

MONTHLY PROGRESS REPORT

PROJECT ELEMENT	Commuter Operations Center 6141
Month:	June 2005 FY05
Staff Contact:	N. Ramfos
Edited By:	N. Ramfos
Today's Date:	July 26, 2005

Background Activities

The Commuter Operations Center continued providing transportation information services on alternatives to driving alone through the 800 telephone number, general marketing support, and through the distribution of matchlists. (*See Table 1 Monthly Activity and Impact Summary and Commuter Operations Center Performance Data*).

Technical assistance through the Commuter Operations Center help line was provided to member clients. COG staff performed routine server and file maintenance (removing old matchletter and associated matching files, and old upload files) on the CCRS server. Additional assistance to clients is described as follows:

ARTMA - COG sent TMA staff a CD with the latest street coverage update and installation instructions via FedEx on June 16th.

BMC – COG gave staff a CD with the latest street coverage update and installation instructions at the Commuter Operations Center Subcommittee meeting on June 21st.

BTS – COG gave staff a CD with the latest street coverage update and installation instructions at the Commuter Operations Center Subcommittee meeting on June 21st.

City of Alexandria - COG sent City rideshare staff a CD with the latest street coverage update and installation instructions via FedEx on June 15th.

Howard County – COG gave staff a CD with the latest street coverage update and installation instructions at the Commuter Operations Center Subcommittee meeting on June 21st.

Northern Neck Planning District Commission - COG sent staff a CD with the latest street coverage update and installation instructions on June 16th.

Northern Shenandoah Valley Regional Commission - COG sent staff a CD with the latest street coverage update and installation instructions via FedEx on June 16th.

Prince George's County - COG gave staff a CD with the latest street coverage update and installation instructions at the Commuter Operations Center Subcommittee meeting on June 21st.

Potomac Rappahanock Transportation Commission - COG sent staff a CD with the latest street coverage update and installation instructions via FedEx on June 15th.

RADCO - COG sent staff a CD with the latest street coverage update and installation instructions via FedEx on June 16th. Staff provided assistance by phone to install the update on June 28th.

Rappahanock-Rapidan Regional Commission - COG sent staff a CD with the latest street coverage update and installation instructions on June 16th.

TransIT Services of Frederick County – COG gave staff a CD with the latest street coverage update and installation instructions at the Commuter Operations Center Subcommittee meeting on June 21st.

A Commuter Operations Center Subcommittee was held on June 21st. Highlights from the meeting included a discussion on the appropriate use of the Commuter Connections logo, a status report on the update to street centerline files and transit data on the CCRS, an update on the web based system project, and an update on client site technical assistance.

A TMA Advisory Group meeting was held on June 21st. The meeting focused on transit oriented development and a presentation was made by Elisa Hill from WMATA. A round table discussion was held afterwards on TMA activities occurring in various parts of the region.

The contractor selected in May to update the current User Requirements\Functional Specification document (URFSD) for the web migration project continued work on the first phase of the project. To identify further system and user requirements as part of an effort to integrate multiple services provided by Commuter Connections onto one internet and intranet based software system.

Staff continued working on the production of the 2004 State of the Commute general public report. Staff gave a presentation to the MWAQC Technical Committee on Commuter Connections on June 10th.

Logistical work continued on the 2005 Employer Recognition Awards event. The event was held on June 29th. Commuter Connections Employer Recognition Awards event was held June 29th at the National Press Club in Washington DC. Support materials and collateral prepared for the awards ceremony included invitations, signage, program booklet and giveaway items. The marketing booth was also displayed. Master of Ceremonies was Montgomery County Council Member Mike Knapp.

Speakers:

- Fairfax County Supervisor Catherine Hudgins
- MTA Marketing Director, Rich Solli
- Deputy Director District Department of Transportation, Michelle Pourciau.
- COG Transportation Director Ronald Kirby.

Award winners:

- Telework – National Wildlife Federation, Reston, VA
- Incentives – American University, Washington, DC

- Marketing – Chevy Chase Bank, Bethesda, MD
- Employer Services – District Department of Transportation
- Employer Organization – Arlington County

The FY 2006 Commuter Connections Work Program was recommended for adoption by the TPB Technical Committee on June 3rd and was endorsed by the TPB on June 15th. A State TDM Work Group meeting was held on June 14th.

Products

- May monthly performance report.
- Bi-weekly commuter listing reports were mailed to all clients during the weeks of June 13th, and June 27th.
- 2005 Employer Recognition Awards

Problems Encountered

None.

Future Activities

- Install the Commuter Connections Ridematching Software System software and updates at member client sites, as needed.
- Fix software bugs on the Commuter Connections software system, as needed.
- Prepare and mail second quarter client invoices.
- The next Commuter Connections Subcommittee meeting is scheduled for July 19, 2005.
- The next meeting of the Commuter Operations Center Subcommittee is scheduled for September 13, 2005.
- Finalize the 2004 State of the Commute Survey general report.
- Develop new ridematching/GRH Web-based system.
- Distribute FY 2006 Commuter Connections Work Program.
- Finalize and distribute the 2005 TERM Analysis Report.

Table 1

**Metropolitan Washington Council of Governments
Commuter Connections Program
Monthly Activity and Impact Summary**

Month of JUNE 2005

Commuter Connections Activity	This Month	Last Month	Since July 2004
Total applicants/info provided:	1,860	1,802	19,151
Rideshare applicants	1,773	1,707	17,732
Matchlists sent	2,874	916	18,795
Transit applicants/info sent	0	58	586
GRH applicants	601	1,178	10,370
Bike to work info requests	25	52	300
Telework info requests	0	1	9
Kiosk users	7,388	2,669	45,624
Kiosk applicants	4	0	172
Internet users	7,927	8,458	84,360
Internet applicants	1,017	1,583	15,793
New employer clients	22	28	1,026
Employee applicants	182	0	277

Program Impact Performance Measure	This Month	Last Month	Since July 2004
Continued placements	521	438	4,841
Temporary/one-time placements	329	277	2,760
Daily vehicle trips reduced	310	261	2,882
Daily VMT reduced	10,594	8,914	98,488
Daily tons NOx reduced	0.0150	0.0126	0.13961504
Daily tons VOC reduced	0.0071	0.0059	0.065314195
Daily gallons of gas saved	490	413	4,560
Daily commuter costs saved	\$2,039	1,716	18,959

NOTE: Daily vehicle trips reduced is calculated by multiplying the number of placements by a vehicle trip reduction (VTR) factor. The VTR factor takes into account three types of placements. 1) Drive alone commuters that shift to a commute alternative, 2) current alternative commute users that shift to a higher occupancy commute mode, and 3) current commute alternative users that increase the number of days they use a commute alternative. Daily vehicle trips reduced include both trips to work and trips from work to home.

Commuter Connections Website Activity -- June 2005

Accesses

Total Accesses of MWCOG Home Page 8,794
 Total Accesses of Commuter Connections Home Page 7,927

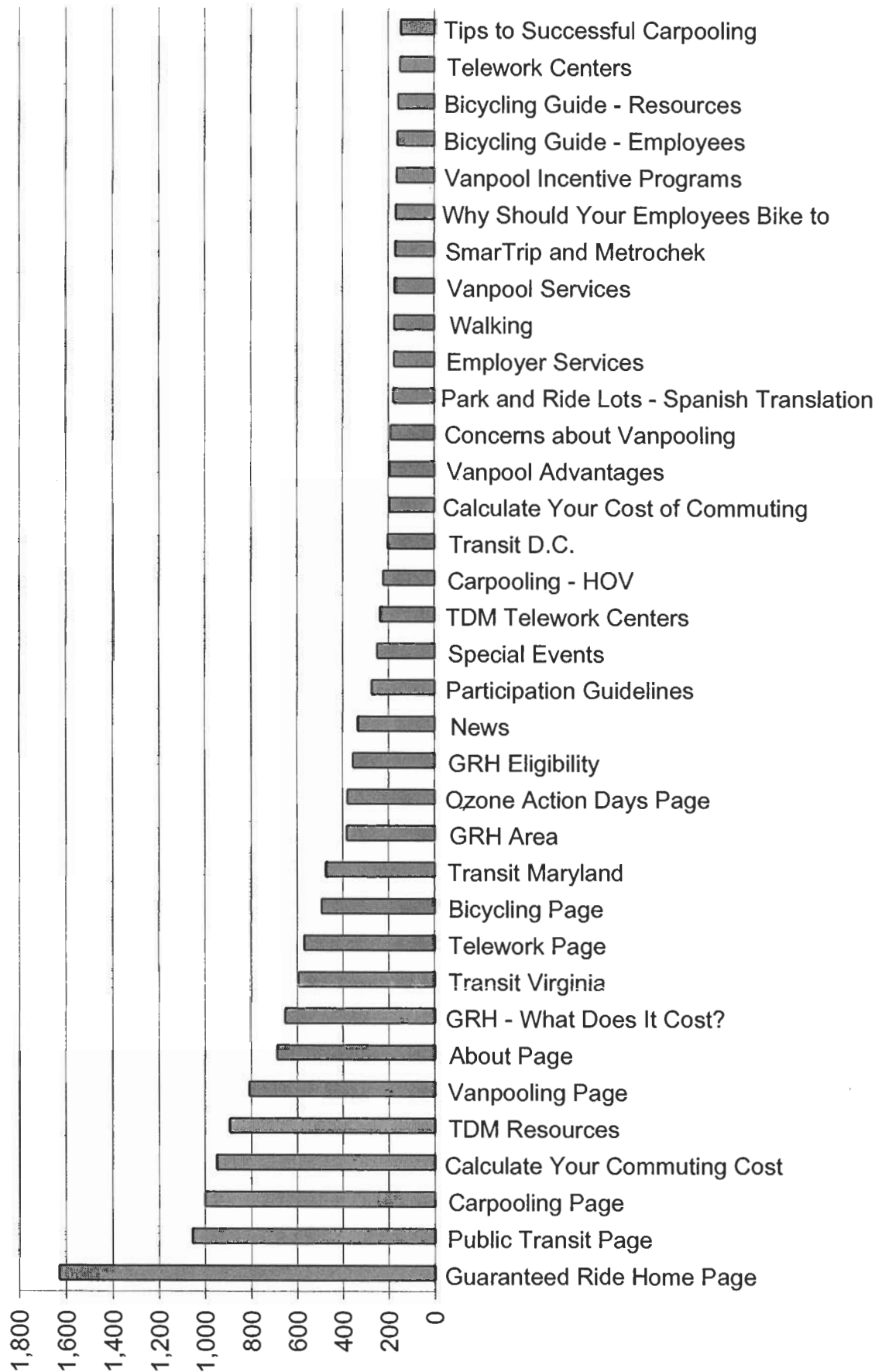
Breakdown of BDY Sub-page accesses

	<u>Accesses</u>	<u>% of Total</u>
Guaranteed Ride Home Page	1,631	10.98%
Public Transit Page	1,055	7.11%
Carpooling Page	1,000	6.73%
Calculate Your Commuting Cost	950	6.40%
TDM Resources	895	6.03%
Vanpooling Page	809	5.45%
About Page	688	4.63%
GRH - What Does It Cost?	652	4.39%
Transit Virginia	593	3.99%
Telework Page	568	3.83%
Bicycling Page	493	3.32%
Transit Maryland	475	3.20%
GRH Area	383	2.58%
Ozone Action Days Page	380	2.56%
GRH Eligibility	356	2.40%
News	335	2.26%
Participation Guidelines	275	1.85%
Special Events	251	1.69%
TDM Telework Centers	238	1.60%
Carpooling - HOV	223	1.50%
Transit D.C.	203	1.37%
Calculate Your Cost of Commuting	197	1.33%
Vanpool Advantages	195	1.31%
Concerns about Vanpooling	191	1.29%
Park and Ride Lots - Spanish Translation	180	1.21%
Employer Services	176	1.19%
Walking	174	1.17%
Vanpool Services	173	1.17%
SmartTrip and Metrochek	170	1.14%
Why Should Your Employees Bike to Work	167	1.12%

Commuter Connections Website Activity -- June 2005

Vanpool Incentive Programs	163	1.10%
Bicycling Guide - Employees	159	1.07%
Bicycling Guide - Resources	156	1.05%
Telework Centers	149	1.00%
Tips to Successful Carpooling	145	0.98%
Total	14,848	100.00%

Commuter Connections Website Activity -- June 2005



COMMUTER OPERATIONS CENTER

PERFORMANCE DATA

JUNE 2005



TRANSPORTATION PLANNING BOARD
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS



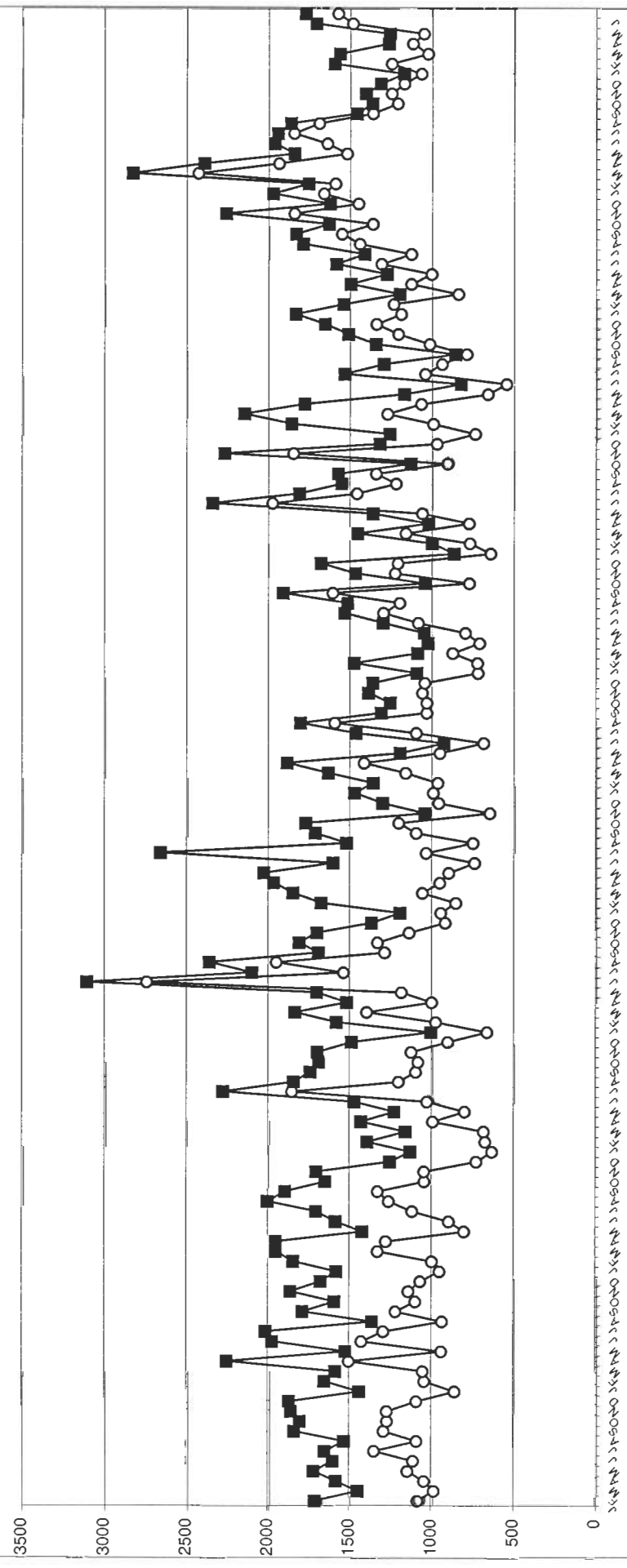
TABLE 2A**COMMUTER CONNECTIONS APPLICATION ACTIVITY SUMMARY
JUNE 2005**

	New Apps	Re-Apps	Follow Up	Total
ALEXANDRIA	19	0	37	56
ARLINGTON (COG)	0	0	1	1
ARTMA	122	0	101	223
BALTIMORE CITY	9	0	9	18
BMC	1	0	20	21
COG - MD	112	3	178	293
COG - VA	137	2	194	333
COG - Other	15	0	17	32
DISTRICT OF COLUMBIA - COG	15	0	17	32
FAIRFAX COUNTY	166	46	279	491
FREDERICK	18	0	24	42
HARFORD	3	0	15	18
HOWARD	10	1	34	45
LINK	3	0	15	18
LOUDOUN	25	1	100	126
MTA	1	0	0	1
MONTGOMERY COUNTY	424	18	498	940
Bethesda Transportation Solutions	0	0	34	34
Countywide	199	5	182	386
Friendship Heights/Rockville	2	0	16	18
North Bethesda TMD	147	13	138	298
Silver Spring	76	0	128	204
NIH	122	0	26	148
NORTHERN NECK	3	1	10	14
NORTHERN SHENAN-LORD FFX	0	0	0	0
PRINCE GEORGE'S	10	2	92	104
PRTC	101	0	284	385
RADCO	181	2	860	1,043
RAPPAHANNOCK-RAPIDAN	6	0	17	23
TRI - COUNTY	71	123	75	269
USDOE	0	0	0	0
TOTAL INPUT	1,574	199	2,903	4,676
TOTAL NEW & RE-APPLICANTS		1,773		

COMMUTER CONNECTIONS CCRS

Applications Processed

FY1997 - FY2005



Month

○ NEW ■ ALL

TABLE 2B

**APPLICATIONS RECEIVED THROUGH THE COMMUTER
CONNECTIONS WEBSITE SORTED BY HOME JURISDICTION
JUNE 2005**

	HOME
ALEXANDRIA	15
ANNE ARUNDEL COUNTY	29
ARLINGTON COUNTY	8
BALTIMORE CITY	2
BALTIMORE COUNTY	7
CALVERT COUNTY	14
CARROLL COUNTY	2
CECIL COUNTY	1
CHARLES COUNTY	18
CLARKE COUNTY	0
CULPEPER COUNTY	3
DISTRICT OF COLUMBIA	10
FAIRFAX COUNTY *	91
FAUQUIER COUNTY	5
FREDERICK COUNTY, MD	23
FREDERICK COUNTY, VA	1
FREDERICKSBURG	11
HARFORD COUNTY	2
HOWARD COUNTY	10
KING GEORGE COUNTY	1
LANCASTER COUNTY	0
LOUDOUN COUNTY	24
MADISON COUNTY	1
MONTGOMERY COUNTY	36
ORANGE COUNTY	1
PAGE COUNTY	1
PRINCE GEORGE'S COUNTY	31
PRINCE WILLIAM COUNTY **	99
RAPPAHANNOCK COUNTY	0
RICHMOND COUNTY	1
SHENANDOAH COUNTY	4
SPOTSYLVANIA COUNTY	62
STAFFORD COUNTY	33
ST. MARY'S COUNTY	3
WARREN COUNTY	4
WESTMORELAND COUNTY	1
WINCHESTER	2
OTHERS	21
TOTAL	577

* Fairfax County includes City of Fairfax and Falls Church.

** Prince William County includes Manassas and Manassas Park.

TABLE 3**COMMUTER CONNECTIONS
APPLICANT DATABASE SORTED BY RESPONSIBLE AGENCY
JUNE 2005**

ALEXANDRIA	238
ARLINGTON (COG)	12
ARTMA	824
BALTIMORE CITY	73
BMC	228
COG	6,541
DISTRICT OF COLUMBIA	22
DOE	1
FAIRFAX COUNTY	2,458
FREDERICK	292
HARFORD COUNTY	160
HOWARD COUNTY	194
LINK/RESTON	69
LOUDOUN COUNTY	991
MONTGOMERY COUNTY	6,660
Bethesda Transportation Solutions	1,184
Countywide	1,249
Friendship Heights/Rockville	922
North Bethesda Transportation Ctr	2,580
Silver Spring	725
MTA	12
NIH	199
NORTHERN NECK	54
NORTHERN SHENANDOAH VALLEY	5
PRINCE GEORGE'S COUNTY	734
PRTC	1,912
RADCO	3,959
RAPPAHANNOCK-RAPIDAN	226
TRI - COUNTY	1,030
OTHER	0
TOTAL	26,894

COMMUTER CONNECTIONS CCERS DATABASE FY1997 - FY2005

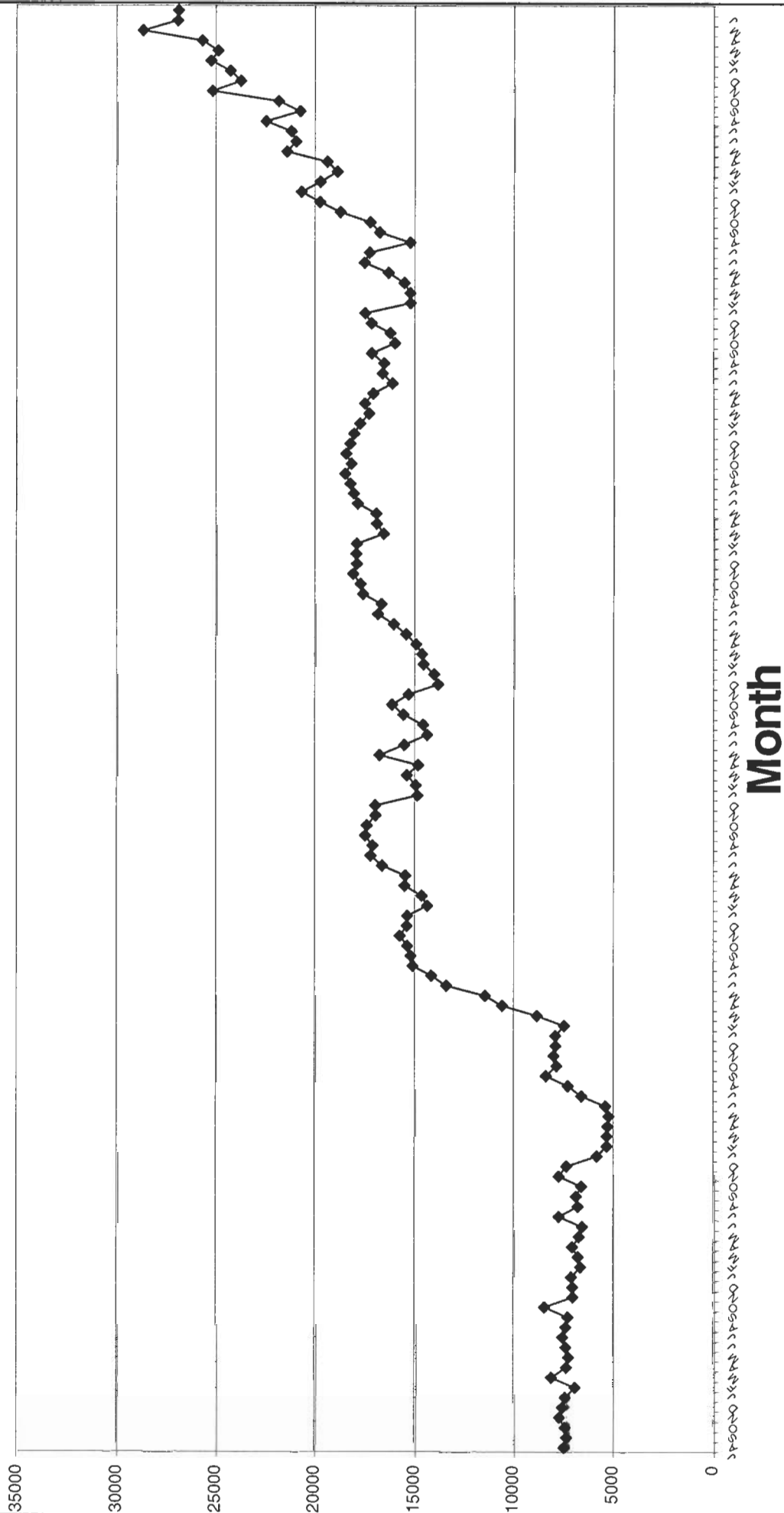


TABLE 4A

COMMUTER CONNECTIONS RIDESHARE DATABASE
 SORTED BY HOME AND WORK JURISDICTIONS
 JUNE 2005

	HOME	WORK
ALEXANDRIA	337	890
ANNE ARUNDEL COUNTY	1,028	142
ARLINGTON COUNTY	294	3,893
BALTIMORE CITY	248	185
BALTIMORE COUNTY	351	123
CALVERT COUNTY	380	5
CARROLL COUNTY	121	5
CECIL COUNTY	32	4
CHARLES COUNTY	782	63
CLARKE COUNTY	20	1
CULPEPER COUNTY	111	1
DISTRICT OF COLUMBIA	707	10,346
FAIRFAX COUNTY *	2,937	2,547
FAUQUIER COUNTY	280	7
FREDERICK COUNTY, MD	1,142	72
FREDERICK COUNTY, VA	30	0
FREDERICKSBURG	256	7
HARFORD COUNTY	184	110
HOWARD COUNTY	765	92
KING GEORGE COUNTY	94	29
LANCASTER COUNTY	5	0
LOUDOUN COUNTY	1,180	249
MADISON COUNTY	6	0
MONTGOMERY COUNTY	4,292	7,357
ORANGE COUNTY	110	1
PAGE COUNTY	8	0
PRINCE GEORGE'S COUNTY	2,361	503
PRINCE WILLIAM COUNTY **	3,517	140
RAPPAHANNOCK COUNTY	11	0
RICHMOND COUNTY	35	47
SHENANDOAH COUNTY	23	0
SPOTSYLVANIA COUNTY	1,614	6
STAFFORD COUNTY	2,411	13
ST. MARY'S COUNTY	160	38
WARREN COUNTY	109	0
WESTMORELAND COUNTY	42	0
WINCHESTER	58	2
OTHERS	876	39
TOTAL	26,917	26,917

* Fairfax County includes City of Fairfax and Falls Church.

** Prince William County includes Manasas and Manasas Park.

TABLE 4B

**Commuter Connections Applicant Database
Sorted By Origin and Destination as of June 2005**

JURISDICTION	LIVE INSIDE WORK INSIDE JURISDICTION	LIVE INSIDE WORK OUTSIDE JURISDICTION	LIVE OUTSIDE WORK INSIDE JURISDICTION
DISTRICT OF COLUMBIA	128	579	10,218
DELAWARE	0	20	0
MARYLAND			
Anne Arundel	22	1004	120
Allegany	0	0	0
Baltimore City	20	227	165
Baltimore County	26	319	97
Calvert	3	376	2
Caroline	0	13	0
Carroll	2	117	3
Cecil	0	23	4
Charles	44	734	19
Dorchester	0	4	0
Frederick	28	1102	43
Harford	69	114	41
Howard	8	756	84
Kent	0	3	1
Montgomery	3,339	946	4,013
Prince George's	94	2,254	407
Queen Anne	0	57	1
St. Mary's	6	152	32
Talbot	0	13	3
Washington	1	154	1
Wicomico	0	0	0
Maryland Total	3,662	8,368	5,036
PENNSYLVANIA	0	61	2
VIRGINIA			
Albemarle	0	0	0
Alexandria	7	327	881
Arlington	25	268	3,836
Caroline	0	119	0
Chesterfield	0	7	0
Clarke	0	20	1
Culpeper	0	111	1

JURISDICTION	LIVE INSIDE WORK INSIDE JURISDICTION	LIVE INSIDE WORK OUTSIDE JURISDICTION	LIVE OUTSIDE WORK INSIDE JURISDICTION
Dinwiddle	0	0	0
Essex	0	10	3
Fauquier	0	279	7
Fairfax City	0	116	49
Fairfax County	254	2,515	2,114
Falls Church	0	48	125
Fluvanna	0	0	0
Fredericksburg	0	253	7
Frederick	0	28	0
Greene	0	0	0
Hanover	0	12	2
Henrico	0	25	0
King George	1	93	28
King and Queen	0	1	0
Lancaster	0	5	0
Loudoun	42	1132	206
Louisa	0	18	0
Madison	0	6	0
Manassas	1	26	4
Manassas Park	0	18	0
Northumberland	0	10	0
Orange	0	110	1
Page	0	8	0
Prince William	34	3,427	101
Rappahannock	0	11	0
Richmond City	1	34	46
Richmond County	0	10	1
Shenandoah	0	23	0
Spotsylvania	1	1610	5
Stafford	0	2405	13
Warren	0	109	0
Westmoreland	0	42	0
Williamsburg	0	1	0
Winchester	0	57	2
Virginia Total	366	13,294	7,433
WEST VIRGINIA	0	303	7
TOTAL (all jurisdictions)	4,156	22,625	22,696

**TABLE 5
TERM/COMMUTE INFORMATION
JUNE 2005**

APPLICATIONS	TELEWORK	GRH	EMPLOYER OUTREACH	TRANSIT	BIKE	CARPOOL VANPOOL	OTHER
Mail	N/A	159	N/A	N/A	N/A	35	N/A
Internet	N/A	434	N/A	N/A	N/A	583	N/A
Kiosks	N/A	4	N/A	N/A	N/A	4	N/A
Purge Letters	N/A	N/A	N/A	N/A	N/A	12	N/A
Fax/Phone	N/A	4	N/A	N/A	N/A	0	N/A
From Client	N/A	0	N/A	N/A	N/A	0	N/A
Employer Survey	N/A	0	N/A	N/A	N/A	0	N/A
TOTAL	N/A	601	N/A	N/A	25	634	N/A
PHONE CALLS							TOTAL
Brochure/Promo Materials	0	3	0	2	0	2	7
Bus/Train Schedule	0	4	0	2	0	2	8
Bus/Train Sign	0	2	0	3	0	1	6
Direct Mail	0	3	0	0	0	1	4
Employer	0	1	0	0	0	0	1
Employer Survey	0	0	0	0	0	0	0
Fair/On Site Event	0	0	0	0	0	0	0
Government Office	0	2	0	0	0	0	2
Highway Sign	0	0	0	17	0	7	33
Information (411)	0	0	0	0	0	1	1
Internet	0	8	0	5	0	17	35
Library	0	0	0	0	0	0	0
Mobile Billboard	0	0	0	0	0	0	0
Newsletter	0	0	0	0	0	0	0
Newspaper	0	0	0	0	0	0	0
Newspaper (Local)	0	0	0	1	0	0	1
Other Ridesharing Org	0	1	0	0	0	0	1
Park-and-Ride Lot Sign	0	0	0	0	0	0	1
Post Card (COG)	0	0	0	0	0	0	0
Presentation	0	0	0	0	0	0	0
Radio	0	3	0	6	0	11	21
Real Estate/Welcome Wagon	0	0	0	0	0	0	0
Referral from Transit Org	0	2	0	2	0	1	5
Theatre Slide	0	0	0	0	0	0	0
TV	0	1	0	0	0	1	2
Van Sign	0	1	0	0	0	1	2
Was/Is Applicant	0	188	1	0	0	34	223
White Pages	0	1	0	0	0	1	2
Word of Mouth	0	25	1	8	0	19	54
Yellow Pages - Verizon	0	0	0	6	0	4	10
Yellow Pages - Yellow Book	0	0	0	0	0	0	0
Yellow Pages - Local	0	0	0	6	0	2	9
Voice Mail Messages	0	7	0	8	0	24	39
Other/Unknown	0	2	0	0	0	4	7
TOTAL CALLS	0	254	2	66	0	133	474

TABLE 6B

APPLICATIONS RECEIVED AT CLIENT PROGRAMS

JUNE 2005

	COG	ALX	ARTMA	ABATT	BEETH	BMBC	DOOD	DOE	FFX	FRED	HAR	HOW	LINK	LDN	MMC	MTA	NIH	NECK	NSHEN	PGC	PRTC	RADC	RARP	SS	TAP	TRI	TOTAL
How they heard...																											
Brochure/Promo Matrix	49	3											6														58
Bus/Train Schedule	33																			4							37
Bus/Train Sign	20													1													21
Direct Mail	8																										8
Employer	35	1																									36
Employer Survey	0												112														112
Fair/On Site Event	2		88										10										1	25			126
Government Office	23							1	15																		39
GRH Program		8	10					158	23		15			55						2	109	2	2				384
Highway Sign	3							1													3						7
Information (411)	1																										1
Internet	57	16						2	3				38	16						39	27	6	1				205
Library	0																										0
Mobile Billboard	1																										1
Newsletter	1														1												2
Newspaper	0																					1					1
Newspaper (Local)	1																										1
Other Ridesharing Org	7							1	1		4									10			2				25
Park-and-Ride Sign																											0
Post Card (COG)	0																										0
Presentation	0													12													12
Radio	65																				1						66
Real Estate/Welcomew	0																										0
Referral from Transit Org	0		3						23																		26
Theatre Slide	0																										0
TV	9																										9
Van Sign	1																										1
Was/Is Applicant	18										6		15							250			3	13			305
White Pages	0																										0
Word of Mouth	92							1		1			1							8		30					133
Yellow Pgs-Verizon	0																										0
Yellow Pgs-Yellow Bk	0																										0
Yellow Pages-Local	1									1																	2
Voice Mail Messages	0																							56			56
Other	26		19						1		8		9	21								5		168			257
Total	453	28	120	0	0	0	0	0	187	40	5	33	0	53	244	0	0	0	0	0	313	176	12	99	168	0	1931

MONTHLY PROGRESS REPORT

PROJECT ELEMENT: Metropolitan Washington Telework Resource Center 6142
Month: June 2005 FY05
Staff Contact: Danette Campbell
Edited By: Nicholas Ramfos
Today's Date: July 27, 2005

Background Activities

Major activities in June included:

- Editing the Expanded Telework TERM final report
- Drafting the 2005 Employer Telework Workshops Final Report
- Preparing materials for and presenting at the Virginia TDM Conference
- Attending online training meeting at the Fredericksburg Telework Center
- Preparing for and attending a meeting with technical contractors
- Participating in a “wrap-up” conference call with the Telecommuting Advantage Group to address any Expanded Telecommuting TERM outstanding issues that may exist
- Attending the Employer Awards Ceremony at the National Press Club
- Participating in an on-site Employer Outreach meeting with the Alexandria Employer Outreach and Clarke and Sampson representatives to discuss the implementation of a formal telework program

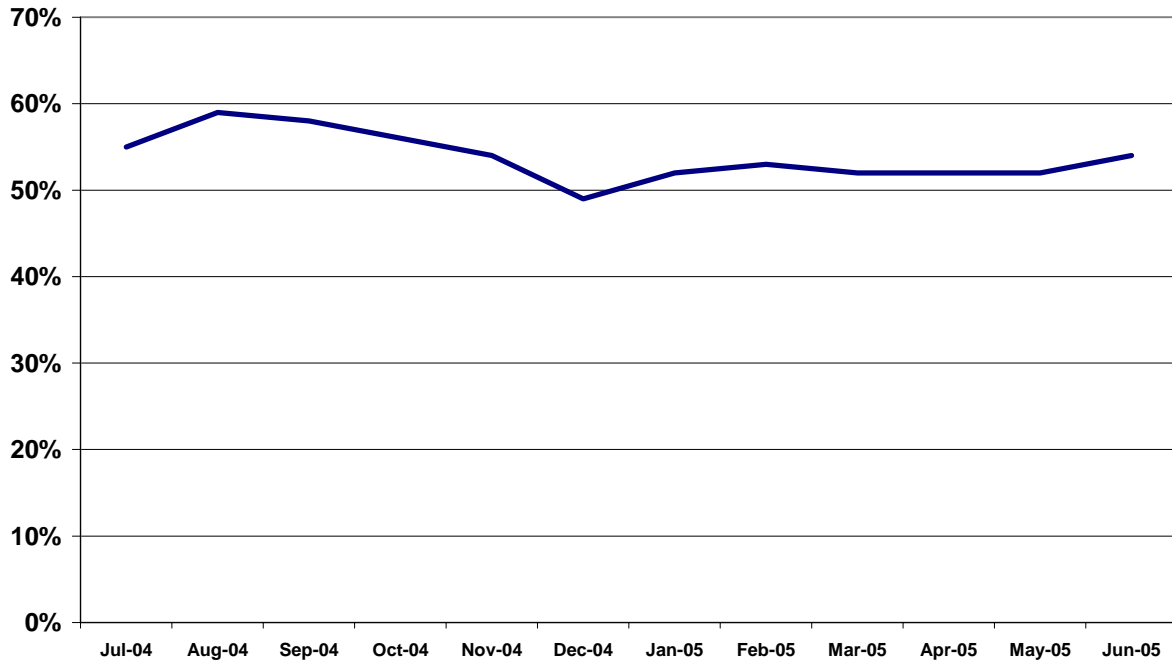
Telework Resource Center:

- June 1 Participating in a conference call with Virginia TDM Conference Employer Panelists
- June 7-8 Virginia TDM Conference
- June 13 Employer Recognition Awards conference call
- June 15 Conference call with Telecommuting Advantage Group
- June 27 Conference call with BearingPoint
- June 30 Meeting with Clarke and Sampson in Alexandria

Products

- Responded to 46 calls regarding the Telework Resource Center
- Disbursed 43 Telework Resource Center kits
- Telework center utilization currently at 54% (used by 579 individuals)
- Telework Center users: (84%) are federal workers, (16%) are non-federal workers

Center Utilization Percentage



- May 2005 Telework Resource Center Monthly Report
- May 2005 Telework Virginia Monthly Report
- May 2005 TPE Monthly Report
- Expanded Telecommuting TERM Final Report
- 2005 Employer Telework Workshop Draft Final Report
- 2005 Performance Appraisal and 2006 Goals
- Telework presentation at TDM Conference
- PowerPoint and scripted questions for TDM Conference

Problems Encountered:

None at this time.

Future Activities

- Finalize Expanded Telecommuting TERM report
- Finalize and distribute 2005 Employer Telework Workshops report
- Telework Presentation to District of Columbia Department of Energy

Expanded Telecommuting TERM activities:

1. Background Activities

Most of TAG's efforts in June were concentrated on completing the Expanded TERM Final Report. In addition, TAG focused on providing the ACT! database in its most updated format to COG. TAG also provided COG with a list of employers to follow-up with when the Expanded TERM initiative ends in June.

2. Employers Contacted

Employers contacted during the month of June included Booz Allen, Arnold Porter, DOJ, ATF, Mitre, Northrop Grumman, and Marriott International.

3. On Site Meetings

Workshops were conducted with Northrop Grumman and Marriott International.

4. Products

- ACT! database
- Spreadsheet of 23 employers who need additional follow-up from the Commuter Connections Telework Resource Center
- Expanded Telecommuting TERM final report

MONTHLY PROGRESS REPORT

PROJECT ELEMENT	Integrated Ridesharing 6143	
Month:	June 2005	FY05
Staff Contact:	N. Ramfos	
Edited By:	N. Ramfos	
Today's Date:	July 27, 2005	

Background Activities

Routine physical maintenance continued with each of the kiosk sites and the kiosk software design and content. Problems were reported at La Promenade, Tysons Corner, and Springfield Malls and were corrected.

The Pentagon has been contacted, and the contractor has given their information so that can perform our first site visit there since the September 11th incidents.

La Promenade was contacted regarding the lack of trash-cans near the kiosk, resulting in the mistaken use of the paper tray as a trash can. We were informed us that there are no trash cans in the mall because they are a security risk, and additionally the kiosk will need to be removed, because they are preparing to perform renovations due to a recent changeover in management. They may like the kiosk back after renovations are complete.

The DSL lines at both Tysons Corner and Springfield Mall were both down, however after a bit of troubleshooting, the issue was resolved with the assistance of Verizon.

Work began on the completion of the User Requirements\Functional Specification document for the web migration project. A selection committee selected Foresight Technologies as the contractor for updating our current User Requirements\Functional Specification document (URFSD) for the web migration project. Staff held meetings to address tasks and process of collecting requirements. Staff worked with contractor to conduct internal and external staff interviews to gather requirements for the following business areas: Employer Outreach, Telework Resource Center, Evaluation\Survey functions, Special event pooling, Kiosk Program and potential GRH program in the Baltimore Area. The contractor has submitted a draft URFSD summarizing all user requirements gathered, upon which staff reviewed and approved the document.

Staff also conducted maintenance procedures on the FTP\Web server and the CCRS server.

Staff continued working on bus stops update procedures to update the bus stops file for the region on the CCRS program. Staff completed street centerline update procedures for Loudoun

and Fairfax counties. Staff also conducted maintenance procedures on the FTP\Web server and the CCRS server.

Products

- < May monthly usage statistics for InfoExpress kiosks.

Problems Encountered

- < Communication problems were reported at Tysons and Springfield malls.

Future Activities

- < Update the integrated CCRS & GRH web-based system.
- < Evaluate effectiveness of Integrated Rideshare measure.
- < Continue negotiations with potential Commuter Connections InfoExpress mobile kiosk sites with employers located in Northern Virginia and the District of Columbia.
- < Implement Kiosk ambassador marketing campaign.
- < Move the kiosk from Pentagon City Mall and from La Promenade

INFOEXPRESS KIOSK USAGE RATES

Month: June 2005

Kiosk Location	Number of Users	Number of Total Hits	Top Five Buttons	Number of Hits
Tysons Mall # 1	537	N/A	Maps & Guides Tysons Traffic Weather Transit	69 16 13 12 4
Tysons Mall # 2	2169	N/A	Maps & Guides Weather Traffic Transit Tysons	126 53 38 28 27
Manassas Mall	291	2637	Maps Weather Metro Manassas Traffic	101 59 44 39 37
La Promenade	19	245	La Promendae Tysons News Transit Commuter Connections	8 7 4 3 3
Union Station	593	5020	Maps & Guides VRE Traffic Weather Metro	274 75 68 59 58
Springfield Mall # 1	15	210	N/A	

Kiosk Location	Number of Users	Number of Total Hits	Top Five Buttons	Number of Hits
Reston TownCenter	909	7741	Maps Weather Reston Traffic VRE	240 227 168 119 54
Pentagon City Mall	N/A	N/A	N/A	
Springfield Mall # 2	N/A	N/A	N/A	
Dulles Town Center	310	2023	Maps Dulles Weather News Transit	94 63 58 31 29
Fair Oaks Mall	2423	N/A	Maps Weather Fair Oaks Traffic CRIS	190 96 66 59 40
Ballston Common Mall	122	963	Maps Ballston Mall Weather VRE Commuter Connections	51 30 20 16 14

Kiosk Location	Number of Users	Number of Total Hits	Top Five Buttons	Number of Hits
USDA - DC	N/A	N/A	N/A	
Pentagon	N/A	N/A	N/A	
Hoffman Center	N/A	N/A	N/A	
Fairfax County Kiosks				
Location	Users			Hits
Sherwood Library	1			16
George Mason Library	1			16
Chantilly	1			16
Kings Town	no file			
Mason Govt Center	1			16
Kings Park	2			24
Reston Library	1			16
Tysons Transit	1			16
Centreville	2			44
DolleyMadison	1			16
Inova	no file			
Pohick	2			34
John Marshall	1			16
Tysons Pimmit	1			16
Pennino	2			32
Govt. Center	1			16
Fairfax Library	1			16
Warranton	no file			no file

JUNE 2005

NUMBER OF APPLICATIONS RECEIVED
FROM KIOSKS

Site	Total
Tysons Corner Center	0
Fair Oaks Mall	0
Springfield Mall	2
Pentagon City Mall	0
Union Station	0
L'Enfant Plaza	0
Pentagon	0
Reston Town Center	4
USDA - DC	0
Ballston	0
Hoffman Center	0
Manassas Mall	0
Dulles Town Center	0
Total	6

MONTHLY REPORT

PROJECT ELEMENT: Employer Outreach 6144
Month: June 2005 FY05
Staff Contact: M. Hersey
Edited By: N. Ramfos
Today's Date: July 27, 2005

Background Activities

Monthly synchronizations from seven of the employer outreach jurisdictions were without any problems. Loudoun County, Prince George's County, and Tri-County Council have not submitted their monthly reports.

Staff supported regional outreach staff in resolving ACT! Database problems for data collection. Staff continued the database audit of all records and began a sweep to ensure data integrity.

Staff coordinated with BMI-SG on the development of the survey web application that will enable the outreach representatives to access their respective client's survey results. Staff commenced beta testing on new commuter survey application and is seeking input from the local jurisdictions on the new system.

Staff coordinated and prepared evaluations for each jurisdiction for transmittal to the state funding agency's for review.

Staff coordinated with the DC Marketing Center for software update for Customer Referral Action Email system and maintained client contacts list.

Staff assisted the Telework Virginia project by processing survey request forms and supporting the Virginia-based outreach representatives.

Staff worked on updating levels of participation and verifying company information to submit for inclusion into the model runs for the 2005 TERM Analysis report.

A Request for Proposals was prepared and released by COG to hire a contractor to conduct Employer Outreach services for the District of Columbia, Frederick County, and Prince William County.

Products

June monthly sales activities
District of Columbia, Frederick and Prince William County's Employer Outreach Services RFP

Problems Encountered

Arlington County submitted their FY 2005 Scope of Work and budget on June 29th.

Future Activities

Database Audit and re-synchronization

The next Employer Outreach Ad-Hoc Group meeting will be on July 19th, 2005.

Finalize web site survey database

Month:
June 2005

	City of Alexandria	Arlington County	District of Columbia	Fairfax County	Frederick County	Loudoun County *	Montgomery County	Prince George's *	Prince William	Tri – County Council *	Metro	Telework
Employers Contacted (new)	2	3	0	1	0	0	16	0	0	0	0	0
Employers Contacted (follow-up)	5	67	153	1	59	0	272	0	32	0	0	0
Total Broadcast Contacts	0	2215	0	316	0	0	2045	0	0	0	0	0
Total Sales Meetings	1	3	3	0	0	0	24	0	0	0	0	0
Total Employers Contacted	8	2288	156	318	59	0	2357	0	32	0	0	0
New Level 1 TDM Programs	0	1	0	0	0	0	1	0	0	0	0	0
New Level 2 TDM Programs	0	1	0	1	0	0	3	0	0	0	0	0
New Level 3 TDM Programs	0	1	0	0	0	0	2	0	0	0	0	0
New Level 4 TDM Programs	0	0	0	0	0	0	1	0	0	0	0	0

NOTE: TDM levels are explained on the attachment. Each level represents TDM strategies implemented by an employer that will have some effect in converting single occupant vehicle commuters to ridesharing, transit, bicycling or walking as their main commute mode. Level 1 represents strategies that produce only a small amount of SOV conversion. The strategies for each subsequent level have greater SOV conversion impact.* Did not submit a

monthly report by deadline.

Year to Date FY05

	City of Alexandria	Arlington County	District of Columbia	Fairfax County	Frederick County	Loudoun County	Montgomery County	Prince George's	Prince William	Tri – County Council	Metro	Telework
Employers Contacted (new)	9	114	12	37	0	38	202	95	0	25	0	129
Employers Contacted (follow-up)	25	989	1041	60	323	231	4048	1665	82	10	0	309
Total Broadcast Contacts	41	15025	145	734	513	0	29985	1984	0	221	0	84
Total Sales Meetings	5	108	8	11	2	29	375	69	2	8	0	112
Total Employers Contacted	80	16236	1206	842	838	298	3461	3813	84	264	0	634
New Level 1 TDM Programs	0	77	0	6	0	22	64	3	0	1	0	0
New Level 2 TDM Programs	0	12	0	2	0	7	178	2	0	0	0	0
New Level 3 TDM Programs	0	21	0	2	0	3	47	2	1	1	0	0
New Level 4 TDM Programs	0	3	0	0	0	0	4	0	0	0	0	0

NOTE: TDM levels are explained on the attachment. Each level represents TDM strategies implemented by an employer that will have some effect in converting single occupant vehicle commuters to ridesharing, transit, bicycling or walking as their main commute mode. Level 1 represents strategies that produce only a small amount of SOV conversion. The strategies for each subsequent level have greater SOV conversion impact.

EXPLANATION OF JURISDICTIONAL ACTIVITIES DATA

Did not supply monthly report. **New Metrochek for 100+ employers, may include accounts sold by regional employer outreach sales force. Each level represents TDM strategies implemented by an employer that will have some effect in converting single occupant vehicle commuters to ridesharing, transit, bicycling or walking as their main commute mode. Level 1 represents strategies that produce only a small amount of SOV conversion. The strategies for each subsequent level have greater SOV conversion impact.

- A. Employers Contacted (new): Number of contacts with new 100+ employers. This number refers to first time contact with employers; these employers have never been approached (includes phone calls, letters, email, faxes and voicemails)
- B. Employers Contacted (follow- up): Number of contacts with existing 100+ companies. These are contacts with employers after the first attempt (includes forms of contact listed above).
- C. Total Broadcast Contacts: Mass outreach (includes direct mail, faxes, emails)**NEW
- D. Total Sales Meetings: Number of in person contacts with new and existing employers for the purpose of discussing the Commuter Connections program (includes one on one meetings and employers attending seminars and presentations; excludes transportation fairs)
- E. Total Employers Contacted: A + B + C+ D
- F. New Level 1 TDM Programs: Number of Level 1 programs implemented in previous month; more detailed information on these programs must be entered into the ACT database.
- G. New Level 2 TDM Programs: same as above
- H. New Level 3 TDM Programs: same as above
- I. New Level 4 TDM Programs: same as above

EMPLOYER SERVICES PARTICIPATION LEVELS

LEVEL 1 (BRONZE)

- < Expresses interest in telework, transit benefits, Metrochek, Ozone Action Days, or other TDM strategy,
- < Conducts Commuter Survey
- < Distributes alternative commute info. to employees, including Ozone Action Days info.
- < Posts alternative commute info., including Ozone Action Days info., on employee bulletin board(s), newsletter or e-mail

LEVEL 2 (SILVER)

- < Installs a permanent display case or brochure holders and stock with alternative commute info. or Ozone Action Days info.
- < Provides preferential parking for carpools and vanpools
- < Implements an informal telework program
- < Facilitates car/vanpool formation meetings
- < Hosts/sponsors an alternative commute day or transportation fair
- < Implements alternative work schedule program (flex-time, staggered work schedule, compressed work week)
- < Installs bicycle racks or lockers
- < Establishes an ETC who regularly provides alternative commute information to employees

LEVEL 3 (GOLD)

- < Implements a formal telework program
- < Implements a transit/vanpool benefit, Metrochek, or parking "cash out" program
- < Implements a carpool/bicycle/walk benefit
- < Provides free or significantly reduced fee parking for carpools and vanpools (valid only for companies where employees pay for parking)
- < Implements a parking fee (valid only for companies that previously did not charge employees for parking)
- < Becomes a Commuter Connections member and provides on-site ridematching
- < Provides employee shuttle service to transit stations
- < Provides company vanpools for employees' commute to work
- < Installs shower facilities for bicyclists and walkers
- < Implements a comprehensive Ozone Action Days program
- < Supplements GRH program with payment for additional trips or own program

LEVEL 4 (PLATINUM)

- < Implements two or more of the Level 3 TDM programs and actively promotes these programs and alternative commuting

MONTHLY PROGRESS REPORT

PROJECT ELEMENT	Guaranteed Ride Home 6145
Month:	June 2005 FY05
Staff Contact:	N. Ramfos
Edited By:	N. Ramfos
Today's Date:	July 26, 2005

Background Activities

During June, COG received 601 applications for the GRH program. A total of 786 new applicants were registered (464 new applicants and 9 previous “one-time exception” users) and 331 commuters were re-registered. The GRH program provided 254 GRH trips. Thirty-four (34) of these trips were “One-Time Exceptions” accounting for thirteen percent (13%) of the total number of GRH trips provided. Personal illness accounted for the largest portion of GRH trip reasons followed by child care/illness. A total of 27,071 commuters are currently registered for GRH.

Radio advertisements promoting the GRH program ran during the month.

A meeting was held with Diamond Transportation on June 17th to discuss the status of the GRH program operations and any customer service issues.

Products

Provided 254 GRH trips.
Received 601 applications.
Registered 464 new applicants, including 9 “one-time exceptions.”
Re-registered 331 commuters.
Received 254 calls for GRH information.
Contacted “expiring” registrants by telephone.
Database management and maintenance.
GRH server maintenance.
Processed invoices from transportation providers and reservations/dispatching contractor, and processed Transit Reimbursement Vouchers.
May monthly performance report.
Radio advertisements

Problems Encountered

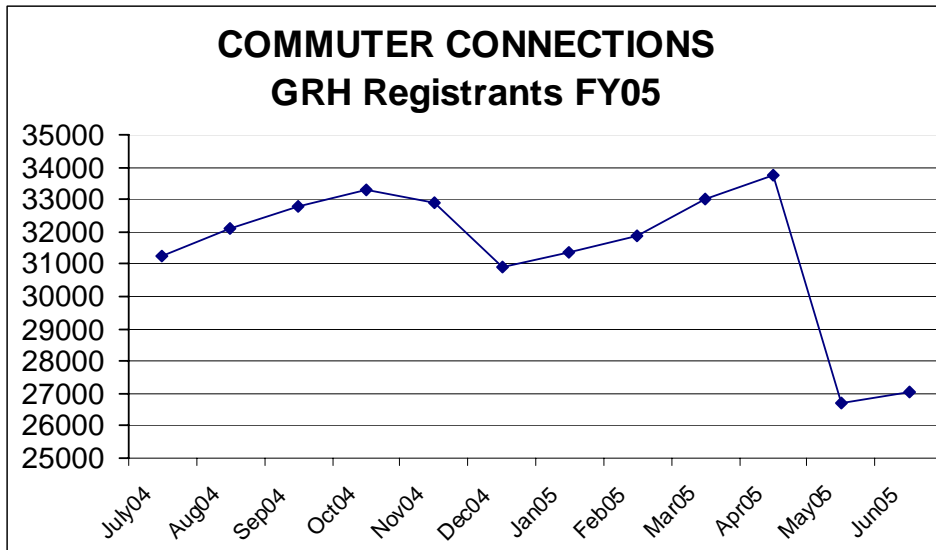
None.

Future Activities

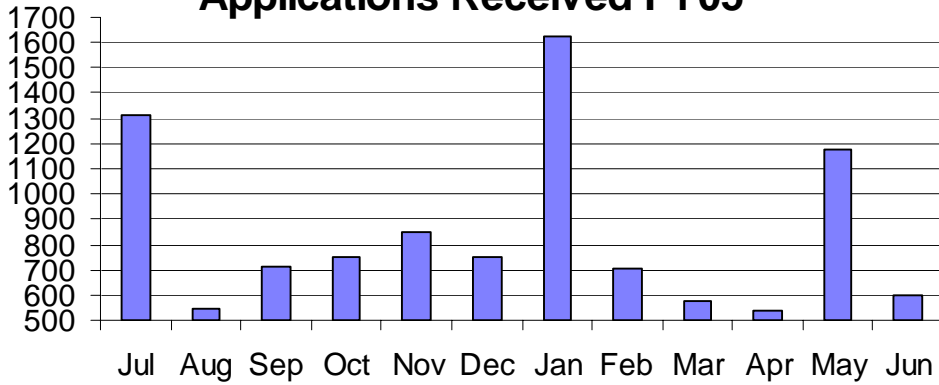
- COG staff will continue to work with their software contractor to update GRH software

as needed.

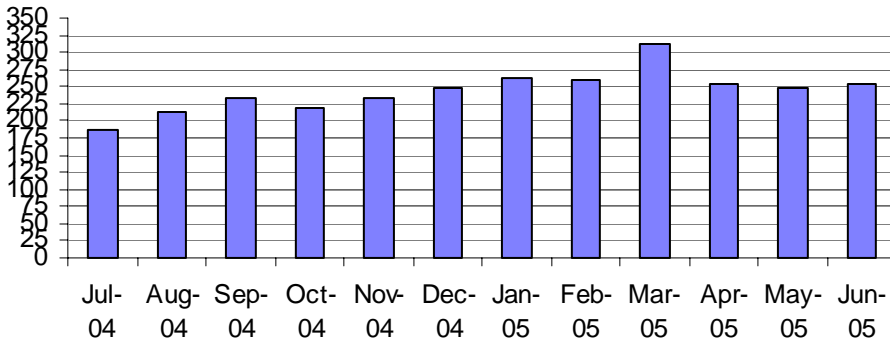
- Continue surveying of GRH users to obtain satisfaction feedback.
- Continue to re-register GRH commuters that reached their one-year expiration date.
- Produce progress reports.
- Continue overall operations of GRH program.
- Distribute GRH information at alternative transportation events and via COG staff and Employer Services representatives.
- Perform overall database maintenance.
- Integrate GRH database management software system with regional CCRS software system.
- Evaluate GRH regional marketing campaign. Continue response data collection and final numbers reporting from GRH mailout of postcard and self-mailers. This includes tracking of test urls, phone calls and returned applications.



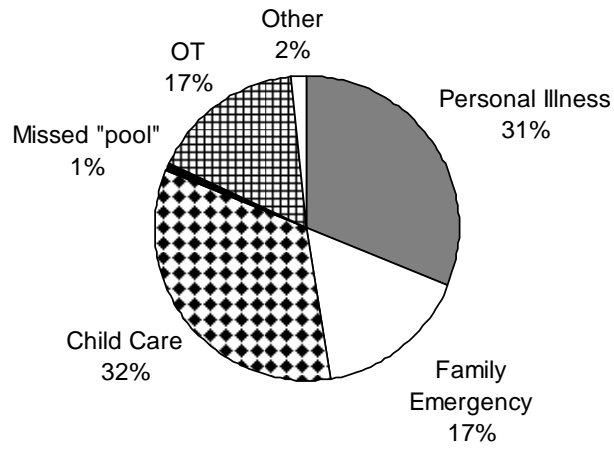
COMMUTER CONNECTIONS GRH Applications Received FY05



COMMUTER CONNECTIONS Trips Provided FY05



COMMUTER CONNECTIONS GRH Trip Reasons for June 2005



MONTHLY PROGRESS REPORT

PROJECT ELEMENT: Employer Outreach for Bicycling 6146
Month: June 2005 FY05
Staff Contacts: Michael J. Farrell/Mark Hersey
Edited By: N. Ramfos
Today's Date: July 27, 2005

Background Activities

Final wrap up meeting for Bike to Work Day 2005 was held on June 10th. The group discussed the event's success and areas for improvement.

The employer challenge luncheon was held at AOL on June 30th. WABA, COG, and Loudoun County staff attended the event.

Products

Bike To Work Day Employer Challenge plaque

Problems Encountered

None

Future Activities

- Distribute bike to work guides to WABA, DDOT, and other users upon request.
- Update current bike to work guide.
- Complete TERM Analysis Evaluation
- Draft 2005 Bike To Work Day report

MONTHLY PROGRESS REPORT

PROJECT ELEMENT	Regional Mass Marketing Campaign	6147
Month:	June 2005	FY05
Staff Contact:	D. Franklin	
Edited By:	N. Ramfos	
Today's Date:	July 27, 2005	

Background Activities

- Mass Marketing advertising:
 - No Mass Marketing Radio spots ran during June as the focus was on GRH radio.
 - Internet Key Word sponsorships appeared on Google and Overture network to drive traffic to Commuter Connections web site, running the entire month of June.
- June 7th Regional TDM Marketing Group meeting held at COG. Presentations by
 - PRTC - OmniLink Anniversary Promotion
 - Commuter Connections – FY05 2nd Half marketing update
 - WMATA - CitiCard SmarTrip promotion; Wrapped Trains and Off-Peak Advertising
- A draft of the Commuter Connections Marketing Campaign summary for the second half of FY05 was issued.
- El Zol vehicle promotion - Four El Zol vans were outfitted with magnetic Commuter Connections signs and made appearances at Hispanic events in the Washington area.

Products

- Internet key word sponsorships.
- Regional TDM Marketing Meeting.
- Commuter Connections 2nd Half Marketing Campaign Summary Draft Report.
- El Zol vehicle promotion.

Problems Encountered

None

Future Activities

- Distribute Commuter Connections FY05 Second Half Marketing Campaign Summary Final Report.

- Issue call for updates for the 2005 Washington Metropolitan TDM Resource Guide and Strategic Marketing Plan (SMP). The purpose of the SMP is to have a comprehensive guide summarizing Transportation Demand Management marketing plans, activities and budgets within the Washington region. The SMP is compiled based on input from the local COG jurisdictions, transit agencies, TMA's state DOT's and a number of other sources.