

**HOUSATONIC VALLEY
METROPOLITAN PLANNING ORGANIZATION**
162 Whisconier Road, Brookfield, CT 06804

FY2016 AND FY2017

**REGIONAL TRANSPORTATION
UNIFIED PLANNING
WORK PROGRAM**

**FOR THE HOUSATONIC VALLEY
METROPOLITAN PLANNING ORGANIZATION**



PREPARED IN COOPERATION WITH THE CONNECTICUT DEPARTMENT OF TRANSPORTATION,
THE FEDERAL HIGHWAY ADMINISTRATION, THE FEDERAL TRANSIT ADMINISTRATION
AND THE HOUSATONIC AREA REGIONAL TRANSIT DISTRICT

CONTENTS

	<u>Page #</u>
INTRODUCTION	3
TASK 1: DATA COLLECTION AND ANALYSIS	7
1.1 DATA COLLECTION AND ANALYSIS	7
1.2 CENSUS DATA FOR TRANSPORTATION	7
1.3 HIGHWAY PERFORMANCE MONITORING SYSTEM AND FHWA 536 REPORTS	8
1.4 LAND USE, POPULATION AND EMPLOYMENT DATA, ANALYSIS AND REPORTS	8
1.5 GEOGRAPHIC INFORMATION SYSTEMS	8
1.6 LADDERS OF OPPORTUNITY	9
TASK 2: PLANNING ACTIVITIES	10
2.1 LONG RANGE TRANSPORTATION PLAN AND UPDATE	10
2.2 TRANSPORTATION IMPROVEMENT PROGRAM	11
2.3 FUNDING COORDINATION, PRIORITIES AND TECHNICAL ASSISTANCE	12
2.4 CONGESTION MANAGEMENT PROCESS	13
--- 2.4.1 Performance Based Planning	
--- 2.4.2 Annual Commuter Parking Inventory	
--- 2.4.3 I-84 Policy Development	
--- 2.4.4 Display Congestion Management Data	
2.5 TRANSIT PLANNING TECHNICAL SUPPORT AND COORDINATION	14
--- 2.5.1 Rail Parking Activities	
--- 2.5.2 Rail Planning Policy Development	
--- 2.5.3 Locally Coordinated Human Service Transportation Plan	
2.6 TRANSIT AND AFFORDABLE HOUSING	15
2.7 MULTIMODAL PLANNING, TECHNICAL ASSISTANCE AND COORDINATION	15
--- 2.7.1 Bicycle and Pedestrian Planning	
--- 2.7.2 Safe Routes to Schools in TAP	
2.8 FREIGHT PLANNING AND GOODS MOVEMENT	16
2.9 SAFETY OF THE TRANSPORTATION SYSTEM	16
--- 2.9.1 Traffic Incident Management	
--- 2.9.2 Bridge Maintenance	
--- 2.9.3 Driveway Management Plans	
2.10 SECURITY OF THE TRANSPORTATION SYSTEM	18
2.11 OPERATIONS AND MANAGEMENT STRATEGIES	19
2.12 AIR QUALITY AND ENVIRONMENTAL PLANNING	19
2.13 LAND USE AND TRANSPORTATION MODELS	19
2.14 ENHANCING LIVABILITY	19
2.15 SYSTEM INVESTMENT AND PERFORMANCE	20
2.16 TECHNICAL ASSISTANCE AND SUPPORT	20
TASK 3: PUBLIC INVOLVEMENT	23
3.1 PUBLIC INVOLVEMENT EVALUATION AND UPDATE	23
3.2 MEDIA RELEASES FOR ACTIVITIES	23
3.3 WEB SITE	23
3.4 TITLE VI CIVIL RIGHTS	23
3.5 ENVIRONMENTAL JUSTICE	23
3.6 LIMITED ENGLISH PROFICIENCY	24
3.7 TECHNICAL ASSISTANCE REGARDING PUBLIC INVOLVEMENT	24
3.8 DAS DBE COMPLIANCE	25
TASK 4: PROGRAM ADMINISTRATION AND MANAGEMENT	26
4.1 PROGRAM ADMINISTRATION	26
4.2 BUDGETING AND FINANCIAL MANAGEMENT	27
4.3 QUARTERLY AND ANNUAL REPORTS	27
4.4 AFFIRMATIVE ACTION PLAN	27

4.5 CERTIFICATION OF THE TRANSPORTATION PLANNING PROGRAM	27
4.6 PROGRAM, PROCESS AND AGREEMENTS	27
4.7 DEVELOP UNIFIED PLANNING WORK PROGRAM	27
4.8 ADMINISTRATIVE SUPPORT FOR MPO AND COMMITTEES	27
TASK 5: TECHNICAL STUDIES	29
5.1 RIDGEFIELD TRANSIT ORIENTED DEVELOPMENT STUDY	29
5.2 FY2016 SWEETHART SERVICES COMPREHENSIVE OPERATING ANALYSIS	29
5.3 FY2016 AND FY2017 HARTRANSIT ACTIVITIES AS PLANNING CONSULTANT	29
5.4 FY2017 ROUTE 6 DANBURY WEST SIDE COMPLETE STREETS PLAN	31
FY-2016 AND FY-2017 HVMP0 BUDGET INFORMATION	32
TABLE 1: FY-2016 HVMP0 UPWP FUNDING RESOURCES	32
TABLE 2: FY-2017 HVMP0 UPWP FUNDING RESOURCES	32
TABLE 3: HVMP0 PROGRAM EXPENSES BY TASK FY-2016	33
TABLE 4: HVMP0 PROGRAM EXPENSES BY TASK FY-2017	34
TABLE 5: JOB TITLES & MAXIMUM HOURLY RATES	35
JOB DESCRIPTIONS	35
FY-2016 AND FY-2017 HVMP0 ACTIVITY SCHEDULE	37
FY-2016 ACTIVITY SCHEDULE- BY MONTH	37
FY-2017 ACTIVITY SCHEDULE- BY MONTH	38
FIGURE 1: FY-2016 & FY-2017 QUARTERLY SCHEDULE & PRELIMINARY MILESTONES	40
FIGURE 1 Continued: FY-2016 & FY-2017 QTRLY. SCHEDULE & PRELIMINARY MILESTONES	41



HVMP0 REGION

INTRODUCTION

BACKGROUND

In 2013, CT Public Act 13-247 mandated the dissolution and restructuring of regional councils of elected officials, such as the Housatonic Valley Council of Elected Officials (HVCEO) into councils of governments by January 1, 2015. As a result of this mandate, the ten municipalities of HVCEO merged with the neighboring eight municipalities of SWRPA to the south to create the Western Connecticut Council of Governments, known as WestCOG.

But the State mandate to merge RPO organizations, such as HVCEO and SWRPA, into COGs has no controlling authority over the operation of federally defined MPOs in Connecticut. The HVMPO has served as the federally designated Metropolitan Planning Organization (MPO) for transportation planning in the Housatonic Valley Region since 1975.

Faced with the State mandated dissolution of the HVCEO as of December 31, 2014, on June 19, 2014, the HVCEO voted to cede the MPO rights and responsibilities of the HVCEO to the Housatonic Valley Metropolitan Planning Organization (HVMPO) beginning on January 1, 2015. The HVMPO continues to be comprised of the following Connecticut municipalities: Bethel, Bridgewater, Brookfield, Danbury, New Fairfield, New Milford, Newtown, Redding, Ridgefield, and Sherman. HVMPO operations have continued uninterrupted.

The newly created WestCOG functions as the Host Agency for the HVMPO and in that capacity provides office space for MPO staff, payroll operations and the ability to invoice. Table 1 lists the job titles and maximum hourly rates, followed by job descriptions for the staff performing the tasks identified in the FY2016 - FY2017 UPWP for the HVMPO.

COMPREHENSIVE NATIONAL PROCESS

HVMPO regional transportation planning is conducted in conjunction with the Connecticut Department of Transportation (CT DOT), the US DOT's Federal Highway Administration (FHWA), the US DOT's Federal Transit Administration (FTA), and the Housatonic Area Regional Transit District (HARTransit).

Similar MPO planning is conducted by metropolitan regions throughout the country. Note that planning and administrative procedures are consistent for MPOs nationwide. The primary goal of an MPO process is to insure that federal and state investments in transportation for people and goods in a metropolitan area are prioritized, designed to be cost effective, environmentally sound, conceived with a maximum of local governmental, state agency and citizen input, and fully coordinated with other transportation modes and community development policies.

Interregional coordination of MPOs within Connecticut is accomplished by CT DOT and by Connecticut MPOs working together. Due to the area wide nature of their impacts, the quality and efficiency of transportation investments benefit from such regional coordination. Over the years

HVMPO has undertaken significant interregional transportation planning with the SWRMPO on Route 7 and Danbury Branch Line related projects and the CNVMPO on I-84 related projects. Interregional cooperation between the HVMPO and nearby MPOs in New York State is facilitated by an agreement between those parties dating from 2008.

The HVMPO region is bordered on its western edge by the State of New York (NYMTC MPO), to the north and northeast by the Northwest Hills COG (non-MPO), to the east by the Central Naugatuck Valley Region (CNVMPO), to the southeast by the Greater Bridgeport and Valley Regions (GBVMPO) and to the south by the South Western Region MPO (SWRMPO).

PRIMARY PLANNING FACTORS

The federal "Moving Ahead for Progress in the 21st Century Act" (MAP-21) planning guidelines for HVMPO and the other MPOs cite eight primary planning factors to guide the metropolitan transportation planning process. HVMPO directs its transportation planning to reflect these guiding national principles, defined as follows:

- 1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.*
- 2. Increase the safety of the transportation system for motorized and non-motorized users.*
- 3. Increase the security of the transportation system for motorized and non-motorized users.*
- 4. Increase the accessibility and mobility of people and freight.*
- 5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.*
- 6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.*
- 7. Promote efficient system management and operation.*
- 8. Emphasize the preservation of the existing transportation system.*

OVERVIEW OF UPWP

This Unified Planning Work Program (UPWP) is created to document the upcoming metropolitan transportation planning activities to be performed for the Greater Danbury area in compliance with the requirements of United States Code (23 CFR Part 450.308). The transportation planning tasks identified in the UPWP are funded through a combination of federal, state, and local funds.

It is important for elected officials and the public to understand that the emphasis of the UPWP is on transportation planning activities eligible for federal funding. Transportation projects that require preliminary engineering or design services are not eligible for inclusion in the UPWP. Rather, such projects are funded through the Transportation Improvement Program process or by other arrangements.

Note that this UPWP does not stand alone in time. It relates closely to the most recent HVMPO UPWP period by recognizing ongoing as well as additional regional transportation planning efforts proposed for the coming two year period.

As authorized by this current and past UPWPs, the planning department of the coterminous Housatonic Area Regional Transit District (HARTransit) has undertaken specific technical studies on a continuing basis for HVMPO annually since FY1990. To accomplish this, federal transportation planning funds to HVMPO are passed thru to HARTransit, a productive arrangement for small metro areas encouraged by the Federal Transit Administration (FTA).

This cooperative process between the area's two FTA grantees makes the most efficient use of the transportation planning talent in the area. And importantly, it keeps HARTransit and HVMPO planners in close contact. This administrative arrangement is endorsed for another two years by its inclusion herein.

UPWP CONTENT

CT DOT's guidance for the FY-2016 and FY-2017 UPWP identifies both core and emphasis area requirements. These are detailed herein, with resources devoted to the Transportation Improvement Program, congestion management process, human service transportation planning, safety planning, freight planning, and operations planning.

The HVMPO will continue transit, multimodal, non-motorized transportation and transportation demand management planning to support and enhance mobility, choice and connectivity.

Data collection and analysis, air quality and environmental planning will continue using best practices, new data sources and technology in cooperation with regional, urbanized area partners. The region's freight planning will continue and the HVMPO will participate in the proposed state freight working group.

The region's commitment to public involvement and outreach for projects, programs and plans along with urbanized area, inter-regional and inter-state planning will continue. HVMPO civil rights programs, plans and policies will be updated along with the Public Involvement Plan.

This UPWP identifies all of the transportation planning activities to be undertaken in the HVMPO region regardless of the funding source and the entity undertaking the study.

Federally Funded Transportation Planning in the HVMPO Region: The FY-2016 and FY-2017 HVMPO's includes numerous transportation planning activities described in this document. These activities may be supported by or implemented through a variety of federal transportation funding programs including: STP-Urban, STP-Other, STP-Rural, STP- Anywhere, STP- Bridgeport Stamford Program, STP-Transportation Alternatives Program, Interstate Maintenance Program, Local Road Accident Reduction Program, Safe Routes to Schools Program, CMAQ, Jobs Access and Reverse Commute Grants Programs, New Freedoms Program, Locally Coordinated Human Services Transportation Plan to interface with FTA programs, FTA Section 5310 grants programs, and others as may be available to support the UPWP.

In addition, the HVMPO work program provides administrative and management support for MPO activities involving Title VI, environmental justice, affirmative action, limited English proficiency, and contract compliance.

Specific federally funded transportation planning projects in the FY-2016 and FY-2017 UPWP include the Ridgefield/Branchville TOD planning study, HARTransit transportation planning consultant services, and Danbury Route 6 Complete Streets study. The 2015-2040 Long Range Transportation Plan for the HVMPO region, which was adopted in April of 2015, will be updated as directed by US DOT and CT DOT.

Non-Federally Funded Transportation Planning in the HVMPO Region: To maximize the benefits of non-federally funded transportation related initiatives affecting the region, the HVMPO coordinates with a variety of other transportation planning resources, including: the CT DOT Local Transportation Capital Improvement Program (LOTICIP), UConn's Safety Circuit Rider and Traffic Signal Circuit Rider programs, development of the State Strategic Highway Safety Plan, and CT Office of Policy and Management and locally funded Transit Oriented Development planning projects. The HVMPO will also coordinate other non-federally funded transportation planning programs as they become available. [State funds, not federal funds](#), will be used to fund and administer these non-federally funded transportation planning activities.

Specific non-federally funded transportation planning projects to be undertaken during the period of the FY-2016 and FY-2017 UPWP include implementation of the CT DOT Local Transportation Capital Improvement Program (LOTICIP), and participation in the state and local funded Bethel Downtown TOD study.

As for UPWP Emphasis Areas for FY-2016 and FY-2017, the HVMPO transportation planning program focus will be on completing studies in progress, initiating new studies, monitoring implementation of existing studies, refining the congestion management process, developing performance metrics, and adjusting metropolitan transportation planning activities to meet regulatory guidance or funding mandates.

Comments on this draft work program are welcome and can be directed to David Hannon, Deputy Director, at 203 775-6798, or via e-mail to dhannon@westcog.org, or by mail to the letterhead address.

TASK 1:

DATA COLLECTION AND ANALYSIS

OBJECTIVE:

The overall objective of this task is to provide appropriate data resources for the transportation planning process, and also guidance to transportation stakeholders, by collecting and analyzing data and producing reports, maps, and other deliverables.

1.1 DATA COLLECTION AND ANALYSIS

This subtask serves to collect data, monitor and analyze highway and transit systems and transportation demand management performance as a means of identifying deficiencies, then developing plans, improvement programs, strategies, and projects.

Transportation planning is a data rich process. Practitioners are expected to be fluent with a wide variety of data sets, not just traditional vehicular traffic data. For example, demographics play a role in estimating elderly populations in need of specialized transit services.

And journey to work commuter statistics are a data input to transportation demand models. Then employment centers of significant size must be well documented to plan for the transportation of people and goods. Compilation, development and presentation in GIS format of information to be used in regional freight planning and to assist in the development of the statewide freight plan. Identify in GIS map format, geographic concentrations of minorities and low income populations to help determine environmental justice impacts of potential projects.

Towards these ends the HVMPO regional transportation planning program will both produce some of its own unique data, and on occasion summarize data sets available from other agencies.

The goal is to insure that federal transportation planning requirements are properly met by making available quality information for the transportation plan and its related planning processes.

The HVMPO staff will provide a review of municipal and traffic zone projections of population and employment for CT DOT's statewide travel demand forecasting model and periodically monitor the operating characteristics of the region's local bus service. Data to be monitored include expenditures, fares, revenues, deficits, ridership, and bus route performance.

1.2 CENSUS DATA FOR TRANSPORTATION

The purpose of this subtask is to coordinate with CT DOT and others on census data usage, to serve as a census data repository and to prepare census and other data summaries and analyses to assist in the transportation planning process.

1.3 HIGHWAY PERFORMANCE MONITORING SYSTEM AND FHWA 536 REPORTS

The purpose of this subtask is to support system investment and performance through coordination of programs for CT DOT and others (e.g. HPMS, Section 536); and through the collection, analysis and reporting of data, including the sharing of any traffic count data obtained with the CT DOT Bureau of Policy and Planning.

1.4 LAND USE, POPULATION AND EMPLOYMENT DATA, ANALYSIS AND REPORTS

The purpose of this subtask is to coordinate transportation, land use, population and employment data review, collection and analysis with federal, state, regional and local agencies.

1.5 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The purpose of this subtask is to maintain and refine the HVMPO GIS system. Also to expand the delivery and use of visualization products in all transportation planning activities.

The objective is to develop transportation and land use databases, often in the form of GIS generated maps, to support the transportation planning process.

Such mapping and display services are an integral part of a regional transportation planning program. The following activities will be undertaken:

- MPO transportation studies and demographic data bases will make use of the HVMPO GIS. Data layers will be shared with federal partners, CT DOT, and other MPOs as requested.
- Digital geographic data will be collected and used to monitor transportation and land use trends, particularly the performance of transportation services and facilities.
- Compile, develop and format for use in the GIS system, information to support the regional and statewide freight planning process.
- Updates of new road centerline data will be received as produced by state agencies.
- Map updates for the Regional Transportation Plan and other transportation studies will be generated from the in-house GIS.
- Newly created GIS transportation maps will be posted to the web site for use by technicians and the public.
- The HVMPO GIS system will continue to maintain and update a variety of maps needed for the congestion management program.
- The HVMPO GIS system will map demographic data variables relevant to federal environmental justice mandates.

1.6 LADDERS OF OPPORTUNITY

It is an emphasis area within the work program to identify connectivity gaps in access to essential services. Essential services include housing, employment, health care, education, and recreation.

Analytical methods are needed to identify the locations of these essential services. The resulting data base will then be used via GIS mapping to measure the public transportation system's performance in providing connectivity to the essential service locations.

The goal of this process is to identify gaps in access to services, with an emphasis on the needs of underserved populations, as the first step in eliminating such gaps.

TASK 1: DATA COLLECTION AND ANALYSIS- SUMMARY OF PRODUCTS AND DELIVERABLES:

- Quarterly reports will record data development, technical assistance and guidance to transportation stakeholders.
- The HVMPO MPO will integrate US EDA funded journey to work data sets into the transportation planning program.
- As requested, the HVMPO will complete a review of traffic zone projections of population and employment for CT DOT's statewide travel demand forecasting model.
- As requested, the HVMPO will provide HPMS Section 536 reporting data.
- Updates of new road centerline data will be received from DESPP and integrated into the GIS program.
- Newly developed freight system information will be formatted, using the GIS system, for utilization in regional and statewide freight planning activities. Deliverables will focus on updating and expanding the identification of freight stakeholders and then infrastructure deficiencies that negatively impact truck and rail freight transportation.
- Newly reformatted GIS transportation maps will be posted to the web site for use by technicians and the public.
- Map sets related to "Ladders of Opportunity" as defined above will be developed and related to transit services.

TASK 2: PLANNING ACTIVITIES

OBJECTIVES:

The purpose of this task is to undertake planning activities that will develop and implement short and long term transportation plans and projects, mobility solutions for people and goods, investment and improvement programs, while integrating the eight primary national planning factors into all transportation planning activities and programs.

The overall objective for “Planning Activities” is to develop statewide and regional strategies for moving people and goods on the region’s transportation network. Much of this process involves analyzing current and projected traffic volumes and road capacities at congested intersections and along busy corridors.

Further, goals are to develop low cost transportation system management recommendations for improving traffic movement, and to maintain and improve commuter rail and local fixed route bus service and associated ADA and non-ADA paratransit services.

The planning process also calls for promoting transportation improvements and land uses consistent with the eight primary planning factors that guide metropolitan transportation planning and that were reviewed earlier, consistent with the region’s adopted 2015-2040 Regional Transportation Plan, and in coordination with local, regional, and state plans of conservation and development.

2.1 LONG RANGE REGIONAL TRANSPORTATION PLAN

The purpose of this task is to assure that the Long Range Regional Transportation Plan addresses planning factors, incorporates all modes, considers environmental and historic factors, etc.

Also that it is financially constrained, complies with air quality consultation and conformity requirements, is consistent with current and forecasted land use and transportation conditions and is in compliance with MAP-21 as well as all applicable federal and state laws, regulations and guidance.

A minor update of the MPO’s Long-Range Regional Transportation Plan (LRTP), which covers the period 2015-2014, was undertaken and adopted by the HVMPO in 2015. It is a comprehensive, readable, multimodal blueprint for transportation systems and services designed to address the long range mobility needs of the regional area. The next update of the LRTP will be determined by CT DOT and US DOT; it is anticipated that staff will be undertaking an update of this plan in FY-2016 and FY-2017.

The HVMPO will continue using a summary section as to transportation proposals for each municipality. The format stimulates public interest, ease of review by local officials, and coordination with municipal plans of conservation and development.

2.2 TRANSPORTATION IMPROVEMENT PROGRAM

The purpose of this subtask is to assure that the Transportation Improvement Program (TIP) responds to current needs, reflects available resources, and is in compliance with MAP - 21 and with air quality conformity and consultation requirements.

Also that the TIP meets any and all applicable federal and state mandates and is accessible to the public and provides accurate and timely information for decision-making. HVMPO will amend the TIP as needed in cooperation with CT DOT.

Note that the Transportation Improvement Program is a staged, multi-year program of projects approved for funding by federal, state, and local governments within the HVMPO Area.

Before transportation projects are selected for inclusion in the TIP, they are evaluated to ensure consistency with the current HVMPO Regional Transportation Plan and are also assessed for air quality conformity. These steps ensure that projects improve regional safety and mobility without detrimentally impacting air quality within Connecticut.

In addition, the TIP has been analyzed to ensure that project listings are fiscally constrained to available federal resources, meaning that projects can only be included if funds are actually available to finance projected costs.

Since a new TIP document is only developed every few years and project costs and phasing change on a regular basis as they move through the implementation process, the TIP is frequently amended at HVMPO meetings to ensure that the latest project information and cost estimation are included.

A core aspect of the transportation planning program, periodic TIP approvals and the more frequent TIP amendments and TIP administrative actions will be continued during this UPWP period.

Public outreach for the TIP includes meeting agenda postings in municipal offices, a legal notice in the metropolitan newspaper, web site postings, and meeting opportunity notices. A section of the HVMPO's Regional Transportation Plan explains the purpose and functions of the TIP to all interested readers.

HVMPO will cooperate such that its public involvement procedures will be an element of the public involvement procedures for the Statewide TIP.

Periodic coordination meetings at CT DOT, now supplemented by teleconferences, provide updates for this and other MPO staffs on TIP procedures and issues. Staff will prepare GIS data files for TIP and Plan projects, for use in GIS visual displays.

HVMPO is required to submit periodic Air Quality Conformity Statements of its TIP to the US Federal Highway Administration and to the US Environmental Protection Agency. These will be in accordance with EPA ozone conformity and fine particulate matter conformity rules when

adopting an annual Transportation Improvement Program or when revising the Long Range Regional Transportation Plan.

Favorable transportation conformity determinations are required for implementation of the Region's transportation projects and programs utilizing federal funds. Accordingly, HVMPO will continue to work with CT DOT in giving consideration to transportation systems impacts on air quality within the Region and in formulating conformity determinations.

Overall, the program will give consideration to the impact of the transportation system on air quality and climate change within the region and state.

2.3 FUNDING COORDINATION, PRIORITIES AND TECHNICAL ASSISTANCE

The purpose of this subtask is to assist CT DOT and others in the development of projects and priorities for the STP Urban Program, the Transportation Alternatives Program, CMAQ, the Local Road Accident Reduction Program, the Strategic Highway Safety Plan and the FTA Transportation Alternatives Program.

Also, to make use of FTA 5307, FTA 5310, FTA New Freedom Initiative and Jobs Access and Reverse Commute (JARC) programs, LOCHSTP, and other programs as necessary or appropriate.

The HVMPO will assist with the management of municipal grant applications to certain categories of federal transportation funding. Involvement with the following will be continued:

- FHWA Local Accident Reduction Program: Process municipal applications for CT DOT review in cooperation with applicant municipalities.
- FHWA Transportation Alternatives Program: Assist with the development of applications and then prioritize them as per CT DOT guidance.
- FHWA Surface Transportation Program - Other Urban: Advise CT DOT on the programming of these funds.
- FHWA Congestion Mitigation and Air Quality (CMAQ) Program: HVMPO will assist CT DOT in the distribution, collection and ranking of CMAQ applications.
- FTA Urbanized Area Coordination and Enhancement Program: HVMPO will coordinate with this process, seek applications from municipalities and promote a fair distribution of funds.
- FTA Section 5310 Program: Concerning the FTA 5310 Transportation for Elderly Persons and Persons with Disabilities Programs, HARTransit, as a consultant contractor to HVMPO, will continue to be responsible for the management of the MPO's outreach process to solicit grant applications.

- HARTransit will provide communications and recommended ranking of applicants as needed by the HVMPO and CT DOT.
- For the CT 13b-38bb Elderly and Disabled Transit Services Grant, solicit local applications and organize a regional application to CT DOT, [using state funds](#). HARTransit will assist.
- CT DOT Local Transportation Capital Improvement Program (LOTICIP): The HVMPO, [using state funds](#), will assist MPO municipalities in the implementation of LOTICIP project development activities.

2.4 CONGESTION MANAGEMENT PROCESS

The purpose of this subtask is to develop congestion management programs and congestion management systems processes which comply with federal/state guidance, establish network, define congestion, develop and implement mitigation strategies, monitor systems, conduct before and after studies of improvements and as always coordinate with others.

HVMPO will coordinate with CT DOT in the development of management systems as defined in federal transportation legislation, especially the Congestion Management Process (CMP) and related data sets and strategy documents.

This work will include: 1) determining the congestion management network in the region for both highway and transit; 2) defining congestion in terms of both parameters to be measured and thresholds; and 3) identifying congested links using the CT DOT Congestion Management Report and also data developed by the region.

Then also 4) developing strategies to address congested links that are geometric, operational and travel demand related; 5) developing both short and long term implementation strategies and including them in the Regional Transportation Plan and TIP; and 6) monitoring the network to collect and assess data to determine where any improvement in congestion have resulted.

A CMP is a federally required monitoring and decision making tool at the heart of regional transportation planning. A CMP is not yet formally required of HVMPO, as this region's urbanized area population as of 2010 had not quite crossed the 200,000 threshold invoking the requirement. However, a CMP was included within the new 2015 Regional Transportation Plan as a matter of good professional practice.

The CMP technical approach measures multi-modal transportation system performance, identifies the causes of congestion, and assesses alternative actions and priorities before making improvement recommendations. The CMP also includes monitoring tools to then evaluate the effectiveness of implemented actions.

The HVMPO has always done this. However the CMP format places that planning into a more technically formal and uniformly organized focus. HVMPO will also report annually to CT DOT on upcoming congestion management activities as requested.

The HVMPO will give consideration to future management and operations within the transportation planning process, planning efforts to take into account the costs of operation, maintenance and preservation of the transportation system.

The HVMPO will work to insure that future operation and management strategies for transportation projects are anticipated at the time transportation projects are first planned.

- 2.4.1 Performance Based Planning

In coordination with CT DOT, develop performance targets in national priority areas, using MAP-21 guidelines.

- 2.4.2 Commuter Parking Inventory

HVMPO ended its annual commuter parking usage survey some years ago. It appeared that the data had little value as CT DOT was not active in expanding current lots or constructing additional ones. The value of reactivating this activity will be discussed with CT DOT.

- 2.4.3 I-84 Policy Development

The HVMPO Regional Transportation Plan identifies I-84 as the key roadway with deficient capacity to impact the regional economy in the future.

The CT DOT I-84 geometrics and feasibility study completed in 2000 has started to be implemented. Design by CT DOT for ramp improvements at Danbury's I-84 Exit 5 and Exit 6 has been completed and construction funding placed on the TIP. Construction has been completed for ramp improvements at I-84 Exits 1 and 2. CT DOT plans for upgrading I-84 Exit 11 in the Town of Newtown are also moving forward.

CT DOT has abbreviated the I-84 EIS process to focus on the most congested segment in Danbury, between Exits 3 and 7. HVMPO will assist in the reorientation of this process.

- 2.4.4 Display Congestion Management Data

Using the HVMPO GIS system, staff will prepare congestion mapping displays.

2.5 TRANSIT PLANNING TECHNICAL SUPPORT AND COORDINATION

The purpose of this subtask is to support the HARTransit District, bus 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. To accomplish this, WestCOG, as the host agency for the HVMPO, will contract with HARTransit to provide transit planning services for the HVMPO.

Also to continue rail commuter parking planning and monitoring activities, to continue transit planning activities and provide technical support and coordination for all modes: bus, rail, air, taxis, shuttles, and transportation demand management.

To continue Local Coordinated Human Service Transportation Planning (LOCHSTP) activities in cooperation with CT DOT and other stakeholders, including updates to the plan and selection of projects for funding by LOCHSTP FTA categories; and, to 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 CT DOT and other stakeholders.

- 2.5.1 Rail Parking Activities

The completion of rail parking inventories are annual components of the HVMPO work plan. HARTransit, as a consultant to HVMPO, completed an update of rail station parking inventories and issues late in 2013 and will continue to do so for the two upcoming program years.

- 2.5.2 Rail Planning Policy Development

The HVMPO Regional Transportation Plan identifies current rail passenger service in the Region as having deficient capacity. In response, this UPWP contains Danbury Branch Line rail service expansion planning efforts.

HVMPO will continue to cooperate with CT DOT in the FTA and state funded Feasibility Study for Danbury Branch Line Electrification. The result of a congressional appropriation in 1999, the state study is now incomplete, stalled and inactive.

- 2.5.3 Locally Coordinated Human Services Transportation Plan (LOCHSTP)

Serving as a consultant to the HVMPO, HARTransit will meet the MPO's planning responsibilities regarding this activity, which provides the interface between FTA funding Sections 5310, 5316 and 5317.

Staff work will be conducted in cooperation with the Workforce Connection in Waterbury, a primary federal transit funding administrator designated by CT DOT.

2.6 TRANSIT AND AFFORDABLE HOUSING

The purpose of this subtask is to identify areas, including reclaimed brownfields, in the vicinity of existing and proposed rail and bus routes and along potential future public transit corridors that may be suitable for the construction of affordable housing.

2.7 MULTIMODAL PLANNING, TECHNICAL ASSISTANCE AND COORDINATION

The purpose of this subtask is to conduct integrated multi-modal transportation planning, to foster the development of sound public policy to promote bicycle and pedestrian travel, and to improve safety for cyclist and pedestrians.

- 2.7.1 Bicycle and Pedestrian Planning

Improving pedestrian and bicycle access is a goal of the HVMPO's adopted 2015 Regional Transportation Plan. Note that it is also a goal of the parallel 2009 Regional Plan of Conservation and Development.

This element is an on-going component of transportation project development. Note for evidence a significant concentration of past HVMPO studies focused on pedestrian needs.

Regarding these pedestrian and bicycle needs, the HVMPO will help analyze current conditions, assess needed improvements, identify funding resources and strategies, identify design and engineering services, coordinate public and agency involvement, and attend to details such as connectivity, ADA compliance, landscaping, and future project expansion.

Most specifically, the work program will seek to implement the HVMPO's 2014 Greater Danbury Regional Bike Plan. HVMPO staff will assist municipalities in the development of greenway and trail projects, and also assist in the related implementation of "complete streets" policies and infrastructure, in conformance with the 2015 CT DOT policy guidance on this topic.

- 2.7.2 Safe Routes to Schools (SRTS) in Transportation Alternatives Program (TAP)

HVMPO staff will provide assistance in the preparation of program applications, in coordination with CT DOT.

2.8 FREIGHT PLANNING AND GOODS MOVEMENT

The purpose of this subtask is to continue freight planning activities that expand data collection and analysis, engage freight users and providers, and participate in working groups to promote best practices.

And as in earlier years of this planning program, the design of the geometrics of all proposed transportation improvements will include consideration for use by the largest permitted size template for freight service vehicles.

This activity will utilize National Cooperative Highway Research Program (NCHRP) Report 570: "Guidebook for Freight Policy, Planning, and Programming in Small and Medium Sized Metropolitan Areas."

2.9 SAFETY OF THE TRANSPORTATION SYSTEM

The purpose of this subtask is to promote safety of all modes, people and goods, including asset management, highway, transit, pedestrian, bicycle, bridge, and review of the state Strategic Highway Safety Plan.

HVMPO will integrate safety into all planning efforts and project development. The HVMPO will review data, goals, objectives and strategies to promote safety. The CT Strategic Highway Safety Plan will be incorporated into the long range regional transportation plan.

And further, the MPO will incorporate the principles of complete streets, traffic calming, context sensitive design and smart growth in transportation planning, programs and projects.

HVMPO will foster effective multimodal transportation incident management programs and provide technical support to various programs, organizations, and stakeholders associated with safety of transportation systems.

The transportation planning program will continue to identify and address deficiencies and continue planning and monitoring of progress towards implementation of regional corridor and transit studies and plans.

Enhancing safety and security features of the transportation system is a national priority and a key emphasis within MAP-21. HVMPO recognizes that data collection, analysis, education, and enforcement are primary components of enhancing transportation system safety and security.

This UPWP includes activities intended to reduce injuries and fatalities, improve overall system security, and reduce incident clearance times on the Route 7 and I-84 Expressways.

HVMPO staff will continue to review the CT DOT Suggested List of Surveillance Study Sites technical safety data and integrate it into transportation project planning. Project designs will then be based in part upon this data. Thus safety issues and not just capacity needs will be fully integrated into the planning program.

Staff will address security issues of the highway system, including crime and terrorism, etc. in conjunction with requests for such assistance from CT DOT or CT Department of Emergency Services and Public Protection (CT DESPP). Note that staff maintains an on-going relationship with the CT DESPP regional planning program to coordinate on transportation issues.

Within the project scoping phase, staff will review safety data, goals, objectives and strategies to promote safety. Also, the CT DOT Strategic Highway Safety Plan will continue to be incorporated into the long range regional transportation plan.

The recently completed inter-MPO emergency traffic diversion plan for the I-84 and Route 7 expressways will continue to be promoted and integrated into user environments.

- 2.9.1 Traffic Incident Management

HVMPO staff attend CT Department of Emergency Management and Homeland Security (DEMHS) Region 5 meetings where Emergency Support Function 1 (ESF1-Transportation) focuses on transportation incident management. HVMPO staff will participate in discussions as to the sharing of portable variable message signs (VMS) and portable light-tower trailers funded through DEMHS and used for transportation related incident management purposes.

- 2.9.2 Bridge Maintenance

Funding of local bridge improvements and streamlining of project design, permitting and construction are of importance. Staff will continue to work with municipalities, as needed, regarding local bridge funding.

- 2.9.3 Driveway Management Plans

Additional assistance with access management will be provided to towns as needed. The Region has been a leader with federally funded “state of the art” access management for many state roadway corridors.

For the upcoming two year UPWP period the access management plan for Route 6 on Danbury’s West Side will be updated from 1985 to 2017.

2.10 SECURITY OF THE TRANSPORTATION SYSTEM

The purpose of this subtask is to plan for the security of transportation systems and plan, coordinate, and participate in supportive activities that include evacuation planning, emergency management and homeland security, and to provide technical support to various entities involved with transportation security.

These include the CT Department of Emergency Services and Public Protection (DESPP), the DESPP Division of Emergency Management and Homeland Security (DEMHS), the DEMHS Region 5 Emergency Planning Team, the DEMHS Region 5 ESF1 (Transportation), Metro-North, statewide incident management initiatives, and others to identify and address deficiencies.

- In cooperation with CT DOT, CT State Police, CT DEMHS Region 5 and local municipalities, HVMPO will continue participating in traffic diversion planning and exercises related to the joint HVMPO and Naugatuck Valley Council of Governments Traffic Diversion Plan for I-84 and the Expressway portions of Route 7.
- Include transportation security, as appropriate, in the activities of the Emergency Management Directors within the HVMPO region.
- Continue to assist in the development of municipal emergency operations plans for preparedness, mitigation, response and recovery as it relates to traffic diversion and transportation related emergencies.
- In 2014-2015 the HVMPO updated the municipal Pre-Disaster Hazard Mitigation Plans within the region. These plans evaluated the HVMPO region’s vulnerability to a number of natural hazards and qualify the region’s municipalities for certain FEMA funds in the event of a natural disaster. The protection of transportation infrastructure are an important element of these plans.
- The HVMPO will participate in the preparation of an emergency transportation component of regional Functional Needs Emergency Sheltering Plan, including regionalized procedures for transporting special needs populations to emergency shelters during emergencies.
- Maintain the Danbury Hospital “H” Emergency Sign Plan, which identifies best hospital access routes, locations for signs, costs and responsibilities.

- Assist with administration of the Community Emergency Response Team (CERT) program, which assists police with traffic management during emergencies.

2.11 OPERATIONS AND MANAGEMENT STRATEGIES

The purpose of this subtask is to address operations and maintenance 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 Systems (ITS) and related technologies in the region, including updates to roadway and transit ITS architecture.

The program will also continue to develop, support and implement transportation demand management programs in cooperation with CT DOT and other stakeholders.

2.12 AIR QUALITY AND ENVIRONMENTAL PLANNING

The purpose of this subtask is to review and coordinate with CT DEP and others regarding development of the State Implementation Plan, air quality conformity and consultation, climate change/greenhouse gas emission, environmental and historic resource assessments, brownfields mitigation and other environmental matters relating to transportation as appropriate.

The MPO will promote energy conservation and promote consistency between transportation improvements and state and local planned growth and economic development.

The MPO will work with CT DOT in giving consideration to the impact of the transportation system on climate change, and on air quality within the region, making conformity determinations as needed, and also as needed coordinate planning studies with the NEPA process.

2.13 LAND USE AND TRANSPORTATION MODELS

The purpose of this subtask is to assess projected land uses in the region, identify major growth corridors and analyze related transportation improvements.

The program will promote consistency with the long range transportation plan and proposed improvements with State and local planned growth development patterns, and incorporate the principles of complete streets, traffic calming, context sensitive design and smart growth in transportation planning, programs and projects.

2.14 ENHANCING LIVABILITY

The purpose of this subtask is to promote safety, livable communities and environmental sustainability, transit oriented development (TOD), and sustainable communities' initiatives.

To incorporate emerging programs for sustainable communities into the transportation planning program, to enhance the technical capabilities of regional and municipal planners and other stakeholders.

To 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/greenhouse gas emissions, and other considerations.

Note that the program known as “INVEST” includes a collection of sustainability best practices intended to help transportation practitioners evaluate programs and projects in the area of sustainability.

The goals of INVEST include identifying criteria, assisting agencies in researching and applying the criteria, and establishing an evaluation method to measure the progress toward more sustainable highway projects. HVMPO will consider utilization of the INVEST Tool for Sustainable Highways within the Regional Transportation Plan.

2.15 SYSTEM INVESTMENT AND PERFORMANCE

The purpose of this subtask is to assist CT DOT in the development of regional goals for the transportation system, and in the development of a set of performance measures by which the attainment of these goals may be tracked.

Assist the CT DOT with the FHWA 536 report on capital expenditures on local roads. Provide any traffic count data prepared by the program to the Bureau of Policy and Planning and, develop and monitor performance metrics in collaboration with stakeholders.

2.16 TECHNICAL ASSISTANCE AND SUPPORT

The purpose of this subtask is to conduct and participate in corridor, area, location and topic studies and working groups, to participate in and provide technical assistance to studies, analyses, and other services to state, regional, Metropolitan New York, municipal, and other transportation stakeholders.

Also to enhance the technical capabilities of regional and municipal planners and other stakeholders; to research and use best practices and scenario planning; to 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/greenhouse gas emissions, and other considerations.

HVMPO will assist municipalities with STP, CMAQ, TAP, FTA and other on-going federal transportation programs. [Using state funding](#), the HVMPO will also assist municipalities with the implementation of the CT DOT Local Transportation Capital Improvement Program (LOTICIP), UConn’s Safety Circuit Rider and Traffic Signal Circuit Rider programs, and state and locally funded Transit Oriented Development planning projects. The HVMPO will also coordinate other

non-federally funded transportation planning programs as they become available, [using state funding](#).

Technical assistance will include project development, regional review and prioritization, and the monitoring of municipal project schedules.

TASK 2: PLANNING ACTIVITIES SUMMARY OF PRODUCTS AND DELIVERABLES:

- MPO meeting minutes will record staff activities and public outreach related to TIP amendments and major TIP updates.
- HVMPO will cooperate such that its public involvement procedures will be an element of the public involvement procedures for the Statewide TIP.
- Quarterly reports will document staff attendance at periodic coordination meetings at CT DOT and also teleconferences with CT DOT.
- HVMPO meeting minutes will document submission of periodic Air Quality Conformity Statements to FHWA and EPA.
- Quarterly reports will document staff involvement and priority setting for the Transportation Alternatives Program, and CMAQ grant funding.
- Quarterly reports and HVMPO meeting minutes will document priority setting for use of funds from the FTA 5307, FTA 5310, FTA New Freedom Initiative and Jobs Access and Reverse Commute (JARC) programs, and CT Municipal Elderly and Disabled Transit Grant Program.
- Quarterly reports and MPO minutes will document priority setting for use of funds from the FHWA Local Accident Reduction Program and input to the CT DOT managed FHWA Surface Transportation Program, and FTA Urbanized Area Enhancement Program.
- Concerning the FTA 5310 Transportation for Elderly Persons and Persons with Disabilities Programs, HARTransit, as a consultant to HVMPO, will continue to be responsible for the management of the MPO's outreach process to solicit applications for this federal funding program.
- The HVMPO will provide a record of staff involvement with CT DOT in the development of management systems as defined in federal transportation legislation, especially the Congestion Management Process and related data sets and strategy documents.
- In coordination with CT DOT, in the area of performance based planning, the MPO will provide a record in quarterly reports of HVMPO working with CT DOT to develop performance targets.
- Quarterly reports will document involvement with CT DOT in the newly redirected Danbury I-84 Environmental Assessment process, including a record of meetings attended involving the Assessment.

- Quarterly reports will document involvement with Locally Coordinated Human Service Transportation Planning (LOCHSTP) activities.
- The HVMPO will complete its annual passenger rail station parking inventory.
- The HVMPO will document continued cooperation with CT DOT in the FTA and state funded Feasibility Study for Danbury Branch Electrification, as it moves into the “Let’s Go Connecticut!” and “TransformCT” processes.
- HVMPO staff will prepare GIS developed maps for display of TIP and LRTP projects.
- HVMPO staff will prepare GIS developed maps to display and illustrate congestion within the region.
- Regarding pedestrian and bicycle needs, the HVMPO will provide copies of its new Greater Danbury Regional Bike Plan to all attendees at annual Bike to Work Day events.
- Consultants to HVMPO will prepare plans for pedestrian and bicycle needs on Routes 7 and 102 and related local roads in the Branchville Station section of Ridgefield as part of a TOD study.
- For the upcoming two year UPWP period, a complete streets and curb cut plan for the Route 6 corridor will be prepared on Danbury’s West Side.
- The transportation component of a regional Functional Needs Emergency Sheltering Plan will be completed early in the two year program period.
- Freight data will be developed and updated in accordance with NCHRD Report 570. Deliverables will focus on updating and expanding the identification of freight stakeholders and then infrastructure deficiencies that negatively impact truck and rail freight transportation.
- The HVMPO will update the region’s Long-Range Regional Transportation Plan as per the guidelines of CT DOT and the US DOT.

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.

It will also provide timely and user-friendly information to the public and facilitate 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 AND UPDATE

The purpose of this subtask is to prepare quarterly and annual public involvement reports, to update the public involvement process and web page, to develop public involvement plans, initiatives, and activities.

The effectiveness of the public involvement process will be periodically reviewed. Documentation of public input to the HVMPO's long range transportation plan will be prepared.

3.2 MEDIA RELEASES FOR ACTIVITIES

The purpose of this subtask is to advertise HVMPO meetings, public information sessions for studies and events, CT DOT TIP, plans and projects as needed.

3.3 WEB SITE

Posting of transportation related materials to the web is a high priority of the HVMPO. The purpose of this subtask is to improve the HVMPO web site format, contents and visualization features for the metropolitan transportation planning program.

Web pages for major activities of the HVMPO will be created, links will be provided to external web sites from the HVMPO web site for studies and other information, ready access will be provided to HVMPO meeting agendas and public participation guidelines, Spanish language access, the TIP and the Regional Transportation Plan. Transportation related web resources will continue to be maintained and updated by the MPO during this UPWP period.

3.4 TITLE VI CIVIL RIGHTS

The purpose of this subtask is to comply with Title VI of the Civil Rights Acts of 1964; Environmental Justice; all state and federal laws, requirements and guidance, and to comply with MAP-21 public involvement requirements.

3.5 ENVIRONMENTAL JUSTICE

The purpose of this subtask is to integrate CT DOT and US DOT environmental justice regulations, initiatives and recommendations into the regional transportation planning process.

The program will consider the impacts on communities underserved with transportation of recommendations contained in the HVMPO's transportation plans and programs.

The goal is to increase the awareness and involvement of "communities of concern", community groups, limited English proficiency populations, and faith based groups and to assure that these communities do not experience disproportionate negative impacts as a consequence of transportation activities.

The overall program goal is to encourage participation by persons or agencies who have an interest in particular transportation studies, plans, programs, or projects.

HVMPO will insure that citizens, especially minorities and other protected groups, organizations, and municipal officials are given the opportunity for meaningful input into the transportation planning process.

Further, the goal is to avoid, minimize, or mitigate disproportionately high and adverse impacts on minority populations and low-income populations in transportation projects. Detailed maps defining concentrations of these populations are maintained by the HVMPO's GIS program.

HVMPO will ensure full and fair access to participation by all potentially affected communities in the transportation decision-making process and prevent the denial of, reduction in, or significant delay in the receipt of transportation benefits to minority and low-income populations.

A citizen participation process as required by Section 540.316(b) of federal regulations for metropolitan transportation planning will be continued. It will be in accordance with HVMPO's citizen participation guidelines as updated to 11/25/2014.

HVMPO staff will work with local news media on transportation related issues, plans, proposals and projects. This activity will be documented in the HVMPO's quarterly reports. The HVMPO Affirmative Action Plan will be updated in accordance with CT DOT's Contract Compliance Section guidelines.

The HVMPO will maintain a Spanish language page on its web site. As specified in the annual HARTransit - WestCOG contract for HVMPO services, HARTransit staff will provide the Spanish or Portuguese translations for members of the public as needed for access to the HVMPO transportation planning program.

3.6 LIMITED ENGLISH PROFICIENCY

The purpose of this subtask is to address limited English proficiency (LEP) and linguistic isolation. HVMPO will accommodate all language groups. These policies were updated 11/25/2014.

3.7 TECHNICAL ASSISTANCE REGARDING PUBLIC INVOLVEMENT

The purpose of this subtask is to provide technical assistance to stakeholders to promote effective public involvement and technical capacity to deliver quality outreach, information and public involvement.

This will include facilitation of public outreach in the HVMPO region for CT DOT's strategic transportation plan and similarly for updating of the statewide long range transportation plan.

3.8 DAS DBE COMPLIANCE

The purpose of this subtask is for requirements for reporting and assessment to be met.

TASK 3: PUBLIC INVOLVEMENT: SUMMARY OF PRODUCTS AND DELIVERABLES:

- HVMPO quarterly reports will document monitoring of the public involvement program and ensure responsiveness to guidelines, identified needs and best practices.

- Specific public involvement activities will be reported regarding the Branchville Station TOD Study, the Danbury Route 6 West Side Study and the TIP update. HVMPO media releases regarding these activities will be documented.

- HVMPO meeting agendas will be posted to the HVMPO web site.

- HVMPO staff will provide evidence of DAS DBE Compliance activity.

- An update of the Public Participation Plans for the HVMPO will be undertaken.

TASK 4:

PROGRAM ADMINISTRATION AND MANAGEMENT

4.1 PROGRAM ADMINISTRATION

The purpose of this subtask is to 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.

Quarterly and monthly reports and invoices will be submitted for the Transportation Planning Program and special projects. And overall, administrative tasks will not exceed 15% of the UPWP funds available.

Staff activities involve tracking of policies and technical details, management of finances, and documentation of persons and groups assisted through quarterly reports.

Highlights of this include endorsement of an annual or biennial transportation planning work program, annual or biennial CT DOT and HARTtransit contract authorizations, HVMPO meeting minutes and approval of the regional transportation plan and its updates. Towards these ends the HVMPO will:

- Complete an annual federally designated Metropolitan Planning Organization (MPO) process certification.
- Provide coordination with CT DOT on HVMPO related activities pertaining to the TIP, UPWP, long range transportation plan and multi-regional projects, etc.
- Assist with the formulation and distribution of the federally required Annual List of Projects as specified under 23 USC 134 (j) (7) (B).
- Prepare quarterly narrative and financial status reports and forward to CT DOT, FHWA, FTA and HVMPO Members.
- Review and revise an annual Affirmative Action Plan and submit to CT DOT.
- Complete an annual comprehensive audit of revenue, expenditures and internal management practices and forward to CT DOT and HVMPO members.
- Prepare monthly invoices and progress reports and submit them to CT DOT.

Within the quarterly reports the HVMPO will document staff activities in terms of meetings attended, data disseminated, technical comments prepared, other agency traffic and transit plans reviewed, progress with the program year's specific technical studies, etc.

Such a detailing provides measurable verification of the use of federal and state dollars in the regional transportation planning program.

4.2 BUDGETING AND FINANCIAL MANAGEMENT

The purpose of this subtask is to prepare and submit required progress and financial reports. Quarterly financial reports and monthly invoices will be submitted for the Transportation Planning Program and special projects.

4.3 QUARTERLY AND ANNUAL REPORTS

The purpose of this subtask is to ensure and document compliance with Title VI of the Civil Rights Acts of 1964, Environmental Justice, Limited English Proficiency, Affirmative Action and all applicable federal and state laws, regulations and guidance. Quarterly narrative reports are issued 10 days or less after the close of the quarter. Various reports are prepared on an annual cycle.

4.4 AFFIRMATIVE ACTION PLAN

The purpose of this subtask is to insure that an HVMPO Affirmative Action Plan is approved annually by CT DOT.

4.5 CERTIFICATION OF PLANNING PROGRAM

The purpose of this subtask is to insure that the HVMPO Annual Certification is approved.

4.6 PROGRAM, PROCESS AND AGREEMENTS

The CT DOT agreement with the HVMPO's host agency, WestCOG, will be retained for the record and reference.

4.7 DEVELOP UNIFIED PLANNING WORK PROGRAM

The UPWP is the administrative instrument for coordinating metropolitan transportation planning and related air quality planning activities in the Greater Danbury Area.

The UPWP is a description of proposed planning work submitted to CT DOT, FHWA and FTA that are the financial sponsors of the program. It formally defines the functional and financial responsibilities of participating agencies and serves as a management tool for the cooperating governmental agencies.

As in past years, the UPWP was prepared in cooperation with CT DOT, HARTransit and other parties. Focus areas for planning work incorporated into the UPWP address transportation systems deficiencies as identified by HVMPO's 2015-2040 Regional Transportation Plan.

4.8 ADMINISTRATIVE SUPPORT FOR MPO, TECHNICAL, AND ADVISORY COMMITTEES

The purpose of this subtask is to provide support to the HVMPO, technical and study advisory committees.

**TASK 4: PROGRAM ADMINISTRATION AND MANAGEMENT- SUMMARY OF PRODUCTS
AND DELIVERABLES:**

- The program will prepare a two year transportation planning work program.
- Prepare annual CT DOT and HARTransit contract authorizations
- Complete an annual federally designated Metropolitan Planning Organization (MPO) process certification.
- Assist with the formulation and distribution of the federally required Annual List of Projects as specified under 23 USC 134 (j) (7) (B).
- Prepare quarterly narrative and financial status reports and forward to CT DOT, FHWA, FTA and HVMPO members.
- Review and revise an annual Affirmative Action Plan and submit to CT DOT.
- Complete an annual comprehensive audit of revenue, expenditures and internal management practices and forward to CT DOT and HVMPO members.
- Prepare monthly invoices and progress reports and submit them to CT DOT.
- Quarterly reports will document HVMPO staff activities in terms of meetings attended, data disseminated, technical comments prepared, and other agency traffic and transit plans.

TASK 5: TECHNICAL STUDIES

5.1 FY-2016 RIDGEFIELD TRANSIT ORIENTED DEVELOPMENT STUDY

A qualified transportation consultant to prepare a “Transit Oriented Development Plan for the Branchville Station Area” has been engaged, following CT DOT’s review and approval.

Note that the federally funded 2011 HVMPO - SWRMPO “Route 7 Transportation and Land Use Study” for Danbury, Ridgefield, Redding and Wilton provides a significant transportation data base to which this detailed TOD analysis is required to relate.

A preliminary evaluation of TOD potential was included in that Study. As significant TOD potential for Branchville was documented, this follow-up detailing effort will focus in on the practicalities of developing the Branchville TOD.

5.2 FY-2016 SWEETHART SERVICES COMPREHENSIVE OPERATING ANALYSIS

HARTransit provides dial-a-ride and ADA paratransit to the greater Danbury area through its SweetHART program. The service, geared towards persons with disabilities and those 65 and older, carries approximately 250 riders per weekday.

As for the study area, seven municipalities in the MPO region receive this service, including Bethel, Brookfield, Danbury, New Fairfield, New Milford, Newtown and Ridgefield.

It has been eight years since a comprehensive operational analysis of the SweetHART program has been performed. Policies and procedures, and use of technology have changed markedly since the last analysis was completed. The proposed analysis will include:

- An overall description of service, policies, eligibility and fares
- Peer analysis
- Performance and statistical trends
- Customer satisfaction survey
- Recommendations for improvement

5.3 FY-2016 AND FY-2017 HARTRANSIT ACTIVITIES AS PLANNING CONSULTANT

Before FY-1990, HVMPO engaged a private sector transit consultant to meet many of its federal transit planning obligations. But consistently since FY-1990, the nearby HARTransit planning department staff has been subcontracted to perform this work.

This type of subcontracting by MPOs to nearby regional transit planning staff is encouraged by the Federal Transit Administration (FTA), especially as both organizations are FTA grantees with closely related federal planning requirements.

Accordingly, a variety of duties are specified for HARTransit annually in this HVMPO UPWP subsection. The subtasks below define HARTransit’s contractual responsibilities and will be included in the FY-2016/FY-2017 consultant contract to provide transportation planning services

to the HVMPO. WestCOG, acting as the host agency for the HVMPO, will enter into this agreement on behalf of the HVMPO:

- HARTransit will continue with the coordination of the area's human services public transportation. These are transportation services for persons with disabilities, adults 60 and over and individuals with lower incomes. This activity will be undertaken within the coordination requirements of the federal MAP-21 legislation.
- Locally Coordinated Public Human Services Transportation Plan (LOCHSTP). HARTransit will meet the MPO's planning responsibilities regarding this planning activity, which provides the interface between FTA funding.
- Work will be conducted in cooperation with the Workforce Connection in Waterbury, a primary federal transit funding administrator designated by CT DOT.
- FTA 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. HARTransit will continue to be responsible for the implementation of the HVMPO's outreach process to solicit grant applications for the 5310 program. HARTransit will provide a review and recommended rankings of grant applications, as required by the HVMPO and CT DOT.
- Federal Americans with Disabilities Act (ADA). HARTransit will continue to address HVMPO ADA related planning requirements.
- CT 13b-38bb Elderly and Disabled Transit Services Grant Program. [Using state funding](#), the HVMPO and HARTransit will coordinate on the solicitation of municipal applications and organize a regional application to CT DOT.
- CT DOT Office of State Traffic Administration (OSTA) Site Plan Referrals. When HARTransit receives such proposed site plans from the OSTA, HARTransit will comment on the practical aspects of transit vehicular access and recommend appropriate OSTA permit conditions.
- Complete the final stages of an analysis of the efficiency of the Route 7 LINK service from Danbury to Norwalk. Included are selected on and off counts, origin-destination surveys and related metrics to assist with performance evaluation.
- Danbury Branch Rail Station Parking Usage Survey to be updated annually.
- Spanish Translation Services. In this, as in past work programs, HARTransit will provide Spanish translation services needed to meet HVMPO's Limited English proficiency obligations.
- Working with the HVMPO's GIS program, HARTransit will undertake field research and data base development to geographically locate, name and plot "Ladders of Opportunity" map features.

5.4 FY2017 ROUTE 6 DANBURY WEST SIDE- COMPLETE STREETS TRANSPORTATION PLAN

A transportation planning and engineering consultant will be engaged by the HVMPO to prepare a "Route 6 Danbury West Side Complete Streets Transportation Plan." WestCOG, acting as the host agency, will facilitate this agreement process on behalf of the HVMPO. This transportation planning project will address a key project recommendation for the City of Danbury contained in the HVMPO's Regional Transportation Plan, and will be supportive of CT DOT's listing of this project in the 2014 "Major Projects of Regional (Statewide) Significance Funded with Federal Funds."

Regarding Route 6 improvement recommendations from Kenosia Avenue easterly to I-84 Exit 4, the 2015 Plan states "activate CT DOT Project 34-288 to provide for a four lane cross section plus dedicated turning lanes. Traffic signals will be updated and interconnected."

To the frustration of the City of Danbury, the HVMPO and CT DOT, CT DOT Project 34-288 has long been delayed and the construction phase remains "on the shelf." This section of Danbury continues to develop as a significant retailing, office and entertainment cluster, a key focus for enhanced pedestrian planning.

However, if given construction priority, Route 6 Project 34-288 could not, under today's planning standards, proceed in the short term, as the current design predates the "Complete Streets" design policy issued by CT DOT on 10/23/2014. The current project plan does not meet the requirements of Section 13a-153f of the Connecticut General Statutes mandating complete streets features. That is, the integration "of all users of the transportation system, including cyclists, pedestrians, and transit riders into the planning, design, construction, and operation of roadways."

The HVMPO is now finishing a similar complete streets plan for Route 202 in Brookfield. This is a comparable commercial corridor, with an outdated plan that has now been updated. A similar methodology will be applied to the Danbury project, identifying all CT DOT complete streets design requirements.

In addition, the consultant will prepare an update of the 1984 Danbury Route 6 Driveway Management Plan. Traffic turning count data at key intersections will be gathered to assist with these efforts and overall corridor planning.

Project limits will be from the New York State line on the west to I-84 Exit 4 on the east for project maps showing the curb cut plan, complete streets plan, and for the collection of traffic and turn movement data.

A detailed scope of consultant services will be submitted to CT DOT for approval during FY-2016 in anticipation of funding this Danbury transportation planning project during FY-2017.

TASK 5: TECHNICAL STUDIES- SUMMARY OF PRODUCTS AND DELIVERABLES:

The deliverables will be the four sections as described above.

FY-2016 AND FY-2017 HVMPO BUDGET INFORMATION

Table 1: FY-2016 HVMPO UPWP Funding Resources

<u>FY-2016 FUNDING RESOURCES</u>	
US DOT 2106 PL & FTA Grant	\$339,431
CT DOT 2016 PL & FTA Grant	42,429
HVMPO 2016 PL & FTA Match	42,429
Total 2016 PL & FTA Funding	\$424,289
<u>ADDITIONAL TRANSPORTATION FUNDING RESOURCE</u>	
FY-2015 US DOT STP Grant Carryover- Branchville TOD	\$205,000
2015 HVMPO & Municipal Grant Carryover Match- Branchville TOD	42,450
Total TOD Funding Resources	\$247,450
<u>TOTAL FY-2016 UPWP FUNDING RESOURCES</u>	<u>\$671,739</u>

Table 2: FY-2017 HVMPO UPWP Funding Resources

<u>FY-2017 FUNDING RESOURCES</u>	
US DOT 2107 PL & FTA Grant	\$346,017
FY 2014 Carryover	\$2,096
CT DOT 2017 PL & FTA Grant	43,515
HVMPO 2017 PL & FTA Match	43,515
<u>TOTAL FY-2017 UPWP FUNDING RESOURCES</u>	<u>\$435,143</u>

TABLE 3: HVMPD PROGRAM EXPENSES BY TASK FY-2016

	Task 1: Data Collection & Analysis				Task 2: Planning Activities				Task 3: Public Involvement				Task 4: Admin. & Management				Task 5: Technical Studies					Totals				
	Hours	Labor	Indirect	Total	Hours	Labor	Indirect	Total	Hours	Labor	Indirect	Total	Hours	Labor	Indirect	Total	Hours	Labor	Indirect	Contract	Total	Hours	Labor	Indirect	Contract	Total
Executive Director	60	\$3,448	\$5,103	\$8,552	165	\$9,483	\$14,034	\$23,517	30	\$1,724	\$2,552	\$4,276	95	\$5,460	\$8,080	\$13,540	50	\$2,874	\$4,253	\$0	\$7,126	400	\$22,988	\$34,022	\$0	\$57,010
Deputy Director	175	9,058	13,406	\$22,464	220	11,387	16,853	28,240	45	2,329	3,447	5,776	101	5,239	7,753	12,992	65	3,364	4,979	0	8,344	606	31,377	46,439	\$0	77,816
Senior Project Manager	250	11,838	17,520	\$29,357	275	13,021	19,271	32,293	50	2,368	3,504	5,871	65	3,078	4,555	7,633	250	11,838	17,520	0	29,357	890	42,142	62,369	0	104,511
Associate Planner	50	1,434	2,122	\$3,555	60	1,720	\$2,546	4,266	30	860	1,273	2,133	45	1,290	1,909	3,200	0	0	0	0	0	185	5,304	7,850	0	13,154
Senior GIS Manager	265	10,767	15,935	\$26,702	235	9,548	14,131	23,679	50	2,032	3,007	5,038	15	609	902	1,511	0	0	0	0	0	565	22,956	33,975	0	56,931
GIS Analyst	275	7,887	11,673	\$19,560	305	8,747	12,946	21,694	125	3,585	5,306	8,891	25	717	1,061	1,778	200	5,736	8,489	0	14,225	930	26,672	39,475	0	66,148
Financial Manager	0	0	0	0	0	0	0	0	0	0	0	0	125	3,425	5,069	8,494	0	0	0	0	0	125	3,425	5,069	0	8,494
Office Manager	0	0	0	0	0	0	0	0	0	0	0	0	100	2,692	3,984	6,676	0	0	0	0	0	100	2,692	3,984	0	6,676
Technical Studies Consultants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	250,000	250,000	0			250,000	250,000
Totals for Labor & Indirect		\$44,431	\$65,758	\$110,189		\$53,907	\$79,782	\$133,688		\$12,897	\$19,088	\$31,986		\$22,510	\$33,314	\$55,824		\$23,811	\$35,241	\$250,000	\$309,052		\$157,556	\$233,183	\$250,000	\$640,739
Direct Costs				\$4,000				\$10,000				\$5,000				\$2,000					\$10,000					\$31,000
Total Costs		\$44,431	\$65,758	\$114,189		\$53,907	\$79,782	\$143,688		\$12,897	\$19,088	\$36,986		\$22,510	\$33,314	\$57,824		\$23,811	\$35,241	\$250,000	\$319,052		\$157,556	\$233,183	\$250,000	\$671,739

Indirect Costs are based on the CT DOT approved overhead rate of 148%. Overhead costs include general administration and general expenses, such as the salaries and expenses of executive officers; personnel administration; accounting; and expenses for office space, equipment and supplies. Indirect charge staff positions include the following: Executive Director, Financial Manager and Office Manager.

Direct Costs for which reimbursement may be requested include, but are not limited to, software and equipment purchases; printing of documents and reports; registration fees and travel expenses for meetings, conferences and workshops; the publication of legal notices. These expenses will be charged to the work tasks being supported.

Technical Studies Consultants: Two technical studies are supported by the FY-2016 Work Program. The TOD Plan for the Branchville section of Ridgefield was initiated under the HVMPD's 2015 UPWP as an 18 month project. A CT DOT approved consultant has been retained and this study is in progress and will be completed in FY-2016. The balance of this contract obligation is estimated at \$225,000. The second technical study (\$25,000) relates to the transit planning activities identified in the 2016 UPWP tasks. The HVMPD will contract with HARTransit for the performance of these tasks. This is a continuation of a supporting relationship for technical transit planning services initiated in 1992.

TABLE 4: HVMPD PROGRAM EXPENSES BY TASK FY-2017

	Task 1: Data Collection & Analysis				Task 2: Planning Activities				Task 3: Public Involvement				Task 4: Admin. & Management				Task 5: Technical Studies					Totals				
	Hours	Labor	Indirect	Total	Hours	Labor	Indirect	Total	Hours	Labor	Indirect	Total	Hours	Labor	Indirect	Total	Hours	Labor	Indirect	Contract	Total	Hours	Labor	Indirect	Contract	Total
Executive Director	40	\$2,299	\$3,402	\$5,701	165	\$9,483	\$14,034	\$23,517	25	\$1,437	\$2,126	\$3,563	50	\$2,874	\$4,253	\$7,126	50	\$2,874	\$4,253	\$0	\$7,126	330	\$18,965	\$28,068	\$0	\$47,033
Deputy Director	200	10,373	15,352	\$25,724	230	11,926	17,650	29,575	45	2,335	3,455	5,790	100	5,176	7,660	12,836	96	4,945	7,319	0	12,264	671	34,754	51,436	\$0	86,190
Senior Project Manager	200	9,470	14,016	\$23,486	255	12,074	17,870	29,944	50	2,368	3,504	5,871	110	5,209	7,709	12,917	115	5,445	8,059	0	13,504	730	34,566	51,157	0	85,722
Associate Planner	50	1,434	2,122	\$3,555	80	2,294	\$3,395	5,688	30	860	1,273	2,133	20	573	849	1,422	0	0	0	0	0	180	5,161	7,638	0	12,798
Senior GIS Manager	100	4,063	6,013	\$10,076	100	4,063	6,013	10,076	10	406	601	1,008	10	406	601	1,008	0	0	0	0	0	220	8,939	13,229	0	22,168
GIS Analyst	260	7,457	11,036	\$18,493	320	9,178	13,583	22,760	130	3,728	5,518	9,246	20	574	849	1,423	200	5,736	8,489	0	14,225	930	26,672	39,475	0	66,148
Financial Manager	0	0	0	0	0	0	0	0	0	0	0	0	125	3,430	5,077	8,507	0	0	0	0	0	125	3,430	5,077	0	8,507
Office Manager	0	0	0	0	0	0	0	0	0	0	0	0	100	2,692	3,984	6,676	0	0	0	0	0	100	2,692	3,984	0	6,676
Technical Studies Consultants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	69,900	69,900	0			69,900	69,900
Totals for Labor & Indirect		\$35,095	\$51,940	\$87,035		\$49,017	\$72,544	\$121,561		\$11,134	\$16,478	\$27,612		\$20,934	\$30,982	\$51,915		\$19,000	\$28,120	\$69,900	\$117,020		\$135,179	\$200,064	\$69,900	\$405,143
Direct Costs				\$5,000				\$10,000				\$5,000				\$10,000										\$30,000
Total Costs		\$35,095	\$51,940	\$92,035		\$49,017	\$72,544	\$131,561		\$11,134	\$16,478	\$32,612		\$20,934	\$30,982	\$61,915		\$19,000	\$28,120	\$69,900	\$117,020		\$135,179	\$200,064	\$69,900	\$435,143

Indirect Costs are based on the CT DOT approved overhead rate of 148%. Overhead costs include general administration and general expenses, such as the salaries and expenses of executive officers; personnel administration; accounting; and expenses for office space, equipment and supplies. Indirect charge staff positions include the following: Executive Director, Financial Manager and Office Manager.

Direct Costs for which reimbursement may be requested include, but are not limited to, software and equipment purchases; printing of documents and reports; registration fees and travel expenses for meetings, conferences and workshops; the publication of legal notices. These expenses will be charged to the work tasks being supported.

Technical Studies Consultants: Two technical studies are supported by the FY-2017 Work Program. One technical study (\$20,000) relates to transit planning activities identified in the 2017 UPWP. The HVMPD will contract with HARTtransit for the performance of these tasks. This is a continuation of a supporting relationship for technical transit planning services initiated in 1992. The second technical study (\$49,900) relates to a Danbury Route 6 West-side Complete Streets plan, as identified in the 2017 UPWP.

FY- 2016 & FY-2017 HVMPO UPWP JOB TITLES, MAXIMUM HOURLY RATES AND JOB DESCRIPTIONS

Introduction

The Western Connecticut Council of Governments (WestCOG) has been designated as the host agency for the Housatonic Valley Metropolitan Planning Agency (HVMPO). Below is a listing of the direct and indirect staff resources and maximum hourly rates for HVMPO staff.

Table 5: HVMPO Staff and Maximum Hourly Rates

Housatonic Valley Metropolitan Planning Organization FY-2016 and FY-2017 Transportation Planning Agreement Staff and Maximum Hourly Rates	
	FY-2016 & FY-2017
Executive Director	\$72.00
Deputy Director	\$58.00
Senior Project Manager	\$55.00
Associate Planner	\$36.00
Senior GIS Manager	\$51.00
GIS Analyst	\$36.00
Financial Manager	\$33.00
Office Manager	\$33.00

The following are job descriptions of the staff resources to be utilized for the implementation of the HVMPO's FY-2016 and FY-2017 UPWP.

Executive Director: With strategic policy established by the HVMPO Board, the Executive Director plans and organizes the activities of the HVMPO, provides strategic leadership to HVMPO activities, participates in the implementation of UPWP tasks, serves as point of contact for federal, state, and municipal officials on all legislative and policy matters, represents the HVMPO in meetings with governmental agencies, businesses, non-profits, professional and other public organizations at the national and state levels, serves as lead staff to and reports to the HVMPO Board.

Deputy Director: As chief transportation planner for the HVMPO, the Deputy Director has direct responsibility for the management of the HVMPO's transportation planning program, participates in the implementation of UPWP tasks, supervises HVMPO staff, 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 a 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 HVMPO's 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. The Senior Project Manager 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 HVMPO's administrative requirements.

Associate Planner: The Associate 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.

Senior GIS Manager: The Senior GIS Manager is responsible for advancing the HVMPO's GIS work program for transportation planning analysis and products. The Senior GIS Manager 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 HVMPO's transportation program, conducts research and prepares analyses, maps and reports, workshops, and studies relating to transportation planning activities.

GIS Analyst: The GIS Analyst performs data development activities related to the HVMPO region, including the updating of existing data files and the creation of new data resources utilized in the HVMPO's ongoing transportation planning process. Develops and maintains metadata of the HVMPO'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.

Financial Manager: The Financial Manager has bookkeeping responsibility for the HVMPO. The Financial Manager provides comprehensive accounting services, manages federal and state grants, makes budget recommendations to the Deputy Director for annual HVMPO budget preparation, prepares affirmative action reports, prepares quarterly financial reports for HVMPO activities, and works with the HVMPO auditor and CT DOT administrative staff.

Office Manager: The Office Manager is a primary point of public contact for HVMPO. The Office Manager performs secretarial, clerical and administrative office management activities. Responsibilities include the coordination of office schedules, organizes HVMPO meeting schedules and other office meetings as required by the staff and performs organizational tasks for HVMPO meetings. Proofreads and provides clerical edits of MPO reports, responds to citizen's requests for HVMPO information, maintains mailing lists, performs document reproduction and binding of HVMPO reports, filing of HVMPO reports and documents, promoting office efficiencies, comparative pricing and ordering of office supplies and supervising the maintenance of office equipment.

HVMPO UPWP ACTIVITY SCHEDULE TASKS BY MONTH & QUARTERLY

This summary schedule of HVMPO UPWP activities July 2015 through June 2017, is provided for HVMPO internal coordination and to inform citizens as to how the transportation process works.

As described earlier, quarterly narrative reports detailing these activities in some detail will be prepared.

“On-going activities” below include TIP amendments and updates as needed, CTDOT meeting attendance and study involvement, and other work particular to the region as described in the work program above.

FY2016 ACTIVITY SCHEDULE

FY2016 SCHEDULE FOR TASK 1: DATA COLLECTION AND ANALYSIS

JULY 2015	<i>On-going activities, quarterly report.</i>
AUGUST	<i>On-going activities, start shared data upgrade with SWRMPO.</i>
SEPTEMBER	<i>On-going activities, MPO meeting.</i>
OCTOBER	<i>On-going activities, quarterly report, MPO meeting, rail parking inventory.</i>
NOVEMBER	<i>On-going activities, MPO meeting.</i>
DECEMBER	<i>On-going activities, MPO meeting.</i>
JANUARY	<i>On-going activities, quarterly report, MPO meeting.</i>
FEBRUARY	<i>On-going activities, MPO meeting.</i>
MARCH	<i>On-going activities, UPWP preparation, MPO meeting.</i>
APRIL	<i>On-going activities, quarterly report, MPO meeting.</i>
MAY	<i>On-going activities, complete first year data update, MPO meeting.</i>
JUNE 2016	<i>On-going activities, MPO meeting, complete technical studies.</i>

FY2016 SCHEDULE FOR TASK 2: PLANNING ACTIVITIES

JULY 2015	<i>On-going activities, quarterly report.</i>
AUGUST	<i>On-going activities, start transportation plan update.</i>
SEPTEMBER	<i>On-going activities, LOTCIP policy development, MPO meeting.</i>
OCTOBER	<i>On-going activities, quarterly report, MPO meeting.</i>
NOVEMBER	<i>On-going activities. Freight data base upgrade starts, MPO meeting.</i>
DECEMBER	<i>On-going activities, MPO meeting.</i>
JANUARY	<i>On-going activities, quarterly report.</i>
FEBRUARY	<i>On-going activities, MPO meeting.</i>
MARCH	<i>On-going activities, MPO meeting.</i>
APRIL	<i>On-going activities, quarterly report, MPO meeting.</i>
MAY	<i>On-going activities, MPO meeting.</i>
JUNE 2016	<i>On-going activities, MPO meeting, completed HARTransit study.</i>

FY2016 SCHEDULE FOR TASK 3: PUBLIC INVOLVEMENT

JULY 2015	<i>On-going activities, quarterly report.</i>
AUGUST	<i>On-going activities.</i>
SEPTEMBER	<i>On-going activities, MPO meeting.</i>
OCTOBER	<i>On-going activities, MPO meeting.</i>
NOVEMBER	<i>On-going activities, technical studies public involvement, MPO meeting.</i>
DECEMBER	<i>On-going activities, MPO meeting.</i>
JANUARY	<i>On-going activities, quarterly report, MPO meeting.</i>
FEBRUARY	<i>On-going activities, MPO meeting.</i>
MARCH	<i>On-going activities, plan conformity analysis, technical studies public involvement, MPO meeting.</i>

APRIL *On-going activities, quarterly report, MPO meeting.*
MAY *On-going activities, 5310 grant priorities & recommendations, MPO meeting.*
JUNE 2016 *On-going activities, MPO meeting, technical studies public involvement.*

FY2016 SCHEDULE FOR TASK 4: PROGRAM ADMINISTRATION AND MANAGEMENT

JULY 2015 *On-going activities, quarterly report.*
AUGUST *On-going activities.*
SEPTEMBER *On-going activities, MPO meeting.*
OCTOBER *On-going activities, quarterly report, MPO meeting.*
NOVEMBER *On-going activities, MPO meeting.*
DECEMBER *On-going activities, MPO meeting.*
JANUARY *On-going activities, quarterly report, MPO meeting.*
FEBRUARY *On-going activities, MPO meeting, accident reduction grants.*
MARCH *On-going activities, van and service for the disabled grant applications, MPO meeting.*
APRIL *On-going activities, quarterly report, MPO meeting.*
MAY *On-going activities, MPO meeting.*
JUNE 2016 *On-going activities, MPO meeting, TOD study continues.*

FY2016 SCHEDULE FOR TASK 5: TECHNICAL STUDIES

JULY 2015 *On-going activities, quarterly report, start HARTransit Study.*
AUGUST *On-going activities, continue Ridgefield TOD Study.*
SEPTEMBER *On-going activities, MPO meeting.*
OCTOBER *On-going activities, quarterly report, MPO meeting.*
NOVEMBER *On-going activities, MPO meeting.*
DECEMBER *On-going activities, MPO meeting.*
JANUARY *On-going activities, quarterly report, MPO meeting.*
FEBRUARY *On-going activities, MPO meeting, accident reduction grants.*
MARCH *On-going activities, MPO meeting.*
APRIL *On-going activities, quarterly report, MPO meeting.*
MAY *On-going activities, MPO meeting.*
JUNE 2016 *On-going activities, complete HARTransit study & Ridgefield TOD Study, MPO meeting.*

FY2017 ACTIVITY SCHEDULE

FY2017 SCHEDULE FOR TASK 1: DATA COLLECTION AND ANALYSIS

JULY 2016 **On-going activities, quarterly report.*
AUGUST *On-going activities, start year 2 data development.*
SEPTEMBER *On-going activities, MPO meeting.*
OCTOBER *On-going activities, quarterly report, MPO meeting, rail parking inventory.*
NOVEMBER *On-going activities, complete Ladders of Opportunity maps, MPO meeting.*
DECEMBER *On-going activities, MPO meeting.*
JANUARY *On-going activities, quarterly report, MPO meeting.*
FEBRUARY *On-going activities, MPO meeting.*
MARCH *On-going activities, UPWP preparation, MPO meeting.*
APRIL *On-going activities, quarterly report, MPO meeting.*
MAY *On-going activities, complete data update, MPO meeting.*
JUNE 2017 *On-going activities, MPO meeting, complete technical studies.*

FY2017 SCHEDULE FOR TASK 2: PLANNING ACTIVITIES

JULY 2016 *On-going activities, quarterly report.*
AUGUST *On-going activities, start transportation plan update.*
SEPTEMBER *On-going activities, LOTCIP policy development, MPO meeting.*
OCTOBER *On-going activities, quarterly report, MPO meeting.*
NOVEMBER *On-going activities, MPO meeting.*
DECEMBER *On-going activities, freight data base upgrade completed, MPO meeting.*
JANUARY *On-going activities, quarterly report, MPO meeting.*

FEBRUARY On-going activities, MPO meeting.
 MARCH On-going activities, UPWP preparation, MPO meeting.
 APRIL On-going activities, quarterly report, MPO meeting.
 MAY On-going activities, MPO meeting.
JUNE 2017 On-going activities, MPO meeting, complete plan update, complete HARTransit tasks.

FY2017 SCHEDULE FOR TASK 3: PUBLIC INVOLVEMENT

JULY 2016 On-going activities, quarterly report.
 AUGUST On-going activities.
 SEPTEMBER On-going activities, bike plan public review, MPO meeting.
 OCTOBER On-going activities, MPO meeting.
 NOVEMBER On-going activities, technical studies public involvement, MPO meeting.
 DECEMBER On-going activities, MPO meeting, 5310 van priorities.
 JANUARY On-going activities, quarterly report, MPO meeting.
 FEBRUARY On-going activities, MPO meeting.
 MARCH On-going activities, plan conformity analysis, technical studies public involvement, MPO meeting.
 APRIL On-going activities, quarterly report, MPO meeting.
 MAY On-going activities, 5310 grant priorities & recommendations, MPO meeting.
JUNE 2017 On-going activities, MPO meeting, technical studies public involvement.

FY2017 SCHEDULE FOR TASK 4: PROGRAM ADMINISTRATION AND MANAGEMENT

JULY 2016 On-going activities, quarterly report.
 AUGUST On-going activities, MPO merger activities.
 SEPTEMBER On-going activities, MPO meeting.
 OCTOBER On-going activities, quarterly report, MPO meeting.
 NOVEMBER On-going activities, MPO meeting.
 DECEMBER On-going activities, MPO meeting.
 JANUARY On-going activities, quarterly report, MPO meeting.
 FEBRUARY On-going activities, MPO meeting, accident reduction grants.
 MARCH On-going activities, van and service for the disabled grant applications, MPO meeting.
 APRIL On-going activities, quarterly report, MPO meeting.
 MAY On-going activities, UPWP draft completed, MPO meeting.
JUNE 2017 On-going activities, MPO meeting, TOD study continues.

FY2017 SCHEDULE FOR TASK 5: TECHNICAL STUDIES

JULY 2016 On-going activities, quarterly report, start Route 6 study.
 AUGUST On-going activities.
 SEPTEMBER On-going activities, MPO meeting.
 OCTOBER On-going activities, quarterly report, MPO meeting.
 NOVEMBER On-going activities, MPO meeting.
 DECEMBER On-going activities, MPO meeting.
 JANUARY On-going activities, quarterly report, MPO meeting.
 FEBRUARY On-going activities, MPO meeting, accident reduction grants.
 MARCH On-going activities, MPO meeting.
 APRIL On-going activities, quarterly report, MPO meeting.
 MAY On-going activities, MPO meeting.
JUNE 2017 On-going activities, complete Route 6 Complete Streets Study, MPO meeting,

Figure 1: Housatonic Valley MPO Unified Planning Work Program - Schedule and Preliminary Milestones

Tasks	Activity	Staff	FY-2016				FY-2017			
			Q1 (7/1-9/30)	Q2 (10/1-12/31)	Q3 (1/1-3/31)	Q4 (4/1-6/30)	Q1 (7/1-9/30)	Q2 (10/1-12/31)	Q3 (1/1-3/31)	Q4 (4/1-6/30)
1.1	Data Collection & Analysis	Staff	***	***	***	***	***	***	***	***
1.2	Census Data for Transportation	GIS/SM				***				***
1.3	HPMS & FHWA 536 Reports	SPM								
1.4	Land Use, Pop. & Employ Data	GIS/SM				***				***
1.5	Geographic Information Systems	GIS/SM								
1.6	Ladders of Opportunity	HART				***				***
2.1	Long Range Transportation Plan Update	SPM								***
2.2	Trans. Improvement Program	DD	***	***	***	***	***	***	***	***
2.3	Funding Coord., Priorities, Tech. Assist.	DD								
2.4	Congestion Management Process	SPM								
2.4.1	Performance Based Planning	Staff								
2.4.2	Annual Commuter Parking Inventory	HART				***				***
2.4.3	I-84 Policy Development	ED				***				***
2.4.4	Display Congestion Management Data	GIS/SM	***	***	***	***	***	***	***	***
2.5	Transit Planning Technical Support	HART								
2.5.1	Rail Parking Activities	HART				***				***
2.5.2	Rail Planning & Policy Development	Staff				***				***
2.5.3	LOCHSTP	HART								
2.6	Transit & Affordable Housing	HART				***				***
2.7	Multi-Modal Planning, Assistance, Coord.	Staff								
2.7.1	Bicycle & Pedestrian Planning	HART								
2.7.2	Safe Routes to Schools in TAP	Staff								
2.8	Freight Planning & Goods Movement	Staff								
2.9	Safety of the Transportation System	Staff								
2.9.1	Traffic Incident Management	AP								
2.9.2	Bridge Maintenance	AP								
2.9.3	Driveway Management Plans	AP								***

ED- Executive Director, DD- Deputy Director, SPM- Senior Project Manager, AP- Associate Planner, GIS/SM- Senior GIS Manager, GIS/A GIS Analyst, HARTransit, Staff- All HVMPO

Schedule and Preliminary Milestones



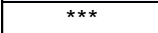
On-Going Activity	
As Necessary	
Deleverables	

Figure 1 Continued: Housatonic Valley MPO Unified Planning Work Program - Schedule and Preliminary Milestones

Tasks	Activity	Staff	FY-2016				FY-2017			
			Q1 (7/1-9/30)	Q2 (10/1-12/31)	Q3 (1/1-3/31)	Q4 (4/1-6/30)	Q1 (7/1-9/30)	Q2 (10/1-12/31)	Q3 (1/1-3/31)	Q4 (4/1-6/30)
2.10	Security of the Transportation System	Staff								
2.11	Operations and Management Strategies	Staff								
2.12	Air Quality & Environmental Planning	AP								
2.13	Land Use & Transportation Models	GIS/SM								
2.14	Enhancing Livability	AP								
2.15	System Investment & Performance	Staff								
2.16	Technical Assistance & Support	Staff								
3.1	Public Involvement Evaluation & Update	DD								
3.2	Media Releases & Activities	DD	***	***	***	***	***	***	***	***
3.3	Web Site	SPM								
3.4	Title VI Civil Rights	SPM								
3.5	Environmental Justice	SPM								
3.6	Limited English Proficiency	SPM								
3.7	Technical Assist- Public Involvement	AP								
3.8	DAS DBE Compliance	Staff								
4.1	Program Administration	DD								
4.2	Budgeting & Financial Management	ED	***	***	***	***	***	***	***	***
4.3	Quarterly & Annual Reports	Staff	***	***	***	***	***	***	***	***
4.4	Affirmative Action Plan	SPM		***			***			
4.5	Certification- Annual Trans. Program	DD				***				***
4.6	Program, Process & Agreements	ED				***				***
4.7	Develop Unified Planning Work Program	DD				***				***
4.8	Admin. Support for MPO & Committees	Staff								
5.1	Ridgefield/Branchville TOD Study	SPM	***	***	***	***				
5.2	SweetHART- Comp. Operating Analysis	SPM				***				
5.3	HARTransit- Planning Consult. Services	DD								
5.4	Rt. 6 Danbury Complete Streets Plan	DD								***

ED- Executive Director, DD- Deputy Director, SPM- Senior Project Manager, AP- Associate Planner, GIS/SM- Senior GIS Manager, GIS/A GIS Analyst, HARTransit, Staff- All HVMP

Schedule and Preliminary Milestones

On-Going Activity	
As Necessary	
Deleverables	***

END