



Unified Planning Work Program

for the
Housatonic Valley Metropolitan Planning Organization (HVMPO)
FY 2024 & FY 2025

MPO Endorsement: 5/18/2023

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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.

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.

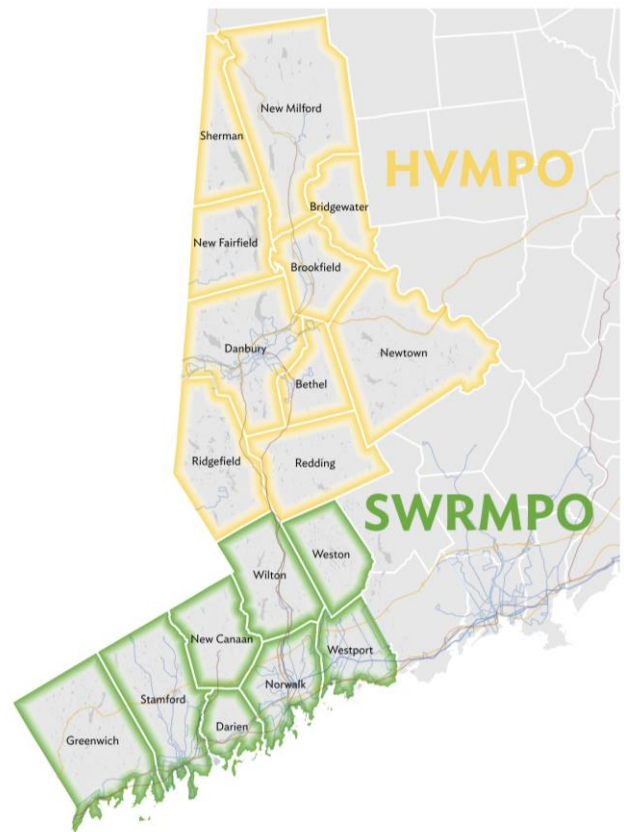
In pursuit of better mobility, economic vitality and improved travel times, planning for capacity enhancement and improved safety are continuous concerns. And the “livability” of all of the MPO’s proposed investments in transportation must reflect context sensitive design, pedestrian and bike access.

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.

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, Ridgefield 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 Metropolitan Transportation Plan (MTP) 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, New Jersey, and Pennsylvania is facilitated by an updated agreement in 2017.

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 MTP 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. **Infrastructure Investment and Jobs Act Implementation:** The Infrastructure Investment and Jobs Act (IIJA) is federal transportation legislation that identifies specific federal planning regulations for MPOs. 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:** 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.

4. **Safety:** the MPO will continue to analyze safety data for purposes of identifying areas for improvement and project development. Efforts are incorporated into the MTP and will be evaluated in the Regional Transportation Safety Plan, while also assisting with MPO safety targets. Staff will continue to identify opportunities to partner with the UConn T2 Center for efforts to enhance safety planning.
5. **Transit-Oriented Development (TOD):** Work with CTDOT, municipal partners, and other stakeholders to explore areas for future TOD and economic development. Support recommendations of TOD studies that have been endorsed by municipalities.
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.
 - b. Identify opportunities for expansion or infill of on- and off-road **bicycle and pedestrian networks** to access transit and other destinations. Continue work on developing a regional bicycle network and continue connectivity analyses to develop strategies to enhance mobility.
8. **LOTICIP:** 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. Eligible LOTICIP activities include soliciting for project proposals, pre-screening proposals with municipalities, reviewing applications for eligibility and completeness, requesting additional information from municipalities, prioritizing projects and submitting to CTDOT.
9. **Freight Planning:** Staff will continue efforts in collecting and analyzing freight data in support of developing a regional freight profile. The MPO will continue to participate in freight planning initiatives with neighboring MPOs through coordination with NYMTC and the MAP Forum Multi-State Freight Working Group.

10. **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

Federal legislation 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

Per the guidance provided by DOT, the UPWP includes the following 2021 Planning Emphasis Areas:

1. **Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future** – ensure that transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52% below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change.
2. **Equity and Justice⁴⁰ in Transportation Planning** – advance racial equity and support for underserved and disadvantaged communities.
3. **Complete Streets** – review current policies, rules, and procedures to determine their impact on safety for all road users.

4. **Public Involvement** – increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participating by individuals without access to computers and mobile devices.
5. **Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD)**
Coordination – coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities.
6. **Federal Land Management Agency (FLMA)** – coordinate with FMLAs in the transportation planning and programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands.
7. **Planning and Environmental Linkages (PEL)** – implement PEL as part of the transportation planning and environmental review process. The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process.
8. **Data in Transportation Planning** – incorporate data sharing and consideration into the transportation planning process. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety.

Transportation Performance Management

Transportation Performance Management (TPM) as a strategic approach that uses system information to make investment and policy decisions to achieve national performance goals. The UPWP incorporates TPM in the transportation planning and programming process by addressing the following performance areas:

- Pavement
- Bridge
- Highway Safety
- System Performance
- Freight
- Congestion Mitigation and Air Quality
- Transit Asset Management
- Transit Safety

The UPWP lays out the transportation planning work the MPO expects to undertake in ‘state’ fiscal years 2024 and 2025 (July 1, 2023 to June 30, 2025), including the following descriptions of work by task:

Task Nº	Brief Description	Page Nº
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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 amendments 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; and as necessary, work connected with MPO redesignation. The MPO will review, adjust and incorporate any potential changes that will occur with the new Urban Areas (UA) as defined by the Census 2020 data following guidance from CTDOT and FHWA. The MPO will coordinate with state and federal partners on Census Boundary Smoothing.

Product Schedule

Item	Release date
SFY 2024-2025 UPWP Amendments	As needed
SFY 2026-2027 UPWP	May 2025
Quarterly & Annual Progress Reports	October, January, April and June
Meeting Minutes	Monthly
Annual Audit	November
Annual MPO recertification	November
Narrative Reports & Memoranda	Throughout the year

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 quarterly 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. The MPO will share traffic count data as requested by CTDOT.
- Regional Trail Counting Service: Continue utilization of counters to collect data on trails in the region.
- Congestion: Utilize data from relevant data sources (e.g. National Performance Management Research Dataset [NPMRDS]) 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).
- 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 the Safety Action Plan.

- 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. Continue coordinating with CTDOT on the development of performance targets. Continue coordinating with CTDOT on the development of performance targets.
- Creation of a Comprehensive Street Network: The MPO intends to develop a street single network that can be used for network analyses and to display various road information, such as lanes, direction, functional class.
- 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. GIS assets include:
 - Map viewer
 - Data dashboards
 - Data download portal
 - ESRI Data Hub
- 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 data collection technology and field equipment that provides new collection, research, and analysis capabilities.
- Develop automated solutions for transportation activities.

2.4 Data Sharing and Coordination

- Regional Partnership: coordinate with CTDOT and other stakeholders on state and regional data standards to better serve the data in transportation planning needs.
- Data Sharing: Where possible, coordinate with other MPOs to share data, methodologies, and analyses for transportation planning and programming activities. This includes data that may

be used for the development of the TIP, MTP, CMP, FHWA and FTA performance measures, projects of mutual regional interest, or other special transportation studies.

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
Performance Measure Targets	Ongoing
Regional GIS Web Portal	Ongoing
Commuter Lot Inventory	Quarterly

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 MTP, 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 Maintain Metropolitan Transportation Plan. The MPO will continue work to maintain the 2023 Metropolitan Transportation Plan (MTP) as support its goals and strategies through other transportation planning and programming efforts. Amendments to the MTP may be made on an as-needed basis, which may require a new air quality conformity finding.

- 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. All TIP amendments are presented to the TAG and MPO members for discussion and endorsement.

Projects included in the TIP align with the goals and strategies as identified in the Metropolitan Transportation Plan. The MPO will support efforts to develop an e-TIP.

- 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 Urban Areas and Metropolitan Statistical Areas (UA, MSA). Recent examples include the TAP project/program coordination in the Danbury-Other UA. The MPO also conducts joint meetings with the SWRMPO.

Activities will continue to assist with 3C objectives and federal requirements with respect performance measures, and the TIP where applicable. Participation in the multistate Metropolitan Area Planning (MAP) Forum, Multi-State Freight Working Group, Multi-State Resilience Working Group, and other 3C activities will continue. Staff will continue to coordinate closely with other MPOs on transportation planning and programming activities, including projects of mutual regional interest.

- 3.4 Coordination with CTDOT.** The MPO will coordinate with CTDOT on transportation planning and programming activities. These efforts are outlined in the “Statement of MPO Planning Roles and Responsibilities” which may be found in the Appendix. Staff will coordinate with CTDOT to help implement recommendations from the LEAN event to improve the transportation planning and programming process.

- 3.5 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 and develop strategies to address congested links: geometric, operational and transit elements;
- develop strategies to address congested links;
- implement short- and long-term strategies and include in MTP and TIP;

- monitor the network, including improvements;
- share any specialized traffic information collected with CTDOT's Traffic Analysis Unit

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 where possible.

Staff will oversee the completion of the Conceptual Development of Congestion Reduction Projects study which will complete a broad-scale evaluation and ranking of existing conditions, screening of remedial interventions and conceptual development of projects.

3.6 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.

3.7 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 and safety will also be conducted. The MPO will assist with counts of vehicles using the commuter parking lots. The MPO will assist CTDOT with the development of the Bus Stop Enhancement Program to identify bus stops that should be prioritized for improvements.

The MPO will also coordinate and cooperate with CTDOT's Bureau of Public Transportation on the continuing development of an updates to the Coordinated Public Transit Human Services Transportation Plan and on the selection of projects for the various programs covered by the plan. The MPO will engage with public transit providers operating in the region, including Housatonic Area Regional Transit District (HARTransit) and CTDOT Office of Rail. The MPO will participate in meetings, assist with outreach, identify gaps and strategies, and review documents as needed.

The MPO proposes to develop a regional transit study that will evaluate existing transit service provided in HVMPO and SWRMPO and identify opportunities for improvement. The study will cover services provided by HARTransit, Norwalk Transit District, and CTtransit Stamford. The study will also evaluate opportunities to connect to transit service in neighboring regions, such as the Bee Line in New York, and service to Bridgeport and Waterbury. The project will be guided by an advisory committee, closely coordinated with the existing transit operators, and include robust public involvement.

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. These analyses will support the development of WestCOG's regional housing affordability plans and studies.

Additional transit supportive activities will be initiated through alternative channels, such as TIP, travel demand management, freight, mobility and accessibility, in addition to others.

3.8 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 to town, city and neighborhood centers, first and last mile connections, congestion management, food security relative to the transportation system, journey-to-work analysis, and the environment. The MPO will include Complete Streets elements in the transportation planning of all modes to identify needs for users of all abilities, demographics, and ages. In cooperation with CTDOT, staff will explore use of the INVEST tool for Sustainable Highways.

The MPO will maintain a Regional Bicycle Network plan that will facilitate a connected bicycle network and build on the recommendations from existing transportation studies. The plan identifies North-South and East-West bicycle connectivity corridors to become the “backbone” of the regional network. The MPO will support the municipalities in advancing projects that will help fill in gaps of this network. The goal is to make streets safer for bicyclists and improve the off-road trail system to make bicycling a more viable means of transportation in the region. The MPO will also continue inventorying trails in the region, identifying gaps and connections to major destinations to support multi-modal transportation.

The MPO will coordinate with CTDOT to educate municipalities on their relevant responsibilities under ADA and Section 504 to ensure all programs, activities, and services under the municipality's jurisdiction are examined to identify barriers to access. The MPO will support municipalities on transportation projects to ensure accessibility of pedestrian facilities in the public right-of-way, such as curb ramps, sidewalks, crosswalks, pedestrian signals, and transit stops in accordance with applicable regulations.

3.9 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;
- identify and maintain a list of system constraints for freight movements (local geometric challenges, local bridge heights, weights, turning radii, etc); and
- evaluate truck parking locations and identify opportunities for parking

The MPO will update the Regional Freight Profile, which was incorporated as an appendix of the MTP, and provides an overview on all modes of freight including: truck, rail, air, and maritime activities. The profile will be updated with new information in 2024. The MPO will coordinate with CTDOT to support the strategies of the Statewide Freight Plan. The MPO will continue to identify

opportunities to consult with freight providers and stakeholders as part of the transportation planning process.

The MPO will continue to participate in freight planning initiatives in coordination with regional partners, including NYMTC and through the MAP Forum Multi-State Freight Working Group. Staff will participate in meetings and workshops, review planning documents and data analyses.

- 3.10 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. Staff will conduct reviews of related data, goals, objectives, and strategies to promote safety with the State's transportation system.

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 was incorporated by reference into the Metropolitan Transportation Plan. Staff will continue to participate as a member of the Safety Circuit Rider Advisory Committee and coordinate on statewide and regional safety initiatives. The MPO will integrate safety considerations into all applicable planning project development efforts.

The MPO will evaluate and update the Regional Safety Action Plan (previously referred to as the Regional Transportation Safety Plan RTSP) and will assist with annual highway safety targets. Staff will continue coordinating with municipalities to implement recommendations from the SAP and apply for discretionary grant funding such as the Safe Streets and Roads for All program.

3.11 Economic Vitality, Land Use, and Transportation Models.

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 MTP and with planned state and local development patterns. MPO staff will also evaluate the transportation system to provide context for the maintenance of the WestCOG Regional Plan of Conservation and Development (POCD). The MPO staff will support the Comprehensive Economic Development Strategy (CEDS) and the Western Connecticut Economic Development District (WCEDD). The POCD and CEDS provide input and context for regional transportation planning. The MPO will incorporate principles of Complete Streets, traffic calming, context sensitive design and smart growth into transportation planning, programs, projects and processes. The MPO will host ad-hoc committee meetings with municipal commission members to discuss transportation planning initiatives. Opportunities to enhance tourism, where feasible, will also be considered.

3.12 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, key players, and transportation systems are identified. Staff will continue to engage in hazard mitigation, evacuation planning, and emergency management activities. Staff will support the development and maintenance of the Hazard Mitigation Plan (HMP). The MPO will pursue transportation-based strategies identified in the HMP, as well as strategies that support transportation-planning

initiatives. 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) and DEMHS Region 5, Metro-North and other stakeholders to maintain and improve security and safety in the MPO area. Staff will continue to serve the DEMHS Emergency Support Function (ESF1 Transportation) group, a subset of the Regional Emergency Planning Team. In partnership with adjacent COGs, meetings of this group will be held to identify transportation emergency planning needs in the MPO area, demonstrating a successful model of regional planning.

3.13 Protect and Enhance the Environment.

The MPO will work to protect the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvement and State and local planned growth and economic development patterns. Coordination with Connecticut Department of Energy & Environmental Protection (CT DEEP) and others regarding climate change, adaptation, mitigation, resilience, sea level rise, extreme storm events, stormwater impacts, greenhouse gas emissions, environmental and historic resource assessments, energy conservation, brownfields mitigation and other environmental matters relating to transportation and in support of CTDOT's climate change and resiliency planning efforts 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.

The MPO will work with CTDOT regarding electric vehicle charging infrastructure projects and programming. The MPO will monitor programs such as the National Electric Vehicle Infrastructure Program (NEVI), Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT), and Carbon Reduction Program (CRP) for opportunities to implement projects.

Staff will continue to prepare high resolution land cover analyses, helping identify stormwater runoff, and ecologically sensitive areas along the transportation network. The MPO will look at the transportation-based stormwater infrastructure and Municipal Separate Storm Sewer System (MS4) permit requirements and support the municipalities to meet these requirements.

The MPO will work on flood mitigation opportunities, including supporting communities in identifying FEMA-eligible transportation projects. These efforts will advance state of good repair and build resiliency for transportation infrastructure to address current conditions and future needs based upon climate change and increased development.

The MPO will work with CTDOT and other partners to assess and mitigate impacts of deicing materials on drinking water. These efforts include informing municipal maintenance staff on best management practices related to road salt use.

The MPO will research synergies for transportation and conservation efforts (e.g. pollinator pathways).

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, aquatic habitat connectivity, vegetation management, vehicle-caused wildlife mortality, multi-purpose trails, and bicycle and pedestrian activities.

3.14 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, specifically TDM A TDM analysis will evaluate telework, remote education, wired and wireless broadband infrastructure, and additional emphasis areas for data collection, planning and analysis.

The MPO will identify Traffic Incident Management needs in consideration of emergency management and transportation planning, which includes but is not limited to causes, impacts, and quick clearance of incidents.

3.15 Planning and Environmental Linkages. Planning and Environmental Linkages (PEL) is a study process that is typically used to identify transportation issues, along with environmental concerns in a corridor or a specific location. It is generally conducted before any project construction phasing is identified, and before specific problems and solutions are known. The MPO will participate in any PELs that the Department is conducting.

3.16 Staff Training and Development. The MPO will participate in training and professional development opportunities to strengthen internal resources to carry out the work outlined in this work program. Staff will participate in trainings through CTDOT, FHWA, FTA, National Highway Institute, other federal partners, planning organizations such as the American Planning Association, Association of Metropolitan Planning Organizations, Congress for New Urbanism, American Association of State Highway and Transportation Officials, American Public Transportation Association, and others.

Product Schedule

Item	Release date
TIP amendments and actions	Ongoing
Models of regional planning	Ongoing
Congestion Analysis	Ongoing
Safety Action Plan Evaluation	Ongoing
Regional Bicycle Network Update	Ongoing
Regional Freight Profile	12/24

4: Other Technical Assistance

Objective

To address the issues and deficiencies identified in the MTP, address the ten FAST Act planning factors, and USDOT emphasis areas, and transportation performance management. 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), State Matching Grant Program for Demand Responsive Transportation for Elderly and People with Disabilities, the Local Transportation Capital Improvement Program (LOTICIP), Transportation Rural Improvement Program (TRIP), and other programs as appropriate. LOTICIP activities include soliciting for project proposals, pre-screening proposals with municipalities, reviewing applications for eligibility and completeness, requesting additional information from municipalities, prioritizing projects and submitting to CTDOT. The MPO will also continue researching new grant and funding opportunities for transportation projects. MPO staff will continue to prepare applications for FHWA/FTA discretionary grant programs oversee grant administration and project management for any awarded grants.
- 4.3 **Complete Technical Studies:** The MPO will work with municipalities and other partners on existing and future corridor studies.

The following planning studies have already been initiated and work will continue in this UPWP:

Regional Value Capture Mechanism Study - The MPO will work with federal and state partners to complete this study which was awarded planning grant funds through the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants Program. The purpose of this study is to determine whether a regional value capture mechanism, such as a Tax Increment Financing (TIF) district or comparable mechanism, can be used on a regional,

multi-jurisdictional level to generate the funds required to support improvements along the Metro-North Danbury and New Canaan Branch Lines. The study will include extensive legal, governance, service, and economic analysis to develop a financial and implementation plan.

Conceptual Development of Congestion Reduction Projects – The goal of this study is to analyze congestion, identify areas that experience the worst congestion and develop a series of concepts that will feed into a project pipeline for future funding and implementation.

- 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. For any planning studies that will use PL funds, the MPO will complete a DOT Planning Study Application. Efforts may involve studies of selected traffic and transit problems to identify deficiencies, alternatives and concepts for improvements or countermeasures, and performance measures.

The following planning studies are recommended to be conducted in this UPWP, DOT Planning Study Applications will be submitted for consideration:

Traffic Calming and Complete Streets Best Practices Toolbox – This project is intended to result in the development of Toolbox of planning principles and precepts for residential streets and access roads and driveways that reflects best practices. The best practices and planning precepts should apply to lower-speed (less than 40 mph) roads and streets functionally classified as "local" and access roads/driveways and should be based on consideration of safety and mobility of all users (i.e., motorists, pedestrians, bicyclists, emergency responders), environmental sustainability, economy of construction and maintenance, community cohesion, land use, and utility accommodation.

Regional Transit Study – The Regional Transit Study's purpose is to evaluate current transit systems' efficiency, effectiveness, and flexibility with the goal of making improvements that will best serve current and future riders. The Study will identify ways to address the challenges of changing travel patterns, increasing costs, and operational and physical constraints that affect performance. The Study is also intended to guide capital planning and to foster new or improved transit connections that permit more tripmakers to use transit to travel within the region as well as to adjoining regions.

Danbury and Bethel Traffic Circulation Study – This study will review future traffic conditions in the City of Danbury and Town of Bethel in a comprehensive way and recommend future improvements to the road network. The major objectives of the study are to discover solutions to alleviate traffic congestion levels, facilitate smooth traffic flow on local streets, improve pedestrian mobility and promote healthy and environmentally friendly modes of transportation. Specifically, improvements that consider the following are sought: reduced congestion in areas of the City during peak hours; possible new or improved road sections, diversion of purely local traffic in Danbury off I-84 onto the local road network, improved safety at problem intersections; and safe pedestrian and bicycle connections.

Electric Vehicle and Intelligent Transportation Systems Study – This study will include screening level analysis will identify implementable projects to enhance the ITS infrastructure in the region. The study will evaluate changes to accommodate new technologies including coordinated and

adaptive signals, ramp metering, connected and autonomous vehicles, and electric vehicles. Recommendations from this study will help inform what investments are needed in the region and opportunities for funding under future programs such as NEVI, Carbon Reduction, and PROTECT.

Additional resources may also be utilized for MPO consultant studies or activities that exceed available staffing, technical capabilities or financial resources. Activities may include, but are not limited to:

- 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. Activities may include but are not limited to:
 - Municipal Pedestrian Plans
 - Public Space Improvement Plan
 - Wayfinding plans
 - Expanded regional bicycle and pedestrian plans
 - Pedestrian Safety Strategies
 - Danbury: Trail Study along the Housatonic Railroad to connect to the Maybrook Trail in New York
 - Norwalk River Valley Trail Routing and Concept Design Study
 - Regional Trail Routing Study – This study will be conducted in two separate phases. The first phase will be a screening of the existing off-road trails in the region to identify gaps. Through coordination with local stakeholders, preferred alignments will be identified to connect corridor segments to create a regional network. The second phase will develop concepts for the preferred alignments of the trail corridors. This study should give consideration to the East Coast Greenway, Norwalk River Valley Trail, Still River Greenway, New Milford River Trail, US Bike Route 7, connections to New York, and other regional trails.
- Transit and Passenger Rail Planning: 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. Activities may include but are not limited to:
 - Multi-modal transit-oriented development studies around train stations
 - Study to expand passenger rail service
 - Study of access from train stations to commercial centers
- Transportation Optimization, Congestion, and Access Management: 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 may include but are not limited to:

- Signal Optimization Analysis
- Bicycle and Pedestrian Connectivity and Route Optimization Analysis: pair with suitability analysis and identify gaps in the network.
- Optimization tools analyze multi-modal transit and identify gaps to underserved populations.
- Regional Travel Demand Management Study
- Ramp Metering Study
- Danbury: Study of Route 6 and Route 202
- Danbury: Evaluation of I-84 Diversion Routes
- New Milford: Downtown Traffic Study (Bridge Street, Routes 7, 67, and 202)
- New Milford: Safety Study on Route 7
- Ridgefield – Ridgebury Road Study – explore feasibility of roundabouts and other Complete Streets elements to improve traffic flow and enhance safety
- Others, as identified with relevant stakeholders.
- Transportation Security, including but not limited to:
 - Evacuation Plan
 - Inventory of transportation, evacuation and disaster-related plans
- Transportation and Environmental Planning, including but not limited to:
 - Air Quality Monitoring
 - Stormwater Quality Mapping
 - Study using solar power to charge electric vehicles
 - Brownfields assessment
- Other efforts, as identified with relevant stakeholders, including, but not limited to:
 - Transit Oriented Development (review and promote opportunities that support TOD)
 - Housing and Land Use Studies
 - Study of Alternative Revenue Sources to Support Transportation Infrastructure
 - An Analysis of Vulnerable Population's Access to Parks and Open Space
 - Aging in Place and Mobility Study

- Access Management
- Telecommuting Study
- Local School Bus Study
- Connected Vehicles Study
- Scenic Roads Inventory and Plan
- Parking Analyses.
- Air and Noise Pollution Studies
- Traffic Calming Plans

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

4.5 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:

- I-84 Danbury Project Advisory Committee
- Metropolitan Area Planning Forum (MAP Forum)
- Multi-State Freight Working Group
- Multi-State Resilience Working Group
- Transportation Operations Coordinating Committee (TRANSCOM)
- HARTransit Advisory Committee
- Commission on Connecticut's Development and Future
- Connecticut Association for Community Transportation
- 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 consultant studies	TBD
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 continue to identify opportunities to strengthen outreach to Title VI, disability organizations, and other community organizations focused on diverse populations.

The MPO will utilize visualization techniques wherever possible, to assist the dissemination of complex information to stakeholders and the public alike. The MPO will also explore alternative communication methods and formats. Public participation activities will adhere to federal 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 Involvement Plan (PIP) will be periodically reviewed on an annual basis and the results of the evaluation will be shared with FHWA and FTA.

- 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 Transportation Equity.** The MPO will ensure transportation equity throughout all phases of project development, identify needs and concerns at regional and neighborhood level affecting target communities, and measure impacts and define how projects will benefit underserved communities.

- 5.5 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.

- 5.6 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.

- 5.7 DAS/DBE Compliance:** requirements for reporting and assessment will be met.

Product Schedule

Item	Release date
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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
Evaluation of Public Participation Plan	Annual

*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

The Deputy Director provides overall project coordination between the MPO and WestCOG. Has liaison duties between local, regional, state and federal agencies. Assists with staff matters, outreach and communications for the MPO. Provides leadership, guidance and coordination in support of the MPO's transportation planning program, including serving as a back-up in the oversight of the MPO's administrative process. Lastly the Deputy Director may fill in for the duties outlined for the Transportation Director or Principal Data Scientist depending on staffing needs.

Transportation Director

The Transportation Director oversees the management of the MPO's transportation planning program. Serves as the primary MPO liaison with CTDOT and USDOT and is responsible for the oversight of the region's Technical Advisory Group (TAG) and reporting to the MPO policy boards. Provides supports to planning staff in the development of the UPWP tasks, including transportation studies, grant solicitations, grant writing, MTP development, TIP administration, and other project management for consultant studies. Works with CTDOT and area municipalities to advance the planning and implementation of transportation projects and oversees the MPO's administrative process.

Principal Planner

Provides advanced technical planning support for Unified Planning Work Program activities and supports planning staff on assignments with subject matter expertise. Works with CTDOT and area municipalities to advance the planning and implementation of transportation projects and assists in coordinating discretionary grant applications. Has leadership and liaison duties between state, federal, and local agencies and assists with MPO administration requirements.

Senior Planner

Provides advanced 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 MTP, the TIP, grant research and writing, and organizing forums and workshops for related transportation planning issues for the MPOs of the WestCOG region. Manages individual transportation planning programs, projects, and studies with minimal supervision.

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

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 MTP, the TIP, and organizing forums and workshops for related transportation planning issues. Assists with the management of individual transportation planning programs, projects and studies.

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 MTP, the TIP, and organizing forums and workshops for related transportation planning issues.

Assistant Planner

Provides general planning support to assist the MPOs in carrying out the tasks outlined in the Unified Planning Work Program with close supervision and guidance from other planners and staff.

Planning Aide

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

Principal Data Scientist

The Principal Data Scientist oversees WestCOG's Data Science work program and closely coordinates with the Principal Planner to implement the MPO's transportation planning program. The Principal Data Scientist is responsible for overseeing all data science projects, coordination (local, regional, state, federal) data initiatives, staff training/hiring, administrative duties, and the maintenance/implementation of WestCOG's data science work program. Under the Data Scientist track, the Principal Data Scientist also performs research, analyses, data visual/map/ reports development, workshops, pursue grants, and project oversight at the highest levels of complexity and nuance with no supervision required.

Senior Data Scientist

Senior Data Scientists are responsible in administering/overseeing data science projects for Unified Planning Work Program activities. Data science efforts include research, analyses, data visual/map/ reports development, workshops, pursue grants, and project oversight with high levels of complexity and nuance. They would oversee multiple projects from start to finish, requiring minimal supervision from the Principal Data Scientist. The Senior Data Scientist would also provide training where applicable for Data Scientists and Associate Data Scientists.

Data Scientist

Data Scientists are responsible in administering data science projects for Unified Planning Work Program activities. Data science efforts include research, analyses, data visual/map/ reports development, workshops, pursue grants, and project oversight at moderate levels of complexity and nuance. They would oversee projects from start to finish, requiring moderate supervision from the Senior and Principal Data Scientists.

Associate Data Scientist

Associate Data Scientist assist with data science projects for Unified Planning Work Program activities. Data science efforts include research, analyses, data visual/map/ reports development, workshops, and pursue grants at moderate levels of complexity under the supervision of Senior or Principal Data Scientists.

Assistant Data Scientist

Assistant Data Scientists provide general analytical support to assist the MPOs in carrying out the tasks outlined in the Unified Planning Work Program with close supervision and guidance from other planners and staff.

(Senior) Finance Manager/Finance Director

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 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, Finance Director, 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 Tables

FUNDING-HVMPO FHWA/PL

Fiscal Year 2024

EXPENDITURES BY STAFF											
Task	Executive & Deputy Director		Transportation Planning Staff		GIS Planning Staff		Administrative Staff		Carryover & Direct Expenses	Totals	% of Total Contract
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost			
1: Management of the Planning Process	35	\$ 3,223	300	\$ 10,446	0	\$ -	200	\$ 8,124		\$ 21,793	9.27%
2: Data Collection and Analysis	100	\$ 9,208	300	\$ 10,446	550	\$ 14,739	0	\$ -		\$ 34,393	14.64%
3: Planning Activities	400	\$ 36,833	2500	\$ 87,050	200	\$ 5,360	0	\$ -		\$ 129,242	55.00%
4: Other Technical Assistance	50	\$ 4,604	600	\$ 20,892	100	\$ 2,680	0	\$ -		\$ 28,176	11.99%
5: Public Participation	100	\$ 9,208	350	\$ 12,187	0	\$ -	0	\$ -		\$ 21,395	9.10%
Total Hours:	685		4,050		850		200			\$ 235,000	100.00%
Subtotal Direct Salary		\$ 63,076		\$ 141,020		\$ 22,779		\$ 8,124		\$ 235,000	
Add BFO @ (100.36%-audited rate)		\$ 63,303		\$ 141,528		\$ 22,861		\$ 8,154		\$ 235,846	
Total Salary & BFO:		\$ 126,380		\$ 282,548		\$ 45,640		\$ 16,278		\$ 470,846	
EXPENDITURES BY DIRECT COST											
Direct Costs *									\$ 388,381	\$ 388,381	100.00%
Total Direct Costs:										\$ 388,381	
Total		\$ 126,380		\$ 282,548		\$ 45,640		\$ 16,278		\$ 859,227	

* Direct Costs include such things as travel, meetings, professional development, equipment purchases, legal notice, technical assistance, etc...

Budget Estimated by CTDOT (February 2023)

	Federal 80%	State 10%	Local 10%	Total	Carryover	10% State	10% Local	Total	Grand Total
FY2023-2024	\$ 543,593	\$ 67,949	\$ 67,949	\$ 679,491	\$ 143,789	\$ 17,974	\$ 17,974	\$ 179,736	\$ 859,227
FY2024-2025	\$ 543,593	\$ 67,949	\$ 67,949	\$ 679,491	\$ 143,789	\$ 17,974	\$ 17,974	\$ 179,736	\$ 859,227
Total Agreement Amount:	\$ 1,087,186	\$ 135,898	\$ 135,898	\$ 1,358,982	\$ 287,577	\$ 35,947	\$ 35,947	\$ 359,471	\$ 1,718,453
Two Year Agreement (FY24&25):									
Total Amount of CTDOT Reimbursement:	\$ 1,223,084	\$ 323,524		\$ 1,546,608					
Total Amount of Local Match Required:	\$ 135,898	\$ 35,947		\$ 171,845					
Total Amount of 2 Yr. Program:	\$ 1,358,982	\$ 359,471		\$ 1,718,453					

FUNDING-HVMPO FHWA/PL

Fiscal Year 2025

EXPENDITURES BY STAFF											
Task	Executive & Deputy Director		Transportation Planning Staff		GIS Planning Staff		Administrative Staff		Carryover & Direct Expenses	Totals	% of Total Contract
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost			
1: Management of the Planning Process	35	\$ 3,593	300	\$ 11,646	0	\$ -	200	\$ 9,058		\$ 24,297	9.27%
2: Data Collection and Analysis	100	\$ 10,266	300	\$ 11,646	550	\$ 16,433	0	\$ -		\$ 38,345	14.64%
3: Planning Activities	400	\$ 41,065	2500	\$ 97,051	200	\$ 5,976	0	\$ -		\$ 144,091	55.00%
4: Other Technical Assistance	50	\$ 5,133	600	\$ 23,292	100	\$ 2,988	0	\$ -		\$ 31,413	11.99%
5: Public Participation	100	\$ 10,266	350	\$ 13,587	0	\$ -	0	\$ -		\$ 23,853	9.10%
Total Hours:	685		4,050		850		200			\$ 262,000	100.00%
Subtotal Direct Salary		\$ 70,323		\$ 157,223		\$ 25,396		\$ 9,058		\$ 262,000	
Add BFO @ (100.36%-audited rate)		\$ 70,577		\$ 157,789		\$ 25,488		\$ 9,091		\$ 262,943	
Total Salary & BFO:		\$ 140,900		\$ 315,011		\$ 50,884		\$ 18,148		\$ 524,943	
EXPENDITURES BY DIRECT COST											
Direct Costs *									\$ 334,284	\$ 334,284	
Total Direct Costs:										\$ 334,284	
Total		\$ 140,900		\$ 315,011		\$ 50,884		\$ 18,148		\$ 859,227	

* Direct Costs include such things as travel, meetings, professional development, equipment purchases, legal notice, technical assistance, etc...

Budget Estimated by CTDOT (February 2023)

	Federal 80%	State 10%	Local 10%	Total	Carryover	10% State	10% Local	Total	Grand Total
FY2023-2024	\$ 543,593	\$ 67,949	\$ 67,949	\$ 679,491	\$ 143,789	\$ 17,974	\$ 17,974	\$ 179,736	\$ 859,227
FY2024-2025	\$ 543,593	\$ 67,949	\$ 67,949	\$ 679,491	\$ 143,789	\$ 17,974	\$ 17,974	\$ 179,736	\$ 859,227
Total Agreement Amount:	\$ 1,087,186	\$ 135,898	\$ 135,898	\$ 1,358,982	\$ 287,577	\$ 35,947	\$ 35,947	\$ 359,471	\$ 1,718,453
Two Year Agreement (FY24&25):									
Total Amount of CTDOT Reimbursement:	\$ 1,223,084	\$ 323,524		\$ 1,546,608					
Total Amount of Local Match Required:	\$ 135,898	\$ 35,947		\$ 171,845					
Total Amount of 2 Yr. Program:	\$ 1,358,982	\$ 359,471		\$ 1,718,453					

BUILD Grant
Funding Source

Fiscal Year 2024 and 2025

	<i>Federal 80%</i>		<i>Local 20%</i>		<i>Total</i>
<i>FY2024</i>	\$	<i>240,000</i>	\$	<i>60,000</i>	\$ <i>300,000</i>
<i>FY2025</i>	\$	<i>240,000</i>	\$	<i>60,000</i>	\$ <i>300,000</i>
<i>Total Agreement Amount:</i>	\$	<i>480,000</i>	\$	<i>120,000</i>	\$ <i>600,000</i>

Maximum Hourly Rates: FY2024 & FY2025

*maximum hourly rates shall not exceed:

Titles	FY2024	FY2025
Executive Director	\$ 225.00	\$ 236.25
Deputy Director	\$ 200.00	\$ 210.00
(Senior) Finance Manager/Finance Director	\$ 175.00	\$ 183.75
Office Manager	\$ 125.00	\$ 131.25
Communications Associate/Assistant	\$ 100.00	\$ 105.00
Senior Project Manager	\$ 200.00	\$ 210.00
Project Manager	\$ 150.00	\$ 157.50
Transportation Director	\$ 200.00	\$ 210.00
Principal Planner	\$ 175.00	\$ 183.75
Senior Planner	\$ 150.00	\$ 157.50
Planner	\$ 125.00	\$ 131.25
Associate Planner	\$ 110.00	\$ 115.50
Assistant Planner	\$ 100.00	\$ 105.00
Planning Aide	\$ 90.00	\$ 94.50
Principal Data Scientist	\$ 175.00	\$ 183.75
Senior Data Scientist	\$ 150.00	\$ 157.50
Data Scientist	\$ 125.00	\$ 131.25
Associate Data Scientist	\$ 110.00	\$ 115.50
Assistant Data Scientist	\$ 100.00	\$ 105.00

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 Housatonic Valley MPO and appropriate providers of public transportation as required by 23 CFR Sec. 450.314(a), (h) "Metropolitan Planning Agreements".

General Roles & Responsibilities

The Housatonic Valley MPO 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 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 evaluates the benefits and burdens of transportation projects and/or investments to ensure significant or disproportionate impacts on low income and minority populations are avoided and/or mitigated. This will be accomplished using traditional and non-traditional outreach to Title VI populations, including outreach to LEP 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.
10. Self-certify the metropolitan planning process at least once every four years, concurrent with TIP adoption and submittal, certifying the planning process is being conducted in accordance with all applicable federal requirements and addressing the major issues facing the area.

Long Range Metropolitan Transportation Plan

1. Housatonic Valley MPO will be responsible for preparing and developing the long range (20–25 years) metropolitan transportation plans for their respective region.
2. Housatonic Valley MPO 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. CT DOT 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. *(CT DOT will provide this only if requested since Housatonic Valley MPO may maintain their own travel forecast model.)*
 - c. Traffic count data for state roads in the Housatonic Valley MPO 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. Housatonic Valley MPO may conduct transportation modeling for the area.
5. Housatonic Valley MPO 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 selection of projects in the TIP and the development of the TIP will occur through a consultative process between CT DOT, Housatonic Valley MPO, and the appropriate provider(s) of public transportation.
2. CT DOT will send a draft proposed 5-year Capital Plan to the Housatonic Valley MPO for review and comment. The draft list will reflect input that the CT DOT received from the Housatonic Valley MPO during the consultation process on the previous year's plan.
3. CT DOT 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 the 5- year Capital Plan.
4. CT DOT will consult with and solicit comments from Housatonic Valley MPO and transit providers on the TIP and incorporate where practicable.
5. CT DOT will provide detailed project descriptions, cost estimates and program schedules. The project descriptions will provide sufficient detail to allow the Housatonic Valley MPO to explain the projects to the policy board and the general public.
6. CT DOT will provide a list of projects obligated during each of the federal fiscal years covered by the TIP/STIP. The annual listing of obligated projects should include both highway and transit projects.
7. Housatonic Valley MPO 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. Housatonic Valley MPO 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.
8. CT DOT will develop the STIP based on the MPOs' TIPs and projects located in the rural regions of the State.
9. CT DOT 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.

10. CT DOT will provide proposed amendments to the Housatonic Valley MPO for consideration. The amendment will include a project description that provides sufficient detail to allow the Housatonic Valley MPO to explain the proposed changes to the Housatonic Valley MPO board and project management contact information. It will also provide a clear reason and justification for the amendment. If it involves a new project, CT DOT will provide a clear explanation of the reasons and rationale for adding it to the TIP/STIP.
11. When an amendment to the TIP/STIP is being proposed by the Housatonic Valley MPO, the project sponsor will consult with CT DOT to obtain concurrence with the proposed amendment, to obtain Air Quality review and consistency with Air Quality Conformity regulations and ensure financial consistency.
12. CT DOT will provide a financial assessment of the STIP with each update. Housatonic Valley MPO should prepare a TIP summary table listing all projects by funding program sorted by year based on CT DOT's financial assessment, demonstrating and maintaining financial constraint by year.

Air Quality Planning

1. CT DOT and Housatonic Valley MPO should meet at least once per year to discuss the air quality conformity process, the regional emissions analysis and air quality modeling.
2. CT DOT will conduct the regional emissions analysis, which includes the Housatonic Valley MPO area and provide the results to the Housatonic Valley MPO. 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. Housatonic Valley MPO 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. Housatonic Valley MPO will make the regional emissions analysis available to the public.

Public Participation Program

1. The Housatonic Valley MPO will annually review and evaluate their public participation program.
2. The Housatonic Valley MPO will update and prepare a list of neighborhood and local organizations and groups that will receive notices of MPO plans, programs and projects.
3. The Housatonic Valley MPO will work to ensure that low-income, minority and transit dependent individuals 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. Housatonic Valley MPO will comply with federal legislation on these issues.
4. The Housatonic Valley MPO'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. The Housatonic Valley MPO 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. The Housatonic Valley MPO 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. The Housatonic Valley MPO will provide the opportunity for the transit provider(s) to review and comment on planning products relating to transit issues within the region.
3. The Housatonic Valley MPO will allow for transit provider(s) to participate in UPWP, long-range plan, and TIP development to ensure the consideration of any appropriate comments.
4. The Housatonic Valley MPO and CT DOT will assist the transit provider(s), to the extent feasible, with planning for transit-related activities.

Fiscal/Financial Planning

1. The CT DOT will provide the Housatonic Valley MPO 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 and state funding resources for the upcoming federal fiscal year, as shown in the TIP financial chart.
 - b. 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 UA split agreements.
 - d. Monthly updates of STP-Urban Program showing current estimated cost & scheduled obligation dates.
2. The CT DOT will notify the Housatonic Valley MPO 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 Housatonic Valley MPO will prepare summary tables and charts that display financial information for presentation to the policy board.

Congestion Management Process (CMP) Program

1. The Housatonic Valley MPO, if located in a TMA, will conduct a highway performance monitoring program that includes the gathering of available traffic counts and travel time information and determination of travel speeds and delay.
2. The Housatonic Valley MPO will conduct congestion strategies studies for critical corridors and identify possible improvements to reduce congestion and delay.
3. The Housatonic Valley MPO will work with CT DOT on programming possible congestion-reducing projects.
4. The Housatonic Valley MPO 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 CT DOT will maintain the statewide ITS architecture and ensure consistency with the Regional ITS Architecture for the Housatonic Valley MPO.

2. The Housatonic Valley MPO will maintain and update the Regional ITS Architecture for the Housatonic Valley MPO, where appropriate.

Performance Based Planning and Programming

A. Collection of Performance Data

1. All data collected for performance measure goals will be collected by the CTDOT and will meet the MAP 21/FAST ACT provisions and requirements, unless the MPO decides to set its own performance target, in which case the MPO will be responsible for collecting their own data.
2. All data collected for goals for Federal Transit Administration's (FTA's) State of Good Repair performance measures and Safety performance measures established under the Public Transportation Agency Safety Plan (PTASP) will include data provided by the Transit Districts to the National Transit Database (NTD) and through CTDOT, in accordance with the Transit Asset Management Rule.
3. CTDOT will make the compiled data collected for each performance measure available on a platform accessible by CTDOT and the MPO's.
4. CTDOT will develop a Measures and Deliverables tracking spreadsheet outlining each Performance Measure, the deliverables required, the submittal dates and the CTDOT contact and provide to the Housatonic Valley MPO.

B. Selection of Performance Targets

CTDOT will draft statewide performance targets for each of the FAST Act performance measures and coordinate with the MPOs and Transit Representatives, as required by 23 CFR Parts 450 and 771, as well as 49 CFR Part 613 as outlined below:

1. The CTDOT will discuss performance measures at each of the regularly scheduled monthly meetings (via teleconference or in person meeting).
2. The CTDOT will present data collected for each performance measure and collaborate with the Housatonic Valley MPO and Transit Representatives on assumptions.
3. The CTDOT will provide Housatonic Valley MPO and Transit Representative with 30 days to provide feedback on the data received and the assumptions provided.
4. The feedback received will be discussed at the next scheduled monthly meeting.
5. CTDOT will set targets for each performance measure with consideration of feedback received.

C. Reporting of Performance Targets

1. CTDOT will notify the Housatonic Valley MPO and Transit Representatives by email when final statewide targets are established.
2. CTDOT will send the targets that have been set, the backup information and a PowerPoint presentation to Housatonic Valley MPO for their use in educating the MPO Policy Board. CTDOT will provide region level data summaries, if available.
3. The Housatonic Valley MPO has 180 days after the CTDOT establishes their targets to establish their own targets or endorse the State's targets and agree to plan and program projects so that they contribute toward the accomplishment of the performance targets.
4. If the Housatonic Valley MPO is establishing their own targets, the Housatonic Valley MPO will report those targets to the CTDOT by email no later than the 180 day timeframe

5. The Housatonic Valley MPO will share this information with the Policy Board and will require Policy Board resolution to support the targets set by CTDOT or endorse their own targets.
6. The Housatonic Valley MPO will forward the Policy Board resolution to the Performance Measures Unit at the CTDOT before the 180 day limitation for FHWA performance measures via the DOT.Map21@ct.gov email box.
7. For FTA performance measures, it is noted that Housatonic Valley MPO provided a resolution of support for the initial transit State of Good Repair (SGR) performance targets on July 1, 2017. Thereafter, in accordance with FTA, transit providers will continue to share their targets annually with the Housatonic Valley MPO. However, Housatonic Valley MPO targets are not required to be updated annually, only revisited whenever the Housatonic Valley MPO updates their MTP and/or TIP on or after October 1, 2018.
8. For FTA safety performance measures as part of the PTASP, the Housatonic Valley MPO has received the Plan which included safety performance targets and will have 180 days to support these initial targets. Each transit provider is required to review its agency Safety Plan annually and update the plan, including the safety performance targets, as necessary.

D. Reporting of progress toward achieving goal

1. CTDOT will document progress towards achieving statewide performance targets annually, and report to the NTD. Information will be available to the Housatonic Valley MPO and transit representatives for use in updates to the Long Range Transportation Plan, the Statewide Transportation Improvement Program, the CTDOT TAM Plans and the FTA Annual report by email after the required reports are issued to Federal Agencies.
2. CTDOT will share updated TAM Plans with the Housatonic Valley MPO in a timely manner, and the MPOs will incorporate them into their planning process.
3. Housatonic Valley MPO will document progress towards achieving performance targets and report that information to CTDOT in the Metropolitan Transportation Plan and the Transportation Improvement Plan as outlined in the Measures and Deliverables tracking spreadsheet via email. The CTDOT will collect this information and file until requested from FHWA/FTA.

E. The collection of data for the State asset management plan for the NHS

1. CTDOT will collect all asset management data required for all NHS routes, regardless of ownership.

30 Performance Measures

Highway Safety	Number of Fatalities - 5-Year Rolling Average
Highway Safety	Rate of Fatalities per 100 million VMT - 5-Year Rolling Average
Highway Safety	Number of Serious Injuries - 5-Year Rolling Average
Highway Safety	Rate of Serious Injuries per 100 million VMT - 5-Year Rolling Average
Highway Safety	Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries - 5-Year Rolling Average
Bridges & Pavements	Percentage of Pavements of the Interstate System in Good Condition

Bridges & Pavements	Percentage of Pavements of the Interstate System in in Poor Condition
Bridges & Pavements	Percentage of Pavements of the Non-Interstate NHS in Good Condition
Bridges & Pavements	Percentage of Pavements of the Non-Interstate NHS in Poor Condition
Bridges & Pavements	Percentage of NHS Bridges classified in Good Condition (by deck area)
Bridges & Pavements	Percentage of NHS Bridges classified in Poor Condition (by deck area)
System Performance	Percent of the Person-Miles Traveled on the Interstate That Are Reliable
System Performance	Percent of the Person-Miles Traveled on the Non-Interstate NHS That Are Reliable
Freight	Percent of the Interstate System mileage providing for reliable truck travel times
Congestion and Air Quality(beg 2022)	Annual Hours of Peak-Hour Excessive Delay (PHED)
Congestion and Air Quality	Percent of Non-SOV Travel
Congestion and Air Quality(beg 2022)	Total Emissions Reduction
Transit Asset Management	Percentage of Service (non-revenue) Vehicles that have met or exceeded their Useful Life Benchmark (ULB)
Transit Asset Management	Percentage of Facilities with an asset class rated below condition 3 on the TERM scale.
Transit Asset Management	Infrastructure (rail, fixed guideway, track, signals, and systems) - Percentage of track segments with performance restrictions
Transit Asset Management	Percentage of Revenue Vehicles within a particular asset class that have met or exceeded their ULB
FTA C 5010.1E	Number of fatalities per “vehicle revenue miles.” by mode.
FTA C 5010.1E	Number of serious injuries per “vehicle revenue miles.” by mode.
PTASP safety performance targets	Fatalities (total number of reported fatalities)
PTASP safety performance targets	Fatalities (fatality rate per total vehicle revenue miles by mode)
PTASP safety performance targets	Injuries (total number of reportable injuries)

PTASP safety performance targets	Injuries (injury rate per total vehicle revenue miles by mode)
PTASP safety performance targets	Safety Events (total number of reportable safety events)
PTASP safety performance targets	Safety Events (safety event rate per total vehicle revenue miles by mode)
PTASP safety performance targets	System Reliability (mean distance between mechanical failures by mode)

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 Housatonic Valley MPO 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.

HOUSATONIC VALLEY
METROPOLITAN PLANNING ORGANIZATION
BETHEL•BRIDGEWATER•BROOKFIELD•DANBURY•NEW FAIRFIELD
NEW MILFORD•NEWTOWN•REDDING•RIDGEFIELD•SHERMAN

**Resolution of Endorsement for the FY24 and FY25
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 FY24 and FY25 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 FY24 and FY25 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, 2023**

May 18, 2023


Rudy Marconi, Chairman

