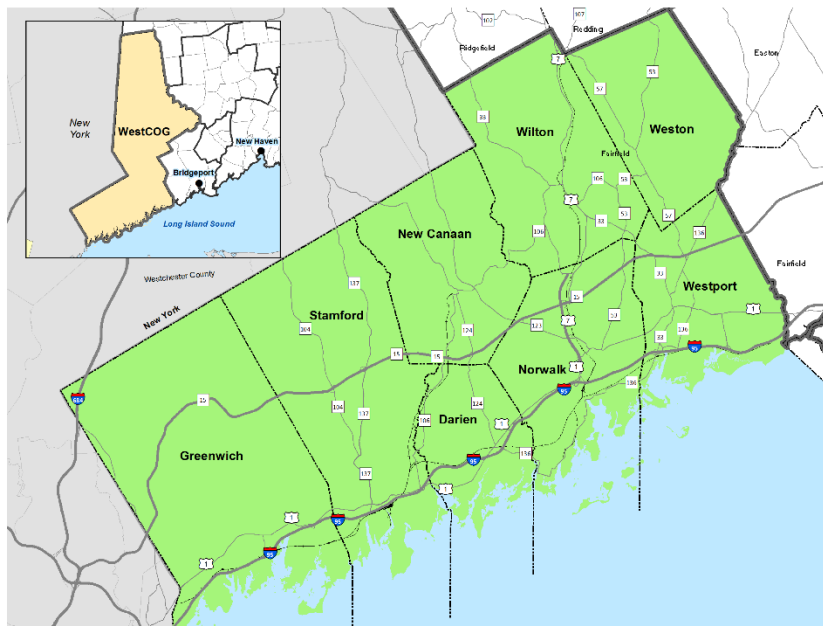


South Western Region MPO Unified Planning Work Program

FY2016 (7/1/15 – 6/30/16)

FY2017 (7/1/16 – 6/30/17)



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In cooperation with:
CT Department of Transportation
US Department of Transportation – Federal Highway Administration
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Chapter 1

Background

TRANSPORTATION PLANNING IN THE SOUTHWESTERN REGION, CT

INTRODUCTION

The South Western Region Metropolitan Planning Organization (SWRMPO)

The policy board for decision-making regarding transportation issues is the South Western Metropolitan Planning Organization (SWRMPO).¹ The SWRMPO is comprised of representatives from the transit districts and Chief Elected Officials of the eight municipalities that encompass the South Western Region. The municipalities are: Darien, Greenwich, New Canaan, Norwalk, Stamford, Weston, Westport, and Wilton. The South Western Transportation Technical Advisory Group (TTAG) provides technical support to the SWRMPO. The TTAG includes WestCOG staff and representatives from transit districts, municipalities and CTDOT, FHWA and FTA.

Western CT Council of Governments is the Host Agency

FY2015 is a major transition year for regions in Connecticut. Changes in regional structure were mandated by CT Public Act 13-247. The act dissolved regional planning agencies including the South Western Regional Planning Agency (SWRPA) and regional councils of elected officials including the Housatonic Valley Council of Elected Officials (HVCEO), precipitating the restructuring into Councils of Governments (COGs) no later than January 1, 2015. As a result of the mandate, the HVCEO and SWRPA agreed to merge and received CT Office of Policy Management approval and recognition of the new COG, the Western Connecticut Council of Governments (WestCOG). The two existing regional planning organizations were sunset and WestCOG officially became operational on January 1, 2015.

The change in regional governmental structure necessitated a concomitant change in the hosting of the metropolitan transportation planning program for the SWRMPO and the Housatonic Valley MPO (HVMPO). Effective January 1, 2015, WestCOG became host to the two transportation planning programs. WestCOG staff provide transportation planning and administrative support services to the SWRMPO consistent with the approved Unified Planning Work Program.

Transportation Planning in the South Western Region

¹ In a letter dated June 26, 1981, to the FHWA and UMTA (now FTA), Governor O'Neill revoked Connecticut's participation in the Tri-State Regional Planning Commission as the MPO, and designated six new MPOs effective July 1, 1981. The SWRMPO for the South Western Region is comprised of the Chief Elected Officials of the South Western Region and the Directors of the South Western Region Transit Districts. The Chairman of WestCOG serves in an advisory capacity and is a nonvoting member. The Memorandum of Understanding for formation of a MPO was reaffirmed in 1996. As a result of the 2000 Census, the South Western Region was incorporated into the expanded Bridgeport-Stamford Urbanized Area pursuant to the May 1, 2002 Federal Register Notice of Qualifying Urban Areas for Census 2000. On July 8, 2002, the South Western Region MPO was designated a transportation management area (TMA) pursuant to July 8, 2002 Federal Register Notice of Designation of Transportation Management Areas. Through the coordinated effort and cooperation of the five MPOs, six regional planning organizations (RPOs), transit agencies, CTDOT, Federal Highway Administration (FHWA), and Federal Transit Administration (FTA), a new Memorandum of Understanding was developed and signed in December 2002. In October 2002, April 2003 and March 2006 the MPO revised the *South Western Region MPO Operating Procedures* to enable adjacent MPOs to have reciprocal non-voting membership in the MPO and the Transportation Technical Advisory Group (TTAG). In FY2006 the MPO approved streamlined procedures for TIP administrative adjustments and began a comprehensive update of the operating procedures.

The SWRMPO is committed to developing an efficient, multi-modal transportation system, which will increase the mobility of people and goods within the Region.² The strategy for achieving this is through the development of transportation plans, programs and projects, including: the Unified Planning Work Program (UPWP); the Regional Long Range Transportation Plan (LRTP), and the Transportation Improvement Program (TIP).

All SWRMPO projects and initiatives are accomplished in cooperation with WestCOG, the Connecticut Department of Transportation (CTDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). Connecticut Department of Environmental Protection (CTDEEP) participation is encouraged.

UNIFIED PLANNING WORK PROGRAM

The SWRMPO's UPWP is the transportation planning work plan for the Region. It summarizes the numerous programs, projects, and products that the Region expects to conduct and accomplish over the next two years. It also documents the proposed expenditure of federal, state and local transportation planning funds during this period.

The UPWP is required by the federal government under 23 CFR 450.308. ***The South Western Region MPO FY2016 & FY2017 Unified Planning Work Program*** fulfills this requirement for Connecticut's South Western Region and the SWRMPO.

The South Western Region MPO FY2016 & FY2017 Unified Planning Work Program follows CTDOT guidance issued in March – April 2015.

The UPWP:

- Describes transportation planning in the South Western Region (Chapter 1)
- Details the UPWP task components, deliverables, schedules, staffing and budgets (Chapter 2 Tasks 1-4)
- Identifies technical studies performed by WestCOG staff to the South Western Region MPO and others (Chapter 3 – Other Transportation Planning Studies)
- Provides budget and financial information and job descriptions (Chapter 4)
- Includes supporting documentation - resolutions, policies, maps, employee duties & job descriptions (Chapter 5)

The UPWP has four tasks:

Task 1: Data Collection and Analysis

Task 2: Planning Activities (*Consultant services supporting planning activities are identified*)

² The basis for metropolitan transportation planning stems from the federal requirements established in 23 U.S.C. 134 and 49 U.S.C. 5303 which sets forth the national policy that the MPO designated for each urbanized area is to carry out a “continuing, cooperative, and comprehensive” (3C) multimodal transportation planning process, including the development of a metropolitan transportation plan and a transportation improvement program (TIP), that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways and bicycle transportation facilities) and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution. These policies encourage continued development and improvement of metropolitan transportation planning processes guided by the planning factors identified in 23 U.S.C. 134(h) and 49 U.S.C. 5303(h). The framework for planning and research program administration and funding is set forth in 23CFR420 and 23CFR Part 450 Section 308.

Task 3: Public Participation

Task 4: Management of the Planning Process

Work Program Components

CTDOT's guidance for the UPWP identifies the core requirements which use the majority of available funding and relate to TIP, the LRTP, the UPWP, the congestion management process, congestion/value pricing, human service transportation planning (LOCHSTP), safety planning, freight planning, and operations planning. WestCOG will continue transit, multimodal, non-motorized transportation and transportation demand management planning to support and enhance mobility, choice and connectivity. The transportation planning program will address Moving Ahead for Progress in the 21st Century (MAP-21) requirements, eight planning factors, and planning emphasis areas. WestCOG staff to the SWRMPO will collaborate with CTDOT and others the requirements for performance measures.

Data collection and analysis, air quality and environmental planning will continue using best practices, new data sources and technology. The region's freight planning will continue and WestCOG staff to the SWRMPO will participate in the upcoming state freight working group. The region's commitment to extensive and innovative public involvement and outreach for projects, programs and plans along with urbanized area, inter-regional and inter-state planning will continue.

On CTDOT and USDOT's behalf, WestCOG staff to the SWRMPO coordinates various federal funding programs such as STP-Urban, Transportation Alternatives Program (TAP), Congestion Management and Air Quality (CMAQ), Local Road Accident Reduction Program, FTA 5310, and serves as a clearinghouse for information on services and programs, such as the CTDOT Safe Routes to Schools program and UConn's Safety Circuit Rider service. WestCOG staff to the SWRMPO also coordinates other funding or discretionary grant programs as they become available, such as Transportation Investment Generating Economic Recovery (TIGER). The region also coordinates state funding programs including: Municipal Grant Program and the CTDOT Local Transportation Capital Improvement Program (LOTICIP) Administrative Services Program (See Task 3.3.1)

In addition, the work program provides administrative and management support to the SWRMPO and TTAG, and various other committees, Title VI, environmental justice, affirmative action, limited English proficiency, and contract compliance activities.

The next section of the document identifies overarching transportation planning goals, the work program's emphasis areas and how the UPWP tasks address the issues.

PLANNING GOALS

Current federal legislation (MAP-21) identifies eight (8) planning factors that are to be addressed in metropolitan transportation planning. The UPWP for the South Western Region incorporates the factors into all facets of the region's transportation planning program. The *South Western Region Consideration of Eight Planning Factors (April 2014)* provides more information. The document is provided in Chapter 5 and is posted at: <https://westcog.org/swrmppo/>

The eight factors are:

ECONOMIC VITALITY - support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency

SAFETY - increase the safety of the transportation system for motorized and non-motorized users

SECURITY - increase the security of the transportation system for motorized and non-motorized users

MOBILITY - increase the accessibility and mobility of people and for freight

ENVIRONMENT & PLANNING - protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns

SYSTEM INTEGRATION - enhance the integration and connectivity of the transportation system, across and between modes, for people and freight

SYSTEM MANAGEMENT - promote efficient system management and operation, and

SYSTEM PRESERVATION - emphasize the preservation of the existing transportation system.

The South Western Region UPWP has incorporated USDOT Planning Emphasis Areas (PEAs) identified in a letter dated May 23, 2014. The PEAs are:

MAP-21 Implementation

- *Transition to Performance Based Planning and Programming.* The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

Models of Regional Planning Cooperation

- *Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.* This is particularly important where more than one MPO or State serves an urbanized area or adjacent urbanized areas. This cooperation could occur through the metropolitan planning agreements that identify how the planning process and planning products will be coordinated, through the development of joint planning products, and/or by other locally determined means. Coordination across MPO and across State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It also includes collaboration among State DOT(s), MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.

Ladders of Opportunity

- *Access to essential services - as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.* Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

FY2016 and FY2017 UPWP EMPHASIS AREAS

Emphasis Areas – FY2016

The UPWP FY2016 focus will be on MAP-21 compliance and CTDOT-directed activities. Performance measures, safety planning, freight planning and update of the LRTP and the LOCHSTP for the Bridgeport-Stamford Urbanized Area are the currently identified priorities. In addition, SWRMPO staff will support planning studies, monitor existing studies, expand congestion management process components and performance measures with technology (HERE). The UPWP will develop and evaluate ladders of opportunity data and gaps to identify connectivity needs. GIS analytical and mapping capabilities will enhance transportation planning. With respect to safety planning, activities will be expanded and will include participation in development of the State Strategic Highway Safety Plan and other safety initiatives. The *South Western Region Long Range Transportation Plan 2015-2140* will be updated to as directed by CTDOT, and the *Bridgeport Stamford Urbanized Area Locally Coordinated Transportation Plan (2009)* will be amended to integrate MAP-21 changes and regional status. Coordination within the region, with other regions within the urbanized area, abutting regions and the NY metro area will continue and be expanded as opportunities arise or are mandated.

Continuing areas of emphasis for the SWRMPO include livability, ladders of opportunity; sustainable transportation and land use; transit oriented development (TOD), bus rapid transit and enhanced bus service (BRT), seamless transportation, and congestion management and congestion/value pricing as well as environmental planning for climate change, resilience and adaptation of transportation systems.

WestCOG staff will coordinate SWRMPO funding opportunities including but not limited to: STP Urban, LOTCIP, Local Road Accident Reduction Program, CMAQ, TAP, Municipal Grant Program, FTA 5310, and discretionary grant programs such as TIGER. Regional LOTCIP administrative responsibilities will be in full gear, with South Western Region pre-qualified consultants available for regional administrative responsibilities; municipal engineering services; and, municipal construction services.

WestCOG will administer two additional planning studies requested by Stamford and Darien and approved by CTDOT: Stamford Bicycle and Pedestrian Master Plan and Darien Noroton Heights Access and TOD Study. The Stamford Bus-Shuttle-STC Study will continue, and the Westport Rail Stations Study Phase 2 scope and fee will be developed and executed. The Route 7 Assessment and Implementation Plan Phase 2/3 will be scoped and initiated if CTDOT decides the project should continue.

Staff will also participate in studies and activities of others, such as the CTDOT I-95 Value Pricing Pilot Project (VPPP), the Merritt Parkway Multiuse Trail Study, and the CTDOT Freight Working Group.

Emphasis Areas – FY2017

The UPWP FY2017 will continue to focus on MAP-21 compliance and CTDOT-directed activities. WestCOG staff to the SWRMPO will continue to develop and update plans, complete and monitor studies, develop and report performance measures. CMP, safety, freight, capacity building of staff and stakeholders, enhanced GIS data, analysis and mapping will strengthen transportation planning activities. Coordination and collaboration within the region, urbanized area, NY metro-area, and other regions and states will continue and be refined. As directed by CTDOT the *South Western Region Long Range Transportation Plan 2015-2040* will be updated if not completed in FY2016, and the *Bridgeport Stamford Urbanized Area Locally Coordinated Transportation Plan (2009)* will be reviewed and revised to integrate MAP-21 changes and regional status if not completed in FY2016.

Continuing emphasis will be placed on effective coordination and management of planning studies, coordination of SWRMPO funding opportunities, and meaningful participation in studies and activities of others.

IMPORTANT TRANSPORTATION ISSUES

The key transportation issues facing the region today relate to *mobility, financing, the transportation planning and decision-making process, transportation infrastructure, safety and security and responsible growth*. It is important to develop an integrated intermodal transportation system that facilitates the movement of people and goods with sustainable funding mechanisms and within a transportation planning process that supports public involvement and informed decision-making through sound technical analyses and addresses environmental justice and environmental quality, and does not degrade the environment. Solutions to the region's transportation issues require balancing numerous transportation modes with an array of near-term, mid-term and long-term actions, within available funding and in accordance with regulations and guidance.

The South Western Region's responses to the issues of mobility, financing, transportation planning and decision-making, transportation infrastructure, and safety and security, are described in the following section. The UPWP tasks that address the issues are identified in the following section.

1. Mobility and Accessibility

The goal is to maintain and improve the options available for the movement of people and freight. The objectives are to provide transportation for the traditionally transit-dependent, to enhance the integration and connectivity of transportation systems and modes, and to develop viable commuting choices to reduce congestion and to maintain and improve the region's quality of life.

Work Program Highlights

- Planning and coordination of CMP activities will continue as an emphasis in the work program. Activities and will continue to build upon the *CMS: Vision 2020 Plan* and the monitoring that leads to an annual *South Western Region Congestion Management Program Technical Memoranda*. Transit and highway CMP networks will be identified, congestion defined and evaluated, mitigation strategies and projects developed and included in the long range transportation plan and TIP if funding is secured. WestCOG will continue to use INRIX to monitor and analyze traffic and congestion on I-95 and other arterials as the data becomes available to the region. Additional monitoring is undertaken for special projects or needs. Regional staff will continue to participate in CTDOT studies that address congestion, such as the I-95 Congestion Relief Project (VPPP), as well as corridor, rail line and location studies. Traffic incident management planning and support will continue. In the future, transit monitoring will be developed. Coordination with others in the TMA, CTDOT, FHWA, and the metro New York area will continue. (Task 2.4)
- The *South Western Region MPO Intelligent Transportation Systems Program* will continue to identify the Region's ITS framework, and support programs that will enhance mobility and accessibility programs. (Task 2.11)
- The *Locally Coordinated Human Service Transportation Plan (2009)* is reviewed annually for gaps, needs and projects in cooperation with CTDOT, transit operators, and other stakeholders and partners in the South Western Region, the state, and Bridgeport/Stamford Urbanized Area. The LOCHSTP addresses transportation needs for Seniors & Persons with Disabilities (FTA Section 5310), and lower-income individuals through the Jobs Access/Reverse Commute Program (an eligible component of FTA 5307 under MAP-21), with components integrated into the regional long range transportation plan. Projects for funding are selected, and successful candidate projects are included on the South Western Region TIP. This initiative continues WestCOG's work with diverse stakeholders, service providers and community groups to develop programs that enhance transit options,

- information and services for transit dependent populations. WestCOG also participates in the mobility manager program started with funding from the former FTA 5317 program in FY2011, which was awarded to the Kennedy Center. (Task 2.5)
- Other mobility-enhancing activities relate to Bridgeport-Stamford Urbanized Area coordination of FTA 5307 (including Jobs Access/Reverse Commute), 5307 Enhancement, and FTA 5310. These programs, along with the CT Municipal Grant Program (Dial-A-Ride) program will provide both funding opportunities and constraints that will be folded into plans and programs in cooperation with stakeholders. (Task 2.5)
 - Development of rail program needs and priorities continues to be a transportation planning emphasis for the region and targets evaluation of facility needs and priorities, as well as service needs, such as rail infrastructure and service, and commuter connections. WestCOG's rail parking efforts will continue: rail parking peer to peer meetings will be coordinated, and a bi-annual rail parking report issued. Rail Parking Peer to Peer meetings are held and technical assistance is provided to parking managers. The 2009 bicycle parking at rail stations report will be updated. WestCOG will participate in the Danbury Branch Electrification Study Environmental Assessment (EA) until complete, and the CT Commuter Rail Council. (Task 2.5)
 - WestCOG will manage the Westport Rail Stations Study Phase 2, the Stamford Bus and Shuttle Study, the Stamford Bicycle and Pedestrian Master Plan and the Darien Noroton Heights and TOD Study. (Chapter 3 – Other Transportation Studies)
 - Corridor studies managed by WestCOG and others address congestion, circulation, safety and access management. The studies conducted by South Western Region in recent years include: Darien Route 1; Greenwich-Stamford Route 1; Route 7 Transportation and Land Use; and Coastal Corridor Bus Study, Stamford East Main Transit Node Study, and the Westport Bus Study. The City of Norwalk Transportation Management Plan developed a comprehensive multimodal invest plan for Norwalk in 2012. The Stamford High Ridge-Long Ridge Corridor Study and the Stamford Springdale – Glenbrook TOD Study were completed in FY2015.
 - WestCOG will participate in corridor and other studies managed by others that will improve accessibility and mobility. The CTDOT Danbury Branchline EA is expected to wrap up in FY2016.
 - The region's bicycle and pedestrian plan was updated in FY2014. This plan focused on safety, complete streets and development of municipal and regional multiuse trails will continue. WestCOG will also continue to support regional, state initiatives and studies, bicycle and pedestrian education, and implementation of projects. (Task 2.7)
 - Developing, evaluating, refining and implementing viable Transportation Demand Management programs are also priorities. Coordination continues with CTDOT and CTRides, as well as FHWA, FTA, the New York Metropolitan Transportation Council (NYMTC), transit operators, rail parking managers and others to develop cost effective programs. (Tasks 2.5 and 2.7). The Stamford Bus and Shuttle Study (Chapter 3 – Other Transportation Studies) addresses public and private shuttles in Stamford, and will look at TMAs, and multimodal transportation, access and connectivity the Stamford Transportation Center. (Task 2.7)
 - WestCOG coordinates or participates in committees that address mobility and accessibility including: the TTAG, the SWRMPO, and various working groups that include STP-Urban, LOTCIP, CMAQ, TAP, People to Jobs, WestCOG rail parking peer to peer, the South Western Region GIS committee, and other special meetings with stakeholders on topics of interest or capacity. (Task 3.7 and other tasks.)
 - Through participation in town, regional and state initiatives, studies and working groups, WestCOG helps to define technical and implementation challenges and opportunities, and to incorporate findings and recommendations into the long range transportation plan. The activities include: the CT Commuter Rail Council, the NYMTC Metro-Mobility Network, the

NYMTC Freight Working Group, NYMTC regional investments and coordination committee, the NYMTC ITS & CMP Working Group, as well as the New York (NYMTC), New Jersey (North Jersey Transportation Planning Authority [NJTPA]) and CT transportation planning collaborative called “MAP” which stands for Metropolitan Area Planning. WestCOG is a member of the CTDOT Merritt Parkway Advisory Committee, and other CTDOT committees when they are formed. Starting in FY2015, began multi-year participation in the CTDOT Strategic Highway Safety Plan Steering Committee and Peer Review Committee. (Task 2.18)

- WestCOG is often a member of advisory committees for studies by others in the region, such as the Stamford High Ridge and Long Ridge Road Study, the CT OPM TOD grants to Norwalk and Stamford, corridor studies, and other special efforts that result in projects and programs to enhance mobility and accessibility. Participation in the Danbury Branch EA will continue until completed. CTDOT is expected to form an advisory committee for the Route 7 & 15 Interchange which will include WestCOG participation. (Task 2.18)
- Staff provides technical assistance to towns, transit operators, officials and organizations about traffic, transit, transportation demand management, elderly and disabled transportation, census/journey to work, as well as funding programs, opportunities and grantsmanship. (Task 2.18)

2. Financing

The goal is to provide resources to maintain existing transportation systems and services in a state of good repair and to support improvements and services that meet the needs of systems operators and users. The objectives are to ensure a stable flow of funding for transportation operations and capital improvements, to maximize the funding available for the regional transportation through traditional, new and flexible funding sources or techniques, to increase revenue and reduce the costs of the transportation system by increasing operational efficiency, productivity, management and successful marketing, to provide viable transportation choices for moving people and goods that promote a high quality of life, and to support environmental quality.

Work Program Highlights

- Each of WestCOG’s studies and planning activities considers and develops a *financial element*, and is consistent with the UPWP goal and objectives regarding financing and fiscal constraint.
- The *TIP and LRTP* include financial elements. (Task 2.1 & 2.2)
- The *LOCHSTP* includes a financial element. FTA 5310 provisions of MAP-21 necessitate an administrative update of the plan to assure consistency with federal regulations, and work with the LOCHSTP stakeholders about gaps and priorities and changes in eligible projects and programs. (Task 2.5)
- Monitoring and coordination of the *Surface Transportation Program – Urban (STP), CMAQ, STP Urban, TAP, LOTCIP and other programs* entail financial planning to ensure that programming uses available funding and respects fiscal constraints. (Task 2.3)
- As a *TMA*, the SWRMPO and staff coordinate with other MPOs and COGs, and transit agencies in the Bridgeport-Stamford Urbanized Area and beyond to assure that TIPs, UPWPs and long range plans are consistent and financially constrained. New Programming of the STP funding allocated to the Bridgeport-Stamford Urbanized area, as well as FTA 5310 are collaboratively addressed with CTDOT. WestCOG coordinates a number of FHWA funding programs for CTDOT as well, including: STP-Urban; CMAQ; Transportation Enhancement; various discretionary programs as they arise (Transportation Community and System Preservation [TCSP], Livability, TIGER); and, the state’s Local Road Accident Reduction. (Task 2.3)

- Many of the committees that WestCOG staff support address financing and priority setting: the TTAG, the SWRMPO, the STP & LOTCIP Working Group (which also handles TAP and CMAQ), the Division of Emergency Management and Homeland Security (DEMHS) Region 1 Emergency Planning Team (R1EPT), and DEMHS Region 1 ESF1 Transportation.
- Through participation in town, regional and state initiatives, studies and working groups, WestCOG helps to relate and integrate financing considerations and requirements of the South Western Region into the special and ongoing efforts. Staff provides technical assistance to towns, transit operators, officials and organizations about traffic, transit, transportation demand management, transportation for the elderly and persons with functional needs, as well as funding programs, opportunities and grantsmanship. (Task 2.18)

3. Transportation Planning and Decision-Making

The goal is to promote informed decision-making that fulfills regulatory requirements and guidance and responds to the transportation needs of the region, metropolitan area, and state. The objectives are to provide technical support for the decision-makers, to coordinate planning activities and collaboration, to provide proactive opportunities for public involvement, to use state-of-the-art analysis, information tools and technology such as Geographic Information Systems (GIS), Geographic Positioning Systems (GPS), and internet, as well as Census Transportation Planning Package (CTPP) to assist in the transportation planning and decision-making process and in project and program planning.

Work Program Highlights

- The South Western Region MPO and staff support the *Management of the Planning Process* which has the overarching goal of promoting informed decision-making and administration for the SWRMPO, TTAG and other committees. (Task 4)
- Each of the South Western Region MPO studies and activities provides for *technical and policy review* and contains a significant public involvement program which is oriented to involvement of customers and stakeholders through extensive outreach. A *public involvement plan along with responsiveness summary* is developed for each project. Project websites are created and provide user-friendly and up-to-date information on projects, including: project scope, location, upcoming events, how to get involved, how to comment, the project library of deliverables, and links to related resources. The studies have project websites (www.westcog.org). The TIP/STIP, UPWP, and the long range transportation plan are essential elements of transportation and decision-making. In FY2016 and FY2017 updates will be made to the *FFY2015-2018 TIP and Air Quality Conformity*; the successor to the *South Western Region Long Range Transportation Plan 2015-2040* will extend the timeframe to a date to be specified by CTDOT, and a new UPWP will be developed. Current documents will be maintained. (Tasks 2.2, 2.3, 3, 4.8)
- The *public involvement process* update will be developed and endorsed for the new WestCOG and the SWRMPO. (Task 3.1)
- *Multimodal planning* will be expanded by the Stamford Bus and Shuttle Study, the Stamford Bicycle and Pedestrian Master Plan, the Darien Noroton Heights Access and TOD Study and other specific studies (e.g. Norwalk Transit District). (Task 2.7 – multimodal and Chapter 3 – Other Transportation Studies)
- A *freight element* for the long range transportation plan will be updated as appropriate based on the freight planning working group and activities directed by CTDOT. Staff will continue to participate in various freight studies and working groups. (Task 2.8)
- The *transit element* of the long range transportation plan reviewed with minor updates in FY2015 will be part of the next USDOT-mandated update to reflect on-going rail and transit planning activities, special projects, and the LOCHSTP and the planning collaborative. (Task 2.5)

- *Land Use and Transportation Coordination* – will integrate land use and transportation through coordination of planning efforts. If it is determined that the SWRPA and HVCEO plans of conservation and development should be updated and consolidated into a COG POCD, transportation elements will be concurrently updated. Ladders of opportunity will be explored in coordination with municipalities, state and federal entities. Livability and sustainability efforts (Sustainable Communities Initiative) undertaken in recent years serve as a base for new or supporting activities. (Task 2.13, 2.14)
- *Environmental Planning* will consider air quality, other natural and human resources, brownfields, climate change and coastal resilience in consultation with local, state and federal land use management, natural resources, historic and other agencies. Planning efforts will comply with NEPA and CEPA. (Task 2.12)
- *Environmental Justice* analysis and documentation will continue. Updates of the TIP/STIP and long range transportation plan will consider environmental justice. (Task 3.5)
- *Bicycle and Pedestrian Planning* will continue with WestCOG's ongoing involvement in projects, programs and activities (Task 2.7) as well as the Stamford Bicycle and Pedestrian Master Plan (Chapter 3).
- *Ferry and Waterborne Transportation* will engage in activities as they arise. (Task 2.7)
- *Freight Planning* activities initiated in past years will continue to: identify key elements of the region's freight transportation system; document freight transportation policies, plans and initiatives at federal, state, regional and local levels; identify key freight infrastructure, generators and consumers in the region; collect and analyze freight data (flows, commodities, modes), educate the public and policy-makers about freight, and involve freight users and providers. Participation in FHWA, AASHTO, NYMTC and other working groups will continue. (Task 2.8)
- *Transportation Demand Management* is an element of the long range transportation plan. Coordination with CTDOT, CTrides, transit operators, NYMTC and other stakeholders will assure development and monitoring of projects and programs. (Tasks 2.5 and 2.8)
- *Congestion Management Process* – work will continue and respond to evolving federal guidance and best practices, including WestCOG's use of HERE for data collection and analysis. Use of Transcom's data fusion will be explored. CMP activities will continue to determine the CMP network, define congestion, identify congested links, and develop strategies to address congested links, implement strategies, and monitor the network. (Task 2.4)
- *ITS* will be considered in all planning activities and studies. The *South Western Region ITS Strategic Plan 2009* findings and recommendations will be considered as funding opportunities arise and as projects defined as ITS are proposed by towns and transit operators. The *2005 CTDOT Regional ITS Architecture* will be reviewed and updated as needed. Staff will continue to participate in the NYMTC ITS working group and other ITS activities, and support capacity building programs such as traffic signal operations, management, continuity and compliance (Task 2.11)
- *Planning for Operations – Operations and Management Strategies* will be considered in all activities and incorporated into the long range transportation plan in accordance with all and any federal regulations and guidance. (Task 2.11)
- *Coordination and contract compliance* – Staff coordinates with the municipal, state, federal, regional agencies to promote effective regional transportation planning. The coordination takes many forms, including evaluation and contract or regulatory compliance (e.g. Title VI, Affirmative Action, DBE, Environmental Justice, Air Quality Conformity, consultant selection, etc.) and participation in both informal collaborative efforts (e.g. ongoing discussions with abutting regions, counties and states), and formal established committees and special studies enumerated in the mobility/accessibility and financial planning sections. The region's participation in the NY metro collaborative planning effort of NJTPA, NYMTC,

GBVMPO and others will continue. Opportunities for urbanized area and coordination with other regions will be sought (Task 4.9)

- WestCOG will continue *program development, coordination, project selection and financial planning for the following programs*: STP Urban, CMAQ, FTA enhancement, TAP, LOTCIP, FTA 5310, CT Municipal Grant Program (Dial-A-Ride) Local Roads Accident Reduction Program or successor, Safe Routes to Schools, and others. (Task 2.3)
- *Data collection and analysis* - Staff will continue to acquire, analyze, summarize, distribute and post Census, CTPP, American Community Survey (ACS) and other data on the WestCOG website for use by the public and private sectors, and to shape development of transportation plans, projects and programs. CMP, mobility, transit, commuter and rail parking, TDM data, and Highway Performance Monitoring Systems (HPMS) 536 data will be collected, analyzed and used to assess performance, and develop and refine programs. GIS systems will be maintained and expanded and provide support to transportation planning activities and to others. The region's GIS Users group will be coordinated by WestCOG. And, performance measures and targets for the region and plans will be developed in coordination with CTDOT and others as required by MAP-21 (Tasks 1 and 2.18)
- *Data and technical assistance services* - South Western Region staff provide information, technical assistance and referrals to appropriate resources such as federal, state, town or organization contacts. These services are offered to government entities, transit operators, officials, organizations and citizens on all aspects of the transportation planning and decision-making process. (Task 2.18)
- *Technical capacity building* - professional development along with information exchange will seek to increase skills and knowledge to enhance the transportation planning and decision-making process for stakeholders, including WestCOG staff, and planning, engineering, emergency response professionals, and elected officials. (Tasks 1.6 and 2.18)
- *Public involvement* - is integrated into all planning activities and follows best practices of the South Western Region MPO and others in compliance with federal and state regulations and guidance with the objective of achieving effective exchange of information between the planners, policy makers, the public, and other stakeholders. The South Western Region Public Participation Plan 2009 is the guide to activities. Development of the updated public involvement process for WestCOG will be initiated. An annual evaluation is performed, and quarterly and annual reports on public involvement are submitted. Public involvement plans are developed for major planning activities and all studies. (Task 3)
- *Limited English Proficiency (LEP)* is an integral component of the transportation planning work program. LEP reports are developed annually. (Task 3.6)
- *Visualization* presentations and graphics are developed and incorporated into all planning efforts to enhance stakeholder understanding of projects, programs and reports.
- The *SWRMPO, TTAG and transportation planning webpages* will continue to be maintained and updated. Web-based information promotes transparency and public access to SWRMPO transportation planning policies, programs and projects. The website includes notices of meetings and public information sessions and documents, minutes of meetings, information on the transportation planning process and how to become informed and involved, as well as projects, programs, and reports. Expanded GIS data will be continue to be posted in FY2016 and FY2017. (Task 3.3)

4. Infrastructure

The goal is to maintain all transportation systems, facilities, and equipment in a good state of repair. The objectives are to assure the good state of repair status for roadways, pavements, the transit infrastructure and equipment, and to upgrade the systems to utilize the latest technology and management systems (e.g. PMS, CMP, ITS, performance measures) and to support the asset management efforts of municipalities and the state.

Work Program Highlights

- WestCOG studies and planning activities examine infrastructure, equipment, institutional and procedural barrier and opportunities. In recent years these efforts included the *South Western Region Rail Station Parking Study* and the *South Western Region Bicycle Parking Study 2011 & 2013*, the *Bicycle and Pedestrian Plan (2014)*, corridor studies for Darien Route 1, Greenwich–Stamford Route 1, Route 7, and bicycle and pedestrian corridors of safety as well as the Stamford East Main Transit Node and Westport Rail Stations and Westport Bus Study. The region’s studies delve into infrastructure deficiencies and develop recommendations for improvements, financing and phasing. The FY2016 and FY2017 studies are described in Chapter 3 – Other Transportation Studies. Project-level planning also develops infrastructure, operations and management recommendations.
- The TIP and LRTP are the tools for identifying projects, priorities and programming funding for the infrastructure. The South Western Region Long Range Transportation Plan was updated in FY2015. (Tasks 2.1 and 2.2)
- Congestion mitigation efforts for corridors and areas, along with rail operations and infrastructure cross over with the mobility, financing and infrastructure objectives of the Unified Planning Work Program. Several UPWP tasks address the infrastructure, including FHWA, FTA and CTDOT funding program coordination, and regional coordination of the CTDOT/FHWA HPMS 536 program (Task 1.3). Technical assistance to towns on transportation and the CTDOT Local Bridge program and rail parking are offered. Commuter parking counts, and anticipated assistance to CTDOT and transit operators in data collection will complement the infrastructure goals. Recent reports identified infrastructure needs: Westport Bus Study, Bridges of the South Western Region, South Western Region Rail Parking Report (2013), South Western Region Evacuation Plan 2014 (Task 2.4, and Other Transportation Studies) as well as the 2015 LRTP (Task 2.1)
- *Planning for Operations – Operations and Management Strategies* will be considered in all activities and incorporated into the long range transportation plan in accordance with all and any federal regulations and guidance. Initial objectives are to develop a process and strategies for capital and operational improvement to preserve the existing highway and transit systems. (Task 2.11)
- WestCOG staff conduct annual commuter parking lot inspections and counts, and prepare and post findings. (Task 2.7)
- WestCOG serves as a resource for infrastructure information, including bridge and pavement sufficiency, rail parking, transit services, CMP, ITS, transit and ridesharing data as well as Census, CTPP and ACS data. Data collection and analysis is strengthened by WestCOG Stamford’s GIS capabilities and the technical assistance and products provided to stakeholders. (Task 1)
- Safety and security is another aspect of the infrastructure which is supported through TIP project funding, work with federal, state and local officials. This is also described in the next section, “Safety and Security”. (Tasks 2.9 and 2.10)

5. Safety and Security

The goal is to improve the safety and security of the roadway and mass transit systems and to minimize the risks to the traveling public and emergency responders. The objectives are to identify and address high hazard locations and deficiencies on roads and bridges, to improve the safety of transit stations, facilities, trains, buses, and all other modes including bicycling, walking and freight. The goals and objectives help to improve the region’s quality of life for all users. Staff and a designated WestCOG chief elected official also participate in emergency planning for CT Department of Emergency Management and Homeland Security and addresses transportation

facets of emergency planning. Beginning in FY2015 CTDOT launched a major update of the CTDOT Strategic Highway Safety Plan which will refresh emphasis areas and comply with MAP-21. This plan is developed by the state in consultation with the MPOs and integrated into state and regional long range transportation plans.

Work Program Highlights

- *Strategic Highway Safety Plan (SHSP)* – The MAP-21 emphasis on safety has led to CTDOT’s strengthening of safety programs and resources. WestCOG is participating in the state’s plan update and will integrate the SHSP elements, performance measures and targets into the region’s long range transportation plan and planning activities. WestCOG will coordinate with CTDOT and others in safety planning and education. (Task 2.9)
- Development of the TIP and LRTP incorporate safety and security planning and programming. (Tasks 2.1 and 2.2)
- Various regional activities incorporate safety and security, including incident management, bicycle and pedestrian safety, Safe Routes to Schools, ITS and coordination of STP Urban, LOTCIP and CTDOT Local Road Accident Reduction programs. (Task 2.3)
- *Emergency Planning and Evacuation Planning* is undertaken in cooperation with the CT Department of Emergency Management and Homeland Security (DEMHS), the Region 1 Emergency Planning Team and the Region 1 ESF1 Transportation Committee. These activities continue into FY2016 and FY2017. (Task 2.10 - Security)
- Technical studies address safety and operations. FY2016 and FY2017 studies are identified in Chapter 3 – Other Transportation Studies. The region’s corridor, multimodal and transit studies focused on safety and operations. (Tasks 2.5, 2.9, and 2.11)
- The Region’s *Bicycle and Pedestrian Plan 2014* addresses safety for cyclists and pedestrians, as does the *Safe Routes to Schools* education promoted by the region. The 2010 corridors of safety analysis typify the analytical approach taken to identify deficiencies and countermeasures. This was followed by a FY2012 traffic engineering consultant study of selected locations that developed near term and longer term countermeasures. In FY2016 and FY2017 staff will administer the Stamford Bicycle and Pedestrian Master Plan, support bicycle and pedestrian activities, and participate in studies and initiatives of others. (Tasks 2.7, Chapter 3)
- Staff supports the technical and policy groups that deal with safety including the TTAG, the SWRMPO, and various committees. Security is the emphasis of DEMHS-related activities. In FY2014, the region developed an evacuation plan for the region, and an over-arching summary of emergency plans and guidance for DEMHS Region 1 (included in the *South Western Region Evacuation Plan 2014*) WestCOG staff and a CEO are members of the DEMHS Region 1 Emergency Planning Team and the Steering Committee. A WestCOG staff person is chair of Region 1 ESF1 Transportation. Staff participates in and supports emergency preparedness planning, training and exercises. Staff also provides technical assistance to towns, transit operators, officials and organization on accidents, emergency response, incident management, ITS, funding opportunities for mitigation and remediation, and other aspects of transportation security.(Task 2.10)
- Through participation in town, regional and state initiatives, studies and working groups described under mobility and accessibility, financing, transportation planning and decision-making, and infrastructure, staff helps to define safety and security challenges and opportunities.

TRANSPORTATION PLANNING CONTEXT

Regional transportation and land use plans, along with state plans create the essential framework for effective and integrated transportation and land use planning. The plans and activities that relate to the South Western Region are described in the following section.

Transportation Plans and Programs

The *South Western Region Long Range Transportation Plan 2015-2040* serves as the guide for developing and financing an accessible, safe, and reliable multimodal transportation system for people and goods. The 2015 LRTP was a minor update to reflect the current state of the region, its transportation infrastructure and services, identify ladders of opportunity and future transportation needs, and provide a financially constrained program of projects as well as illustrative projects. Plan goals were the same as the SAFETEA-LU planning factors. Themes that emerged through outreach with stakeholders included: funding limitations that impede achievement of goals; “Fix It First” rather than invest in new infrastructure; transportation and land use policies must be coordinated; transit and non-motorized transit should be promoted; and, there is a need to provide sufficient rail parking in the region and in neighboring regions to support economic development and vitality. The next Plan update will be determined by CTDOT and USDOT and is expected to be developed in FY2016 and FY2017.

The *South Western Region FFY2015-2018 Transportation Improvement Program* was approved by the SWRMPO in October 2014 and approved by USDOT in January 2015. Amendments and administrative actions are ongoing.

Pre-2010 Transportation Plans and Programs

In 2000, SWRPA for the SWRMPO completed the *Route 7 Travel Options Implementation Plan* in conjunction with the Housatonic Valley Council of Elected Officials. This plan identifies near and long term bus, rail, and ridesharing projects and programs as well as transit-supporting strategies. The *Regional Transit Card* project, completed in 2001, investigated the feasibility of a regional transit card for rail and bus transit in the area of Connecticut served by Metro-North. The study determined that the concept was technologically feasible, and recommended phased implementation beginning with magnetic stripe technology and progressing to smart card technology, along with resolution of institutional and operational issues. The *Congestion Mitigation Systems Plan “Vision 2020” Final Report* was completed in 2003, and concluded there was no single solution for mitigating congestion in the region. A comprehensive menu of immediate, short term and long term transportation projects, planning and land use initiatives was proposed as ways to improve mobility, choice and better manage congestion. Each year beginning in 2004, SWRPA and WestCOG have issued an annual *South Western Region Congestion Management System/Process Technical Memorandum*. The *Bridgeport Stamford Locally Coordinated Human Services Transportation Plan (2009)* identified human service transportation gaps, needs and projects. The needs and projects have been periodically updated. An update of the plan to reflect MAP-21 funding will be undertaken in FY2016 and FY2017.

Transportation Plans between 2010 and 2014

Between 2010 and 2014 SWRPA for the SWRMPO conducted numerous corridor and transit studies including: Greenwich-Stamford Route 1, Darien Route 1, Route 7 Transportation and Land Use, Route 7 Assessment and Implementation Plan Phase 1, Greenwich-Norwalk BRT, Coastal Link, Westport Bus, Westport Rail Stations Phase 1 studies.

South Western Region Plan of Conservation and Development and Other Plans

Each Connecticut regional planning organization has as one of its primary responsibilities the preparation and adoption of a Regional Plan of Development. The South Western Region adopted its first plan *Toward the Region of the Future* in 1974. The *Second Regional Plan* was adopted in February 1983. The *Third Regional Plan* was adopted in December 1995. The fourth update of region’s plan was

adopted in 2006 – *The Plan of Conservation and Development 2006-2015* and amended in 2008 to 2008-2018 with the focus being on the transportation element of the POCD. Recommendations of the South Western Region Plan of Conservation and Development resulted in development and adoption of the *Regional Housing Needs and Supply Assessment (August 2007)* and the *2007 South Western Region Open Space Inventory Final Report (March 2008)*. Consideration will be given to updating and consolidating the plans of conservation and development of the South Western and Housatonic Valley region for WestCOG. The SWRMPO planning efforts will focus on the transportation elements, eight planning factors, and PEAs.

In 2008-2009 the region, then as SWRPA, participated in the development of the *Comprehensive Economic Development Strategy Plan (CEDS)* for the Bridgeport and Stamford areas encompassing the South Western and Greater Bridgeport regions. The *CEDS Plan* was endorsed in 2009. This document established an economic development district and was accepted by the state. WestCOG is considering updating the CEDS in the coming two years. SWRMPO support for transportation-related economic vitality components will be undertaken at the same time. The *South Western Region Pre-disaster Mitigation Plan (2011)* was updated in 2014. FEMA and CT DEEP approvals are pending as of April 2015.

State Plans Considered in South Western Region Transportation Planning

The South Western Region MPO's transportation and regional planning programs undertaken by WestCOG take into consideration state plans, including the following plans from the CT Department of Transportation, the CT Department of Energy and Environmental Protection, and the CT Office of Policy and Management (websites are noted):

- *Transportation Infrastructure Capital Plan 2014-2018 and Report*
<http://www.ct.gov/dot/cwp/view.asp?a=1383&Q=454340>
- *2012 State Transportation Improvement Program and Air Quality Conformity*
www.ct.gov/dot/stip
- *Highway Safety Plans and Reports 2012 and prior*
- <http://www.ct.gov/dot/cwp/view.asp?a=2094&q=435942>
- *Strategic Highway Safety Plan 2013*
- <http://www.ct.gov/dot/cwp/view.asp?A=1383&Q=527338>
- *CT Statewide Bicycle and Pedestrian Plan and Bicycle Map Update 2009*
<http://www.ct.gov/dot/cwp/view.asp?a=1390&q=259656>
- *CTDOT Bike-Ped Dashboard (2014)*
<http://www.ct.gov/dot/cwp/view.asp?a=3531&q=259658&dotPNavCtr=|#40030>
- *CT State Rail Plan 2012-2016*
<http://www.ct.gov/dot/cwp/view.asp?a=1386&q=437648>
- *CT Comprehensive Energy Strategy 2013*
<http://www.ct.gov/deep/cwp/view.asp?a=4120&q=500752>
- *State Integrated Resource Plan 2012*
<http://www.ct.gov/deep/cwp/view.asp?a=4120&q=486946>
- *Connecticut Statewide Comprehensive Outdoor Recreation Plan (SCORP) 2011-2016*
http://www.ct.gov/dep/cwp/view.asp?a=2707&q=323864&depNav_GID=1642
- *State of Connecticut Natural Hazard Mitigation Plan 2014 Disaster Plan 2009*
http://www.ct.gov/DEEP/cwp/view.asp?a=2720&q=325652&deepNav_GID=1654
- *The Green Plan, Guiding Land Acquisition and Protection in Connecticut 2007-2012*
http://www.ct.gov/dep/lib/dep/open_space/green_plan.pdf
- *Final Conservation and Development Policies Plan 2013-2018 & Locational Guide Map*
<http://www.ct.gov/opm/cwp/view.asp?a=2990&q=383182>

South Western Region MPO Transportation Technical Studies

WestCOG continues to conduct technical studies and activities concerning transportation system deficiencies and solutions. Examples are cited in the previous sections. In FY2016 and FY2017 the known studies include: Westport Rail Stations Study Phase 2; Stamford Bus-Shuttle-Stamford Transportation Center Study; Route 7 Corridor Assessment and Implementation Plan Phase 2 (if approved by CTDOT), Westport Bus Needs Study; and two new studies, Darien Noroton Heights Access and TOD, and Stamford Bicycle and Pedestrian Master Plan.

Participation in Studies of Others

WestCOG staff to the SWRMPO also participates in transportation studies of others, provides technical support, and integrates the findings and recommendations into the metropolitan planning activities, plans and programs.

Ongoing studies with staff participation include: *the CTDOT Danbury Branchline EA; the CTDOT I-95 Value Pricing Pilot Project; and the CTDOT Merritt Parkway Multiuse Trail Study*. Examples of completed studies with past involvement include: Norwalk Transit District's *SoNo Intermodal Study* and the *Norwalk Transit District Pulse Point Safety and Security Study*; the *Norwalk Transit District AVL project*; the *Norwalk Traffic Management Plan*; the *Stamford High Ridge-Long Ridge Corridor Study*; the *Stamford Springdale and Glenbrook TOD Study*.

Participation in Activities/Committees of Others

On an ongoing basis, the region participates in activities associated with emergency management and homeland security, including Region 1 ESF1 – Transportation which is Transportation Incident Management. Staff is also a member of the CTDOT Merritt Parkway Advisory Committee and other ad hoc CTDOT committees as they are formed, such as the CTDOT Strategic Highway Safety Plan Steering Committee and Peer to Peer Committee. Other ongoing activities include: the WorkPlace People to Jobs Steering Committee, the Mobility Management Committee for the urbanized area, and numerous NYMTC committees including: freight, ITS, bicycle-pedestrian, metro-mobility, CMP, regional coordination and multiuse lanes.

Chapter 2

Work Program Tasks

Task 1: Data Collection and Analysis

Task 2: Planning Activities

Task 3: Public Involvement

Task 4: Program Administration and Management

Task 1: Data Collection and Analysis

Objectives:

The purpose of this task is to provide technical assistance and guidance to transportation stakeholders by collecting and analyzing data, and producing reports, maps, and other deliverables that support transportation planning activities.

- 1.1 **Data Collection & Analysis** - Collect data, monitor and analyze highway and transit systems and transportation demand management performance as a means of identifying deficiencies, and developing plans, improvement programs, strategies, and projects. This task also supports USDOT planning emphasis areas and planning factors.
- 1.2 **Census & Census Transportation Planning Package** - Coordinate with CTDOT and others on Census and Census Urban Transportation Planning Package; prepare census, ACS and other data summaries and analyses to assist in the planning process; continue work associated with 2012 revised urbanized areas and TMAs; and other data sources such as the Connecticut Economic Resource Center (CERC).
- 1.3 **HPMS, FHWA 536 Reports & Functional Classification** - Support system investment and performance through coordination of programs for CTDOT and others (e.g. HPMS, Section 536, functional classification) through the collection, analysis and reporting of data and coordination with CTDOT.
- 1.4 **Land Use, Population & Employment Data, Analysis, Reports** - Coordinate transportation, land use, population and employment data review, collection and analysis with federal, state, regional and local agencies and use in transportation planning activities.
- 1.5 **Performance Measures** - Data collection, analysis and monitoring to meet local and regional needs and to comply with MAP-21, guidance and rules.
- 1.6 **GIS** - Maintain and expand the region's GIS system, applications and users to support the South Western Region metropolitan transportation planning activities; expand the delivery and use of visualization products in all planning activities; support a regional GIS users group, and participate in other GIS groups and professional development activities.

- *Continued on next page* -

Staffing and Budget for FY2016 & FY2017 – Task 1:

FY2016 & 2017 Direct Charging Staff		Task 1
Job Title		Weeks
Senior Transportation Manager/Coordinator		10.8
Senior Planners (Principal, Senior, Transportation, Regional)		20.8
Planners (Planner, Regional, Transportation, Junior, Associate, Assistant), GIS (Senior Manager/Analyst, Manager/Analyst)		30.0
Intern/Planning Aide		
Part Time/Temp Planner/Technician		
Total Direct Staffing (FHWA, FTA & Local)		61.5
Task Budget FY2015-2016		\$192,200
Task Budget FY2016-2017		\$197,780
Percentage of Total Direct Salary Budget		25%
FY2016 & 2017 Indirect Charging Staff		Task 1
Job Title		Weeks
Executive Director		
Senior Financial Manager		
Office & Financial Manager		
Total Indirect Staffing (FHWA, FTA & Local)		0.0
FY2016 & 2017 Direct & Indirect Staff Weeks		Task 1
Total Staffing (FHWA, FTA & Local)		61.5

Task 1. Data Collection & Analysis		Products	FY2016				FY2017			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.1	Data Collection & Analysis									
	Traffic data collection & analysis (ADT, LOS)	Reports & data, copies to CTDOT								
	Pedestrian and transit data collection & analysis	Reports & data, copies to CTDOT								
	Freight & goods movement	Refer to Freight Planning Task 2								
	Impact assessments and recommendations	Reports & data, copies to CTDOT								
	Incorporate into LRTP and planning activities & studies	Enhanced LRTP & studies								
1.2	Census, CTPP, ACS & Other									
	Coordinate with CTDOT & others on data	Coordination, review & comment								
	Revise, update databases, GIS, analyze & prepare reports & maps	Databases, maps & reports								
	Incorporate into LRTP and planning activities & studies	Enhanced LRTP & studies								
1.3	HPMS, FHWA 536 & Functional Classification									
	Coordinate with CTDOT & others for system investment & performance	Coordination, review & comment				TBD				TBD
	Data collection as directed by CTDOT & others	Reports as directed by CTDOT				TBD				TBD
	Functional classification review & assistance	Coordination, review & comment				TBD				TBD
1.4	Land Use, Population & Employment Data, Analysis, Reports									
	Coordinate with CTDOT, OPM & others	Coordination, review & comment								
	Revise, update databases, GIS, analyze & prepare reports & maps	Reports & data, copies to CTDOT								
	Incorporate into LRTP and planning activities & studies	Enhanced LRTP & studies								
1.5	Performance Measures - MAP21									
	Data collection, analysis & monitoring	Data, analysis, reports								
	Coordination with CTDOT and others	CTDOT to determine activities				TBD				TBD
1.6	GIS									
	GIS maintenance, expansion and update to support planning activities	GIS databases, maps, reports								
	GIS Users Groups: South Western Region & Other	Run regional, participate in other								
	GIS professional development of staff and stakeholders	Schedule to enhance capability								
KEY	Annual Report = A; Quarterly Report = Q	SWRMPO endorsement = *								
	Meeting = M	Engineering, Education, Enforcement = 3Es								
	Regional Priorities = RP	█ Ongoing Activity								
	Report = °									

Task 2: Planning Activities

Objectives:

The purpose of this task is to undertake planning activities that will develop and implement short-term and long-term transportation plans and projects, mobility solutions for people and goods, investment and improvement programs, while integrating the eight planning factors and “ladders of opportunity” into all planning activities and programs, as follows:

- 2.1 **Long Range Transportation Plan Update** – Assure that the LRTP addresses planning factors, incorporates all modes, considers environmental and historic resources, is financially constrained, complies with air quality consultation and conformity requirements (Task 2.12), is consistent with current and forecast land use and transportation conditions and is in compliance with MAP-21 (such as performance measures and targets) or its successor as well as all applicable federal/state laws, regulations and guidance. The *South Western Region Long Range Transportation Plan 2015-2040* will be updated and maintained as directed by CTDOT and USDOT, the will be updated. The Plan will be developed in consultation with stakeholders, state agencies and others along with public involvement opportunities. (Task 3)
- 2.2 **Transportation Improvement Program** – Coordinate with CTDOT and stakeholders to assure that the TIP responds to current needs, reflects available resources; is in compliance with MAP-21, air quality conformity and consultation requirements (Task 2.12), and provides public involvement opportunities (Task 3); meets any and all applicable federal/state mandates; and, is accessible to the public and provides accurate and timely information for informed decision-making. Amend the TIP as needed in cooperation with CTDOT, the TTAG and SWRMPO; assess the value of continuing to upgrade and support the South Western Region web-based TIP; and work with CTDOT on TIP process improvement and development and transition to the E-STIP. Continue review, approval and administration of the TIP and STIP. Maintain the FY2015-2018 TIP, and assist in developing the next TIP when scheduled by CTDOT.
- 2.3 **Funding Program Coordination, Priority Selection and Technical Assistance** – Assist CTDOT and others in the development of projects and priorities for federally funded programs: STP Urban, TAP, CMAQ, SHSP and safety programs, the Local Road Accident Reduction Program, FTA 5310, LOCHSTP and discretionary grants and other programs as necessary or appropriate. Also provide planning assistance such as project solicitation and project selection for non-federal programs LOTCIP and the CT Municipal Grant Program (Dial-A-Ride) program. Refer to Task 3.3.1 LOTCIP Engineering Administrative Services for the CTDOT LOTCIP Administrative Services program.
- 2.4 **Congestion Management Program** – Develop congestion management programs and systems processes which comply with federal/state guidance: determine networks both transit and highways; define congestion; identify congested links; develop and implement mitigation strategies; and monitor systems; conduct before and after studies of improvements. Staff will participate in CMP activities/working groups (CTDOT, FHWA, Bridgeport–Stamford Urbanized Area, NY-NJ-CT MAP, and Transcom) and will participate in congestion management studies, such as the I-95 VPPP.
- 2.5 **Transit Planning – Technical Support & Coordination** – Support transit districts, transit services and rail services, identify rail parking needs, rail and local transit interface improvements, improve coordination of inter-regional and intra-regional transit and paratransit services,

- improve bus stops, signage and shelters, and monitor transit security. Continue rail and commuter parking planning and monitoring activities, continue transit planning activities and provide technical support and coordination for all modes: bus, rail, ferry/waterborne, air, taxis, shuttles, and TDM. Also continue LOCHSTP efforts in cooperation with CTDOT and other stakeholders, including updates to the plan and selection of projects for funding by LOCHSTP FTA categories; improve the delivery of transportation services to all persons, including communities of concern, the elderly and disabled and for access to jobs, in cooperation with CTDOT and other stakeholders. WestCOG staff to the SWRMPO or SWRMPO task-based services will assist Norwalk Transit District with planning efforts.
- 2.6 **Transit and Affordable Housing** – Identify areas, including reclaimed brownfields, in the vicinity of existing and proposed rail and busway stations and along potential future public transit corridors that may be suitable for the construction of affordable housing.
- 2.7 **Multimodal, Non-Motorized Transportation Planning & TDM – Technical Assistance & Coordination** – Conduct integrated multi-modal transportation planning, foster development of sound public policy to promote bicycle and pedestrian travel, while also improving safety for cyclist and pedestrians; assist in the development and implementation of Safe Routes to Schools plans and projects, and to educate the public and officials about complete streets. TDM and connectivity of modes is an essential component of the planning efforts. Annual commuter parking lot inspections and counts develop reports and recommendations that are posted on the website and provided to CTDOT. Waterborne transportation planning will be undertaken when needed. Monitoring and plan updates will be undertaken.
- 2.8 **Freight Planning & Goods Movement** – Continue freight planning activities for all modes (trucks, rail, air and maritime) and expand data collection, analysis, and monitoring; engage freight users and providers; also participate in working groups to promote best practices. Coordinate activities with CTDOT freight planning, policies, programs and projects. Update the regional freight plan and LRTP as needed.
- 2.9 **Safety of the Transportation System** – Promote safety of all modes for people and goods, including: asset management; highway, transit, pedestrian, bicycle, and bridge. Participate in development of the state SHSP and integrate elements into the LRTP. Also, incorporate the principles of complete streets, traffic calming, context sensitive design and smart growth in transportation planning, programs and projects; foster effective multimodal transportation incident management programs; provide technical support to various programs, organizations, and stakeholders associated with safety of transportation systems; continue to identify and address deficiencies; and, continue planning and monitoring of progress towards implementation of regional corridor and transit studies and plans. Also, use expanded crash and traffic data available through CTDOT-UConn, Transcom and other sources.
- 2.10 **Security of the Transportation System** – Plan for the security of transportation systems. Identify critical facilities and transportation systems. Also, plan, coordinate, and participate in supporting evacuation planning, emergency management and homeland security. Provide technical support to various entities involved with transportation security including the CT Department of Emergency Services and Public Protection (DESPP), DEMHS, the DEMHS REPT R1EPT), the DEMHS Region 1 ESF1 (Transportation), Metro-North, I-95 Corridor Coalition and others, and identify and address deficiencies. Critical facilities and infrastructure will be identified and plans to harden and protect the infrastructure will be developed in cooperation with other organizations such as CTDOT, CTDEMS, CT-DEEP, Metro-North.

- 2.11 **Planning for Operations – Operations and Management Strategies (O&M) & ITS** –Address O&M strategies for both the transit and highway networks with a focus on mobility and safety. Strategies will be developed to identify capital and operational improvements needed to preserve the existing system. This will include work on the development and implementation of Intelligent Transportation strategies and technologies in the region; periodically review the *South Western Region ITS Architecture* (which is the *CTDOT Statewide ITS Architecture - April 2005*) and coordinate updates as needed with CTDOT and others. Continue to develop, support and implement transportation O&M and ITS in cooperation with CTDOT and other stakeholders.
- 2.12 **Air Quality/Environmental Planning** – Work with CTDOT and others to consider environmental factors in transportation planning, including: climate change, coastal resilience, infrastructure adaptation, air quality conformity and consultation, environmental and historic resource assessments, brownfields, mitigation and other environmental matters as appropriate. WestCOG staff to the SWRMPO will coordinate and participate in NEPA and CEPA for all planning studies.
- 2.13 **Land Use & Transportation Models** – Assess projected land uses in the region, identify major growth corridors and analyze related transportation improvements. Promote consistency with the LRTP and proposed improvements with State and local planned growth development patterns, economic development, incorporate the principles of complete streets, traffic calming, context sensitive design and smart growth in transportation planning, programs and projects.
- 2.14 **Livability** – Promote safe, livable communities and environmental sustainability, TOD, and sustainable communities’ initiatives. Incorporate emerging programs for sustainable communities into the transportation planning program, to enhance the technical capabilities of regional and municipal planners and other stakeholders; coordinate and collaborate with federal, state, regional agencies, municipalities and others regarding state and regional plans and programs for conservation and development, economic and community development, environmental and historic resources, climate change/greenhouse gas emissions, and other considerations.
- 2.15 **Ladders of Opportunity** – Planning activities will identify transportation connectivity gaps in access to essential services and development of solutions to address gaps. Gap analysis and connectivity are also addressed in Tasks 2.1 – 2.11, 2.13, 2.14, 2.16, 2.18, 2.19 and Other Transportation Studies (Chapter 3).
- 2.16 **System Investment and Performance-Based Planning** – In coordination with CTDOT develop performance measures and targets per MAP-21. Also develop regional goals for the transportation system. Assist the Department with the FHWA 536 report on capital expenditures on local roads or similar activities and reports. (Also see Task 1.5). Provide any traffic count data to the Bureau of Policy and Planning.
- 2.17 **Preservation of the Existing Transportation System** – Address preservation of existing systems in planning activities.
- 2.18 **Technical Assistance & Support** – Conduct and participate in corridor, area, location and topic studies and working groups; participate in and provide technical assistance to studies, analyses, and other services to state, regional, metro-New York, municipal, and other transportation stakeholders; enhance the technical capabilities of regional and municipal planners and other stakeholders; research and use best practices (e.g. scenario planning and enhanced visualization

techniques); coordinate and collaborate with federal, state, regional agencies, municipalities and others regarding state and regional plans and program for conservation and development, economic and community development, environmental and historic resources, climate change/coastal resilience, and other considerations as they come to our attention. Staff will participate in transportation studies, committees and activities of others. Examples include but are not limited to: I-95 VPPP; Danbury Branch EA; CTDOT Freight Working Group; CTDOT Merritt Parkway Advisory Committee; CTDOT Strategic Highway Safety Plan Steering Committee; Transcom Steering Committee; NY-NJ-CT Metropolitan Area Planning Coalition; NYMTC and NJTPA activities; and the I-95 Corridor Coalition. Staff will participate in professional development and provide professional development to staff and stakeholders

- 2.19 Consultant Services** – Consultant services will be contracted in support of the transportation planning program, including but not limited to: task based services; study of selected traffic/transit problems to identify deficiencies, alternatives and concepts for improvements or countermeasures; performance measures; and, technical assistance for South Western Region MPO or consultant studies or activities that exceed available staffing, technical capabilities or financial resources. Technical studies by consultants and others are identified in Chapter 3: Other Transportation Studies. Consultant services will be procured following the CTDOT RPO Procurement Procedures or its successor.

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Staffing and Budget for FY2016 & FY2017 – Task 2:

FY2016 & 2017 Direct Charging Staff	Task 2
Job Title	Weeks
Senior Transportation Manager/Coordinator	21.5
Senior Planners (Principal, Senior, Transportation, Regional)	41.5
Planners (Planner, Regional, Transportation, Junior, Associate, Assistant), GIS (Senior Manager/Analyst, Manager/Analyst)	60.0
Intern/Planning Aide	
Part Time/Temp Planner/Technician	
Total Direct Staffing (FHWA, FTA & Local)	123.0
Task Budget FY2015-2016	\$384,400
Task Budget FY2016-2017	\$395,560
Percentage of Total Direct Salary Budget	50%
FY2016 & 2017 Indirect Charging Staff	Task 2
Job Title	Weeks
Executive Director	
Senior Financial Manager	
Office & Financial Manager	
Total Indirect Staffing (FHWA, FTA & Local)	0.0
FY2016 & 2017 Direct & Indirect Staff Weeks	Task 2
Total Staffing (FHWA, FTA & Local)	123.0

Task 2. Planning Activities		Products	FY2016				FY2017					
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
2.1	Long Range Transportation Plan (LRTP) Update											
	Develop, coordinate, outreach, circulate drafts to stakeholders	Reports & data, copies to CTDOT										
	Incorporate all planning activities & tasks into LRTP - refer to tasks	Comprehensive LRTP										
	Air quality conformity modeling inputs, consultation & coordination	Memos										
	Public involvement plan, 30 day review and documentation	Reports & support materials										
	SWRMPO Endorsement of LRTP update, AQ Conformity & Certification	SWRMPO endorsement*				*						
	Submittal to USDOT for conformity	Enhanced LRTP & studies										
	Monitoring and update as needed or directed	Memos - outreach										
2.2	TIP - Development, Refinement, Priority Setting & Monitoring											
	TIP 2015-2018 amendments & administrative adjustments	Ongoing										
	Air Quality Conformity consultation and statements	As needed										
	SWRMPO TIP updates, evaluation of on-line TIP, coordinate re. E-STIP	Launch, maintain & enhance										
2.3	Funding Program Coordination, Priority Selection & Technical Assistance											
	STP-Urban Program	Ongoing activities & monitoring										
	LOT/CIP	Ongoing support										
	Transportation Alternatives Program (TAP)	Coordination for CTDOT										
	CMAQ Program	Project development & coordination										
	Local Roads Accident Reduction Program	Coordination for CTDOT										
	CTDOT Municipal Grant Program	Coordination for CTDOT										
	FTA 5310	Coordination for CTDOT				*						*
	Discretionary Funding: Earmark (HPP) & TIGER & Other	Coordination for CTDOT										
	Safe Routes to Schools	Coordination with CTDOT & stakeholders										
	Other	TBD										
2.4	Congestion Management Process (CMP)											
	Determine CMP network - transit & highways	Ongoing & Annual Report (A)	A					A				
	Define congestion	Ongoing & Annual Report (A)	A					A				
	Identify congested links using HERE and Transcom data fusion	Memos & Annual Report (A)	A					A				
	Develop congestion mitigation strategies: geometry, operations, TDM	Ongoing & Annual Report (A)	A					A				
	Implement strategies: include in LRTP & TIP	Ongoing & Annual Report (A)	A					A				
	Monitoring: principal arterials - I-95, Rte 15, Rte 7, Rte 1	Ongoing & Annual Report (A)	A					A				
	Monitoring: before & after capital or operating improvements	I-95 & Rte 7										
	Continue to enhance data analysis capability (HERE & other sources)	Ongoing & Annual Report (A)	A					A				
	CMP working group participation (not yet established 4-15)	Meetings, coordination, capacity building										
	KEY Annual Report = A; Quarterly Report = Q	SWRMPO endorsement = *										
	Meeting = M	Engineering, Education, Enforcement = 3Es										
	Regional Priorities = RP	■ Ongoing Activity										
	Report = °											

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Task	2. Planning Activities	Products	FY2016				FY2017				
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
2.5	Transit Planning - Technical Support & Coordination										
	Rail planning - capital & operating, support strategies & programs	Ongoing/special efforts as needed									
	Rail parking - continue data collection, analysis, peer to peer meetings	Data update & technical reports *			⊗					⊗	
	Intermodal coordination & connectivity: rail, bus, taxi, shuttles	Ongoing									
	Bus service planning: bus stops, signage, shelters, information	Norwalk Transit District as needed									
	Bus service planning: bus stops, signage, shelters, information	CT Transit planning & articulated buses									
	Transit enhancement & amenities - refer to 2.3 FTA 5307 & other	Project and program activities									
	Support transit operators and providers data collection, analysis, activities	Ongoing									
	Transit security initiatives for all modes - refer to 2.8	As needed									TBD
	State studies & activities: Danbury Branch EA & others TBD	Ongoing									
	Human service transportation planning (LOCHSTP) - refer to 2.3	Ongoing & LOCHSTP Plan Update								⊗	
	Coordinate with CT DOT, transit operators, providers, users & others	Coordination, review & comment									
2.6	Transit & Affordable Housing										
	Identify areas near transit suitable for affordable housing/TOD & 2.12	Ongoing/special efforts as needed									
2.7	Multimodal Planning - Technical Assistance & Coordination										
	South Western Region bicycle & pedestrian planning	Technical memos, support activities									
	Statewide bicycle & pedestrian planning	Participate & coordinate									
	Safe Routes to Schools Infrastructure & non-infrastructure	Program and project support									
	TDM - CT Transit Commuter Connections, Ridesharing, Carpooling, etc.	Support/coordinate/monitor/report									
	Ferry & Waterborne Transportation - if needed	Support/coordinate/monitor/report									
2.8	Freight Planning & Goods Movement - Planning, Coordination, Collaboration, Technical Assistance, Participation in Activities										
	Data collection, analysis, freight profile refinement & LRTP integration	Memos and LRTP freight section									
	Expand efforts to freight users and providers	Stakeholder meetings & memos									
	Participate in CT DOT Freight Working Group & other committees/activities	Participation - capacity building									
	Provide technical assistance to others regarding best practices	Ongoing									
2.9	Safety of the Transportation System - Planning, Coordination, Collaboration, Technical Assistance, Participation in Activities										
	Review data, goals, objectives and strategies to promote safety	Ongoing									
	Strategic Highway Safety Plan review & consistency with LRTP	CTDOT SHSP committees									As needed
	Incident management - DEMHS Region 1 ESF1	Ongoing-Region 1 ESF1 meetings		M	M	M		M	M	M	
	DEMHS Region 1 Emergency Planning Team & Steering Committee	Ongoing - Quarterly Region 1 EPT	M	M	M	M	M	M	M	M	
	Bridge safety initiatives - including NYSDOT Bridge Strike Task Force	Technical memos & mapping									
2.10	Security of the Transportation System - Planning, Coordination, Collaboration, Technical Assistance, Participation in Activities										
	Emergency planning - refer to 2.9	Analyses, reports, coordination, meetings									
	Evacuation planning - refer to 2.11	Plans for DEMHS Region 1 & towns									
	Transit security initiatives (transit operators and Metro-North)	With DEMHS and transit providers									
2.11	Operations Planning & Intelligent Transportation Systems (ITS) Planning, Coordination, Technical Assistance										
	Address O&M strategies all modes to promote mobility & safety	Ongoing & integration									
	Integrate ITS into all planning activities	Ongoing & integration									
	Update current plans to respond regulations, guidance & technology (LRTP 2.1)	Ongoing, updates as needed									
2.12	Environmental Considerations - Planning, Coordination, Technical Assistance, & Participate in Training and Committees of Others										
	Climate change & greenhouse gas emissions & include in LRTP	Continue planning & include in LRTP									
	Sea level change impact on transportation infrastructure	Evaluation/modeling & report									
	Evacuation planning for emergencies - refer to 2.10	Develop plans for DEMHS Region 1									
	Air Quality Conformity, consultation, coordination - also see 2.1 & 2.2	Ongoing									
	Environmental remediation & transportation & housing needs & opportunities	Brownfields & considerations									
	NEPA & CEPA considerations & technical assistance	Consider & address - all activities									
2.13	Land Use & Transportation - Technical Assistance, Consultation, Coordination with Studies & Stakeholders & 3Es										
	Land use & transportation models - review	State & municipal coordination									
	Local, regional, state, federal - land use, natural & historic resources, housing, economic development and municipal agencies	Identify stakeholders, programs, opportunities, integrate into planning									
	Consistency of regional with state and local plans and projects	LRTP & regional plans to address									
	Complete Streets - corridor study toolbox - capacity building region & others	Integrate in activities/build capacity									
	Smart Growth -corridor study toolbox - capacity building region & others	Integrate in activities/build capacity									
	TOD - projects, programs & 2.5	Evaluate/develop/educate/report									
KEY	Annual Report = A; Quarterly Report = Q	SWRMPO endorsement = *									
	Meeting = M	Engineering, Education, Enforcement = 3Es									
	Regional Priorities = RP	■ Ongoing Activity									
	Report = ⊗										

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Task	2. Planning Activities	Products	FY2016				FY2017						
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
2.14	Livability												
	Promote safe, livable and sustainable communities & include in plans	State & municipal coordination											
	Livability & Sustainable Communities Initiatives (USDOT, USEPA, HUD)	Coordinate with stakeholders											
2.15	Ladders of Opportunity												
	Identify transportation connectivity gaps and solutions	Technical memos											
	Develop a data base of employers, essential services and mapping	Technical memos & mapping											
2.16	System Investment & Performance-Based Planning To Comply with MAP-21												
	Develop performance measures & targets in cooperation with CTDOT	Technical memos - schedule TBD											
	Secure data and analyze and report	Technical memos & mapping											
	Integrate into all planning activities and LRTP	Technical memos & mapping											
2.17	Transportation System Preservation - To Promote Mobility, Safety & System Preservation												
	Transit activities - operating & capital strategies	Ongoing											
	Traffic & highway activities - operating & capital strategies	Ongoing											
	Other modes - operating & capital strategies	Ongoing											
2.18	Technical Assistance & Support for Studies, Activities, Stakeholders												
	SWRMPO consultant services funded by PL	TBD											
	SWRMPO consultant studies funded by FHWA, PL & others	See Chapter 3											
	Studies and activities of the state, municipalities & other stakeholders	As needed											
	Information dissemination & coordination	As appropriate											
	Capacity building of SWRMPO & municipal staff & other stakeholders	Coordinate & provide opportunities											
	GIS - refer to 1.6	Use GIS for analysis & reporting											
2.19	Consultant Services												
	Secure consultant services for identified studies and analysis	Subject to CTDOT approval & TBD											
	Task Based Services - will be identified	Subject to CTDOT approval & TBD											
	See Chapter 3 - Other Transportation Studies	Ongoing											
	Other modes - operating & capital strategies	Ongoing											
KEY	Annual Report = A; Quarterly Report = Q	SWRMPO endorsement = *											
	Meeting = M	Engineering, Education, Enforcement = 3Es											
	Regional Priorities = RP	■ Ongoing Activity											
	Report = ®												

Task 3: Public Involvement

Objective:

The purpose of this task is to promote public participation in transportation planning by coordinating and collaborating with federal, state, regional, local agencies and other stakeholders, providing timely and user-friendly information and to the public, and facilitating a dialog with stakeholders including public officials, citizens, organizations, not-for-profits, and businesses. Reports and evaluations will monitor the public involvement program and ensure responsiveness to guidelines, identified needs and best practices.

- 3.1 **Public Involvement Program Evaluation & Update** – Prepare quarterly and annual public involvement reports, to update the SWRMPO public involvement process and brochure; develop public involvement plans, initiatives, and activities for projects, programs. The effectiveness of the public involvement process will be periodically reviewed. A new Public Involvement Process document will be developed for the SWRMPO.
- 3.2 **Media Releases for Activities** – Publicize SWRMPO meetings, public information sessions for studies and events, the TIP, CTDOT STIP, the LRTP, other plans and projects as needed. Media releases will also be issued for WestCOG because agendas include SWRMPO-related transportation planning items.
- 3.3 **SWRMPO Website** – Develop and then maintain a user-friendly website for the SWRMPO. Continue to create web pages for major activities; post documents, meeting agendas, minutes and materials; and provide links to external web sites from the website for studies and other information.
- 3.4 **Title VI/Civil Rights** - Comply with Title VI of the Civil Rights Acts of 1964, Environmental Justice, and all state, federal laws, requirements and guidance. (Affirmative Action is handled in Task 4 – Management of the Process). Also comply with MAP-21 or its successor public involvement requirements.
- 3.5 **Environmental Justice** - Integrate CTDOT and USDOT environmental justice regulations, initiatives and recommendations into the regional transportation planning process with the goal of increasing the awareness and involvement of “communities of concern”, community groups, LEP populations, and faith based groups to assure that these communities do not experience disproportionate negative impacts as a consequence of transportation activities. Prepare a report when major TIP and LRTP updates occur.
- 3.6 **Limited English Proficiency** - Address LEP and linguistic isolation. Prepare a report when major TIP and LRTP updates occur. Comply with guidance and requirements as required.
- 3.7 **Public Involvement & Outreach for Regional and State Plans, Projects & Programs** – Implement regional public involvement and outreach and to support and assist in public involvement and outreach for CTDOT plans, the STIP, AQ conformity, projects, programs and other activities requested by CTDOT.

3.8 **Technical Assistance Regarding Public Involvement** –staff to the SWRMPO will provide technical assistance to stakeholders to promote effective public involvement and technical capacity to deliver quality outreach, information and public involvement.

3.9 **DAS DBE Compliance** – Requirements for reporting and assessment will be met.

Staffing and Budget for FY2016 & FY2017 – Task 3:

FY2016 & 2017 Direct Charging Staff	Task 3
Job Title	Weeks
Senior Transportation Manager/Coordinator	5.6
Senior Planners (Principal, Senior, Transportation, Regional)	10.8
Planners (Planner, Regional, Transportation, Junior, Associate, Assistant), GIS (Senior Manager/Analyst, Manager/Analyst)	15.6
Intern/Planning Aide	
Part Time/Temp Planner/Technician	
Total Direct Staffing (FHWA, FTA & Local)	32.0
Task Budget FY2015-2016	\$99,994
Task Budget FY2016-2017	\$102,846
Percentage of Total Direct Salary Budget	13%
FY2016 & 2017 Indirect Charging Staff	Task 3
Job Title	Weeks
Executive Director	
Senior Financial Manager	
Office & Financial Manager	2.2
Total Indirect Staffing (FHWA, FTA & Local)	2.2
FY2016 & 2017 Direct & Indirect Staff Weeks	Task 3
Total Staffing (FHWA, FTA & Local)	34.1

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Task 3: Public Involvement		Products	FY2016				FY2017				
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
3.1	Public Involvement Program Evaluation, Update & Implementation										
	Quarterly public involvement reports	Quarterly reports	Q	Q	Q	Q	Q	Q	Q	Q	Q
	Annual public involvement evaluation	Annual report	A				A				
	Update Public Involvement Process & brochures for SWRMPO	Public Involvement Process updates determined by evaluations			*						
	Develop public involvement plans for major activities and studies	Public involvement plans									
3.2	Media Releases for Activities										
	SWRMPO meetings	Monthly notices									
	Public information sessions for studies & events & activities	Notices as needed									
	CTDOT STIP, plans, projects, events and activities as needed	Notices as needed									
3.3	WestCOG and SWRMPO Website										
	Develop new WestCOG website for hosting MPO	Functional, robust, user-friendly website									
	Transfer SWRPA and SWRMPO web content to WestCOG website	Update current content									
	Maintain and enhance WestCOG website	Expand functionality									
	Web pages for major activities & studies	Maintain & enhance									
	External web sites for studies with hyperlinks from WestCOG website	Set up & maintain or link to study site									
3.4	Title VI										
	Annual Title VI & LEP Assessment & Compliance Report**	Report		A				A			
	Title VI, Environmental Justice & LEP Assessment of LRTP2015-2045	Report									
	Title VI and ADA Complaints Procedure	Annual review & update as needed			A				A		
3.5	Environmental Justice										
	Title VI, Environmental Justice & LEP Assessment of LRTP2015***	Report		A							
	Title VI, Environmental Justice & LEP Assessment of LRTP2016***	Report						A			
3.6	Limited English Proficiency										
	Annual Title VI & LEP Assessment & Compliance Report**	Report		A				A			
	Title VI, Environmental Justice & LEP Assessment of LRTP2015***	Report		A							
	Title VI, Environmental Justice & LEP Assessment of LRTP2016***	Report						A			
3.7	Public Involvement & Outreach Implementation										
	To support regional plans, programs & activities including TIP & LRTP	Support activities									
	To support state plans, programs & activities including STIP & plans	Support activities									
3.8	Technical Assistance Regarding Public Involvement										
	SWRMPO studies and activities	Review, comment, assist						As needed		As needed	
	Norwalk Transit District Title VI & other assistance & collaboration	Data analysis & GIS mapping						As needed		As needed	
	Others - CTDOT, municipalities, other stakeholders	Review, comment, assist						As needed		As needed	
3.9	DAS DBE Compliance										
	DAS DBE Compliance Report	Quarterly report	Q	Q	Q	Q	Q	Q	Q	Q	Q
Notes: Quarterly and annual reporting on public involvement, Title VI, EJ and LEP are found in Task 4.3.											
	KEY	Annual Report = A; Quarterly Report = Q									
		Meeting = M									
		Regional Priorities = RP									
		Report = °									
		■ Ongoing Activity									
		SWRMPO endorsement = *									
		Engineering, Education, Enforcement = 3Es									
		Refers to the same Title VI & LEP Assessment & Compliance Report = **									
		Refers to the same Title VI, Environmental Justice & LEP Assessment of LRTP (2016 & 2017, if updated) = ***									

Task 4: Program Administration and Management

Objectives:

This task supports the SWRMPO and administration of the transportation planning program.

- 4.1 **Program Administration** – Ensure that the transportation planning process is in conformity with any and all applicable federal and state laws, regulations, and guidance, to effectively manage and administer the transportation planning program.
- 4.2 **Budgeting & Financial Management** – Prepare and submit required progress and financial reports.
- 4.3 **Quarterly & Annual Reports** – Ensure and document compliance with Title VI of the Civil Rights Acts of 1964, Environmental Justice, LEP, Affirmative Action and all applicable federal and state laws, regulations and guidance.
- 4.4 **Affirmative Action Plan (AAP)** – the AAP for the SWRMPO and host agency will be developed and endorsed to CTDOT.
- 4.5 **Certification of the Metropolitan Transportation Planning Program** – Undertake all activities and documentation associated with annual and quadrennial certifications of the metropolitan planning process. The recommendations in the 2014 SWRMPO quadrennial review will be addressed.
- 4.6 **Program, Process, Agreements & MOUs** – Support administrative requirements.
- 4.7 **Coordination of 3C Planning with CTDOT & Others** – Support the 3C process.
- 4.8 **UPWP** – Develop and update the Unified Planning Work Program.
- 4.9 **Administrative Support for Policy, Technical and Advisory Committees** – Provide support to the SWRMPO, TTAG, and other committees including the STP & LOTCIP Working Group, the CMAQ Working Group, the Rail Parking Peer to Peer Group, the South Western Region Planners meeting, the Region GIS Users Group, DEMHS Region 1 ESF-1 (Transportation) and the R1EPT. Also continue participation in the Bridgeport-Stamford Urbanized Area People to Jobs committee and LOCHSTP. Collaborative and the associated Mobility Management program as well as other committees that are part of the metropolitan transportation planning process.
- 4.10 **Support MPO Designation/Redesignation and Regional Organization Changes** – Support activities pertaining to MPO designation/redesignation and regional consolidation in coordination with CTDOT and others.

Staffing and Budget for FY2016 & FY2017 – Task 4:

FY2016 & 2017 Direct Charging Staff	Task 4
Job Title	Weeks
Senior Transportation Manager/Coordinator	5.2
Senior Planners (Principal, Senior, Transportation, Regional)	10.0
Planners (Planner, Regional, Transportation, Junior, Associate, Assistant), GIS (Senior Manager/Analyst, Manager/Analyst)	14.4
Intern/Planning Aide	
Part Time/Temp Planner/Technician	
Total Direct Staffing (FHWA, FTA & Local)	29.5
Task Budget FY2015-2016	\$92,256
Task Budget FY2016-2017	\$94,934
Percentage of Total Direct Salary Budget	12%
FY2016 & 2017 Indirect Charging Staff	Task 4
Job Title	Weeks
Executive Director	10.8
Senior Financial Manager	6.5
Office & Financial Manager	4.3
Total Indirect Staffing (FHWA, FTA & Local)	21.5
FY2016 & 2017 Direct & Indirect Staff Weeks	Task 4
Total Staffing (FHWA, FTA & Local)	51.0

Task 4. Program Administration & Management		Products	FY2016				FY2017			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.1 Program Administration										
	Program oversight & management	Quality assurance & control								
4.2 Budgeting & Financial Management										
	Monthly invoices	Monthly invoices								
	Annual audit	Annual audit		A				A		
4.3 Quarterly & Annual Reports										
	Transportation planning program report	Quarterly reports	Q	Q	Q	Q	Q	Q	Q	Q
	Title VI-EJ-LEP	Quarterly special reports								
	Public Involvement* & CMP*	Quarterly reports & annual report	A				A			
	Affirmative Action and DAS reports*	Quarterly special reports	Q	Q	Q	Q	Q	Q	Q	Q
	Technical Studies	Quarterly study reports	Q	Q	Q	Q	Q	Q	Q	Q
4.4 Affirmative Action Plan (AAP)										
	Submittal of AAP & CTDOT review and approval - as required	Approved AAP & Policy								
4.5 Certification of the Metropolitan Transportation Planning Process										
	SWRMPO Annual Certification	Annual Certification				*				*
	Quadrennial Certification - review & response to USDOT 2014 report	Follow ups to USDOT report	<i>Not applicable these years</i>							
4.6 Program, Process, Agreements & MOUs										
	Per regulatory & guidance changes		<i>As needed</i>				<i>As needed</i>			
4.7 Coordination of 3C Planning with Others										
	State & Federal: CTDOT, DEEP, DECD, FHWA, FTA, USEPA & others	Ongoing								
	Bridgeport-Stamford Urbanized area	Ongoing								
	TMA Bridgeport-Stamford	Ongoing								
	NYMTC-NJTPA-GBVMPO-HVCEO-WestCOG metropolitan area planning	Ongoing								
KEY	Annual Report = A; Quarterly Report = Q	SWRMPO endorsement = *								
	Meeting = M	Engineering, Education, Enforcement = 3Es								
	Regional Priorities = RP	* = refers to same report(s) mentioned in Task 3								
	Report = °									
	█ Ongoing Activity									

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Task 4. Program Administration & Management		Products	FY2016				FY2017				
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
4.8	UPWP										
	Development FY2018 & FY2019	FY20178 & FY2019 UPWP				*					*
	Refinement or update as needed	FY2017 UPWP update									
	WCCOG - CTDOT agreement	Executed agreements				*					*
4.9	Administrative Support for Policy, Technical and Advisory Committees										
	SWRMPO & TTAG	Monthly meeting support									
	STP & LOTCIP & CMAQ Working Group	As scheduled									
	DEMHS Region 1 ESF-1 & Incident Management Team	Quarterly meetings		M	M	M		M	M		
	Rail Parking Peer-to-Peer	As scheduled					As needed			As needed	
	Other committees as created to support the planning program	To be determined					As needed			As needed	
4.10	Support for MPO Redesignation/Designation & Regional Consolidation										
	Coordinate with CTDOT	As determined by CTDOT									
	Coordinate with other regions	As needed									
KEY	Annual Report = A; Quarterly Report = Q	SWRMPO endorsement = *									
	Meeting = M	Engineering, Education, Enforcement = 3Es									
	Regional Priorities = RP	* = refers to same report(s) mentioned in Task 3									
	Report = °										
	■ Ongoing Activity										

Chapter 3

Other Transportation Studies

**Table 3.1 WestCOG – South Western Region MPO FY2016 & FY2017
Unified Planning Work Program Other Transportation
Planning Studies**

Task 3.1: SWRMPO Technical Studies Funded by FHWA

- Task 3.1.1 Westport Rail Stations Parking Study
- Task 3.1.2 Route 7 Assessment & Implementation Plan Phases 2/3
- Task 3.1.3 Stamford Bus and Shuttle Study
- Task 3.1.4 Stamford Bicycle and Pedestrian Master Plan
- Task 3.1.5 Darien Noroton Heights Access and TOD Study
- Task 3.1.6 Westport Bus Needs Study

Task 3.2: SWRMPO Technical Studies Funded by FTA (None)

Task 3.3: SWRMPO Technical Studies Funded by Others

- Task 3.3.1 CTDOT LOTCIP Administrative Services

Task 3.4: Technical Studies by Others

- Task 3.4.1 Norwalk Transit District Facilities Needs Assessment
- Task 3.4.2 Norwalk Transit District Comprehensive Operational Analysis

**Task 3.5: SWRMPO Technical Studies and Task Order Services
Funded by the Unified Planning Work Program**

Transportation Studies

The FY2016 & FY2017 technical studies funded by FHWA are identified in Task 3.1. As of May 2015, there are no studies funded by FTA and or studies conducted by others. The CTDOT LOTCIP Administrative Services Program is described in Task 3.3.1. Task 3.5 is SWRMPO Technical Studies and Task Order Services Funded by the UPWP is a place-holder. Tasks appropriate for consultants are identified by the SWRMPO they will be included in this section following adjustments to the SWRMPO FY2016 & FY2017 UPWP.

For each active or proposed study a project information sheet is provided which includes: the project name; project sponsor; funding source; the project objectives, scope, products, study framework, schedule, and budget.

**Table 3.1 WestCOG – South Western Region MPO FY2016 & FY2017
Unified Planning Work Program: Other Transportation Planning Studies**

Task 3.1: SWRMPO Technical Studies Funded by FHWA

- Task 3.1.1 Westport Rail Stations Parking Study
- Task 3.1.2 Route 7 Assessment & Implementation Plan Phases 2/3
- Task 3.1.3 Stamford Bus and Shuttle Study
- Task 3.1.4 Stamford Bicycle and Pedestrian Master Plan
- Task 3.1.5 Darien Noroton Heights Access and TOD Study
- Task 3.1.6 Westport Bus Needs Study

Task 3.2: SWRMPO Technical Studies Funded by FTA (None)

Task 3.3: SWRMPO Technical Studies Funded by Others

- Task 3.3.1 CTDOT LOTCIP Administrative Services

Task 3.4: Technical Studies by Others

- Task 3.4.1 Norwalk Transit District Facilities Needs Assessment
- Task 3.4.2 Norwalk Transit District Comprehensive Operational Analysis

Task 3.5: SWRMPO Technical Studies and Task Order Services Funded by the Unified Planning Work Program

Table 3.1 WestCOG – South Western Region MPO FY2016 & FY2017 Unified Planning Work Program Other Transportation Planning Studies & Services					
Other South Western Region Studies Underway in FY2015-2016 & FY2016-2017					
Study	Federal	State	WestCOG	Municipal Match	Total
Westport Rail Stations Parking Phase 2	\$ 150,000		\$ (18,750)	\$ 37,500	\$ 168,750
Route 7 Assessment & Implementation Phase 3	\$ 100,000	\$ 25,000	\$ -	\$ -	\$ 125,000
Stamford Bus & Shuttle Study	\$ 600,000	\$ 150,000	\$ -	\$ -	\$ 750,000
Stamford Bicycle Pedestrian Master Plan	\$ 200,000	\$ 25,000	\$ -	\$ 25,000	\$ 250,000
Darien/Noroton Heights Access-TOD Study	\$ 200,000	\$ 25,000	\$ -	\$ 25,000	\$ 250,000
Westport Bus Needs Study	\$ 100,000	\$ 22,500	\$ 2,500	\$ -	\$ 125,000
NTD Facilities Needs Assessment	\$ 280,000	\$ 70,000	\$ -	\$ -	\$ 350,000
NTD Comprehensive Operational Analysis	\$ 320,000	\$ 80,000	\$ -	\$ -	\$ 400,000
Total Studies	\$ 1,950,000	\$ 397,500	\$ (16,250)	\$ 87,500	\$ 2,418,750
Total Services – CTDOT LOTCIP Administrative			\$ 149,170		\$ 149,170

Westport Rail Parking Study, Phase 2 - CTDOT Westport Rail Parking Account is source for WestCOG match. Funding is available for Phase 2 but is not ready to go.

Route 7 Assessment & Implementation Plan Phases 3 consists \$125,000 STP-B & State. CTDOT Engineering is deciding whether to proceed with this study.

Stamford Bus & Shuttle Study - consist of \$750,000 STP-B & State.

Stamford Bicycle Ped Master Plan - consists of \$200,000 STP-B, \$25,000 State, and \$25,000 local (Stamford)

Darien/Noroton Heights Access TOD Study - consists of \$200,000 STP-B, \$25,000 State, and \$25,000 local (Darien)

Westport Bus Needs Study - includes FY13 PL and STP, state, and regional funding

Task 3.1: SWRPA Technical Studies Funded by FHWA

There are five technical studies funded by FHWA in FY2016 and FY2017.

Task 3.1.1

Project: Westport Rail Stations Parking Study
Sponsor: WestCOG for the South Western Region MPO
Funding Source: Surface Transportation Program (STP)-Bridgeport Stamford

Study Objectives and Status

The purpose of the study is to evaluate existing commuter parking facilities at and near the Westport and Green's Farms rail stations in Westport; identify and assess potential improvements; and develop an implementation strategy. The study will be completed in two phases. Phase 1 will review existing conditions, analyze issues and opportunities, and develop alternatives. Phase 2 will provide an in-depth analysis of the preferred alternatives and a public outreach component. Phase 1 of the study will conclude in early FY2016. The scope for Phase 2 will be developed based upon the findings and recommendations of the first phase and the agreement of CTDOT, Westport and WestCOG staff to the SWRMPO.

Study Scope Phase 1

Task 1 Project Management – create a Study Technical Advisory Committee
Task 2 Review of Existing Conditions – gather available data from Westport, SWRPA and CTDOT, collect new parking/traffic data and traffic analysis, prepare a station assessment
Task 3 Analyze and Define Issues/Opportunities – prepare a supply/demand analysis for the parking areas, identify issues, deficiencies, and potential improvements
Task 4 Identification of Alternatives – including a parking management plan and mobility plan
Task 5 Development of Draft and Final Reports (Tasks 1 – 4 are complete. Task 5 will be completed in FY2016)

Study Products Phase 1

- Agendas, presentation material, handouts, meeting summaries
- Technical Memorandum detailing existing conditions
- Technical Memorandum detailing issues/opportunities
- Conceptual site plan for each study area highlighting parking and mobility recommendations
- Technical Memorandum that presents range of implementation alternatives and preferred alternative
- These products will be delivered in FY2016.
 - Draft and Final report summarizing Phase 1, including a master executive summary and PowerPoint presentation
 - Executive Summaries of all technical memos and reports

Study Framework

The project is being administered by the staff of WestCOG on behalf of the SWRMPO in cooperation with CTDOT, Westport and the Norwalk Transit District. Consultant services are conducting the study.

A Study Advisory Committee composed of Westport, CTDOT and WestCOG staff to the SWRMPO guide the study.

Study Schedule

All but the final report and associated deliverables was completed in Phase 1. This phase will be completed early in FY2016.

Budget

Funding Source	Phase 1	CTDOT Staff Charges	Amount Available
Federal Share	\$150,000	\$15,000	\$135,000
Town/Agency Share – Westport State Rail Parking Account	\$37,500	\$3,750	\$33,750
Subtotal	\$187,500	\$18,750	\$168,750

Funding Source	Phase 2	CTDOT Staff Charges	Amount Available
Federal Share	\$150,000	\$15,000	\$135,000
Town/Agency Share – Westport State Rail Parking Account	\$37,500	\$3,750	\$33,750
Subtotal	\$187,500	\$18,750	\$168,750

Total	\$375,000	\$37,500	\$337,500
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Phase 2

This Phase will include the following, as well as other tasks to be determined during the course of Phase 1:

- Public Involvement and Outreach
- Detailed, in-depth analyses, renderings, and parking plan of preferred alternative(s)

<u>Phase 2</u>		<u>Expenditure</u>	
<u>Funding Sources</u> _____		<u>Allocation</u> _____	
Federal	\$ 150,000	Region	\$ 0
Local/State	\$ 75,000	CTDOT	\$168,750
Total	\$ 375,000	Consultant	\$337,500

Task 3.1.2

Project: Route 7 Assessment & Implementation Plan Phases 2/3
Sponsor: WestCOG for the South Western Region MPO

Funding Source: Surface Transportation Program (STP)-Bridgeport Stamford

Project Objectives

The study will develop a phased implementation improvement plan for the Route 7 corridor from the vicinity of the Route 7 expressway and Route 123 (Norwalk) to Route 7 and Wolfpit Road (Wilton). This project is undertaken because the Connecticut Department of Transportation (CTDOT) determined in 2009 that funding for two longstanding priority projects¹ is not available. Because there are multimodal operational and safety needs in the corridor that are not addressed in any other active planning, design or funding programs, this initiative will fill a planning void that will begin with a review of planning and engineering work done to date and corridor transportation needs that are already identified. Implementable improvement opportunities in the corridor will be developed and positioned as near and mid-term or future long term and larger scale efforts. To prepare the action plan the project will review and synthesize available information from local, state and regional transportation projects and plans in the corridor; transportation, land use, environmental data and forecasts; identify needs and opportunities for multimodal safety and operational improvements; and, recommend improvement concepts and alternatives as well as cost estimates; and, initial criteria for project selection and priority setting will be proposed. Future phases will: develop preferred alternatives; produce an action plan; and include a public involvement and outreach component.

Study Scope – Phase 1

- Task 1: Scoping, Mobilization and Project Management – develop project timeline and hold project kick-off meeting,
- Task 2: Existing Conditions: Base mapping, review and synthesis of transportation projects and plans and identified needs; transportation and travel data, system operation and performance data, safety data, land use and development data and development assessment,
- Task 3: Future Conditions: 2020 forecasts; land use and environmental considerations and anticipated constraints, development of future peak volumes, Synchro and simulation analysis of future conditions,
- Task 4: Alternatives Development: concepts, alternatives and cost estimates, financial framework and fiscal constraints,
- Task 5: Alternatives Evaluation and Selection and Implementation Plan – evaluation of improvement alternatives, financing and implementation plan.

Phase 2/3 – STP Urban Funded \$125,000

In FY2015, study phases 2 and 3 are combined to undertake activities determined to be essential to developing implementable operational and safety improvements and to collect and analyze data for CTDOT's Route 7 and 15 interchange project as determined appropriate by CTDOT's Chief Engineer

¹ CTDOT projects that are tabled due to lack of funding are Route 7 & 15 interchange (Project 102-269), and Route 7 improvements from Grist Mill, Norwalk, to Wolfpit Road, Wilton (Project 102-305).

and others. A project review was held on April 24, 2014 and serves as the basis for future refinement of the study scope.

This phase of the study will include the following, as well as other tasks that will be determined during scoping and negotiations:

- Prepare a technical memo that updates the Final Phase 1 Report to reflect CTDOT, SWRPA and Norwalk and Wilton input.
- Initiate additional data collection and analyses of improvement alternatives for very near term, near term, and mid term
- Develop Long-Term Alternatives and refine very near term, near term and mid term alternatives that incorporate and address stakeholder input
- Develop and implement the public involvement plan.
- Develop a phase-financed Implementation Plan

Study Framework

The project is administered by the Western CT Council of Governments staff to the SWRMPO in cooperation with the Connecticut Department of Transportation (CTDOT), City of Norwalk, and Town of Wilton. Consultant services were provided by Urban Engineers Inc. as the prime consultant with FHI (a DBE) as the sub consultant. The same consultant team will be used for Phase 2 and Phase 3 because the RFQ covered all phases. A 10% DBE goal is recommended for Phase 3. A technical advisory committee composed of SWRPA, Norwalk, Wilton and CTDOT will guide the study.

Schedule – Phase 1

This phase was initiated and completed in FY2012.

Schedule – Phase 2/3

Funding for the project is in place. Consultant services will be initiated in FY2016, following scoping, fee negotiations, and execution of the WestCOG-consultant agreement.

Budget Phase 2/3 (Not to exceed)

<u>Funding Source – STP-B</u>		<u>Allocation</u>		<u>Total</u>
Federal	\$ 100,000	Consultant		\$ 100,000
State	\$ 25,000	State		\$ 12,500
Total	\$ 125,000	Region	\$ 12,500	
		Total		\$ 125,500

Task 3.1.3

Project: Stamford Bus and Shuttle Study
Sponsor: Western CT Council of Governments for SWRMPO
Funding Source: STP Urban

The purpose of the Stamford Bus and Shuttle Study is to complete a comprehensive evaluation of current bus transit and shuttle operations in the city, focusing on the Stamford Transportation Center (STC). The technical scope of services is organized in a phased approach, with Phase A focusing on the private shuttle issues and opportunities in Stamford and Phase B evaluating the broader urban transit opportunities in Stamford.

The study will begin with a detailed investigation of public and private shuttles serving the Stamford Transportation Center (STC), assessing impacts of the shuttle services on network operations and traffic circulation in and around the STC and providing governance and operating scenarios for efficient, coordinated delivery of transit service at the STC for employers and commuters. As scenarios are refined and advanced, more detailed analyses will test their potential against the existing network structure.

Following the initial focus on private shuttles and the potential for improvements to the current shuttle operations, the subsequent study phase will develop strategies to enhance additional components of the urban transit and transportation network including CTTransit services, roadway operations in the vicinity of the STC and along bus routes, last-mile connectivity improvements, and non-motorized access to, from and through the STC hub.

To the extent possible, the two study phases will be coordinated so that some tasks will be conducted concurrently to inform both efforts, to consolidate meetings, and for efficiency purposes.

The study phases and tasks are listed below:

Phase A: Private Shuttle Study

- TASK 1: PROJECT MANAGEMENT AND STAKEHOLDER OUTREACH TO SUPPORT SHUTTLE STUDY
- TASK 2: SHUTTLE AND TRANSIT SERVICE – EXISTING CONDITIONS AND SCENARIO DEVELOPMENT
- TASK 3: SERVICE SCENARIO SIMULATION
- TASK 4: SHUTTLE IMPLEMENTATION PLAN

Phase B: Broader Urban Transit Study

- TASK 1: PROJECT MANAGEMENT, PUBLIC INVOLVEMENT, AND STAKEHOLDER OUTREACH
- TASK 2: STAMFORD TRANSPORTATION NETWORK – EXISTING AND FUTURE CONDITIONS
- TASK 3: TRANSIT SERVICE RECOMMENDATIONS
- TASK 4: TRANSPORTATION NETWORK ALTERNATIVES AND RECOMMENDATIONS
- TASK 5: URBAN TRANSIT IMPLEMENTATION PLAN
- TASK 6: CONTINGENCY

Products

Phase A: Private Shuttle Study

Task 1

- Monthly progress reports and invoices specific to Phase A
- Phase A Study Committee Meeting agendas, presentation materials, and meeting summaries
- Written summaries of any individual stakeholder interviews or coordination meetings – brief summaries to document key discussions, decisions, and to document meeting
- Up to one (1) briefing document focused on findings of Shuttle Study
- Outreach summary for shuttle pop-up event
- Website (will support both Phase A and Phase B)
- A “Project Business Card” for broad distribution to aid in project visibility and resource references (will support both Phase A and Phase B)
- Project logo/banner (will support both Phase A and Phase B)

Task 2

- Written summaries of employer meetings
- Employer and employee e-survey and summary of results
- Draft technical memorandum of Existing Conditions and Scenario Development for review by Study Committee (3 rounds of review are assumed)
- Final technical memorandum of Existing and Conditions and Scenario Development

Task 3

- Draft technical memorandum of Service Scenario Simulation for review by Technical Committee (3 rounds of review are assumed)
- Final technical memorandum of Service Scenario Simulation

Task 4

- Draft technical memorandum of the Shuttle Implementation Plan for review by Study Committee (3 rounds of review are assumed)
- Final technical memorandum of the Shuttle Implementation
- Materials to support Meeting #4 – Final roll out of shuttle concept for Study Committee and Shuttle Community Public meeting

Phase B: Broader Urban Transit Study

Task 1 Deliverables

- Monthly progress reports and invoices
- Study Committee Meeting agendas, presentation materials, and meeting summaries
- Written summaries of any individual stakeholder interviews or coordination meetings – brief summaries to document key discussions, decisions, and to document meeting
- Materials for use at focus group meetings and brief summaries of meetings
- Up to four (4) briefing documents
- Up to two (2) PowerPoint Presentations for use by others
- Flyers and advertisements for all pop-up events
- Outreach summaries for all pop-up events
- Presentations: CTDOT, WestCOG MPO, City of Stamford, and a stakeholder group
- Website
- Up to three (3) virtual public meetings as part of the project website

- A “Project Business Card” for broad distribution to aid in project visibility and resource references

Task 2

- System goals for evaluation matrix tool (to be completed in Task 4)
- Draft technical memorandum of Existing and Future Conditions Assessment for review by Technical Committee (3 rounds of review are assumed)
- Final technical memorandum of Existing and Future Conditions Assessment

Task 3

- Draft technical memorandum of Transit Service Recommendations for review by the Study Committee (3 rounds of review are assumed)
- Final technical memorandum of Transit Service Recommendations

Task 4

- Transit alternatives evaluation matrix
- Micro simulation and visualization for some transit/transportation system alternatives
- Draft technical memorandum of Transportation Network Alternatives and Recommendations for review by Study Committee (3 rounds of review assumed)
- Final technical memorandum of Transportation Network Alternatives and Recommendations

Task 5

- An Implementation Plan that summarizes the various “projects” that result from the study recommendations. The Implementation Plan will include a summary table that identifies each project, its components, its phasing/priority, order-of-magnitude cost, potential funding sources, and suggested champion. This can serve as a stand-alone resource if desired. Final project briefing materials, website updates, and informational pieces (included in Task 1) will be included in the final plan deliverables.

Study Framework

The study will be administered by Western CT Council of Governments for the SWRMPO in cooperation with CTDOT, the City of Stamford and CTTransit. Consultant services will be retained for certain study components based on a qualifications based selection process. A Study Committee will be created to assist in this effort.

Schedule

The Study will be initiated in FY2015 and completed in FY2017.

Budget – Total

<u>Funding Source – STP-B</u>		<u>Allocation</u>		<u>Total</u>
Federal	\$ 600,000	Consultant		\$ 735,000
State	\$ 150,000	State		\$ 0
Total	\$ 750,000	Region	\$ 15,000	
		Total		\$ 750,000

Task 3.1.4

Project: Stamford Bicycle and Pedestrian Plan
Sponsor: WestCOG for SWRMPO
Funding Source: STP Urban

The purpose of this project is to create a Bicycle and Pedestrian Plan for the City of Stamford which considers the safety, accessibility, mobility, and input of all users and which delivers recommended policies and projects.

The Stamford Bicycle and Pedestrian Plan will be performed by WestCOG staff to the SWRMPO on behalf of the City of Stamford and the Connecticut Department of Transportation (CTDOT). A study technical committee will be established and a public involvement program will aim to involve diverse and interested stakeholders.

This project will bring together and build upon the numerous plans for and studies of Stamford performed in the last decade, including the 2014 Master Plan, that have recommended improved bicycling and walking facilities. This project will enable the City to create policies and guidelines as well as develop projects that follow the mandate of CONN. GEN. STAT. 13a-153f that “[a]ccommodations for all users shall be a routine part of the planning, design, construction and operating activities of all highways...in this state. This project will be performed at a time of significant population growth and development in the City as well as a time of increased interest in bicycling and walking in Stamford.

Study Framework

The study will be administered by WestCOG in cooperation with the City of Stamford and CTDOT. Consultant services will be retained for certain study components based on a qualifications based selection process. A Technical Advisory Committee will be created to work on this effort.

Study Scope

The work program tasks include:

1. Public Involvement
 2. Goals and Objectives
 3. Existing Conditions
 4. Analysis
 5. Findings and Recommendations
 6. Final Plan
 7. Project Management
1. Public Involvement
 - a. Technical advisory committee. Technical advisory committee will be composed of City, Regional, and CTDOT officials. Hold periodic meetings [a minimum of four onsite TAC meetings and other conference calls] throughout the study process.
 - b. Public meetings. Hold 3 to 5 public meetings to give the public an opportunity to review and comment on the draft and final plan.
 - c. Website / social media. Create a study website that links to the websites of WestCOG and the City of Stamford. Use social media to communicate with the public.
 - d. Deliverables: technical advisory committee and public meetings; website

2. Goals and Objectives
 - a. Goals and objectives. Work with the technical advisory committee and steering committee to develop goals and objectives for the Plan.
 - b. Peer review. Identify and review 3 comparable cities that have improved their bicycle and pedestrian transportation system. Assess what worked and what did not.
 - c. Deliverables: goals and objectives statement; peer review technical memorandum

3. Existing Conditions
 - a. Existing plans and policies. Review existing city, regional, and state transportation plans. Review existing city transportation and land use policies. (Potential City/WestCOG task)
 - b. Demographic data. Collect and analyze demographic data to create a profile of the population who bicycles and walks. (Potential City/WestCOG task)
 - c. Existing bicycle and pedestrian routes. Identify existing on-road and off-road bicycle and pedestrian facilities. Inventory streets for bicycle and pedestrian facility suitability (classification, cross-section, speed, average daily traffic, geometry, land use).
 - d. Travel data. Collect and analyze bicycle and pedestrian travel data to the extent practical. Estimate future needs based on projected population and land use changes.
 - e. Crash data. Collect and analyze crash data to identify high crash locations.
 - f. ADA accessibility. Identify locations with ADA accessibility deficiencies. Consult CT DOT ADA transition plan. Review FHWA guidance on ADA requirements with regard to paving projects.
 - g. Deliverables: existing conditions technical memo

4. Analysis
 - a. Safety. Based on the crash data analysis, identify countermeasures to improve safety at high crash and other unsafe locations.
 - b. Mobility. Identify new and improved on- and off-road facilities that would improve bicycle and pedestrian mobility and meet future demand.
 - c. Accessibility in compliance with the Americans with Disabilities Act (ADA)
 - i. ADA. Identify locations in need of ADA accessibility improvements. Consult CT DOT ADA transition plan.
 - ii. Bicycle parking. Identify locations to add bicycle parking
 - d. Intermodal connections. Identify ways to improve the connection between bicycling, walking, and other modes.
 - e. Policy. Propose new or revised City policies to better accommodate bicycles and pedestrians.
 - f. Deliverables: alternatives analysis technical memo

5. Findings & Recommendations
 - a. Recommended improvements
 - i. Facilities. Recommended new or improved facilities to improve the safety and mobility of bicycles and pedestrians.
 - ii. Cost estimates. Generate cost estimates for new or improved facilities.
 - iii. Prioritize. Prioritize improvements by safety, necessity, and cost.
 - b. Recommended policy
 - i. The City of Stamford now has a complete streets policy
 - ii. Land use. Propose City land use policies that support bicycle and pedestrian transportation. (Potential City/WestCOG task)

- iii. Maintenance. Propose City maintenance policies that support bicycle and pedestrian transportation. (Potential City/WestCOG task)
 - c. Implementation strategy
 - i. Prioritize projects. Prioritize projects by cost and timeframe
 - ii. Performance measures. Create performance measures to track the implementation of the Plan.
 - d. Deliverables: recommended alternatives technical memo; implementation strategy technical memo, including recommended policies and legislation.
- 6. Final Plan
 - a. Final report. Produce a final report and executive summary.
 - b. Future bicycle-pedestrian system map. Produce a map showing the future bicycle-pedestrian transportation system.
 - c. Deliverables: 30 hard copies of: (1) final report; (2) executive summary; and 50 copies to the future bicycle-pedestrian system map
- 7. Project Management
 - a. WestCOG will administer the project in close cooperation with the City of Stamford, including: setting and overseeing the schedule, deliverables, public involvement, project discussions, and financial requirements.
 - b. The consultant will produce monthly invoices and reports.

Products

- Goals and objectives statement
- Peer review technical memorandum
- Existing conditions technical memo
- Alternatives analysis technical memo
- Recommended alternatives technical memo
- Implementation strategy technical memo
- Final Report and Executive Summary
- Future Bicycle-Pedestrian System Map

Schedule

The study will be initiated in FY2016 and completed in FY2017.

Budget

Allocation To be determined

Funding Sources

STP Urban	\$200,000
State	\$ 25,000
Local	\$ 25,000
Total	\$250,000

Task 3.1.5

Project: Noroton Heights Train Station Access Study
Sponsor: WestCOG for SWRMPO
Funding Source: STP Urban

This study will develop a plan and program for improved access, operations and safety of all users at and around the Noroton Heights Train Station (Train Station). In the coming years, the Train Station will be directly impacted by proposed mixed use and residential developments of significant size located within one-half mile of the station property. One of the projects, is complete and occupied; two of the projects are currently in the design phase; and a now-vacant property directly across the street from the Train Station is also likely to be developed. These transit-oriented developments are expected to bring significantly more people to the area by all modes to the area. This study will analyze these future needs and make recommend policies and projects to meet those needs.

The goal of the study is to combine critical information about and analyses of the area around the Train Station, including the use of and accessibility and mobility afforded by existing facilities. The study will focus on:

- 1) The Train Station facilities, including improved bicycle and scooter facilities (parking, lockers), handicapped accessibility, stairways, overpasses, station amenities and security provisions, and site access and circulation;
- 2) Sidewalks, crosswalks and bicycle routes in the area; and
- 3) Review of the actual Train Station location and its proximity (within a half mile) to four large developments, two of which are or will be mixed use developments

Study Framework

The study will be administered by WestCOG staff to the SWRMPO in cooperation with the Town of Darien and CTDOT. Consultant services will be retained for certain study components based on a qualifications based selection process. A Technical Advisory Committee will be created to work on this effort.

Study Scope

The study scope will follow a traditional framework: data collection; analysis; alternatives development; findings and recommendations; and, a final report which provides an implementation plan near term, mid-term and long term improvement priorities and strategies and identify opportunities.

Schedule

The study will be initiated in FY2016 and completed in FY2017.

Budget

Funding Sources

STP Urban	\$200,000
State	\$ 25,000
Local	\$ 25,000
Total	\$250,000

Allocation To be determined

Task 3.1.6

Project: Westport Bus Needs Study
Sponsor: WestCOG
Funding Source: STP-B

Project Objectives

The study of Westport Bus Needs is conducted by WestCOG on behalf of the Norwalk Transit District which operates bus services for the Westport Transit District. The study evaluates current operations, services, rates and develops service and investment alternatives to guide future investment in the Westport bus and shuttle services and answers questions raised by the community about the appropriate type and level of public bus service for the Town of Westport.

Study Scope

The work program tasks include:

- Existing Conditions/Data Collection
- Passenger and stakeholder surveys
- Market Assessment
- Service alternatives and investment requirements
- Public involvement and outreach

Products

- Technical Memo: Existing Conditions, Survey Findings and Market Assessment
- Technical Memo: Service Alternatives and Financial Requirements
- Technical Memo: Recommended
- Public Involvement and Outreach Report

Study Framework

The study is administered by WestCOG in cooperation with the Norwalk Transit District, the Westport Transit District, and CTDOT. Consultant services were retained for certain study components based on a qualifications based selection process. A Technical Advisory Committee was established to participate in the study.

Schedule

The Study was initiated in FY2014 and will be completed in FY2016.

Budget

Funding will not exceed \$25,000 PL and \$100,000 STP-B.

<u>Funding Source – PL 2013 STP-B</u>			<u>Allocation</u>	<u>Total</u>
Federal	\$ 20,000	\$ 80,000	Consultant	\$115,000
State	\$ 2,500	\$ 20,000	State (STP-B)	\$ 10,000
WestCOG	\$ 2,500	\$ _____	Total	\$ 125,000
Total	\$ 25,000	\$ 100,000		

Task 3.2: SWRMPO Technical Studies Funded by FTA

No FTA technical studies are anticipated.

Task 3.3: SWRMPO Technical Studies & Services Funded by Others

Task 3.3.1 CTDOT LOTCIP Administrative Services

Project: South Western Region LOTCIP Administrative Services
Sponsor: WestCOG for SWRMPO
Funding Source: CTDOT LOTCIP to Regions

Study Framework

LOTICIP Administrative Services will be administered by WestCOG for the South Western Region. Consultant engineering task based services will provide the CTDOT LOTCIP-required administrative services and proscribed by CTDOT LOTCIP Guidelines:

http://www.ct.gov/dot/lib/dot/documents/dhighwaydesign/LOTICIP_guidelines_20131104.pdf

Study Scope

The consultant services scope will meet the requirements of the CTDOT LOTCIP program and will include: application review, design submission reviews, and program management. Program management assistance may include organizing project kickoff meetings, monitoring the progress of project design and construction, and providing the region with independent opinions of project costs and schedule during design. It is anticipated that kickoff meeting tasks will include the distribution and explanation of regional and CTDOT LOTCIP guidelines and project delivery process, a review of the responsibilities of all parties, a review of the project schedule, cost, design issues, and milestones, and the introduction of region-required LOTCIP language necessary in any construction contracts. It is anticipated that project monitoring will consist of obtaining and compiling project progress reports including completed construction cost and schedule reports and providing the progress reports to the region on a quarterly basis. Effective project monitoring may necessitate becoming familiar with and tracking critical design issues by periodically coordinating with the project designers, municipalities, and the region.

Schedule

The LOTCIP administrative services will begin following CTDOT approval of consultant selection, scope and fee approvals, and execution of the WestCOG – consultant services agreements. The estimated start is early FY2016. This project will continue until funds are exhausted.

Budget

Allocation

Consultant services \$149,170

Funding Sources

CTDOT	\$149,170
Total	\$149,170

Task 3.4: Technical Studies by Others

There are two technical studies by the Norwalk Transit District

Task 3.4.1

Project: Norwalk Transit District Facilities Needs Assessment (NEW)
Sponsor: Norwalk Transit District
Funding Source: FTA 5307
FTA Project #: CT-95-X020

Project Description

This project will evaluate the Norwalk Transit District (NTD) facility condition and needs and develop detailed program of projects to achieve a state of good repair and operational efficiency. The existing NTD facility was built in 2001. At 15 years of age, both major and minor maintenance is required for the maintenance and office areas. The NTD fleet has expanded from 60 to more than 80 vehicles which strain the current site's fleet maintenance and storage capabilities.

The study will include, but not be limited to: review of storage and circulation space for vehicles in fleet and the associated maintenance requirements; introduction of new technologies into the facility; assessment of current building systems; development of recommended improvements and preliminary engineering and design schematics and cost estimates. The study will serve as the basis for future expansion and to establish an on-going State of Good Repair maintenance program

Study Framework

The study will be administered by Norwalk Transit District in cooperation with the CT Department of Transportation. Consultant services will be retained and will follow FTA and Norwalk Transit District procurement procedures.

Schedule

The study will be initiated in FY2016 and completed in FY2017.

Budget

Funding Sources

FTA 5307	\$280,000
State	\$ 70,000
Total	\$250,000

Project 3.4.2

Project: Norwalk Transit District Comprehensive Operational Analysis
Sponsor: Norwalk Transit District
Funding Source: FTA 5307
FTA Project #: CT-95-X020

Project Description

The Norwalk Transit District (NTD) comprehensive operational analysis (COA) will be the first in over 30 years. The COA will help to address the challenges and opportunities that economic growth, residential and commercial development, and demographic changes that Norwalk, Westport and the NTD service area are experiencing.

The COA will develop a multi-year plan to optimize service, efficiency, safety and reliability within existing or projected financial resources. The COA will provide a comprehensive program of changes for the service network, on-time performance, customer service, effective use of technology, and fare policies. A multi-year service plan will be created and performance standards will be established.

The COA will:

- Collect data on NTD's (inclusive of Westport) fixed route services to provide a comprehensive understanding of the existing services, including ridership patterns, operating conditions and service performance.
- Review all existing routes including but not limited to design, running times, layover points, time points and both passenger and operator schedules to determine operational efficiency.
- Review passenger levels by time period, with an emphasis on late evening and weekend service.
- Delineate areas where there is likely demand for new service, with recommendations as to routes, schedules and type of equipment needed to operate the service.
- Determine public perception and image through market research techniques, i.e. telephone survey.
- Relate service changes to current and potential funding levels.
- Develop performance measures/standards.
- Conduct peer analysis – How does NTD and WTD compare to other transit systems in terms of its performance standards? How does NTD and WTD compare to other transit systems in terms of fares charged for the service provide? Identify opportunities for regional services and system coordination opportunities.
- Prepare a COA report with multi-year recommendations, priorities and a financial plan.
- Engage the public and policy makers throughout the COA development process.

Study Framework

The study will be administered by Norwalk Transit District in cooperation with the CT Department of Transportation. Consultant services will be retained and will follow FTA and Norwalk Transit District procurement procedures.

Schedule

The study will be initiated in FY2016 and completed in FY2017.

Budget

Funding Sources

FTA 5307	\$320,000
State	\$ 80,000
Total	\$400,000

Task 3.5: South Western Region Technical Studies and Task Order Services Funded by the Unified Planning Work Program

The FY2016 & FY2017 UPWP allocated some resources to consultant services to support the transportation planning program. As shown in Table 3.1, this amount is \$1,543,750. Task-Based Consultant services to support the SWRMPO planning program is \$75,000 (FY2016) and \$201,508 (FY2017). If WestCOG staff to support the SWRMPO is increased and the UPWP will be modified to increase direct charging staff and reduce consultant services.

Task 2.18: Planning Activities Objective 2.18 Consultant Services will contract consultant services in support of the transportation planning program, including but not limited to: task based services; study of selected traffic/transit problems to identify deficiencies, alternatives and concepts for improvements or countermeasures; performance measures; and, technical assistance for SWRMPO or consultant studies or activities that exceed available staffing, technical capabilities or financial resources. Consultant services will be procured following the CTDOT RPO Procurement Procedures or its successor.

Consultant services and studies are classified according to the guidance provided in the *CTDOT RPO Procurement Procedures*². The procurement categories are: micro, small, mid-size and large as follows:

Micro or Small Purchase (RFP)

- Supporting Services – Preparation of Spanish versions of executive summaries of key transportation reports, such as the long range transportation plan and TIP, is an example of a supporting service to transportation planning activities that will be funded through this task. The commitment to Spanish language translations was made in the 2009 *South Western Region Public Involvement Plan* and subsequent public involvement program evaluations and compliance reports. Other essential supporting services may be identified and approval for funding required.

Small or Mid-size Purchase (RFP)

- Task Order Consultant Services – to support on-going transportation planning activities, projects, programs and studies of the region and its stakeholders four broad areas of technical or specialized expertise and assistance will be arranged in a contract with one or more qualified firms. The contract for services will be for three years with a one year extension to complete assignments. Expertise or specialized service areas include:
 - Transportation planning and studies, including but not limited to multimodal transportation/transit planning, TDM, non-motorized transportation, and peer review

² CTDOT Procurement Procedures/Consultant Selection Requirements Outline – September 2010
[“CTDOT Procurement Procedures/Consultant Selection Requirements – September 2010](#)

- Traffic engineering, including but not limited to engineering studies, capacity analysis and simulation using the latest available SYNCHRO model, sign warrant analysis, accident and safety analysis, parking assessments, traffic counting, and peer review
- Environmental planning and studies, including but not limited to climate change, NEPA, and peer review
- Graphics design services to support transportation planning activities, including but not limited to graphics for reports, presentation, web-based and other information.

Large-size Purchase (RFQ) – none at this time

Chapter 4

Financial Plan & Staffing

Table 4.1: Total Project Budget

Table 4.2: Total Project Budget by Task

Table 4.3: Staffing by Task

Table 4.4: Total Program Budget with Other Studies

Table 4.5: WestCOG – SWRMPO Cost Allocation Plan

Table 4.6: Maximum Hourly Rates & Staff Job Descriptions

Table 4.1
WestCOG - FY2016 & FY2017 South Western Region MPO UPWP Total Project Budget

	FY2015-2016	FY2015-2016 (Revised 10/1/15)	FY2016-2017	Total
WestCOG Direct Staff Salary Costs	\$ 310,000	\$ 310,000	\$ 319,000	\$ 629,000
Indirect Charges (BFO 148%)	\$ 458,800	\$ 458,800	\$ 472,120	\$ 930,920
Total Direct Salary & BFO	\$ 768,800	\$ 768,800	\$ 791,120	\$ 1,559,920
Direct Non-Salary Costs:				
Consultant Services	\$ 75,000	\$ 67,000	\$ 201,508	\$ 268,508
Travel/Meetings*	\$ 9,000	\$ 12,000	\$ 10,000	\$ 22,000
Equipment	\$ -	\$ 5,000	\$ -	\$ 5,000
Printing/Legal Notices**	\$ 2,000	\$ 2,000	\$ 2,000	\$ 4,000
TOTAL	\$ 854,800	\$ 854,800	\$ 1,004,628	\$ 1,859,428

Note: Total includes consolidated FHWA-PL and FTA planning funds plus the required CTDOT and WestCOG matching funds

* Travel/Meeting budget includes direct mileage/travel reimbursements & cost of special conferences for 4 planners (TBD) and software.

** Printing/Legal Notices budget includes possible outsource printing of LRTP & other task-based publications (TBD)

Table 4.2
WestCOG - FY2016 & FY2017 South Western Region MPO UPWP Task Budget

	FY2015-2016	FY2016-2017	Total
Task 1 - Data Collection and Analysis	\$ 192,200	\$ 197,780	\$ 389,980
Task 2 - Planning Activities	\$ 384,400	\$ 395,560	\$ 779,960
Task 3 - Public Participation	\$ 99,944	\$ 102,846	\$ 202,790
Task 4 - Management of the Planning Process	\$ 92,256	\$ 94,934	\$ 187,190
Subtotal - FHWA and FTA Funded Tasks by Staff Salary	\$ 768,800	\$ 791,120	\$ 1,559,920
Direct Charges (noted above)	\$ 86,000	\$ 213,508	\$ 299,508
TOTAL - FHWA and FTA Consolidated Planning Program	\$ 854,800	\$ 1,004,628	\$ 1,859,428

Table 4.3 - WestCOG South Western MPO FY2016 & 2017 UPWP Staffing by Task

FY2016 & 2017 Direct Charging Staff	Task 1	Task 2	Task 3	Task 4	Total
Job Title	Weeks	Weeks	Weeks	Weeks	Weeks
Sr. Transportation Manager/Coordinator	10.8	21.5	5.6	5.2	43.0
Senior Planners (Principal, Senior, Transportation, Regional)	20.8	41.5	10.8	10.0	83.0
Planners (Planner, Regional, Transportation, Junior, Associate, Assistant), GIS (Senior Manager/Analyst, Manager/Analyst)	30.0	60.0	15.6	14.4	120.0
Intern/Planning Aide					
Part Time/Temp Planner/Technician					
Total Staffing (FHWA, FTA & Local)	61.5	123.0	32.0	29.5	246.0
Task Budget FY2015-2016	\$ 192,200	\$ 384,400	\$ 99,944	\$ 92,256	\$ 768,800
Task Budget FY2016-2017	\$ 197,780	\$ 395,560	\$ 102,846	\$ 94,934	\$ 791,120
Percentage of Total Direct Salary Budget	25%	50%	13%	12%	100%

Notes: The footnotes will be updated to explain the information in the table.

The WestCOG work week is 35 hours.

UPWP Tasks 1-4 are funded by the Transportation Planning Program and shown in this table.

*The Executive Director, Office Manager & Senior Financial Manager are indirect charges.

FY2016 & 2017 Indirect Charging Staff	Task 1	Task 2	Task 3	Task 4	Total
Job Title	Weeks	Weeks	Weeks	Weeks	Weeks
Executive Director					
Senior Financial Manager*					
Office/Financial Manager*					
Total Staffing (FHWA, FTA & Local)	0.0	0.0	2.2	21.5	23.7

FY2016 & 2017 Direct & Indirect Staff Weeks	Task 1	Task 2	Task 3	Task 4	Total
Job Title	Weeks	Weeks	Weeks	Weeks	Weeks
Total Staffing (FHWA, FTA & Local)	61.5	123.0	34.1	51.0	269.7

Table 4.4
WestCOG - South Western Region MPO
FY2015-2016 & FY2016-2017 Unified Planning Work Program
Total Funding Available to WestCOG - Including Other Transportation Planning Studies

Total Program Budget Available to WestCOG						
Program	Federal	FTA	State	WestCOG	2014 Carry-over	Total
FHWA-PL & FTA for FY2015-2016	\$ 450,039	\$ 120,792	\$ 71,354	\$ 71,354	\$ 141,261	\$ 854,800
FHWA-PL & FTA for FY2016-2017	\$ 457,176	\$ 124,343	\$ 114,589	\$ 114,589	\$ 193,931	\$ 1,004,628
Total Other Transportation Funding Underway	\$ 1,230,000	\$ 220,000	\$ 31,250	\$ -	\$ 37,500	\$ 1,518,750
TOTAL	\$ 2,137,215	\$ 465,135	\$ 217,193	\$ 185,943	\$ 372,692	\$ 3,378,178

Table 4.5
Cost Allocation Plan - March 2015

WestCOG	Direct	Indirect
	COSTS*	COSTS**
Salaries	✓	✓
Payroll taxes		✓
Group Benefit Insurance		✓
Pension		✓
Consultants	✓	✓
Accounting & Legal Services		✓
Other services	✓	✓
Rent		✓
Telephone		✓
Reproduction	✓	✓
Maintenance Agreements	✓	✓
Office Supplies		✓
Travel	✓	✓
Dues & subscriptions	✓	✓
Postage		✓
Agency Liability Insurance		✓
Equipment rental		✓
Equipment purchases	✓	✓
Depreciation		✓
Legal Notices/Ads	✓	✓
Meetings/Seminars/Training	✓	✓
Recruitment		✓
Software	✓	✓
Miscellaneous	✓	✓

*Direct Costs include salaries directly chargeable to various grants according to specifications of executed agreements; consultants retained to execute work on approved agreements; and approved chargeable travel expenses, meeting & seminar costs; reproduction fees, special software or equipment purchases; and other miscellaneous costs associated with direct contracts.

** Indirect Costs include all expenses not directly chargeable to current contracts/grants, but are absorbed into the calculated and annually audited burden, fringe & overhead rate.

Table 4.6 - FY2016 & 2017 Maximum Hourly Rates

Job Titles	Maximum Hourly Rates
<i>Planning Staff - Direct Salary Charge</i>	
Deputy Director	\$58.00
Principal Planner	\$51.00
Senior Transportation/Regional Planner	\$43.00
Transportation/Regional Planner	\$40.00
Junior Planner	\$38.00
Associate Planner	\$36.00
Assistant Planner	\$32.50
Planning Aide/Intern	\$25.00
<i>Specialized Staff - Direct Salary Charge</i>	
Senior Transportation Manager/Coordinator	\$58.00
Transportation Manager	\$50.50
Senior Project Manager	\$58.00
Project Manager	\$50.50
Senior GIS Manager/Coordinator	\$51.00
GIS Manager	\$43.50
GIS Analyst	\$36.00
<i>Project Staff (temporary)</i>	
Senior Consulting Planner	TBD
Consulting Planner	TBD
<i>Administrative Staff - Indirect Salary Charge</i>	
Executive Director	\$72.00
Senior Financial Manager	\$51.00
Financial Manager	\$33.00
Office Manager	\$31.00
<i>Prepared by Western Connecticut Council of Governments - April 2015</i>	

Western Connecticut Council of Governments (WestCOG) Job Descriptions

Executive Director

With program and goals set by the Policy Board, the Executive Director plans, develops and directs the implementation of a comprehensive regional/transportation planning program for the WestCOG MPOs to fulfill the requirements of the Connecticut General Statutes, federal transportation planning requirements and other relevant policies and statutory requirements. Serves concurrently as Executive Director supporting the South Western Region Metropolitan Planning Organization (SWRMPO) and the Housatonic Valley Metropolitan Planning Organization (HVMPO), which are the federally-recognized transportation policy boards for the Western Connecticut Region. Oversees all planning efforts for WestCOG; supervises all staff; assures compliance with state and federal requirements, and serves as point of contact for federal, state, and municipal officials on all legislative and policy matters. Represents WestCOG in meetings and with governmental agencies, businesses, non-profits, professional and other public organizations at the national, state and local levels. Oversees budget, audit, and financial reporting; Prepares agendas, minutes, position papers and testimony as needed. Reports to the Policy Board.

Senior Transportation Manager/Coordinator

Under minimal supervision, provides technical planning and administrative support to the Metropolitan Planning Organizations of the WestCOG. Ensures that the 3 “C” federal urban transportation planning process is carried out for the WestCOG region. Provides project management for transportation programs and projects; manages core transportation activities such as corridor studies, federal funding programs and/or special projects. Responsible for management of federally required planning efforts such as LRTP, TIP, AQ Conformance, Public Involvement and Title VI programs. Serves as liaison to federal, state, and local transportation officials and agencies, including involvement with emergency management in the region. Works with other agencies with transportation interests to pursue or implement regional and state transportation policies and programs. This position reports to the Executive Director.

GIS Coordinator/GIS Manager

The GIS Coordinator is responsible for advancing the Agency’s GIS work program and supporting the overall transportation and regional planning work programs for the organization. Under minimal supervision, the GIS Coordinator will lead the Agency’s GIS work program, manage intermunicipal GIS projects, and coordinate the Region’s GIS group as well as provide technical support to the Region’s member municipalities and its stakeholders. Responsible for GIS software applications (ArcGIS) and data interpretation in the fields of transportation, and land use; management of the intermunicipal GIS projects in close coordination with state and municipal partners/vendors. Supports and conducts research, preparing analyses, maps and reports, workshops, grant applications, and studies relating to the transportation planning program, including the TIP, LRTP, and special projects, including tasks

associated with the MPOs of the WestCOG region and the Regional Plan of Conservation and Development (POCD). This position reports to the Executive Director.

Senior Transportation Planner

Under minimal supervision, provides technical planning support and project management for programs including the Transportation Unified Planning Work Program, the MPOs of the WestCOG region, and other grants as appropriate. Conducts research and performs analyses regarding transportation, land use, demographics, economic development, environmental impact, housing, legislation, recreation or other planning activities for projects and assignments. Assists in the interpretation and impact of state statutes pertaining to transportation/land use/housing legislation. Prepares maps and other graphics using GIS as related to the transportation work program; assists in the preparation of the LRTP, TIP, organizing forums and workshops for all related planning issues. Responsible for contract administration, consultant selection, coordination with CTDOT, and local officials, and in all aspects of public involvement. This position reports to the Executive Director.

Senior Regional Planner

Under minimal supervision, the Senior Regional Planner provides technical planning support to overall WestCOG transportation and regional planning programs and is responsible for moving WestCOG's environmental initiatives and emergency planning efforts forward. Provides support for transportation and land use work programs, which include including the Transportation Unified Planning Work Program and the Regional Plan of Conservation and Development (POCD), support to the MPOs of the WestCOG region, the State Grant-in-Aid Program and other grants as appropriate. Assists in the interpretation and impact of state statutes pertaining to transportation/land use/housing legislation. Conducts research and prepares studies and analyses regarding sustainability, environmental issues, mapping (GIS), housing, emergency planning, and other planning activities relating to the mission of the organization. Responsible for technical presentations and workshops along with other public events related to regional issues. This position reports to the Executive Director.

Transportation Planner

Under the supervision of senior staff, provides technical and administrative support for the MPOs of the WestCOG region, and special transportation studies and projects. Conducts research and performs analyses regarding transportation, land use, demographics, economic development, housing and other planning activities for projects, programs and plans. Assists in the development of the LRTP, TIP, congestion management program, and other planning activities and documents. Supports senior staff on transportation projects and programs including monitoring of consultant performance, invoicing, report preparation, and coordination of meetings with stakeholders. Organizes meetings, assists in development of meeting agendas, mailings, meeting summaries and progress reports. Acts as a liaison with public and private agencies and citizens. This position reports to the Executive Director.

Regional Planner

Under supervision, the Regional Planner is responsible for assisting in moving the organization's environmental initiatives forward and providing support for the Agency's transportation and land use work programs. Knowledge will include issues related to flooding, water quality coastal sustainability, emergency planning, transportation planning; and experience with coordinating public outreach. Conducts research and prepares studies and analyses regarding sustainability and climate change, transportation, including service to the MPOs of the WestCOG region, land use, demographics, economic development, environmental issues, mapping (GIS), housing, emergency planning, and other planning activities for Agency projects and programs. Prepares draft reports, spreadsheets, databases and analyses related to the transportation, land-use and emergency planning programs. Prepares and gives technical presentations and organizes workshops and other public events related to environment, transportation and land use. This position reports to the Executive Director.

Senior Financial Manager/Office & Financial Administrator

Under minimal supervision, provides administrative support to the Executive Director and Policy Board, and is responsible for overall office activities including automated recordkeeping, financial reports/presentations for the WestCOG and its programs - including the South West Region MPO, accounts payable/receivable function, budgeting, annual government audit, facilities management, grant tracking, capital purchases and all duties relating to financial management; also coordinates work programs with the Financial Manager and Office Manager in all responsibilities for payroll and human resources benefit coordination; assistants others as assigned, including website maintenance and IT support. This position reports to the Executive Director.

Office Manager

Under direct supervision, performs a variety of office administration duties for WestCOG and clerical tasks to support the needs of the Executive Director, the Council Board, the MPOs of the WestCOG region and professional staff. Types correspondence, memos, meeting notices and reports; data entry in various computer applications, including Excel and Access; responsible for managing office equipment, i.e. fax, copier, postage meter, telephone system etc. Other duties include: maintaining organizational records, Outlook database, organizes logistics for various meetings, files and office supply inventory, as well as placing public notices and media releases. This position reports to the Executive Director.

The following is a description of the WestCOG direct charge staff resources to be utilized for the implementation of the HVMPO's FY-2016 and FY-2017 UPWP.

Deputy Director

As chief transportation planner for the MPOs of the WestCOG region, the Deputy Director has direct responsibility for the management of the MPO's transportation planning program, and provides leadership, guidance and coordination in bringing together key people, organizations and resources to

pursue and implement local, regional and state transportation policies, programs and projects. Serves as primary liaison with CT DOT and US DOT. Works with CT DOT and area municipalities to advance the planning and implementation of transportation projects and oversees the MPO's administrative process.

Senior Project Manager

The Senior Project Manager assists in the development and management of the MPOs of the WestCOG region transportation programs and projects, has liaison duties between local, regional, state and federal agencies, and is assigned responsibility for managing individual transportation planning programs and projects. Undertakes data research, analysis and report preparation activities, provides technical planning assistance to area municipalities, provides leadership in the application of GIS resources for transportation planning, and provides assistance in fulfilling the MPO's administrative requirements.

Senior Planner

The Senior Planner provides technical planning support for Unified Planning Work Program activities, conducts research and performs analyses, assists in the analysis and interpretation of transportation related state policies and regulations, prepares maps and other graphics, assists in the preparation of the LRTP, the TIP, and organizing forums and workshops for related transportation planning issues for the MPOs of the WestCOG region.

Associate Planner

The Associate Planner provides technical planning support for the MPOs of the WestCOG's Unified Planning Work Program activities, conducts research and performs analyses, assists in the analysis and interpretation of transportation related state policies and regulations, prepares maps and other graphics, assists in the preparation of the LRTP, the TIP, and organizing forums and workshops for related transportation planning issues.

Senior GIS Manager

The Senior GIS Manager is responsible for advancing the GIS work for the MPOs of the WestCOG region's work program for transportation planning analysis and products. The GIS Coordinator leads the MPO's GIS work program, provides technical support, data interpretation in the fields of transportation and land use, and provides coordination with state and municipal partners, and vendors involved in the MPO's transportation program, conducts research and prepares analyses, maps and reports, workshops, and studies relating to the transportation planning program.

Geographic Information Systems (GIS) Manager

The Geographic Information Systems Manager performs data development activities related to the MPO's of the WestCOG region, including the updating of existing data files and the creation of new data resources utilized in the MPO's ongoing transportation planning process. Develops and maintains metadata of the MPO's transportation projects, provides spatial analysis assistance to transportation planning activities and responds to varied requests for transportation related mapping products at the regional and local levels.

Chapter 5

Documentation

INDEX

RESOLUTIONS

SWRMPO Designation Resolution – March 19, 2015

WestCOG Designation Resolution – March 19, 2015

SWRMPO Certification Resolution – April 16, 2015

WestCOG Authorizing Resolution – May 21, 2015

SUPPORTING DOCUMENTS

WestCOG FY2015 UPWP Submittal Checklist – April 2015

Maps

Figure 1: South Western Region Metropolitan Planning Area

**SOUTH WESTERN REGION
METROPOLITAN PLANNING ORGANIZATION**

DARIEN • GREENWICH • NEW CANAAN • NORWALK • STAMFORD • WESTON • WESTPORT • WILTON
888 WASHINGTON BOULEVARD • STAMFORD, CT 06901 • (203) 316-5190 • FAX (203) 316-4995

**RESOLUTION #2015-002 Designation of the Western CT Council of Governments
As the Transportation Planning Agency
For the South Western MPO**

Be it resolved that the South Western Region Metropolitan Planning Organization (MPO):

Designates the Western CT Council of Governments as the transportation planning agency for the South Western Region Metropolitan Planning.

This resolution is effective **March 19, 2015.**

Date: March 19, 2015.

By:



**William Brennan
Chairman**

**Designation of the Western CT Council of Governments as
Transportation Planning Agency***

Background

The consolidation of the Housatonic Valley Council of Elected Officials (HVCEO) and the South Western Regional Planning Agency (SWRPA) as the Western CT Council of Governments (WestCOG) effective January 1, 2015, SWRPA and HVCEO functioned as the transportation planning agency for their respective regions and Metropolitan Planning Organizations (MPO). With the sunset of SWRPA and HVCEO, the transportation planning agency for each MPO is WestCOG.

Action Requested

Approve the resolution which designates WestCOG as the transportation planning agency for the Housatonic Valley and South Western Region MPOs.

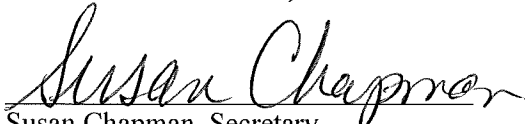
**RESOLUTION OF THE WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS
DESIGNATION OF THE WESTERN CT COUNCIL OF GOVERNMENTS AS THE
TRANSPORTATION PLANNING AGENCY FOR THE HOUSATONIC VALLEY AND SOUTH
WESTERN REGION METROPOLITAN PLANNING AGENCIES**

Be it resolved that the Western CT Council of Governments (WestCOG) is the designated transportation planning agency for the Housatonic and South Western Region MPOs.

I, Susan Chapman, the undersigned Secretary of WestCOG, hereby certify that this resolution was adopted by the WestCOG at a public meeting held on March 19, 2015 at which a quorum was present and that this is a correct copy.

This resolution is in full force and effect as of March 19, 2015.

Dated at New Milford, Connecticut on this Nineteenth Day of March 2015.


Susan Chapman, Secretary

**SOUTH WESTERN REGION
METROPOLITAN PLANNING ORGANIZATION**

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RESOLUTION #2015-004

**ANNUAL CERTIFICATION OF METROPOLITAN TRANSPORTATION PLANNING BY THE
SOUTH WESTERN REGION METROPOLITAN PLANNING ORGANIZATION – APRIL 2015**

WHEREAS:

The Metropolitan Planning Organization of the South Western Region is the designated Metropolitan Planning Organization for the South Western Region (SWRMPO) and is the policy board for metropolitan transportation planning in the South Western Region of Connecticut.

BE IT RESOLVED:

That the SWRMPO certifies that the metropolitan transportation planning process is being carried out in accordance with the terms and provisions of 23 U.S.C. 134, 49 U.S.C. 5303, and the metropolitan planning regulations at 23 CFR 450 (dated February 14, 2007) and that all applicable provisions relative to the involvement of public and private providers of mass transit, Civil Rights, involvement of minority business enterprises, special efforts for elderly and disabled persons, the Clean Air Act, 23 USC and 49 USC, and 23 CFR 450.334(a) have been satisfied.

This resolution is in full force and effect April 16, 2015.

Date: April 16, 2015



Jaymie Stevenson
First Selectman, Darien

**AUTHORIZING RESOLUTION
FOR AN AGREEMENT BETWEEN WESTCOG
AND CTDOT FOR FUNDING HVMPO AND SWRMPO
TRANSPORTATION PLANNING FOR FY2016 AND FY2017**

May 21, 2015

WHEREAS The South Western Region Metropolitan Planning Organization (SWRMPO) and the Housatonic Valley Metropolitan Planning Organization (HVMPO), in cooperation with the Connecticut Department of Transportation (CTDOT), the Federal Highway Administration, and the Federal Transit Administration, are responsible for carrying out the urban transportation planning processes within their respective MPO regions;

WHEREAS the SWRMPO and HVMPO Unified Planning Work Programs are developed in cooperation with the Connecticut Department of Transportation, U.S. Department of Transportation, and transportation stakeholders;

WHEREAS SWRMPO and HVMPO, in cooperation with CTDOT, are responsible for adopting their respective Unified Planning Work Programs, and those Work Programs document the federally required FY2016 and FY2017 metropolitan transportation planning work tasks;

WHEREAS WestCOG, as the Hosting Agency for SWRMPO and HVMPO, and in cooperation with CTDOT, will contract to receive and disperse planning funds to carry out the adopted Unified Planning Work Programs;

BE IT RESOLVED, that Chairman Matthew Knickerbocker or Vice Chairman Jayme Stevenson are hereby authorized to direct Executive Director Francis Pickering to act on behalf of the Western Connecticut Council of Governments in negotiating and executing all appropriate and necessary contractual instruments with the CT Department of Transportation for undertaking SWRMPO and HVMPO regional transportation planning.

Such contracts are for the purpose of obtaining financial assistance to carry on a mutually agreed upon program of transportation planning, as detailed in the SWRMPO and HVMPO Unified Planning Work Programs cited above.

This resolution is effective May 21, 2015.

Resolution Certified By:


Susan Chapman, Secretary



Unified Planning Work Program (UPWP) Review Checklist

RPO South Western Region MPO – Western CT Council of Governments (WestCOG)
 Document Reviewed _____ Date of UPWP 4-24-15
 Consolidated Review? _____ Covering State 2016-2017
 RPO Coordinator Roxane Fromson Fiscal Years FY2016 & FY2017

Comments are provided for any noted errors/omissions or required corrections, clarifications or additional information needs.

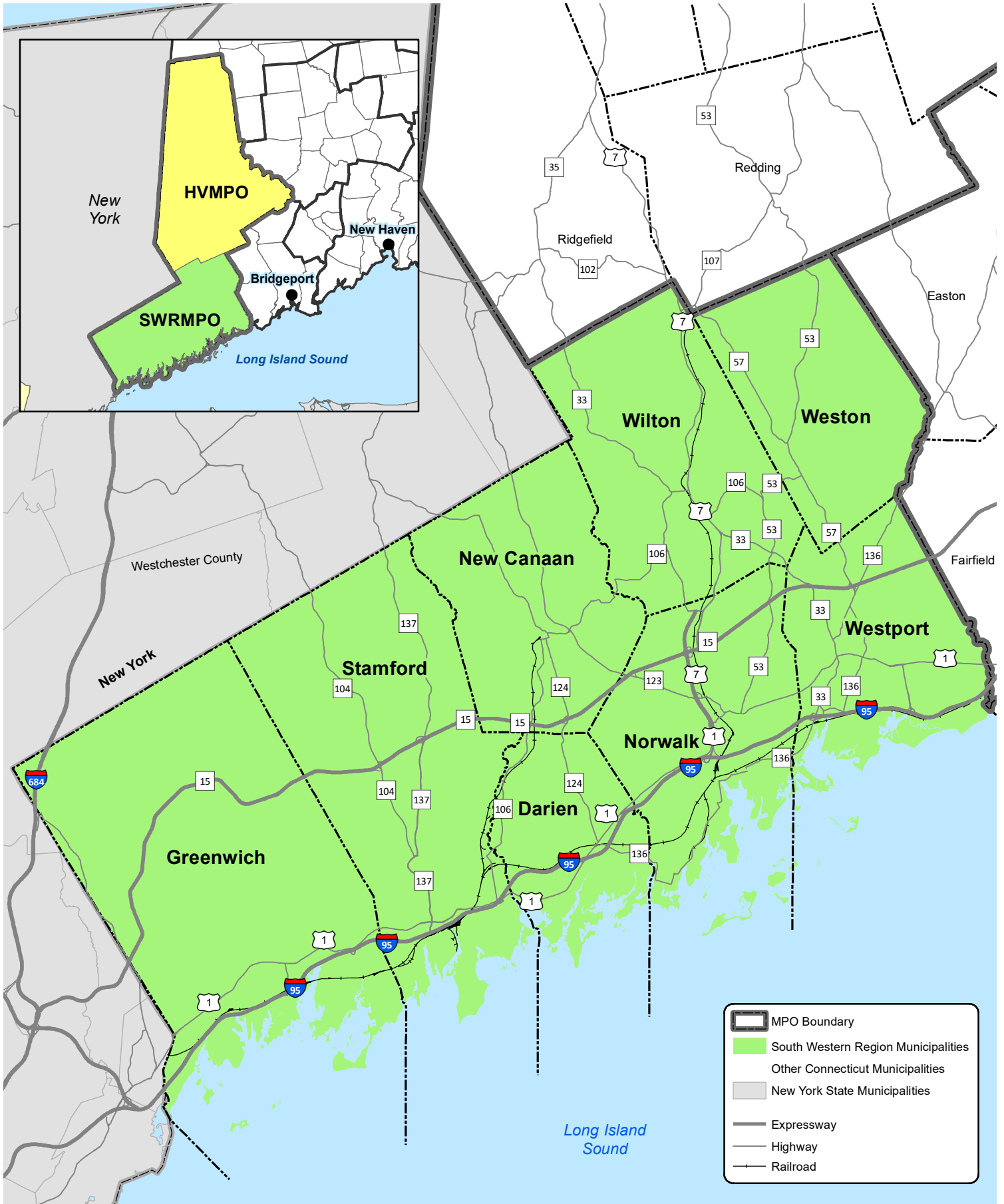
PLEASE FILL IN PAGE NUMBER THAT CORRESPONDS TO YOUR UPWP

A. Task Discussion	PAGE NUMBER
1. Issues and Deficiencies	Does the plan identify the issues and deficiencies identified in the long range regional transportation plan that are intended to be addressed by activities proposed in the work plan? Yes. Chapter 1. pages 7-15
2. Management of the Planning Process	Does the plan include a task describing all of the RPO administrative functions and items such as development of the UPWP, the public participation process, etc.? Yes. Task 4 pages 33-35 & Tasks 4.1 and 4.8 pages 33-35
3. Data Collection/Analysis	Does the plan include a task that discusses all of the work carried out in development of transportation databases to support the planning process, including Geographic Information System (GIS) activities? Yes. Task 1 pages 21-21
4. Planning Activities (PA)	Does the plan include a task that covers both short and long term responsibilities? Short term responsibilities include but are not limited to TIP, STP-Urban project development, Transportation Alternatives Program application coordination. Long term responsibilities include but are not limited to major corridor studies and regional long range transportation plans (LRPs). Yes. Tasks 2.1, 2.2, 2.3 and 2.18 pages 23-29. Chapter 3 – Other Transportation Studies pages 36-53
4a. Planning Studies	Does the plan include a task/subtask/discussion, as applicable, of all the major transportation planning studies anticipated to be conducted within the region during the period of the plan, regardless of the organization lead or funding source? Yes. Chapter 3 – Other Transportation Studies pages 36-53
4b. Air Quality	Does the plan include a task/subtask/discussion, as applicable, of the region's work with the Department in giving consideration of transportation system impacts on air quality within the region and formulating conformity determinations? Yes. Task 2.12 pages 25 & 28
4c. Congestion Management	Does the plan include a task/subtask/discussion, as applicable, of the region's work to cooperate with the Department on various management systems? For MPOs in Transportation Management Areas (TMA), a congestion management process (CMP) status report must be prepared. As such, a discussion of this responsibility should be included in the plan. MPOs should note their continued efforts to develop the six elements of CMP. Yes. Task 2.4 pages 23 & 27
4d. Environmental Planning	Does the plan include a task/subtask/discussion, as applicable, of the region's work relating to coordination and participation in the National Environmental Policy Act process for all planning studies? Yes. Task 2.12 pages 25 & 28
4e. Climate Change	Does the plan include a task/subtask/discussion, as applicable, of the impact of the transportation system on climate change? Yes. Task 2.12 pages 25 & 28
4f. Freight Planning	Does the plan include a task/subtask/discussion, as applicable, of the region's work regarding truck, rail and maritime goods movement considerations, including information compilation, outreach to stakeholders and analysis? Yes. Task 2.8 pages 24 & 28
4g. Land Use and Transportation Models	Does the plan include a task/subtask/discussion, as applicable, of the region's work assessing and projecting land uses in the region, identifying major growth corridors and analyzing related transportation improvements, and promotion of consistency of improvements with State and local planned growth/development patterns? Yes. Task 2.13 pages 25 & 28
4h. Livability	Does the plan include a task/subtask/discussion, as applicable, of the region's work to promote safe, livable communities and environmental sustainability? Yes. Task 2.14 pages 25 & 29
4i. Safe Routes to School	Does the plan include a task/subtask/discussion, for regions receiving funding under the Department's Safe Routes to School program, of the region's work to develop school master plans, including application for funds? Yes. Task 2.7 pages 24 & 28
4j. Transit and Affordable Housing	Does the plan include a task/subtask/discussion, as applicable, of the region's work to identify areas, including reclaimed brownfields that may be suitable for the construction of affordable housing in the vicinity of existing and proposed rail stations, busway stations, and along potential future transit corridors? Yes. Task 2.6 pages 24 & 28
4k. Transit Planning	Does the plan include a task/subtask/discussion, as applicable, of the region's work to support transit

	districts, transit services and rail services? Planning efforts should emphasize activities relating to identification of rail parking needs; rail and local transit interface improvements; improved coordination of inter/intra-regional transit services, including paratransit; improvements to bus stops, signage, and shelter; and, transit security. <i>Yes. Task 2.5 pages 24 & 28</i>
4l. Ladders of Opportunity	Does the plan include a task/subtask/discussion, as applicable, of the region's work to identify transportation connectivity gaps in access to essential services? <i>Yes. Task 21.5 pages 26 & 29</i>
4m. Coordinated Public Transit Human Services Transportation Plan	Does the plan include a task/subtask/discussion, as applicable, of the region's work to coordinate and cooperate with the Department's public transportation staff on the continuing development of and updates to the Coordinated Public Transit Human Services Transportation Plan and on the selection of projects for the various programs that are covered by it? <i>Yes. Task 2.5 pages 24 & 28</i>
4n. Transportation System Safety	Does the plan include a task/subtask/discussion, as applicable, of the region's work relating to transportation safety for all modes? Discussion may include review of safety data, goals, objectives and strategies to promote safety. Additionally, the Strategic Highway Safety Plan should be incorporated by reference into each region's long range plans. <i>Yes. Task 2.9 pages 24 & 28</i>
4o. Transportation System Security	Does the plan include a task/subtask/discussion, as applicable, of the region's work relating to transportation security for all modes? Discussion should include outlining efforts to develop appropriate goals and strategies that address both transit and highway networks. Key elements of current plans for emergency planning and security should be reviewed to ensure that critical facilities and transportation systems are identified and the roles of players are defined. <i>Yes. Task 2.10 pages 25 & 28</i>
4p. Planning for Operations	Does the plan include a task/subtask/discussion, as applicable, of the region's work relating to developing operation and management strategies focusing on mobility and safety within transit and highway networks? Discussion should address development of strategies leading to the capital and operational improvements for preservation of the existing system. Additionally, discussion should highlight work to develop and implement Intelligent Transportation System (ITS) strategies and technologies as well as travel demand management. <i>Yes. Task 2.11 pages 26 & 28</i>
4q. System Investment and Performance	Does the plan include a task/subtask/discussion, as applicable, of the region's work to assist the Department with development of regional goals for the transportation system, performance measures for tracking attainment of the goals, and the Local Highway Finance Report, form FHWA-536, on capital expenditures on local roads? Any data collection and sharing, such as providing traffic count data to the Department's planning staff, should be noted. <i>Yes. Tasks 1.3 and 1.5 pages 21 & 22, and Tasks 2.16 pages 26 & 29</i>
4r. Preservation of existing transportation system	Does the plan include a task/subtask/discussion, as applicable, emphasis on the preservation of the existing transportation system? <i>Yes. Task 2.17 pages 26 & 29</i>
4s. TIP	Does the plan include a task/subtask/discussion, as applicable, of the region's work to develop and maintain the regional transportation improvement program (TIP)? <i>Yes. Task 2.2 pages 23 & 27</i>
4t. LRP	Does the plan include a task/subtask/discussion, as applicable, of the region's work to develop and maintain the regional LRP? For periods encompassing updates to the plan such as the case for the current UPWP, discussion should identify responsibilities to the process, plan period, public involvement, and coordination with the State plan. Amendments may be made on an as needed basis but may require a new air quality conformity finding. MPOs should review their efforts in conjunction with the SAFETEA-LU requirements, including ongoing consultation with various agencies involved in land use planning and natural resources. Discussion during "off" years should address ongoing efforts to meet plan objectives, including coordination activities. <i>Yes. Task 2.1 pages 23 & 27</i>
4u. Technical Assistance	Does the plan include a task/subtask/discussion, as applicable, of the region's work to assist its member municipalities with project development, regional review, prioritization and monitoring schedules under various programs such as STP-Urban, Congestion Mitigation Air Quality (CMAQ), Transportation Alternatives, LOTCIP where eligible and other appropriate? <i>Yes. Task 2.18 pages 26 & 29</i>
5. Other Technical Assistance	Does the plan include a task that discusses any other studies or services carried out on behalf of the region's member towns? <i>Yes. Tasks 2.18 & 2.19 pages 26 & 29, Chapter 3 – Other Transportation Studies pages 37 - 53</i>
6. Public Participation	Does the plan include a task that clearly discusses activities relating to public participation, public involvement, Title VI and environmental justice processes for meeting federal requirements? For MPOs, this discussion may be included as part of other task discussions. <i>Yes. Task 3 pages 30-35, also found in LRTP, TIP and Chapter 3 – Other Transportation Studies</i>
6a. Public Involvement Process	Does the plan include a task/subtask/discussion that clearly addresses the relevant documents, techniques utilized and effectiveness? The process should reflect the requirements under MAP21 concerning a public participation plan and the documentation of such efforts in the regional long range plan (LRP), the publication of relevant documents and visualization techniques. <i>Yes. Task 3 pages 30-35</i>

6b.	Title VI / Environmental Justice	Does the plan include a task/subtask/discussion that, with respect to Title VI and environmental justice, focuses on the development/updating and implementation of a strategy for addressing mandates and considering potential impacts by regional activities on under-served communities? Yes. Tasks 3.4 and 3.5 pages 30 & 32
7.	Continuation of Activities from Prior UPWP	Does the plan include tasks/subtasks/discussions, as applicable, identifying any activities from the prior UPWP period that are outstanding and require additional regional effort during the period of the coming UPWP? Continuing efforts are identified throughout the UPWP. Chapter 3 – Other Transportation Studies includes studies that continue pages 38 - 41
8.	Performance Measures	Does the plan include, in cooperation with the Department performance targets, per MAP21? Yes. Tasks 1.5 on page 21, and 2.16 pages 26 & 29
Section Comments		
B. Administrative Activities		
1.	Maximum Allowable Hourly Rates	Does the plan include a table that clearly identifies maximum hourly rates by title for regional transportation planning staff by fiscal year for the period of the plan? Changes to maximum hourly rates will not be approved during the term of the agreement. Reimbursements for services will be based on the actual rate of pay or maximum allowable hourly rate, whichever is less. Yes. Table 4.5 page 57
2.	General Description	Does the plan include a description of the general duties for each employee classification listed in the work program? Yes. pages 58-61
3.	Financial Summary	Does the plan include a financial summary that clearly identifies the estimated funds required to accomplish each task? All funding sources anticipated to be used on a project, whether federal, State or other should be identified by program. Public participation costs should be identified. Yes. Table 4.2 pages 55. This is also included in each Task 1 – 4 write up.
4.	Estimated FHWA/FTA Planning Funds	Does the plan's financial summary reflect the most current and available combined estimated FHWA and FTA planning funds available to the region for each fiscal year? Yes. Table 4.4 page 56
5.	Planning tasks	For each task, does the plan include the following? <ul style="list-style-type: none"> ○ Identify the responsible agency (MPO, transit agency, consultant) and the party (MPO staff, consultant, transit agency, another MPO, etc.) who will be performing the work. ○ Present with each task, the work schedule (including milestone dates), cost information and staffing requirements required to accomplish the task. ○ Clearly identify the work products for the task. ○ Include a line item (s) for direct costs. Yes. Each of the Tasks 1 – 4 includes the information. Direct costs are identified in Tables 4.1 and 4.2 on page 55
6.	Direct Costs	Does the plan's discussion and/or financial summary provide for direct costs anticipated to be incurred, including but not limited to mileage, travel/lodging, printing, training /seminars /workshops, equipment purchases, and sub-consultants? Yes. Tables 4.1 and 4.2 on page 55
7.	Contracted Activities	Does the plan clearly identify where tasks, planning studies or portions thereof utilizing federal transportation funds will be subcontracted to a consultant? Yes. Task 2.19 pages 26&29, Chapter 3 pages 36-53
8.	Models of Regional Planning	Does the plan identify areas of cooperation and coordination across MPO boundaries to ensure a regional approach to transportation planning? Yes. Task 4.7 pages 33 & 34
9.	Administrative Task	Does the plan's financial summary maintain the costs of administrative functions below 15% of the available planning funds for the region? Yes. Task 4 Program Administration & Management is 12% pages 33-35. See Table 4.3 on page 56
10.	Affirmative Action Plan	Does the plan incorporate an updated and approved affirmative action plan prepared pursuant to the Department's Contract Compliance Section guidance? No. An AAP for WestCOG will be developed and approved for June 2015 WestCOG, SWRMPO and HVMPO approval.
Section Comments		
C. Plan Copies_FOR CTDOT USE		
1.	Draft Plan – CT DOT	Has the Department's RPO Coordinator received two copies of the draft UPWP? Yes. Five copies are provided to enable distribution to others. A digital copy has been provided as well.
2.	Draft Plan – FHWA	Has the Federal Highway Administration received two copies of the draft UPWP? Attention: Ms. Eloise Powell and your federal liaison. Yes. Digital and paper.
3.	Draft Plan – FTA	Has the Federal Transit Administration received two copies of the draft UPWP? Attention: Mr. Noah Berger and Mr. Nicolas Garcia. FTA requests digital only.
4.	Approved Plan	Has the Department's RPO Coordinator received four copies of the approved UPWP? Will provide

when the UPWP is approved and final.



	MPO Boundary
	South Western Region Municipalities
	Other Connecticut Municipalities
	New York State Municipalities
	Expressway
	Highway
	Railroad