data Clearinghouse

Staff responded to a question from Arlington County planning staff regarding the RTDC dataset 'Transit Ridership - Weekday Average' and the numbers reported in the monthly data fields.

Staff attended a Streetlight Data webinar to begin familiarization with the Streetlight interface.

Staff provided technical assistance and block-level population and households data from the 2010 census to fellow staff who were attempting to compare Census data to TAZ-level data.

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Staff requested data from WMATA related to Metrorail average monthly transit ridership for the period March 2016- presently available.

Staff created a regional 2015 Highway Performance Monitoring System (HPMS) data layer for the TPB Planning Area; this dataset is being prepared for inclusion in the RTDC.

Staff created additional web page redirect links to the RTDC project page; staff and the outside consumers can access the RTDC directly at <https://gis.mwcog.org>.

Task 7	BUDGET	Billed this month	% Funds Expended	UPWP Page
COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION	\$860,000	\$78,268	19%	51

7. COOPERATIVE FORECASTING AND TRANSPORTATION PLANNING COORDINATION

DTP staff attended the Region Forward Coalition meeting and provided a summary of the meeting to the department director. DCPS staff continued work on the new “Growth Trends to 2045” report which documents the Round 9.0 Cooperative Forecasts. The publication is planned for release in November. DCPS staff also continued work begun earlier with the Planning Directors and GSA staff to identify and delineate “Central Business Areas” which will become thee priority location for future federal facilities in Metropolitan Washington. The DCPS Director briefed the TPB Technical Committee on the project at its October meeting. DCPS staff geocoded the GSA database and created GIS layers and maps showing the facility locations to share with Cooperative Forecasting Subcommittee members to assist with this research. DCPS staff also completed and presented the new Burning Glass employment analysis during the October Region Forward Coalition meeting, and distributed the findings at the October COG Board meeting.

Task 8	BUDGET	Billed this month	% Funds Expended	UPWP Page
PUBLIC PARTICIPATION AND HUMAN SERVICES COORDINATION	\$830,200	\$90,543	27%	53

8. PUBLIC PARTICIPATION AND HUMAN SERVICES COORDINATION

8A. Public Participation

The Citizens Advisory Committee (CAC) met on October 13. The committee was briefed on the StreetSmart safety campaign, and the 2016 CLRP Amendment and FY2017-22 TIP. The committee also reviewed and approved a draft recommendation asking the TPB to commit to a plan for engaging and incorporating public input into the selection of a limited set of regional unfunded priority transportation projects as part of the 2018 Long-Range Plan Update.

Staff prepared for the public comment period for the CLRP amendment, which was began on October 13. Staff activities focused on preparing materials for this release.

8B. Communications

Staff conducted an interactive exercise on October 20 for Leadership Greater Washington. The exercise, called “What if the Washington Region Grew Differently?”, is a module that TPB staff has used for public outreach activities for a number of years.

Staff worked on the update of pages on the COG website related to transportation.

The *TPB News* was produced and distributed on a bi-weekly basis.

TPB staff maintained an active presence on social media.

8E. Human Services Transportation Coordination

During the month of October, staff prepared for the October 27 meeting of the Access All (AFA) Advisory Committee. Staff drafted the agenda working with Councilmember Charles Allen who serves as the AFA Chair, and arranged for presentations on the draft 2016 CLRP amendment, the performance analysis of the CLRP and the “Communities of Concern”.

Task 9	BUDGET	Billed this month	% Funds Expended	UPWP Page
TRANSPORTATION ALTERNATIVES (TAP) AND LAND USE CONNECTION (TLC) PROGRAMS	\$422,700	\$14,798	12%	55

9. TRANSPORTATION ALTERNATIVES (TAP) AND LAND USE CONNECTION (TLC) PROGRAMS

In October, staff drafted and executed eight contracts with seven vendors to complete work under the FY 2017 Transportation/Land Use Connections (TLC) Technical Assistance program. The vendors were approved through a point-based consultant selection process between TPB staff and local jurisdictions. Staff and local jurisdictions will conduct kickoff meetings in November and December for the projects.

District of Columbia - Metrorail Walkshed Improvement Project – The project kickoff meeting is tentatively scheduled for December 5, 2016. Staff will participate in the meeting with the District Department of Transportation, the Washington Metropolitan Area Transit Authority, Prince George’s County Department of Streets and Public Works, the Maryland-National Capital Park and Planning Commission, and consultant Toole Design Group.

Falls Church, VA – West Falls Church Transportation Study – The project kickoff meeting occurred on November 21, 2016. Staff participated in the meeting with the City of Falls Church and consultant Nelson/Nygaard Associates.

City of Frederick, MD – Golden Mile Multimodal Access Enhancement Plan 30% Design – The project kickoff meeting occurred on November 2, 2016. Staff participated in the meeting with the City of Frederick, Frederick County Transit Services, the Maryland State Highway Administration, and consultant Toole Design Group.

Greenbelt, MD – Senior Mobility and Accessibility Needs and Barriers Study – The project kickoff meeting occurred on November 2, 2016. Staff participated in the meeting with the City of Greenbelt and consultant, KFH Group.

Manassas, VA – Streetscape Design Standards for Mathis Ave - The project kickoff meeting will occur on November 28, 2016. Staff will participate in the meeting with the City of Manassas and consultant Gensler.

Montgomery County, MD – Bus Rapid Transit Station Design – The project kickoff meeting occurred on October 30, 2016. Staff participated in the meeting with the Montgomery County Department of Transportation, the Maryland State Highway Administration, and consultant ZGF Architects.

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Prince William County, VA – Mixed-Use Connectivity and Multimodal Connectivity around Future VRE Stations – The project kickoff meeting occurred on November 7, 2016. Staff participated in the meeting with Prince William County Department of Planning and Transportation, the Virginia Department of Transportation, and consultant Renaissance Planning Group.

Takoma Park, MD – New Avenue Bikeway – The project kickoff meeting occurred on November 2, 2016. Staff participated in the meeting with the City of Takoma Park and consultant RK&K Engineers.

The Virginia FY 2018 Transportation Alternatives Program application process closed on November 1. Staff anticipates working with the Virginia Department of Transportation to select and review projects in Winter 2018.

Task 10	BUDGET	Billed this month	% Funds Expended	UPWP Page
TPB SUPPORT AND MANAGEMENT	\$825,785	\$77,045	21%	57

10. TPB SUPPORT AND MANAGEMENT

10A. TPB Support and Management

This task includes activities not attributable to specific tasks in the work program but provides overall support for and management of the TPB and UPWP-related activities.

- Administrative arrangements (such as preparation and distribution of meeting materials) and staff support for TPB and its various Committees, Sub-Committees, Task Forces and special TPB work groups meetings.
- Responded to requests from TPB members, federal agencies, Congressional offices, media and others for information or data of a general transportation nature.
- Met with TPB Board members and participating agency staff to discuss current and emerging regional transportation planning issues.
- Participated in meetings of other agencies whose programs and activities relate to and impact the TPB work program.
- Coordinated TPB Planning Activities with Program Directors and engaged in day-to-day management and allocation of staff and financial resources.
- Monitored all work program activities and expenditures.

Staff support was provided for the monthly meetings of the following committees and subcommittees:

- Street Smart Enforcement Workshop
- STWG
- TPB/CAC
- MATOC
- TPB Meeting
- Access For All Advisory Committee (AFA)
- TPB Technical Committee
- TPB Steering Committee
- Transportation Planning Board (TPB)
- Regional Public Transit Subcommittee (RPTS)

Staff also provided reconciliation for the purchasing card activity statement for the month of September.

Support activities from the administrative staffs included: meeting logistics with meeting rooms and amenities, copying and distribution of meeting materials, email/phone call follow ups. Additionally, staff also worked on monitoring work program activities, providing administrative assistance to senior staff and monitoring and prepare financial reports. Additionally, administrative staff worked on monthly financial administration and management activity which includes review and finalization of monthly expense reports for all UPWP activities, development and submission of monthly UPWP invoices and any follow up activity with the funding agencies.

The Staff Director provided overall program management oversight to all of the Department's activities. Work activities the Director was involved in during the month includes:

- Discussions, review and finalization of the agenda topics for the TPB's Technical Committee, State Transportation Working Group (STWG) and Board meetings. This includes meeting with the Program Directors and project staffs to review the progress and briefing materials.
- Participation in the STWG, TPB Technical Committee, TPB Steering Committee, TPB's Citizen's Advisory Committee and the TPB Board meetings.
- Participation in the bi-weekly meetings of the State Safety Oversight/Metro Safety Commission (SSO/MSO) Policy Work Group meetings. This "tri-state" group is working to reconstitute the existing Metro rail safety oversight Committee to comply with the requirement of the FAST Act.

Other additional activities the Director participated includes:

- Meeting with FHWA and FTA representatives on MPO reporting activities.
- Receive briefing about research into travel demand modeling of autonomous vehicles by Fehr & Peers.
- Attending the meetings of the NVTC Board, COG's Planning Directors Technical Committee and the regional Outlook conference hosted by Greater Washington Board of Trade.
- Discussions with WMATA Planning staff about WMATA's Station Access Strategic study and with representative of WMATA Riders Advisory Council about Metrorail Safety Commission.
- Participation in the COG Metro Technical Panel discussions regarding metro's funding needs.

10B. UPWP

The UPWP activities include:

- Supervise the preparation, negotiation, and approval of the annual work program and budget involving the State Transportation Agencies, the TPB Technical Committee, the TPB Technical Committee, the Steering Committee and the TPB.
- Preparation of monthly UPWP progress reports for each of the state agencies administering planning funding and prepare all necessary federal grant applications submissions.
- Review all monthly UPWP invoices going to each of the state agencies administering planning funding.

Task	BUDGET	Billed this month	% Funds Expended	UPWP Page
TECHNICAL ASSISTANCE	\$2,009,535	\$79,451	9%	59

TECHNICAL ASSISTANCE

A. District of Columbia

Program Development, Data Requests, and Miscellaneous Services

Staff attended the monthly meeting cycle (STWG, Technical Committee, TPB)

Traffic Counts and Highway Performance Monitoring System (HPMS) Support

Staff prepared the agenda for, participated in, and prepared the summary for the October 26th DDOT HPMS Committee meeting. This meeting included status updates by DDOT and TPB staff, as well as a discussion of items that needed to be verified for the 2016 Traffic Monitoring System Report.

Staff provided the 2015 DC HPMS Extent and Travel Report to DDOT staff.

Staff provided current and historical traffic data to DDOT staff who were asked by an Advisory Neighborhood Commission (ANC) to reclassify parts of 11th St NE.

Staff continued to work with DDOT staff to resolve the issues with the HERE stations so that these data can continue to be useful to DDOT.

Staff processed, reviewed, and summarized the September continuous count station data.

Staff prepared a draft of the 2016 Traffic Monitoring System Report.

Staff reviewed the short term counts provided by the contractor and requested recounts where there were errors.

B. Maryland

Maryland Technical Assistance (TLC Program)

As part of the Transportation/Land-Use Connections Program, four technical assistance projects in Maryland were fully or partially funded under this PE number. See TLC item above for further details about the TLC Program.

Program Development Management

Staff attended the monthly meeting cycle (STWG, Technical Committee, TPB).

Project Planning Studies

Staff completed the travel forecasting analysis for the no-build alternative for the Capital Beltway PEL study and transmitted the results to SHA. Staff also continued seeking information from SHA on the network inputs for the build alternatives for the subject study.

Travel Monitoring / Transportation Performance Measures

Staff completed and transmitted the Maryland HOV report and updated supporting files to MDOT.

C. Virginia

Program Development and Data / Documentation Processing

Staff attended the monthly meeting cycle (STWG, Technical Committee, TPB)

Travel Monitoring and Survey

Staff began work on a draft memo outlining the “Big Data” sources in use by TPB.

Regional and Sub-Regional Studies

Staff reviewed materials for and participated in the September meetings of the NVTA, the RJACC, the PPC, and the TransAction Subcommittee.

D. WMATA

Program Development

Staff attended the monthly meeting cycle (STWG, Technical Committee, TPB)

Bus Facility Enforcement and Education Guidelines for the National Capital Region

Staff worked with the selected consultant to complete and execute a contract. Staff conducted a telephone debriefing with the vendor who was not selected for this study.

CONTINUOUS AIRPORT SYSTEM PLANNING

12A. 2015 Regional Air Passenger Survey

Staff continued geocoding the survey data file.

12B. Ground Access Travel Time Study

Staff continued responding to comments on the draft study.

12C. Air Cargo Element

Staff continued responding to comments on the draft study.

**FY 2017 TRANSPORTATION PLANNING BOARD
FINANCIAL STATUS OF TECHNICAL ASSISTANCE**

October 2016
SUPPLEMENT I

	TOTAL		FTA/STA/LOC		FTA		PL FUNDS/LOC		FHWA	
	AUTHORIZED	TOTAL	AUTHORIZED	BUDGET	EXPENDITURES	EXPENDITURES	BUDGET	EXPENDITURES	BUDGET	EXPENDITURES
	BUDGET	EXPENDITURES	BUDGET	BUDGET	EXPENDITURES	EXPENDITURES	BUDGET	EXPENDITURES	BUDGET	EXPENDITURES
A. District of Columbia										
DC Program Development	10,000.00	1,330.00	1,728.70	229.92	229.92	8,271.30	1,100.09		8,271.30	1,100.09
DDOT HPMS	235,000.00	51,648.89	40,624.43	8,928.54	8,928.54	194,375.57	42,720.35		194,375.57	42,720.35
Data Transferal	15,000.00	0.00	2,593.05	0.00	0.00	12,406.95	0.00		12,406.95	0.00
Loading Zone and Truck Restrictions	60,376.00	0.00	10,437.19	0.00	0.00	49,938.81	0.00		49,938.81	0.00
Other Tasks A.5	29,742.00	0.00	5,141.50	0.00	0.00	24,600.50	0.00		24,600.50	0.00
SUBTOTAL	350,118.00	52,978.89	60,524.87	9,158.46	9,158.46	289,593.13	43,820.44		289,593.13	43,820.44
B. Maryland										
MD Program Development	20,000.00	1,130.89	3,457.40	195.50	195.50	16,542.60	935.39		16,542.60	935.39
Project Planning Studies	90,000.00	35,947.50	15,538.29	6,214.24	6,214.24	74,441.71	29,733.26		74,441.71	29,733.26
Feasibility/Special Studies	50,000.00	0.00	8,643.50	0.00	0.00	41,356.50	0.00		41,356.50	0.00
Transpiration Performance Measures	150,000.00	19,216.20	25,930.49	3,321.90	3,321.90	124,069.51	15,894.30		124,069.51	15,894.30
Trainings, Misc and Tech Support	25,000.00	0.00	4,321.75	0.00	0.00	20,678.25	0.00		20,678.25	0.00
Transportation/Land Use Connection Program	160,000.00	0.00	27,659.19	0.00	0.00	132,340.81	0.00		132,340.81	0.00
Other Tasks B.7	320,367.00	0.00	55,381.82	0.00	0.00	264,985.18	0.00		264,985.18	0.00
SUBTOTAL	815,367.00	56,294.59	140,952.43	9,731.64	9,731.64	674,414.57	46,562.95		674,414.57	46,562.95
C. Virginia										
Data Documentation Processing	15,000.00	5,096.38	2,593.05	881.01	881.01	12,406.95	4,215.37		12,406.95	4,215.37
Travel Monitoring Surveys	140,000.00	33,716.45	24,201.79	5,828.56	5,828.56	115,798.21	27,887.89		115,798.21	27,887.89
Travel Modeling	40,000.00	0.00	6,914.80	0.00	0.00	33,085.20	0.00		33,085.20	0.00
Sub Region Study	100,000.00	22,725.63	17,286.99	3,928.58	3,928.58	82,713.01	18,797.05		82,713.01	18,797.05
Long Distance Commuter Bus	100,000.00	0.00	17,286.99	0.00	0.00	82,713.01	0.00		82,713.01	0.00
Other Tasks C.6	276,428.00	0.00	47,786.09	0.00	0.00	228,641.91	0.00		228,641.91	0.00
SUBTOTAL	671,428.00	61,538.46	116,069.71	10,638.15	10,638.15	555,358.29	50,900.31		555,358.29	50,900.31
D. WMATA										
Program Development	5,000.00	1,330.02	5,000.00	1,330.02	1,330.02	0.00	0.00		0.00	0.00
Misc Services	15,000.00	663.75	15,000.00	663.75	663.75	0.00	0.00		0.00	0.00
Bus Facility Guidelines	137,620.00	1,199.79	137,620.00	1,199.79	1,199.79	0.00	0.00		0.00	0.00
TAZ Conversion Table	15,000.00	0.00	15,000.00	0.00	0.00	0.00	0.00		0.00	0.00
SUBTOTAL	172,620.00	3,193.56	172,620.00	3,193.56	3,193.56	0.00	0.00		0.00	0.00
GRAND TOTAL	2,009,535.00	174,005.50	490,167.01	32,721.80	32,721.80	1,519,365.99	141,283.69		1,519,365.99	141,283.69

**FY 2017 TRANSPORTATION PLANNING BOARD
COG/TPB BUDGET EXPENDITURE SUMMARY**
October 2016

	DC, MD and VA FTA, FHWA and LOCAL BUDGET TOTAL	FUNDS EXPENDED	BILLED THIS MONTH	% FUNDS EXPENDED
1. Long-Range Planning				
Long Range Plan	1,104,771.00	334,520.24	125,455.39	30%
SUBTOTAL	1,104,771.00	334,520.24	125,455.39	30%
2. Performance-Based Planning and Programming				
Planning	225,576.00	38,199.03	17,142.42	17%
Transportation Improvement Plan	293,563.00	61,222.58	28,191.15	21%
SUBTOTAL	519,139.00	99,421.61	45,333.57	19%
3. Mobile Emissions Planning				
Air Quality Conformity	867,563.00	279,955.48	131,483.89	32%
Mobile Emissions Analysis	731,242.00	189,295.65	70,567.20	26%
SUBTOTAL	1,598,805.00	469,251.13	202,051.08	29%
4. Planning Programs				
Congestion Mgmt Process	284,479.00	57,309.70	20,139.90	20%
Congestion Monitoring	154,802.00	53,227.61	21,816.83	34%
MOITS	507,444.00	128,296.90	50,267.75	25%
Emergency Preparedness	106,205.00	25,827.84	12,327.55	24%
Transportation Safety	118,333.00	23,218.28	8,043.74	20%
Bike & Pedestrian	126,018.00	50,108.60	20,681.35	40%
Regional Public Transit	129,532.00	42,296.09	16,027.45	33%
Freight Planning	153,336.00	68,579.33	25,819.03	45%
MATOC	134,046.00	41,701.10	17,922.33	31%
SUBTOTAL	1,714,195.00	490,565.44	193,045.92	29%
5. Travel Forecasting				
Software Support	196,593.00	33,044.15	12,865.15	17%
Network Development	740,087.00	218,045.11	71,560.86	29%
Models Development	1,330,077.00	350,094.65	139,813.48	26%
SUBTOTAL	2,266,757.00	601,183.91	224,239.50	27%

FY 2017 TRANSPORTATION PLANNING BOARD
COG/TPB BUDGET EXPENDITURE SUMMARY
October 2016

	DC, MD and VA FTA, FHWA and LOCAL BUDGET TOTAL	FUNDS EXPENDED	BILLED THIS MONTH	% FUNDS EXPENDED
6. Travel Monitoring and Data Programs				
Household Travel Survey	2,409,939.00	85,489.91	33,024.44	4%
Travel Monitoring Counts/Studies	242,257.00	73,809.71	30,418.10	30%
Regional Transportation Data Clearinghouse	300,492.00	54,869.59	12,701.04	18%
GIS Technical Support	534,547.00	161,082.24	62,476.15	30%
SUBTOTAL	3,487,235.00	375,251.45	138,619.73	11%
7. Cooperative Forecasting and Transportation Planning Coordination				
Cooperative Forecasting Coordination	859,980.00	160,321.17	78,268.30	19%
SUBTOTAL	859,980.00	160,321.17	78,268.30	19%
8. Public Participation and Human Service Transportation Coordination				
Public Participation	553,532.00	177,395.30	74,818.54	32%
Annual Report	122,421.00	42,760.59	42,650.70	35%
Human Svc Trans Coordination	154,270.00	0.00	-26,925.52	0%
SUBTOTAL	830,223.00	220,155.89	90,543.72	27%
9. Transportation Alternatives and Transportation Land Use Connection Program				
Alternatives and TLC	422,700.00	49,207.52	14,798.22	12%
SUBTOTAL	422,700.00	49,207.52	14,798.22	12%
10. TPB Support and Management				
TPB Support and Mgmt	749,365.00	159,147.96	71,084.83	21%
UPWP	76,424.00	10,625.41	5,960.74	14%
SUBTOTAL	825,789.00	169,773.37	77,045.57	21%
SUBTOTAL CORE PROGRAM ITEMS 1-10	13,629,594.00	2,969,651.73	1,189,401.00	22%
TECHNICAL ASSISTANCE				
District of Columbia	350,118.00	52,978.89	26,963.18	15%
Maryland	815,367.00	56,294.59	26,547.57	7%
Virginia	671,428.00	61,538.46	25,069.86	9%
WMATA	172,620.00	3,193.56	870.43	2%
Technical Assistance Program Total	2,009,533.00	174,005.50	79,451.04	9%
TPB GRAND TOTAL	15,639,127.00	3,143,657.22	1,268,852.04	20%