

REGIONAL TRANSPORTATION

UNIFIED PLANNING WORK PROGRAM (UPWP)

FY2018 AND FY2019 FOR THE HOUSATONIC VALLEY
METROPOLITAN PLANNING ORGANIZATION (HVMPO)

MAY 18, 2017

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INTRODUCTION

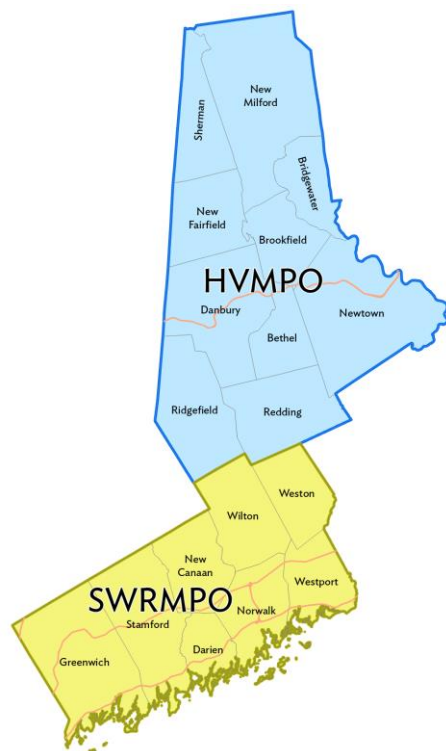
Transportation systems in urban areas are regional by nature. This is certainly true for the HVMPO area as the transportation systems of its ten municipalities are closely linked. I-84 operates as the primary artery through three of the municipalities and its central section is over capacity. The Route 7 Expressway segments in Danbury and Brookfield are other major transportation features. A CTDOT study of the I-84 corridor is closely monitored by the MPO.

As an older eastern urban area, the primary local roadways in the central city of Danbury and several of the town centers were laid out before the automobile age. Compared to newer urban areas in other parts of the nation, retrofitting to modern capacity standards in the core areas here is a higher priority.

In pursuit of better mobility, economic vitality and improved travel times, planning for capacity enhancement and improved safety are continuous concerns. And the “livability” of all of the MPO’s proposed investments in transportation must reflect context sensitive design, pedestrian and bike access.

The HVMPO area has branch line commuter rail service, primarily oriented towards Stamford and New York City. Local bus service operates in the denser areas, including shuttle service to the Metro-north Harlem line in New York. Planning for transit oriented development is being undertaken in the vicinities of several rail stations. The integration of all transportation modes, not always fully considered in the past, is now acknowledged as essential for the efficiency of the Danbury Area’s transportation system.

The technical studies included herein reflect modal integration and efficiency of transit. Topics include bus performance, bicycle and pedestrian planning and route optimization.



Structure of Transportation Planning in the Housatonic Valley:

Federal transportation funding programs allow for input from the leadership of regions. Representatives of a region then work alongside state and federal officials to shape the scope of the transportation investments to be funded in the area.

The Housatonic Valley Metropolitan Planning Organization (MPO), has been designated by federal and state governments to conduct regional transportation planning in the Greater Danbury area of central western Connecticut. This includes the ten municipalities of Bethel, Bridgewater, Brookfield, Danbury, New Fairfield, New Milford, Newtown, Redding, Ridgfield and Sherman in addition to transit and state representation.

To manage the regional component of a transportation planning program, every two years the MPO updates a Unified Planning Work Program (UPWP), documenting upcoming metropolitan transportation planning activities and processes to comply with the federal planning requirements.

As the federally mandated and funded transportation policy-making organization, the MPO is to carry out a “continuing, cooperative, and comprehensive” multimodal transportation planning process in accordance with 23 U.S. Code 134 and 49 U.S. Code 5303. This includes the development of a Long-Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). Detailing of transportation planning activities conducted under the UPWP is documented in quarterly reports submitted to USDOT and CTDOT. These are available to the public.

The authorizing and funding of regional transportation planning by MPOs serves to maximize the cost-benefit of federal expenditures on transportation. In pursuit of this objective, detailed technical studies and a constrained capital improvement program are produced by the MPO. The UPWP provides the framework to execute such activities.

Through its approval power over federally funded transportation capital projects and services in the TIP, the MPO maintains a significant partnership with USDOT and CTDOT. In addition, the MPO is responsible for solicitation, prioritization and submission of funding applications under a variety of federal transportation programs.

The Housatonic Valley MPO maintains an agreement with the Western CT Council of Governments (WestCOG) for it to serve as host agency for staffing and administrative matters. While housed together, the two organizations maintain policy independence from one another; actions by the MPO relating to federal transportation matters are not subject to an override by votes at WestCOG.

Interregional coordination of these and other MPOs within Connecticut is facilitated by CTDOT monthly meetings. Interregional cooperation with nearby MPOs in New York State and New Jersey is facilitated by an agreement dating from 2008, with a revision underway.

PRIORITIES TO ADDRESS ISSUES AND DEFICIENCIES

The transportation system is complex in both size and breadth. A core objective of the UPWP is to identify opportunities to mitigate deficiencies in the LRTP and describe the work activities intended to fulfill them. This information is provided below, with more detail included as part of each UPWP Task.

Important Activities

1. **MAP-21 and FAST Act Implementation:** The Fixing America’s Surface Transportation (FAST) Act and Moving Ahead for Progress in the 21st Century Act (MAP-21) are federal transportation legislation that identifies specific policies and requirements for MPOs, including a transition to performance based planning. The MPO will work with CTDOT and others to implement these provisions.
2. **Models of Regional Planning:** The MPO will continue to work with CTDOT and adjoining MPOs to coordinate regional plan and other activities where possible to ensure a regional approach to transportation planning. This may also include performance based planning activities. Coordination between HVMPO and SWRMPO on work products and joint meeting formats will also continue.
3. **Congestion and Air Quality:** a core activity of the MPO, the MPO will coordinate with CTDOT and others to continue identifying congestion and developing appropriate mitigation strategies. In the Housatonic Valley Region, emphasis areas for congestion include I-84, higher volume arterials, and the town center areas of

Bethel, Brookfield, Danbury, New Milford, Newtown and Ridgefield. Use of the National Performance Management Research Dataset (NPMRDS) and others, including GIS network analyst routing, will support congestion mitigation management and planning.

Congestion mitigation near major multi-modal hubs such as Downtown Danbury will be studied as part MPO participation in the City of Danbury Downtown TOD Study. The MPO will work with CTDOT and other partners to ensure congestion does not adversely impact access to transit stations such as those in Danbury, Bethel and Branchville (Ridgefield).

4. **Safety:** the MPO will continue to analyze safety data for purposes of identifying areas for improvement and project development. Efforts will be incorporated into the LRTP and Regional Safety Plans, while also assisting with MPO safety targets. Staff will continue to perform Road Safety Audits (RSA) in partnership with the UConn T2 Center, while also supporting CTDOT RSA efforts.
5. **Transit-Oriented Development (TOD):** the MPO will advance the transportation recommendations of completed TOD studies in Bethel and Branchville. Also, assist with the on-going TOD study in Danbury. Work with CTDOT, municipal partners, and other stakeholders to explore areas for future TOD and economic development.
6. **System Investment and Performance:** the MPO will continue to place emphasis on safety, operations and maintenance initiatives, including:
 - a. Highways: support FHWA and CTDOT's efforts to ensure that deficiencies along I-84 and the Region's higher volume arterial network are addressed. This includes existing and future efforts related to safety and congestion, such as the proposed intersection improvements along I-84 in Danbury.
 - b. Transit: Continue to support efforts to maintain a state of good repair and seek opportunities to improve the Danbury Branch Line.
7. **Connectivity:** continue planning efforts to improve connectivity across all modes. The MPO will continue to:
 - a. Incorporate **Complete Streets** principals for all users into project development and planning, including advisory input to the Downtown Danbury TOD Study.
 - b. Identify opportunities for expansion or infill of on- and off-road **bicycle and pedestrian networks** to access transit and other destinations.
 - c. **Ladders of Opportunity:** work with FTA, CTDOT and area transit districts to build off existing Ladders Efforts to improve access of individuals to essential services such as schools/education, healthcare, jobs, and others. Continue use of GIS network analyst and routing efforts to support this initiative. Staff will participate in the preparation of the HARTransit Comprehensive Operating Analysis report for the current fixed route system and integrate ladders elements into that effort.
8. **LOTCHIP:** staff will continue efforts for this state-funded program, which provides funding for regionally significant municipal projects. Staff will work alongside CTDOT and member municipalities to continue advancing existing projects and develop new projects that will improve the transportation system. Work associated with this program will not be charged against the UPWP work tasks.
9. **Resilience:** efforts to analyze, assess and improve the transportation system's vulnerability to natural hazards such as flooding, will continue. Of importance is working to "harden" critical transportation assets near water and locations with significant impervious area, which may be vulnerable to flooding. Staff to the MPO will continue to work with CTDOT, DEMHS, local and other partners to help advance these efforts.

Planning Factors

The FAST Act provides planning guidelines for MPOs, citing ten primary planning factors to guide the process. The MPO directs its transportation planning to incorporate these guiding national principles, defined as follows:

1. **Economic Vitality.** Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. **Safety.** Increase the safety of the transportation system for motorized and non-motorized users.
3. **Security.** Increase the security of the transportation system for motorized and non-motorized users.
4. **Mobility.** Increase the accessibility and mobility of people and for freight.
5. **Environment and Planning.** Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
6. **System Integration.** Enhance the integration and connectivity of the transportation system, across and between modes for people and freight.
7. **System Management.** Promote efficient system management and operation.
8. **System Preservation.** Emphasize the preservation of the existing transportation system.
9. **Resiliency.** Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. **Travel and Tourism.** Enhance travel and tourism.

Planning Emphasis Areas

The UPWP also incorporates USDOT emphasis areas, including:

1. **Climate Change and Resiliency:** improve resiliency of the transportation system in the face of climate change, sea level rise, and severe storm events. Coordinate and support similar efforts by others.
2. **MAP-21 and FAST Act** – transition to performance based planning and programming.
3. **Models of Regional Planning:** promote cooperation and coordination across MPO and state boundaries.
4. **Ladders of Opportunity:** identify transportation connectivity gaps in access to essential services.

The UPWP lays out the transportation planning work the MPO expects to undertake in 'state' fiscal years 2018 and 2019 (July 1, 2017 to June, 30, 2019), including the following descriptions of work by task:

Task №	Brief Description	Page №
1.	Management of the Planning Process	7
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3.	Planning Activities	9
4.	Other Technical Assistance	13
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TASKS

1: MANAGEMENT OF THE PLANNING PROCESS

OBJECTIVE

To administer the transportation program funded by FHWA, FTA, CTDOT and MPO members and conform to all applicable federal and state laws, regulations and guidance.

ACTIVITIES

1.1 Primary Administration and Interagency Coordination.

Develop the UPWP as the administrative instrument for coordinating metropolitan transportation planning activities in the MPO area.

1.2 Financial Management.

Prepare the program budget and financial documents, including an annual audit, quarterly invoices, communications, and other materials necessary to financially manage the MPO program.

1.3 MPO Meeting Administration.

Prepare MPO agendas, meeting minutes and other documentation associated with management of the planning program.

1.4 Technical Advisory Group (TAG) Administration.

The TAG works closely with the MPO staff on program coordination and technical exchange. It also reviews proposed TIP changes and makes recommendations upon them to the MPO. The TAG is also utilized as the interface between MPO member and CTDOT program staffs. Preparation of agendas and minutes mirror processes utilized for the MPO.

1.5 Quarterly Reporting.

Within its quarterly reports to USDOT and CTDOT, the MPO will document staff activities in terms of meetings attended, data disseminated, technical assistance, traffic and transit plans reviewed, progress with the program year's specific technical studies, etc.

1.6 Other Administration.

The completion of an annual MPO process recertification; review and revision of an annual Affirmative Action Plan; preparation for Quadrennial Review of the MPO by the USDOT; and as necessary, work connected with MPO redesignation.

PRODUCT SCHEDULE

Item	Release date
SFY 2020-2021 UPWP	April 2019
Quarterly & Annual Progress Reports	October, January, April and June
Meeting Minutes	Monthly
Annual Audit	November
Affirmative Action Plan	November
Annual MPO recertification	May
Narrative Reports & Memoranda	Throughout the year
USDOT Quadrennial Review	2018

2: DATA COLLECTION & ANALYSIS

OBJECTIVE

Develop and apply research and analysis tools to aid in forecasting transportation needs, including the ability to provide impact studies.

Collect and share relevant transportation system data and ensure federal transportation planning requirements are satisfied. Coordinate data collection with other local, regional, state, and federal agencies.

Enhance the technical capacity of transportation systems, staff, and other stakeholders in the region.

ACTIVITIES

Collect, monitor, and analyze data for highway, transit, bike and pedestrian systems and transportation demand management performance as a means of identifying deficiencies, developing plans and improving programs, strategies, and projects.

2.1 Data Collection & Analytic Efforts:

- Commuter Lot Inventory: Assist the CTDOT Bureau of Public Transportation by conducting vehicle utilization counts.
- Regional Traffic Counting Service: Continue utilization of data collection devices to count traffic and record multi-modal behavior for area intersections and corridors.
- Congestion: Utilize data from relevant data sources (e.g. National Performance Management Research Dataset [NPMRD]) to support the Congestion Management Process (CMP) by: defining congestion; identifying congestion links; and monitoring the network. Analyses will also assist identification of improvement strategies, including Transportation Demand Management (TDM).
- Ladders of Opportunity: Obtain demographic, socioeconomic, and other data to support “Ladders of Opportunity” efforts, a USDOT emphasis area. Transit information and data will assist the identification of connectivity gaps, improving the accessibility and mobility of the transportation system. Results will be documented in briefings and/or a report.
- Safety: Retrieve, review, and analyze crash data from relevant sources (e.g. CT Crash Repository.) Safety data and analyses will support other initiatives such as Road Safety Audits (RSAs), Regional Engineering Services, and a future Regional Transportation Safety Plan (if applicable). In cooperation with federal and state partners, targets for safety measures will be established.
- Performance Measures: Continue efforts to develop a performance based management approach to transportation planning, including associated targets in accordance with MAP-21 and FAST Act guidance.

- Other: Additional efforts to support the transportation process may be undertaken, as applicable. Where possible, data from the latest Census and American Community Survey will be applied. Staff will also support system investment and performance for HPMS, FHWA 536 reports, and functional classification efforts.

2.2 Utilize and Expand Geographic Information Systems (GIS): Maintain and expand the transportation-related components of the WestCOG GIS system and its applications to support MPO activities.

- Develop and maintain a GIS web portal to facilitate effective data exchange, public accessibility and viewing of transportation datasets.
- Expand the delivery and use of visualization products.
- Integrate transportation analytics with spatial data, including environmental factors.

2.3 Expansion of Technical Capacity

- Offer support for advanced GIS, transportation, and planning training to staff and other stakeholders
- Acquire equipment that provides new collection, research, and analysis capabilities.

PRODUCT SCHEDULE

Item	Release date
Traffic count and intersection data and/or analysis reports	On demand
Transportation network GIS layers and analyses	On demand/project basis
Statistical or other quantitative analyses	On demand/project basis
Ladders of Opportunity briefing/report	August 2017
Safety Performance Measure Targets	February 2018
Highway Performance 536 Report	TBD-coordination w/CTDOT
Regional GIS Web Portal	Ongoing

3: PLANNING ACTIVITIES

OBJECTIVES

To develop and implement short and long term transportation plans and projects. Priorities within this activity will relate closely to addressing issues and deficiencies identified in the current, and soon to be updated, LRTP, including:

- Increase safety and security for all modes and users, especially for vulnerable users;
- Improve the usability and performance of the transportation system across all modes;
- Decrease congestion through use of TDM, access to transit and nonmotorized transportation;
- Improve the environment, including air quality, by reducing the impacts of transportation projects and systems where possible;
- Promote responsible land use and development that is considerate of all users of the transportation system, including bicyclists and pedestrians. Incorporate complete streets concepts where possible;
- Continue development of tools and strategies to better analyze the performance, operation, maintenance, and preservation of the transportation system, including financial considerations; and
- To deepen stakeholder involvement in the planning process.

As part of this Task, the MPO will integrate the ten federal planning factors and USDOT Planning Emphasis Areas into the planning process. Much of this policy oriented activity will rely upon the Data and Analysis Task detailed in the previous section.

ACTIVITIES

- 3.1 Update Long-Range Transportation Plan.** Prepare an update to the Long-Range Transportation Plan (LRTP) in consultation with all relevant stakeholders. Covering a 20+ year planning horizon, the LRTP will be inclusive of all modes and financially constrained, comply with air quality consultation/conformity and public participation requirements, be consistent with current and forecasted land use and transportation conditions, comply with MAP-21 and FAST Act regulations and guidance, including performance measures developed as part of Task 2: Data Collection and Analysis activities.

The update process will include a summary of transportation proposals for each municipality and major corridor. This feature will stimulate public interest and involvement, ease of review by local officials, and coordination with transportation proposals within municipal plans of conservation and development.

- 3.2 Transportation Improvement Program (TIP) Formulation, Amendment and Adoption.** The TIP is a staged, fiscally constrained multi-year program of projects approved for funding by federal, state, and the MPO. The TIP will be prepared through a consultative process between FHWA, FTA, CTDOT, and the MPO. Opportunities for public involvement will also be provided.

The TIP will respond to current needs, reflect available resources, and be compliant with federal and CTDOT guidance, including air quality conformity and consultation. The TIP will be periodically amended and maintained with CTDOT and the MPO to ensure accurate and timely delivery of information for informed decision making.

Where applicable, staff will assist CTDOT in the transition to the more efficient electronic review, approval and administration of the TIP when an E-STIP process is phased in.

- 3.3 Models of Regional Coordination.** The MPO will continue working to promote cooperation and coordination across MPO boundaries, and across state boundaries where appropriate to reinforce a regional approach to transportation planning. The MPO currently coordinates with neighboring MPOs and RTPOs for data collection (e.g. TRANSCOM) and programmatic activities in the Urbanized and Metropolitan Statistical Areas (UZA, MSA). Recent examples including preliminary performance target discussions, and TAP project/program coordination in the Danbury-Other UZA. The MPO also conducts joint meetings with the SWRMPO.

Activities will continue to assist with 3C objectives and federal requirements with respect performance measures, the TIP and LRTP where applicable. Participation in the multistate Metropolitan Area Planning (MAP) forum, NYMTC (New York) Freight Working Group, and other 3C activities will continue.

- 3.4 Congestion Management Process (CMP).** Although it is not within a federally defined Transportation Management Area (TMA), as a matter of good professional practice the HVMPO will continue its CMP efforts consistent with federal and state guidance, including the following six elements:

- determine the highway and transit CMP network;
- define congestion, including parameters to be measured and associated thresholds;
- identify congested links, including review of CTDOT's Annual CMS report;
- develop strategies to address congested links;

- implement short- and long-term strategies;
- monitor the network, including improvements.

Outputs from the Task 2: Data Collection and Analysis will be utilized to support the CMP, including performance measures. Strategies, including those consistent with the ten planning factors and federal emphasis areas, will be incorporated into the TIP and LRTP where possible.

3.5 Limited Access Roadway Policy Development. The MPO will assist CTDOT in on-going development of policies for I-84. This will involve technical exchange and attendance at CTDOT stakeholder meetings.

3.6 Assistance with Transit Planning. The MPO will support transit district management, identify rail parking needs, rail and local transit interfaces, also seek to improve coordination of inter-regional and intra-regional transit and paratransit services. Activities which strive to improve bus stops, signage, shelters, and transit security will also be conducted. The MPO will also continue Local Coordinated Human Service Transportation Planning (LOCHSTP) activities in cooperation with CTDOT and other stakeholders, including input to the various programs that are covered by it.

With respect to potential affordable housing, the MPO will seek to identify areas, including reclaimed brownfields, near existing and proposed rail and bus routes and along potential future public transit corridors, which may be suitable for the construction of affordable housing.

Additional transit supportive activities will be initiated through alternative channels, such as Ladders of Opportunity, TIP and LRTP updates, freight, mobility and accessibility, in addition to others.

3.7 Support Multimodal Components, Livability. The MPO will conduct integrated multi-modal transportation planning and foster development of sound public policy. It will promote bicycle and pedestrian travel and initiatives, incorporate Complete Streets policies, facilitate commuter parking and ridesharing.

The MPO will promote safe, livable communities and environmental sustainability. Activities will also support livability principles such as: mobility and accessibility, connectivity, Ladders of Opportunity, congestion management, and the environment. In cooperation with CTDOT, staff will explore use of the INVEST tool for Sustainable Highways.

3.8 Freight and Goods Movement. The MPO will continue freight planning activities that:

- expand data collection and analysis;
- engage freight users and providers;
- maintain a list of stakeholders in the MPO area;
- maintain a list of major freight generators;
- provide GIS data, including: freight generators and stakeholders in the MPO area, freight supportive land uses; and
- identify system constraints

Staff will also participate in working groups to promote best practices. Efforts will address all modes of freight, including: truck, rail, air and maritime activities. Opportunities for truck parking will also be explored. The MPO will assist in the development of the State Freight Plan and complementary regional effort, the summary of which will be included in the LRTP update.

3.9 Promote Safety of System Components. The MPO will work with other stakeholders to advance infrastructure projects and initiatives that promote safety of all modes for people and goods. Staff will continue to aggregate and analyze data, including use of relevant sources (e.g. CTDOT-UConn crash repository) and in-house geospatial analyses, among others.

The MPO will continue to support and promote Road Safety Audits within the region, which help identify areas of concern and appropriate countermeasures. The CT Strategic Highway Safety Plan will be incorporated by reference into the 2019 Long-Range Transportation Plan. The MPO will integrate safety considerations into all applicable planning project development efforts.

Should funding become available from CTDOT, the MPO will codify and expand safety efforts into an extensive Regional Transportation Safety Plan. Following development of the proposed plan and consistent with safety goals and objectives, recommendations will be incorporated into the revision of the Long-Range Transportation Plan.

3.10 Coordinate with Land Use and Adopted Plans. Incorporate principles of complete streets, traffic calming, context sensitive design and smart growth into transportation planning, programs, projects and processes.

Within the region, major growth corridors and related transportation improvements will be analyzed and assessed, including the correlation with economic development. The MPO will promote consistency with the LRTP and with planned state and local development patterns. Opportunities to enhance tourism, where feasible, will also be considered.

3.11 Assist with Security Procedures. The MPO will plan for the multi-modal security of transportation systems, including identification of critical facilities and review of emergency plans to ensure that critical facilities and transportation systems are identified and the roles of key players are identified. Staff will continue to engage in hazard mitigation, evacuation planning, and emergency management activities.

The MPO will continue building digital infrastructure capabilities to help identify, assess, and mitigate vulnerable areas and assets. This includes the resiliency and reliability of transportation infrastructure to stormwater and other hazards. Staff will cooperate with Connecticut Department of Emergency Management & Homeland Security (CT DEMHS), Metro-North and other stakeholders to maintain and improve security and safety in the MPO area.

3.12 Integrate Sustainability and Environmental Planning. Coordination with Connecticut Department of Energy & Environmental Protection (CT DEEP) and others regarding climate change and greenhouse gas emissions, environmental and historic resource assessments, energy conservation, brownfields mitigation and other environmental matters relating to transportation will continue.

The MPO will work with CTDOT in to consider transportation system impacts on overall quality of life and opportunities to enhance livability, including regional air quality and conformity determinations. The MPO will also coordinate and participate with the National Environmental Policy Act process for transportation planning studies.

Staff will continue to prepare high resolution land cover analyses, helping identify stormwater runoff, flood mitigation opportunities, and ecologically sensitive areas along the transportation network. A dataset with impervious cover will be completed, the results of which will provide input to transportation-related environmental and stormwater studies.

Environmental planning efforts will be coordinated with regional stormwater management planning services. To achieve economies of scale, WestCOG has taken on some of the new federal “MS4” stormwater planning requirements placed upon municipalities and include the transportation network.

Results of the land cover and stormwater efforts will better inform transportation planning and project development by identifying vulnerable areas and mitigation opportunities, leading to better decision-making and planning of a more resilient and reliable transportation network.

The MPO will analyze electric and hybrid vehicle data obtained from Connecticut Department of Motor Vehicles (CT DMV) to evaluate recent gains in electric vehicle usage. As part of this process, vehicle ownership and charging station locations will be evaluated for supply and demand characteristics and gaps in availability. A fact-finding report will be produced, including connectivity with FHWA-designated electric vehicle (EV) fuel corridors.

Other eligible activities that may relate to sustainability and environmental planning in transportation include cultural and historic resources, construction of scenic viewing areas, environmental mitigation, vegetation management, vehicle-caused wildlife mortality, multi-purpose trails, and bicycle and pedestrian activities.

3.13 Operations and Systems Preservation. The MPO will identify capital and operational improvements needed to preserve mobility and safety within existing transit and highway networks. In addition, intelligent transportation systems (ITS) and updates to the ITS architecture will continue to be incorporated into planning activities wherever possible, including TDM.

PRODUCT SCHEDULE

Item	Release date
TIP amendments and actions	Ongoing
Models of regional planning, as determined by CTDOT	TBD
Electric and Hybrid Vehicle Status Report	8/17
Report on Freight in the Region	12/17
Update of Long-Range Transportation Plan	5/19
Congestion Management Process Report	3/18
Regional Safety Plan, based on funding and coordination with CTDOT	TBD
Impervious Cover Analysis	TBD

4: OTHER TECHNICAL ASSISTANCE

OBJECTIVE

To address the issues and deficiencies identified in the LRTP, address the ten FAST Act planning factors, and USDOT emphasis areas. As part of the process, the MPO will:

- Participate in corridor, area, locational and topical studies and working groups;
- Provide technical assistance to studies, analyses, and other services to state, regional, transit, municipal, and other transportation stakeholders;
- Development of studies to identify and mitigate system deficiencies.

An important component of the task will be to assist stakeholders with transportation funding programs and coordination. Also, assistance with economic and community development, incorporating climate change, coastal resilience, and other considerations into transportation plans. This task will also enhance the technical capabilities of regional and municipal planners, as well as other stakeholders.

Many of the activities in this section will draw from data collection and analyses described in Task 2. Funding coordination and project development will leverage this data and assist Regional Engineering Service activities. This service will benefit the region and its municipalities by thoroughly vetting project concepts and help ensure transportation investments target existing deficiencies. Such technical assistance will also bridge the gap between planning and implementation.

ACTIVITIES

- 4.1 General Technical Support:** The MPO will also provide program coordination, guidance in grant execution, monitoring of project schedules and project implementation when requested. Legislation will be monitored as it affects the region's transportation program, including the final rule for MPO coordination.
- 4.2 Assistance with Funding Programs.** The MPO will assist stakeholders in the development of projects and priorities for relevant programs such as: the STP Urban Program, the Transportation Alternatives Program (TAP), Congestion Mitigation and Air Quality (CMAQ), FTA 5307, FTA 5310, Locally Coordinated Public-Transit Human Services Transportation Program (LOCHSTP), CT Municipal Elderly and Disabled Grant Program, the Local Transportation Capital Improvement Program (LOTICIP), and other programs as appropriate.
- 4.3 HARTransit Providing Consulting Services.** Before FY1990 HVMPO engaged a private sector transit consultant to meet many of its federal UPWP transit planning obligations. But consistently since FY1990, the nearby HARTransit planning department staff has been engaged 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 in this UPWP section. The tasks below labeled “a” through “g” define HARTransit contractual responsibilities and will be inserted into a FY2018-FY2019 consultant services contract:

a. HARTransit will conduct a two-year project examining its fixed route system. In the first year of the UPWP (FY18) HARTransit will prepare a “HARTransit Comprehensive Operating Analysis” report for the current fixed route system. This part of the project would also describe how effectively the system serves vulnerable populations such as zero car households and low income persons, the work in coordination with the MPO’s new Ladders of Opportunity planning data base.

b. In the second year of the UPWP (FY 19) HARTransit will develop a staged fixed route service plan. Alternative system maps showing the improvements at 100% and 50% of service would be developed and the cost of expansion/contraction identified.

As an additional component in UPWP year two, HARTransit will prepare an economic impact analysis report will be prepared for the current system and of the expansion alternatives in the second year.

c. HARTransit will continue with the coordination of the area’s human services 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 federal guidelines.

d. HARTransit will provide assistance relative to the Locally Coordinated Public Human Services Transportation Plan (LOCHSTP) activities.

e. Regarding the FTA 5310 Transportation for Elderly Persons and Persons with Disabilities Program, HARTransit will continue to be responsible for the management of the MPO's outreach process to solicit van grant applications. HARTransit will provide communications and ranking of applicants as needed by the MPO and CTDOT.

f. As for the State of Connecticut 13b-38bb Elderly and Disabled Transit Services Grant, HARTransit will solicit local applications and organize a regional application to CTDOT.

g. Provide Spanish Translation Services. It is agreed that HARTransit staff will provide translation services needed to meet the MPO's Limited English proficiency obligations.

4.4. Technical Assistance in Support of the Transportation Planning Program Consultant services will be contracted in support of the transportation planning program's items that exceed available in-house staffing. Efforts may involve studies of selected traffic and transit problems to identify deficiencies, alternatives and concepts for improvements or countermeasures, and performance measures. These resources may also be utilized for MPO consultant studies or activities that exceed available staffing, technical capabilities or financial resources. Activities may include:

- Bicycle and Pedestrian Planning: in support of multi-modal initiatives, activities are likely to improve access and mobility to other transportation modes, enhance livability and quality of life, reduce congestion, as well as improve air quality.
- Transit Initiatives: efforts may include: analyzing fixed route service; enhancements to paratransit; inter-transit district and other coordination; bus rapid transit; first and last mile connectivity, relationships to economic development. Efforts are also likely to support Ladders of Opportunity Initiative, a federal emphasis area.
- Transportation Route Optimization Studies: use computer-aided analysis of transportation routes to optimize a variety of activities. Efforts will support many planning emphasis areas such as reducing congestion and emissions, improving multi-modal connectivity, as well as safety considerations, and project development. Activities include but are not limited to:
 - Signal Optimization Analysis: the MPO will explore, study, and analyze signal enhancements to facilitate better traffic flow and improve safety concerns. Locations will vary following consultation with all relevant stakeholders, as applicable.
 - Bicycle and Pedestrian Connectivity and Route Optimization Analysis: pair with suitability analysis and identify gaps in the network.
 - Ladders of Opportunity: utilizing Network Analyst and Route Optimization tools, analyze multi-modal transit and identify gaps to underserved populations.
 - Others, as identified with relevant stakeholders.
- Access Management: may include updates to previous studies, such as the "2008 Access Management Plan for Routes 7 and 202 in New Milford," to be adopted by the New Milford Zoning Commission.
- Other efforts: may include
 - Transit Oriented Development: review and promote opportunities that support TOD.
 - TIF Districts and Public Private Partnerships: to assist funding transportation initiatives
 - Parking Analyses.

Any external services utilized will follow CTDOT RPO Procurement Procedures, or its successor.

4.4 Stakeholder Coordination. The MPO will coordinate with all stakeholders, including, advisory committees, local social service agencies, elderly and disabled transportation providers, and appropriate citizen advocacy groups.

The MPO will provide a representative to:

- Danbury Transit Oriented Development Plan Project Advisory Committee
- I-84 Improvement Plan Project Advisory Committee
- CTDOT and NYMTC Freight Working Groups
- Metropolitan Area Planning (MAP)
- Others stakeholder groups, as identified

PRODUCT SCHEDULE

Item	Release date
Technical support*	October, January, April and June
Assistance with funding programs*	October, January, April and June
Complete Phase 2 consultant studies	5/19
Other studies, as identified and agreed upon with federal and state partners	TBD

*Included in quarterly progress reports

5: PUBLIC PARTICIPATION

OBJECTIVE

To promote effective public participation in transportation planning by coordinating and collaborating with federal, state, regional, local agencies and other stakeholders. Also, to provide timely and user-friendly information to the public, and facilitating a dialog with public officials, citizens, organizations, not-for-profits, and businesses.

The MPO will utilize visualization techniques wherever possible, to assist the dissemination of complex information to stakeholders and the public alike. Public participation activities will adhere to all MAP-21/FAST Act requirements.

ACTIVITIES

5.1 Report on Public Involvement. The status of public involvement activities will be reported on within the MPO's comprehensive quarterly reports. Public involvement at MPO meetings will be recorded within MPO minutes.

The effectiveness of the public involvement process outlined in the MPO's Public Participation Plan will be periodically reviewed. Documentation of public input on the TIP and Long-Range Transportation Plan adoption will be prepared.

5.2 Web Site: maintain and enhance and the MPO website. Ensure access to transportation sections are clearly delineated on home page. Posting of public notices and detailed transportation related materials to the web, including visualizations, will be continued.

5.3 Title VI, Environmental Justice, and Limited English Proficiency (LEP). MPO public participation activities will comply with Title VI of the Civil Rights Acts of 1964, MPO Environmental Justice policies, all state and federal laws, requirements and guidance. The MPO program will ensure full and fair access to participation by all potentially affected in the transportation decision-making process, including LEP Populations.

5.4 Citizen Participation in Consultant Studies. Citizen participation will be included in contracted consultant studies, and reported on quarterly in the report sections for those studies.

5.5 Technical Assistance Regarding Public Involvement: where applicable, staff to the MPO will provide technical assistance to stakeholders to promote effective public involvement and technical capacity to deliver quality outreach, information, and public involvement.

5.6 DAS/DBE Compliance: requirements for reporting and assessment will be met.

PRODUCT SCHEDULE

Item	Release date
Quarterly public involvement and stakeholder coordination reports*	October, January, April and June
Web site to assist transportation planning program	Ongoing
Title VI and EJ policies, updated as needed	Ongoing
Articles and press releases for community and media sources	Ongoing
Translated documents upon request	On demand

*Included with quarterly progress reports

POSITION DESCRIPTIONS

Descriptions of the WestCOG staff positions that are to be supported by federal funding for MPO activities are as follows:

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 matter, represents the HVMPO in meetings with governmental agencies, businesses, non-profits, profession 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 MPO, the Deputy Director, has direct responsibility for the management of the MPO's transportation planning program, and provides leadership, guidance and coordination in bringing together key people, organizations and resources to pursue and implement local, regional and state transportation policies, programs and projects. Serves as primary MPO liaison with CTDOT and USDOT. Works with CTDOT and area municipalities to advance the planning and implementation of transportation projects and oversees the MPO's administrative process.

PRINCIPAL PLANNER

Assists in the development and management of the MPOs of the WestCOG region transportation programs and projects. Works with the Deputy Director to administer all facets the transportation program. Has liaison duties between local, regional, state and federal agencies, and is responsible for oversight of the region's Technical

Advisory Group (TAG). Supports the Deputy Director to advance the planning and implementation of transportation projects, including serving as a back-up in the oversight of the MPO's administrative process.

SENIOR PLANNER

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

SENIOR PROJECT MANAGER/PROJECT MANAGER

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

PLANNER/ASSOCIATE PLANNER

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

ASSISTANT PLANNER/PLANNING AIDE

Performs similar functions to, but under supervision of the other planners and staff.

SENIOR GIS MANAGER/GIS MANAGER

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

SENIOR GIS ANALYST/GIS ANALYST

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

SENIOR FINANCIAL MANAGER/FINANCIAL MANAGER

Under minimal supervision, provides administrative support to the Executive Director and Policy Board, and is responsible for overall office activities including automated recordkeeping, financial reports/presentations for the WestCOG and its programs - including the Housatonic Valley MPO, accounts payable/receivable function, budgeting, annual government audit, facilities management, grant tracking, capital purchases and all duties relating to financial management; also coordinates work programs with the Financial Manager and Office Manager in all

responsibilities for payroll and human resources benefit coordination; assistants others as assigned, including website maintenance and IT support. This position reports to the Executive Director.

OFFICE MANAGER

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

COMMUNICATIONS ASSOCIATE/ASSISTANT

Provides administrative support to Executive Director, Financial Managers, and general staff as needed; assists in the development, communication, and distribution of MPO and COG meeting materials; supports the needs of the transportation planning work program, while maintaining records for regional TIP processing; maintain general files, contact lists, office management administration duties; Legislative tracking on pertinent transportation and regional issues to RPOs; and correspondence with chief elected officials, legislators, and other local administrators.

FUNDING TABLE

FUNDING-HV FHWA/PL

Fiscal Year 2018

EXPENDITURES BY SOURCE											
Task	1. Management		2. Data		3. Planning		4. Tech. Assist.		5. Public Part.		Total
FHWA/PL	\$	31,015	\$	113,489	\$	76,537	\$	61,121	\$	13,122	\$ 295,282
Federal 2015 Carry-over											\$ -
FTA	\$	6,676	\$	24,429	\$	16,475	\$	13,157	\$	2,825	\$ 63,562
State match (7.6%)	\$	3,581	\$	13,102	\$	8,836	\$	7,056	\$	1,515	\$ 34,090
Local/Non Federal match (12.4%)	\$	5,842	\$	21,377	\$	14,417	\$	11,513	\$	2,472	\$ 55,622
							</				

Indirect costs include but are not limited to: general administration and expenses, such as personnel administration, office supplies and equipment, rent, taxes.

**Direct costs include, but are not limited to software, hardware, additional equipment, training, workshops, conferences, travel, printing, data processing services, public outreach related costs and consultants, as well as direct travel relating to the active technical transportation studies mentioned in Task 4

Hourly allocations are estimates.

***Transportation Planning Staff include: Principal, Senior, Associate, Assistant, Aide; GIS Planning Staff include: Senior Manager, Analyst; Admin Staff include: Senior Financial Manager, Financial Manager, Office Manager, Communications Assistant/Associate.

****Technical Support: relates to transit planning activities identified in the UPWP. The HVMPO will contract with HARtransit for performance of these tasks. This is a continuation of a supporting relationship for technical transit planning services initiated in 1992.

*****although WestCOG does not currently employ a Deputy Director, a placeholder has been added in the event of a future change.

FUNDING-HV FHWA/PL
Fiscal Year 2019

EXPENDITURES BY SOURCE

Task	1. Management	2. Data	3. Planning	4. Tech. Assist.	5. Public Part.	Total
FHWA/PL	\$ 31,015	\$ 113,489	\$ 76,537	\$ 61,121	\$ 13,122	\$ 295,282
Federal 2015 Carry-over						\$ -
FTA	\$ 6,676	\$ 24,429	\$ 16,475	\$ 13,157	\$ 2,825	\$ 63,562
State match (7.6%)	\$ 3,581	\$ 13,102	\$ 8,836	\$ 7,056	\$ 1,515	\$ 34,090
Local/Non Federal match (12.4%)	\$ 5,842	\$ 21,377	\$ 14,417	\$ 11,513	\$ 2,472	\$ 55,620
Total	\$ 47,113	\$ 172,396	\$ 116,265	\$ 92,847	\$ 19,933	\$ 448,555
Percentage	11%	38%	26%	21%	4%	100%

EXPENDITURES BY STAFF***

Task	Executive Director		Deputy Director*****		Transportation Planning Staff		GIS Planning Staff		Administrative Staff		Total Dir. Sal.
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	
1: Management of the Planning Process	87	\$ 5,750			323	\$ 10,667	0	\$ -	95	\$ 3,230	\$ 19,647
2: Data Collection and Analysis	0	\$ -			588	\$ 19,403	1,132	\$ 54,159		\$ -	\$ 73,562
3: Planning Activities	12	\$ 813			927	\$ 30,591	483	\$ 15,296	82	\$ 2,706	\$ 49,406
4: Other Technical Assistance	18	\$ 1,220			539	\$ 17,778	188.5	\$ 7,420		\$ -	\$ 26,418
5: Public Participation	25	\$ 1,626			162	\$ 5,334	0	\$ -	30	\$ 990	\$ 7,950
Subtotal Hrs.	143		0		2,539		1,804		207		\$ 176,983
Subtotal Direct Salary		\$ 9,409		\$ -		\$ 83,773		\$ 76,875		\$ 6,926	\$ 176,983
Add BFO @ (132.37%)		\$ 12,455		\$0.00		\$ 110,890		\$ 101,759		\$ 9,168	\$ 234,273
	1. Management		2. Data		3. Planning		4. Tech. Assist.		5. Public Part.		
Direct and reserved, by task **		\$ 1,460		\$ 1,460		\$ 1,460		\$ 1,460		\$ 1,460	\$ 7,298
Technical Support, by task****								\$ 30,000			\$ 30,000
Total		\$ 23,324	0	\$1,459.60	0	\$ 196,123		\$ 210,094		\$ 17,554	\$ 448,555

Indirect costs include but are not limited to: general administration and expenses, such as personnel administration, office supplies and equipment, rent, taxes.

**Direct costs include, but are not limited to software, hardware, additional equipment, training, workshops, conferences, travel, printing, data processing services, public outreach related costs and consultants, as wellas direct travel relating to the active technical transportation studies mentioned in Task 4

Hourly allocations are estimates.

***Transportation Planning Staff include: Principal, Senior, Associate, Assistant, Aide; GIS Planning Staff include: Senior Manager, Analyst; Admin Staff include: Senior Financial Manager, Financial Manager, Office Manager, Communications Assistant/Associate.

****Technical Support: relates to transit planning activities identified in the UPWP. The HVMPO will contract with HARTransit for performance of these tasks. This is a continuation of a supporting relationship for technical transit planning services initiated in 1992.

*****although WestCOG does not currently employ a Deputy Director, a placeholder has been added in the event of a future change.

APPENDICES

Planning Roles and Responsibilities

CTDOT REQUIRED APPENDIX: STATEMENT OF COOPERATIVE HVMPO/STATE/TRANSIT OPERATORS' PLANNING ROLES AND RESPONSIBILITIES

PURPOSE

The purpose of this statement is to outline the roles and responsibilities of the State, the HVMPO and appropriate providers of public transportation as required by 23 CFR Sec. 450.314(a) "Metropolitan Planning Agreements."

GENERAL ROLES AND RESPONSIBILITIES

The HVMPO will perform the transportation planning process for their region and develop procedures to coordinate transportation planning activities in accordance with applicable federal regulations and guidance. The transportation process will, at a minimum, consist of:

1. Preparation of a two-year Unified Planning Work Program that lists and describes all transportation planning studies and tasks to be completed during this two-year period.
2. Preparation and update of a long-range, multi-modal metropolitan transportation plan.
3. Preparation and maintenance of a short-range transportation improvement program (TIP).
4. Financial planning to ensure plan and program are financially constrained and within anticipated funding levels.
5. Conduct of planning studies and system performance monitoring, including highway corridor and intersection studies, transit system studies, application of advanced computer techniques, and transportation data collection and archiving.
6. Public outreach, including survey of affected populations, electronic dissemination of reports and information (website), and consideration of public comments.
7. Ensuring the transportation planning process does not have a significant or disproportionate impact on low income, minority and transit dependent Title VI populations.
8. Development and implementation of a Congestion Management Process as appropriate.
9. Ensuring plans, projects and programs are consistent with and conform to air quality goals of reducing transportation-related emissions and attaining National Ambient Air Quality Standards.

LONG-RANGE METROPOLITAN TRANSPORTATION PLAN

1. HVMPO will be responsible for preparing and developing the long-range (20–25 years) metropolitan transportation plans for its respective region.
2. HVMPO may develop a consolidated transportation plan summary report for the planning region that includes the key issues facing the area and priority programs and projects.
3. CTDOT will provide the following information and data in support of developing the transportation plan:
 - a. Financial information – estimate of anticipated federal funds over the 20–25-year time frame of the plan for the highway and transit programs.
 - b. Trip tables – for each analysis year, including base year and the horizon year of the plan by trip purpose and mode. (CTDOT will provide this only if requested since HVMPO may maintain its own travel forecast model.)
 - c. Traffic count data for state roads in the HVMPO name region, and transit statistics as available.
 - d. List of projects of statewide significance by mode, with descriptions, so that they can be incorporated into the long-range metropolitan transportation plans.
 - e. Assess air quality impacts and conduct the regional emissions assessment of the plan. Will provide the results of the assessment in a timely manner to allow inclusion in the plan and to be made available to the public at public information meetings. (Refer to air quality tasks.)
4. HVMPO may conduct transportation modeling for the area.
5. HVMPO will consult with the appropriate providers of public transportation on local bus capital projects to include in the transportation plan, and will work together to develop local bus improvements for the plan from the 10-year capital program. Through consultation, they will identify future local bus needs and services, including new routes, service expansion, rolling stock needs beyond replacement, and operating financial needs.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

1. The TIP will be prepared and compiled through a consultative process between CTDOT, HVMPO, and the appropriate provider(s) of public transportation.
2. CTDOT will prepare an initial list of projects to include in the new TIP. This list will be based on the current TIP that is about to expire and an assessment of which projects will be obligated for funding before the end of the current federal fiscal year.
3. CTDOT, HVMPO and transit provider(s) – CTDOT will solicit comments on the TIP and incorporate where practicable.
4. CTDOT will provide detailed project descriptions, cost estimates and program schedules. The project descriptions will provide sufficient detail to allow the HVMPO to explain the projects to the policy board and the general public.
5. CTDOT will provide a list of projects obligated

during each of the federal fiscal years covered by the expiring TIP/STIP. The annual listing of obligated projects should include both highway and transit projects.

6. HVMPO will compile the TIP for the Region, including preparing a narrative. Projects will be categorized by federal aid program and listed in summary tables. The TIP will be converted into a format that will allow it to be downloaded to the Region's website. HVMPO will maintain the TIP by tracking amendments and changes to projects (schedule, scope and cost) made through the TIP/STIP Administrative Action/Amendment/Notification process.

7. CTDOT will develop the STIP based on the HVMPOs' TIPs and projects located in the rural regions of the State.

8. CTDOT will include one STIP entry each for the Bridge Program and the Highway Safety Improvement Program. This entry will list the total funds needed for these programs for each fiscal year. All Regions will receive back up lists in the form of the Bridge Report and the Safety Report monthly. The one line entry will reduce the number of entries needed in the STIP. Any projects listed in the Bridge and or Safety Report that are over \$5m and on the NHS, will be transferred directly into the STIP as its own entry per the TIP/STIP Administrative Action/Amendment/Notification process.

9. CTDOT will provide proposed amendments to the HVMPO for consideration. The amendment will include a project description that provides sufficient detail to allow the HVMPO to explain the proposed changes to the HVMPO board. It will also provide a clear reason and justification for the amendment. If it involves a new project, CTDOT will provide a clear explanation of the reasons and rationale for adding it to the TIP/STIP.

10. When an amendment to the TIP/STIP is being proposed by the HVMPO, the project sponsor will consult with CTDOT to obtain concurrence with the proposed amendment, to obtain Air Quality review and consistency with Air Quality Conformity regulations and ensure financial consistency.

11. CTDOT will provide a financial assessment of the STIP with each update. HVMPO should prepare a TIP summary table listing all projects by funding program sorted by year based on CTDOT's financial assessment.

AIR QUALITY PLANNING

1. CTDOT and HVMPO may meet at least once per year to discuss the air quality conformity process, the regional emissions analysis and air quality modeling.

2. CTDOT will conduct the regional emissions analysis, which includes the HVMPO area and provide the results to the HVMPO. The regional emissions analyses for the build or future years will include the proposed transportation improvements included in the regional long-range metropolitan transportation plans and TIP.

3. HVMPO will prepare a summary report of the conformity process and regional emissions analysis for the Region. It will contain a table showing the estimated emissions from the transportation system for each criteria pollutant and analysis year.

4. The summary report on the regional emissions analyses will be inserted into the long-range transportation plan and TIP.

5. HVMPO will make the regional emissions analysis available to the public.

PUBLIC PARTICIPATION PROGRAM

1. HVMPO will annually review and evaluate its public participation program.

2. HVMPO will update and prepare a list of neighborhood and local organizations and groups that will receive notices of MPO plans, programs and projects.

3. HVMPO will work to ensure that low-income, minority and transit dependent areas are afforded an adequate opportunity to participate in the transportation planning process, receive a fair share of the transportation improvement benefits and do not endure a disproportionate transportation burden. They will comply with federal legislation on these issues.

4. HVMPO's process for developing plans, projects, and programs will include consultation with state and local agencies responsible for land use and growth management, natural resources, environmental protection, conservation and historic preservation.

5. HVMPO will maintain their website to provide clear and concise information on the transportation planning process and provide an opportunity to download reports and documents. This will include developing project and study summaries, converting reports into a pdf or text format, and maintaining a list of available documents. The website will provide links to other associated organizations and agencies.

PUBLIC TRANSPORTATION PLANNING

1. HVMPO will allow for, to the extent feasible, the participation of transit providers at all transportation committee and policy board meetings to provide advice, information and consultation on transportation programs within the planning region.

2. HVMPO will provide the opportunity for the transit providers to review and comment on planning products relating to transit issues within the region.

3. HVMPO will allow for transit provider(s) to participate in UPWP, long-range plan, and TIP development to insure the consideration of any appropriate comments.

4. HVMPO and CTDOT will assist the transit provider(s), to the extent feasible, with planning for transit-related activities.

FISCAL/FINANCIAL PLANNING

1. The CTDOT will provide the HVMPO with up-to-date fiscal and financial information on the statewide and regional transportation improvement programs to the extent practicable. This will include:

a. Anticipated federal funding resources by federal aid category for the upcoming federal fiscal year, as shown in the TIP financial chart.

b. HVMPO will hold annual meetings to discuss authorized funds for the STP-Urban and LOTCIP accounts.

c. Annual authorized/programmed funds for the FTA Section 5307 Program as contained in the STIP and the annual UZA split agreements.

d. Monthly updates of STP-Urban Program showing current estimated cost & scheduled obligation dates.

2. The CTDOT will notify HVMPO when the anticipated cost of a project, regardless of funding category, has changed in accordance with the agreed upon TIP/STIP Administrative Action/Amendment/Notification process.

3. The HVMPO will prepare summary tables and charts that display financial information for presentation to the policy board.

CONGESTION MANAGEMENT PROCESS (CMP) PROGRAM

1. HVMPO will conduct a highway performance monitoring program that includes the collection of traffic counts, conduct of travel time surveys, and determination of travel speeds and delay.
2. The HVMPO will conduct congestion strategies studies for critical corridors and identify possible improvements to reduce congestion and delay.
3. The HVMPO will work with CTDOT on programming possible congestion-reducing projects.
4. The HVMPO will, upon implementation of a congestion reduction improvement, assess post-improvement operations and determine level of congestion relief.

INTELLIGENT TRANSPORTATION SYSTEMS (ITS) PROGRAM

1. The CTDOT will maintain the statewide ITS architecture and ensure consistency with the Regional ITS Architecture for the HVMPO.
2. The HVMPO will maintain and update the Regional ITS Architecture for the HVMPO, where appropriate.

AMENDMENT

This Statement on Transportation Planning may be amended from time to time or to coincide with annual UPWP approval as jointly deemed necessary or in the best interests of all parties, including Federal transportation agencies.

EFFECTIVE DATE

This Statement will be effective after it has been endorsed by the HVMPO as part of the UPWP, and as soon as the UPWP has been approved by the relevant Federal transportation agencies.

NO LIMITATION ON STATUTORY AUTHORITY

Nothing contained in this Statement is intended to or shall limit the authority or responsibilities assigned to signatory organizations under Connecticut law, federal law, local ordinance, or charter.



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546
Phone: (860) 594-2178

March 07, 2017

Mr. Francis Pickering
Western Conn Council of Governments
1 Riverside Road
Sandy Hook, CT 06482

Dear Contractor/Consultant:

Please be advised that your firm's Affirmative Action Plan has been approved effective March 07, 2017.

Your plan will expire on **April 30, 2019** and your next update will be due prior to this date.

When updating your Program, you must include documentation to substantiate your efforts as an equal opportunity employer. As hiring opportunities occur, you must maintain copies of letters to minority and female organizations requesting specific referrals, copies of advertisements placed with minority media and any other information available to demonstrate that an equal opportunity was provided during the next update period. This information will be requested in your update.

We look forward to your continued effort to provide equal access to employment opportunities in your firm. If you have any questions, please contact me at the number listed above.

Sincerely,

Phylisha Coles
E.E.O. Specialist
Office of Contract Compliance
Bureau of Finance and Administration

Resolutions/Endorsements

**HOUSATONIC VALLEY
METROPOLITAN PLANNING ORGANIZATION**

BETHEL•BRIDGEWATER•BROOKFIELD•DANBURY•NEW FAIRFIELD
NEW MILFORD•NEWTOWN•REDDING•RIDGEFIELD•SHERMAN

RESOLUTION #2017-002

**Resolution of Endorsement for the FY18 and FY19
HVMPO Unified Planning Work Program**

WHEREAS, the Housatonic Valley Metropolitan Planning Organization (HVMPO), in cooperation with the Connecticut Department of Transportation (CTDOT), the Federal Highway Administration, the Federal Transit Administration, and the Western Connecticut Council of Governments (WestCOG), is responsible for carrying out the urban transportation planning process for the Housatonic Valley Region;

WHEREAS, the voting board of the HVMPO comprises the two mayors and eight first selectmen of the area, which includes Bethel, Bridgewater, Brookfield, Danbury, New Fairfield, New Milford, Newtown, Redding, Ridgefield and Sherman, CT, as well as the chief executive officer of the Housatonic Area Regional Transit District;

WHEREAS, a Unified Planning Work Program (UPWP) to guide the planning process is developed in cooperation with CTDOT, the U.S. Department of Transportation (USDOT), and transportation stakeholders to serve as the grant application for funds to conduct HVMPO transportation planning;

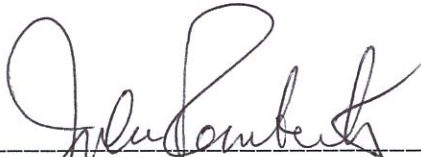
WHEREAS, HVMPO, in cooperation with CTDOT is responsible for adopting the FY18 and FY19 Unified Planning Work Program for the Housatonic Valley Region;

WHEREAS, WestCOG, as the Hosting Agency for the HVMPO, will contract to receive and disperse planning funds to carry out the adopted UPWP;

RESOLVED, that the HVMPO hereby endorses the FY18 and FY19 UPWP, contingent upon administrative and technical adjustments prescribed by the CTDOT and USDOT.

This resolution is in full force and effect as of May 18, 2017

May 18, 2017



Julia Pemberton, Secretary



**AUTHORIZING RESOLUTION FOR AN AGREEMENT BETWEEN WESTCOG
AND CTDOT TO FUND HVMPO AND SWRMPO TRANSPORTATION PLANNING
FOR FY2018 AND FY2019**

Ridgefield, Connecticut

I, David Gronbach, Secretary of the Western Connecticut Council of Governments (hereinafter "WestCOG") existing under the laws of the State of Connecticut, certify that the following is a true copy of the resolution adopted by WestCOG at its duly called and held meeting on May 18, 2017 in Ridgefield, Connecticut, a quorum being present:

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

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

WHEREAS SWRMPO and HVMPO, in cooperation with CTDOT, are responsible for adopting their respective Unified Planning Work Programs, and those Work Programs document the federally required FY2018 and FY2019 metropolitan transportation planning work tasks;

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

RESOLVED, that Chairman Jayme Stevenson or Vice Chairman Susan Chapman are hereby authorized to direct Executive Director Francis Pickering to act on behalf of the WestCOG in negotiating and executing all appropriate and necessary contractual instruments with the CTDOT for undertaking SWRMPO and HVMPO regional transportation planning.

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

This resolution is in full force and effect as of May 18, 2017.



David Gronbach, Secretary
Western Connecticut Council of Governments





U.S. Department
of Transportation

Federal Transit Administration
Region I
55 Broadway Suite 920
Cambridge, MA 02142-1093
617-494-2055
617-494-2865 (fax)

Federal Highway Administration
CT Division
28-2 Hebron Avenue Suite 303
Glastonbury, CT 06033-5007
860-659-6703
860-659-6724 (fax)

Mr. James Redeker
Commissioner
Connecticut Department of Transportation
2800 Berlin Turnpike, P.O. Box 317546
Newington, Connecticut 06131-7546

June 20, 2017

Re: Approval of FY 2018-2019 Unified Planning Work Programs

Dear Mr. Redeker:

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) have reviewed the Unified Planning Work Programs (UPWPs) submitted on April 4, 2017 and the revised final versions submitted June 15, 2017. Consistent with our interagency agreement, the FHWA and FTA coordinate our reviews of all UPWPs and provide a joint approval. Comments generated by our review have been coordinated with the Connecticut Department of Transportation liaison staff and resolved.

This joint letter covers the review by both agencies of the UPWPs for the Metropolitan Planning Organizations (MPOs) and the Rural Planning Organizations (RPOs). The UPWPs address FHWA's and FTA's current policy initiatives and transportation planning requirements and are approved for FHWA and FTA planning and grant purposes, to be administered as a consolidated planning grant. Effective July 1, 2017, the UPWPs for the MPOs and RPOs are hereby approved subject to the following:

1. Satisfactory agreements between the Connecticut Department of Transportation and the MPOs and RPOs must be executed to undertake the work presented in their SFY2018-19 UPWPs.
2. Narrative and financial reports should be submitted to the FHWA by the 15th of the month following the calendar quarter reported upon. An annual report should be submitted to both FHWA and FTA during the first quarter of the new SFY.
3. The MPOs and RPOs should be advised that any equipment to be purchased with consolidated planning grant funds will be handled by a separate request on a task-by-task basis. Purchase requests shall meet the requirements of 2 CFR 200.

Should you have any questions regarding this subject, please feel free to contact Ms. Eloise Powell at (860) 494-7566, or Ms. Leah Sirmin at (617) 494-2459.

Sincerely,

Mary Beth Mello
Regional Administrator
Federal Transit Administration

Amy Jackson-Grove
Division Administrator
Federal Highway Administration