

BERKSHIRE COUNTY METROPOLITAN PLANNING ORGANIZATION

Unified Planning Work Program

October 1, 2020 – September 30, 2021



BERKSHIRE REGIONAL PLANNING COMMISSION

1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201

TELEPHONE (413) 442-1521 · FAX (413) 442-1523

Massachusetts Relay Service: TTY: 771 or 1-800-439-2370

www.berkshireplanning.org

KYLE HANLON, Chair
JOHN DUVAL, Vice-Chair
SHEILA IRVIN, Clerk
MALCOM FICK, Treasurer

THOMAS MATUSZKO, AICP
Executive Director

Unified Transportation Planning Work Program

October 1, 2020 to September 30, 2021

Prepared by the
Berkshire Regional Planning Commission
for the Berkshire Metropolitan Planning Organization

June, 2020

This document was developed with the assistance of the Federal Highway Administration, the Federal Transit Administration, the Massachusetts Department of Transportation, and the Berkshire Regional Transit Authority.

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English

If this information is needed in another language, please contact the BRPC's Title VI Coordinator at 413-442-1521.

Spanish

Si necesita esta información en otro idioma, por favor contacte al coordinador de BRPC's del Título VI al 413-442-1521.

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MPO ENDORSEMENT:

**BERKSHIRE METROPOLITAN PLANNING ORGANIZATION
UNIFIED TRANSPORTATION PLANNING WORK PROGRAM
2020-2021**

This is to certify that the Berkshire County Metropolitan Planning Organization (MPO) hereby endorse the Unified Planning Work Program for the Berkshire Regional Planning Commission for the federal fiscal year beginning October 1, 2020 and the MPO authorizes the Chairman to endorse the document on their behalf.



Stephanie Pollack
MassDOT Secretary and CEO
Berkshire MPO Chairman

6/23/20

Date

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Public Notice

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Transportation Acronyms

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INTRODUCTION

The Unified Planning Work Program (UPWP) is a description of the annual program for a continuing, cooperative and comprehensive (3C) transportation planning process in the Berkshire region. As staff to the Berkshire Metropolitan Planning Organization (MPO), the Berkshire Regional Planning Commission (BRPC) is responsible for developing the UPWP in cooperation with the MPO and staff of member transportation agencies including the Berkshire Regional Transit Authority (BRTA) and Massachusetts Department of Transportation (MassDOT).

The UPWP provides an indication of regional long and short-range transportation planning objectives, the budget necessary to sustain the overall planning effort, and the sources of funding for each specific program element. All tasks will be performed by BRPC in cooperation with appropriate agencies including BRTA. The only exception is task 2.3, Traffic Data Collection which will be performed by a consultant.

The work tasks within this UPWP reflect issues and concerns from transportation agencies at the federal, state and local levels. The UPWP continues BRPCs emphasis on tasks leading to implementation of transportation improvements. Several tasks are specifically targeted to implement recommendations of the *Regional Transportation Plan* and provisions of federal legislation, particularly *Fixing America's Surface Transportation* (FAST) Act (Public Law No. 114-94), the Clean Air Act Amendments of 1990 (CAAA), the Americans with Disabilities Act (ADA), and the Civil Rights Act of 1964.

This UPWP will focus on the following:

- Management of the 3C Process and TIP Development
- Preparation of a new TIP and prioritization of new projects
- Corridor access and land use management for communities
- Continued investment in transportation software and professional development.
- Safety as a major consideration for all travel modes
- Maintenance of the Pavement Management System.
- Annual Title VI reporting
- Support for bicycling and pedestrian travel and implementing Complete Streets initiatives
- Improving the accuracy and scope of data used in transportation planning, including traffic volumes, crash data, land development and major businesses
- Transportation technical assistance to local governments
- Travel Demand Model Updates
- Performance based planning and performance measures
- Increased use of clean, alternative transportation modes
- Strategies to reduce GHG emissions
- Expansion of transit and rail service
- Implement Berkshire Flyer service
- Outreach and interregional coordination

BERKSHIRE METROPOLITAN PLANNING ORGANIZATION
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The Federal Highway Administration (FHWA) continues to recognize the importance of the UPWP to address ten planning factors, specifically during the development of the UPWP:

- 1 Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- 2 Increase the safety of the transportation system for motorized and non-motorized users;
- 3 Increase the security of the transportation system for motorized and non-motorized users;
- 4 Increase the accessibility and mobility options available to people and for freight;
- 5 Protect and enhance the environment, promote energy conservation, and improve quality of life;
- 6 Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- 7 Promote efficient system management and operation;
- 8 Emphasize the preservation of the existing transportation system;
- 9 Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- 10 Enhance travel and tourism.

This UPWP addresses the above ten Planning Factors in a variety of ways, the sum of which is comprehensive. The manner in which each planning task/activity applies to the factor is depicted in the table below.

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APPLICABILITY OF UPWP TASKS TO METROPOLITAN PLANNING FACTORS											
Task Number	UPWP Element	Metropolitan Planning Factor									
		1	2	3	4	5	6	7	8	9	10
1.1	Management of 3C Process	√	√	√	√	√	√	√	√	√	√
1.2	UPWP	√	√	√	√	√	√	√	√	√	√
1.3	Public Participation	√	√	√	√	√	√	√	√	√	√
1.4	Title VI & EJ	√	√	√	√	√	√	√	√	√	√
1.5	TIP Development	√	√	√		√		√	√	√	√
2.1	GIS, Mapping and Graphics	√	√	√	√	√	√	√	√	√	√
2.2	Regional Data & Analysis	√	√	√	√	√	√	√	√	√	√
2.3	Traffic and Travel Data	√	√	√	√	√	√	√	√	√	√
2.4	Travel Forecasting & GHG Analysis	√	√		√	√	√	√	√	√	√
2.5	Pavement Management	√	√	√	√	√	√	√	√	√	√
3.1	Special Studies	√	√	√	√	√	√	√	√	√	√
3.2	Bicycle & Pedestrian Planning	√	√	√		√		√	√	√	√
3.3	Culvert Assessments	√	√	√	√	√		√	√	√	√
3.4	Regional Transit Planning	√		√	√	√	√	√	√	√	√
3.5	Safety Initiatives	√	√			√		√	√	√	√
3.6	Climate Change	√	√	√		√		√	√	√	√
3.7	Passenger & Freight Rail Planning	√	√	√	√	√	√	√	√	√	√
3.8	Performance Measure Assessment	√	√	√	√	√	√	√	√	√	√
3.9	Berk Flyer Marketing & Impement	√	√	√	√	√	√	√	√	√	√
4.1	Transportation and Land Use	√	√	√	√	√	√	√	√	√	√
4.2	Local Technical Assistance	√	√	√	√	√	√	√	√	√	√
4.3	Scenic Byway Projects	√	√	√	√	√	√		√	√	√
4.4	Expansion of Transit & Rail Service	√	√	√	√	√	√	√	√	√	√
4.5	Outreach & interregional Coord.	√	√	√	√	√	√	√	√	√	√

In addition to the FHWA's ten Planning Factors, tasks within the UPWP address the Planning Emphasis Areas of FAST Implementation by transitioning to performance based planning and programing; Regional Models of Cooperation by re-thinking traditional approaches, coordinating with stakeholders adjacent to the region including transit providers and furthering Ladder of Opportunity by identifying transportation connectivity gaps.

The descriptions of the tasks to be accomplished and the budgets for these tasks are based on the best estimate of what can be accomplished within the limits of available resources. If, in the performance of this work program, it becomes apparent that certain tasks cannot be accomplished due to changing or unforeseen circumstances, the UPWP will be adjusted by redefining the scope of the tasks and/or reallocating funds among tasks. Such adjustments will be made in cooperation with MassDOT, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Berkshire Regional Transit Authority (BRTA), and other concerned agencies.

TRANSPORTATION PLANNING FUNDING SOURCES

Federal Highway Administration (FHWA)/MassDOT -MassDOT receives funds from several FHWA programs that are passed through to planning agencies to conduct transportation planning activities. Those programs include Metropolitan Planning (PL), Statewide Planning and Research (SPR), Scenic Byways, High Priority Projects (HPP), Transportation, Community and System Preservation (TCSP) and earmarked appropriations. The first two categories are specifically intended for planning. Funding from those programs is apportioned to states on the basis of population in urbanized areas and relative to the amount of highway construction funds the state receives. MassDOT maintains multi-year contracts with regional planning agencies to conduct transportation related planning activities utilizing the PL and SPR funds received from FHWA. The other programs mentioned above are not exclusively for planning but may be used for that purpose.

Within the Berkshire region the predominant source of funding is a combination of federal (PL) and state funds. These funds are allocated to regional planning agencies in the state, using a formula agreed to by the affected agencies. Funds must be spent within the year allocated. Any unspent funds will be de-obligated at the end of each federal fiscal year. The decision to re-obligate unused PL funding is at the discretion of the State. For federal fiscal year 2021, the Berkshire region's PL allocation is \$628,859. The UPWP meets FHWA's requirement that at least 33% of PL funds result in tangible products.

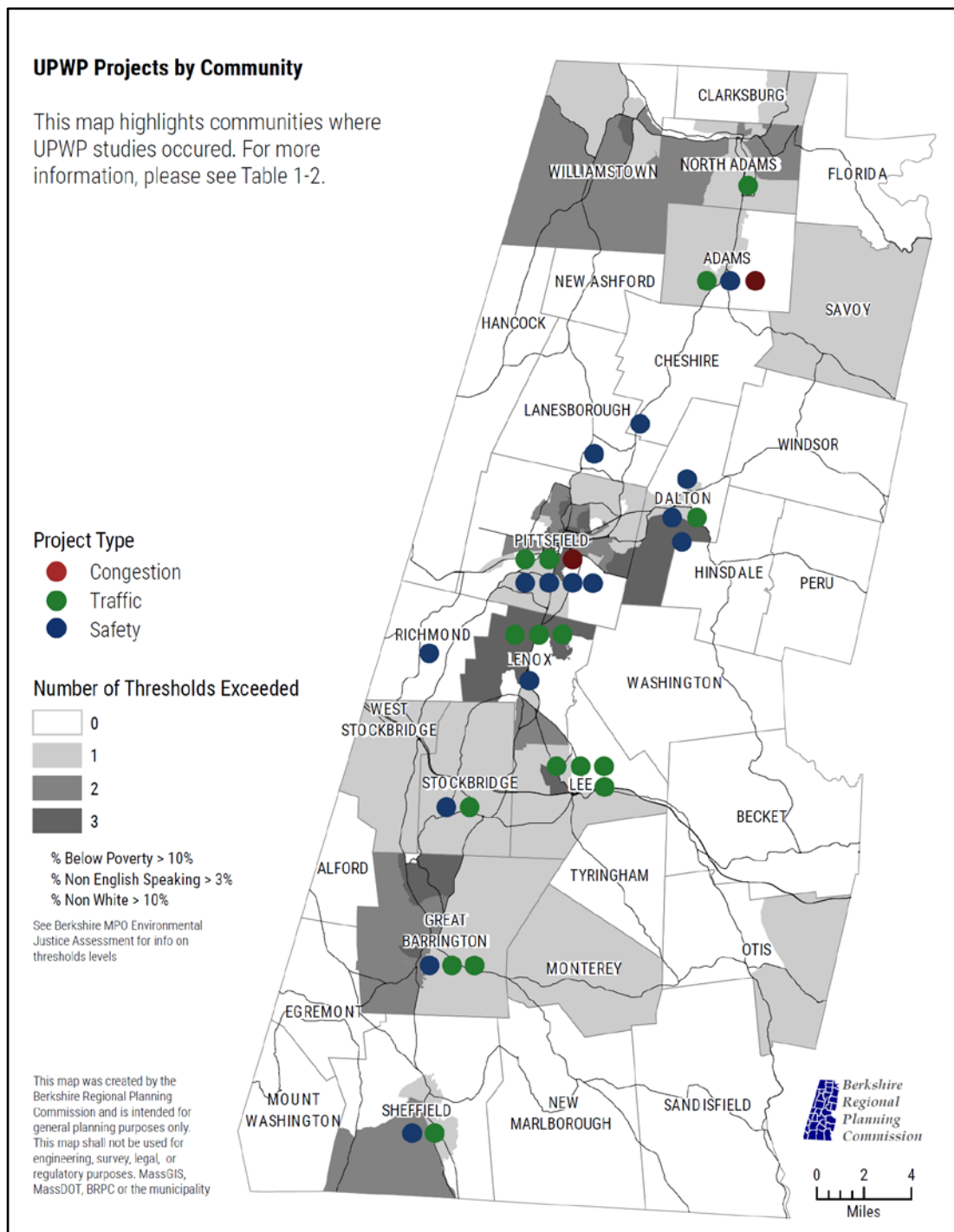
Federal Transit Administration (FTA)/MassDOT/BRTA -Two types of funds are available for transit planning in the Berkshire region. Section 5303 and Section 5307. Section 5303 funds are designated for the use of planning and technical studies related to urban mass transportation. They are passed from FTA through MassDOT to the regional planning agencies in the state. This FFY 2021 UPWP will be funded by a combined PL/5303 contract which will be administered by the FHWA and the match for 5303 funding will be provided by MassDOT.

Section 5307 funds can be used for planning as well as other purposes, and are distributed by FTA on the basis of each transit authority's service area population. However, because the amount allocated to the BRTA is just enough to cover the capital and operating needs of that agency, it has opted not to use any of those funds for planning. Therefore, no Section 5307 planning work is included in this UPWP. The time periods, or "program years", for the various funding sources are outlined in the following chart:

Funding Source:	Fiscal Period:
FHWA(PL)/MassDOT	October 2020 through September 2021
FTA/MASSDOT 5303	October 2020 through September 2021

GEOGRAPHICAL DISTRIBUTION OF UPWP FUNDED STUDIES

BRPC has staff conducted a geographical distribution of transportation planning tasks/studies completed in connection within the UPWPs spanning the last five years. This assessment is similar to that utilized in the TIP to identify projects that potentially impact minority and low-income block groups in the region and will influence future work. The map below depicts the studies/task in relation to these areas.



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Table 1-1: FFY 2015-2020 Regional Projects Table

Regional Project	Month	Year	FY
TIP			Annual
UPWP			Annual
2016 RTP			FY 2015
Public Participation Plan	June	2016	FY 2016
Chapter 90 Funding Study	April	2018	FY 2018
Coordinated Human Service Transportation Plan	June	2018	FY 2018
Berkshire Flyer 2.0	March	2019	FY 2019
2020 RTP	July	2019	FY2019
Travel & Tourism Berkshire County	October	2019	FY2020

Table 1-2: FFY 2015-2020 Specific Studies

Project Name/description	Month	Year	FY	Community
W. Housatonic St & Center St RSA	April	2015	FY 2015	Pittsfield
Main St. & Daly Ave Traffic Analysis	September	2015	FY 2015	Dalton
BMC Area RSA	April	2016	FY 2016	Pittsfield
Hubbard Avenue Follow Up	April	2016	FY 2016	Pittsfield
Rest of River Transportation Impact Assessment	January	2016	FY 2016	Pittsfield Lenox Lee
Dalton, South Street & Housatonic Safety Audit	March	2017	FY 2017	Dalton
Adams Bottle Neck Study	September	2017	FY 2017	Adams
Adams/North Adams Road Diet Evaluation	September	2017	FY 2017	Adams North Adams
Connector Road Speed/Safety Study	October	2017	FY 2017	Lanesborough
Dalton Division Road Speed Study	October	2017	FY2018	Dalton
Lanesborough Road Bottle Neck Study	November	2017	FY2018	Cheshire
Hubbard Ave./Dalton Ave RSA	April	2018	FY2018	Pittsfield
Washington Mountain Traffic Safety Analysis	March	2019	FY2019	Dalton
Merrill Road RSA	May	2019	FY2019	Pittsfield
Main/East & South/Main RSA	September	2019	FY2019	Stockbridge
Dublin Rd & SR 41 RSA	November	2019	FY2020	Richmond

In performing this assessment, UPWPs from the past five years were reviewed to identify the transportation planning tasks which were undertaken and completed in the Berkshire MPO region. In addition to these major planning efforts, other activities such as data collection, local technical assistance requests and regional activities including the preparation of the Transportation Improvement Plan (TIP) and the Coordinated Human Services Transportation Plan were conducted as UPWP work tasks.

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From a social justice point of view, there is a strong correlation between where past projects /studies have occurred and Environmental Justice communities. There are only two instances of projects occurring in a community that has not met at least one environmental justice threshold. This also holds for new projects and studies which will occur with this FFY 2021 UPWP. While it may appear that many of the UPWP studies or projects may be focused on a select number of communities, each of the study efforts benefit all residents who travels to and within the urbanized area of Berkshire County. There has not been any instance where a community requesting assistance with a transportation issue has been denied help.

UPWP ADMINISTRATIVE ADJUSTMENTS AND AMENDMENTS

During the course of the year, there may be instances when a change to the Unified Planning Work Program (UPWP) is necessary. These changes can range from minor to major. The following section has been developed to outline the process that will be followed to effectuate changes to the UPWP. Changes which are relatively minor in nature will be handled as Administrative Adjustments; modifications which are more significant will be handled as an amendment. Below are general guidelines regarding the conditions that constitute an administrative adjustment or amendment to the UPWP. All proposed administrative adjustments and amendments must be presented to the MPO for consultation. Both adjustments and amendments must be voted on by the MPO members; amendments must be released for 21-Day public comment period prior to endorsement.

UPWP Administrative Adjustment	UPWP Amendment
Reallocation of budget funds	Addition or Removal of UPWP task(s)
Change in start/completion dates within the originally intended federal fiscal year(s)	Change in start/completion dates, outside of originally intended federal fiscal year(s)
Adjustment to project scope	Significant change in project scope, cost, and/or time allocation

Submission of Budget Reallocation Request

Following MPO endorsement of the adjustment or amendment, a Budget Reallocation Request form will be prepared and submitted to MassDOT Office of Transportation Planning (OTP). All fields of the form will be filled out with clear indication that the MPO was consulted prior to submission. Back up documentation will be submitted, including the UPWP description of the task(s) affected, original budget, revised budget, and justification for the request. MassDOT is strongly encouraged to provide final approval in an expeditious manner.

Definition of Significant Change:

With respect to an amendment to the UPWP attributed to a significant change, it is considered significant when it alters the original intent of the project or intended conclusions of the project. It may also entail a change to the project scope, budget, project schedule and time allocation. A full amendment to the UPWP including a public comment period and FHWA approval will be required for budget reallocations that exceed ten percent of the total task budget.

WORK ELEMENT 1

MANAGEMENT / CERTIFICATION OF THE 3C PROCESS

This work element encompasses the administration and support of the 3C transportation process and has been divided into the following five tasks:

Task 1.1 Management of the 3-C Process

OBJECTIVE:

Support, and facilitate an open Comprehensive, Cooperative, and Continuing (3C) transportation planning and programming process at all levels of government in conformance with applicable federal and state requirements and guidelines as described in the 3C Memorandum of Understanding.

PREVIOUS ACTIVITIES:

1. Support meetings of the Transportation Advisory Committee (TAC) and MPO, and maintain certification of the planning process.
2. Participate in Massachusetts Association of Regional Planning Agencies (MARPA) and Transportation Managers Group meetings.
3. Provide coordination with Berkshire communities, Berkshire Regional Transit Authority (BRTA) and private transportation providers.
4. Review technical literature on transportation planning procedures.
5. Review federal transportation regulations pursuant to FAST.
6. Prepare monthly progress reports and invoices, supervise transportation planning staff and administer 3-C contract.

PROPOSED ACTIVITIES:

1. Provide staff support to the Berkshire Metropolitan Planning Organization (MPO) and its members on transportation plans and programs. Prepare and distribute information for meetings of Berkshire MPO, Transportation Advisory Committee and BRPC Transportation Committee and Commission.
2. Participate/assist in the MPO self-certification determination procedures. Prepare and periodically update other regional planning documents necessary to maintain federal certification of the Berkshire planning region and BRTA eligibility to receive transit assistance. Attend and participate in transit-related meetings such as the BRTA Board, BRTA Human Service Transportation (HST), BRTA Advisory Committee on Disability, and the Berkshire Regional Coordination Council.
3. Participate in the Transportation Managers Group meetings. Review and comment on federal and state transportation-related plans, programs, legislation, regulations and guidelines with a focus toward the development of Performance Measures. Review literature on new transportation planning procedures.
4. Provide transportation planning services in support of the BRPC's comprehensive planning programs and conduct meetings on transportation issues. Perform various transportation-related analyses as needed.
5. Support staff professional development to enhance transportation planning capacity. Supervise transportation staff. Recruit transportation staff as needed.

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6. Monitor the progress of work, budgets and scheduling of various work tasks. Prepare progress reports and invoices for work completed. Maintain official records and files of activities relating to the 3C Transportation Planning process.

PRODUCTS:

1. Memoranda and reports as needed.
2. Updates and amendments to certification documents as required.
3. MPO and TAC meeting minutes and reports.
4. Monthly invoices and progress reports.

SCHEDULE:

1. Work on this task will be continuous throughout FFY 2021

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$97,600/24,400	\$ 122,000	150
TOTAL	\$ 122,000	\$ 122,000	150

Task 1.2 Unified Planning Work Program

OBJECTIVE:

Prepare and maintain a Transportation Unified Planning Work Program (UPWP) that describes all transportation and transportation-related planning activities anticipated within the Berkshire planning region.

PREVIOUS ACTIVITIES:

1. Monitor work schedule and budget for FFY 2020.
2. Draft a new UPWP for FFY 2021.

PROPOSED ACTIVITIES:

1. Publish the UPWP.
2. Monitor, review and amend the Berkshire’s FFY 2021 UPWP as needed. Circulate revisions to the appropriate agencies for review and/or endorsement.
3. Develop a new UPWP for the Berkshire planning region covering FFY 2022.

PRODUCTS:

1. FFY 2022 UPWP Document.
2. Monitor work schedule and budget.
3. Amendments to the FFY 2021 UPWP as necessary.

SCHEDULE:

1. Draft of FFY 2022 UPWP for MPO review – May 2021
2. MPO endorsement of FFY 2022 UPWP – June 2021
3. Federal agency approval of FFY 2022 UPWP – September 30, 2021

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$12,800/3,200	\$16,000	19
TOTAL	\$16,000	\$16,000	19

Task 1.3 Public Participation

OBJECTIVE:

Provide the public with complete information, timely notice, and opportunities for continuing involvement in the 3C process and ensure that all segments of the population are able to fully participate. Assess the effectiveness of the current Public Participation Process and enhance the process of regional involvement supporting the objectives of the FAST legislation.

PREVIOUS ACTIVITIES:

1. Produce transportation related articles for the BRPC bi-monthly newsletter, “Common Ground”.
2. Update and maintain mailing lists for public participation.
3. Update website with regional transportation planning activities.
4. 2016 Public Participation Plan.

PROPOSED ACTIVITIES:

1. Prepare transportation articles for “Common Ground”, BRPC’s bi-monthly newsletter; perform regular updates to the agency’s website.
2. Develop graphics, charts, data visualizations and materials for public distribution to improve communications.
3. Apply the Public Participation Process to transportation program activities and tasks; prepare for and attend public meetings; perform research to increase public participation including virtual public involvement; inform and educate residents on BRPC’s transportation initiatives.
4. Explore alternative outlets to reach Limited English Proficient populations
5. Regular updates of email addresses for public participation, EJ and Title VI activities including MassDOT’s Engage tool.

PRODUCTS:

1. Transportation articles for the BRPC newsletter, *Common Ground*.
2. Periodic updates to BRPC’s webpage to maintain current information on transportation initiatives and projects.
3. Expanded public outreach efforts and media contacts.
4. Actions to ensure that the transportation public involvement process contains no barriers to participation by minority and low-income groups. Ensure materials and website are accessible.

SCHEDULE:

1. Public Participation efforts will be ongoing throughout FFY 2021

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$9,600/2,400	\$12,000	12
TOTAL	\$12,000	\$12,000	12

Task 1.4 Title VI & Environmental Justice

OBJECTIVE:

To integrate the non-discrimination principles of Environmental Justice and Title VI into the 3C Transportation Planning process and ensure that all segments of the population are able to fully participate and have their interests represented in a complete and equitable fashion. Ensure Title VI protected classes are considered in the project selection process of developing the TIP; prepare annual Title VI report document.

PREVIOUS ACTIVITIES:

1. Preparation of Title VI and EJ maps (census block maps) for towns and cities in Berkshire County.
2. Monitoring of trends or changes targeted population groups.
3. Prepare Title VI Plan.

PROPOSED ACTIVITIES:

1. Continued monitoring of demographic trends and shifts in Berkshire County.
2. Where advisable, and within parameters of cost feasibility, translation of BRPC materials for distribution to EJ populations
3. Evaluate projects for environmental justice impacts as part of the RTP/ TIP project evaluation processes.
4. Conduct outreach, engage and take appropriate actions to ensure that the transportation public involvement process contains no barriers to participation by EJ and Title VI population groups and coordinate with BRTA.
5. Maintain database containing email contacts of community groups and relevant non-profits.
6. Prepare annual Title VI report.

PRODUCTS:

1. Annual Title VI report
2. Updated outreach contact list

SCHEDULE:

1. Work will be ongoing throughout FFY 2021
2. Annual Title VI report: December 31, 2021

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$8,000/2,000	\$10,000	11
TOTAL	\$10,000	\$10,000	11

Task 1.5 TIP Development

OBJECTIVE:

Develop, amend, and maintain the Transportation Improvement Program (TIP) for the Berkshire Region. Update and refine a multi-year program of transportation improvement projects that is consistent with the Regional Transportation Plan (RTP), the State Implementation Plan, EPA Air Quality Conformity Regulations, FHWA/FTA Planning Regulations and the Massachusetts Statewide Road and Bridge Policy.

PREVIOUS ACTIVITIES:

1. Monitor progress of TIP implementation.
2. Request submittal of transportation improvement projects from municipalities, MassDOT, BRTA and other transportation providers.
3. Maintain a database of improvement projects.
4. Produce and distribute draft TIP documents for federal, state and local parties.
5. Provide assistance to applicants with their TIP projects.
6. Provide information and recommendations to the Transportation Advisory Committee (TAC) and the MPO.

PROPOSED ACTIVITIES:

1. Prepare the 2022-2026 Transportation Improvement Program utilizing the eSTIP application. Solicit the submittal of transportation improvement and CMAQ projects including the preparation of CMAQ consultation materials.
2. Provide technical assistance to municipalities and other applicants in submitting projects for consideration and in implementing TIP projects including advancing recommendations resulting from the project need form and project initiation form phases of the project development.
3. Monitor status of projects in the TIP. Prepare amendments and adjustments as necessary.

PRODUCTS:

1. FFY 2022-2026 Transportation Improvement Program.
2. Amendments to the FFY 2021-2025 TIP as necessary

SCHEDULE:

1. Draft of FFY 2022-2026 TIP for MPO review – March 2021
2. Draft FFY 2022-2026 TIP released by MPO for public comment- April 2021
3. MPO endorsement of FFY 2022-2026 TIP – May 2021
4. Federal agency approval of FFY 2022-2026 TIP – September 30, 2021

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$24,000/6,000	\$30,000	40
TOTAL	\$30,000	\$30,000	40

WORK ELEMENT 2

TECHNICAL SUPPORT & DATA COLLECTION

This element documents activity to be conducted in support of transportation planning tasks described in other UPWP elements. Included as part of this activity is a focus on performance measures including research, analysis, public involvement/outreach, selection and implementation transitioning to performance based planning.

These activities include technical planning tasks necessary to provide a basis for transportation planning, evaluation of transportation improvement decisions, and monitoring and management of the transportation system. This includes data collection and management, analytical procedures, and computer operations. The tasks included in this work element are linked to all other work elements of this UPWP.

Task 2.1 GIS, Mapping and Graphics

OBJECTIVE:

Continue to develop and maintain digital geo-coded referenced data about the Berkshire Region and its transportation systems. BRPC seeks to increase access to its extensive regional database, improve spatial analytical capabilities and serve as a catalyst for cooperative development, exchange and distribution of map data.

PREVIOUS ACTIVITIES:

1. Create working maps and visual displays.
2. Upgrade GIS software and office computers.
3. Update road inventory data layer.

PROPOSED ACTIVITIES:

1. Maintain and enhance digital base maps and data layers including road inventory file, bicycle facilities, sidewalks and traffic signals.
2. Provide mapping and related support for highway system planning, transit planning, and coordination with regional land use planning.
3. Support distribution of information to the public and planning stakeholders through thematic maps and educational multi-media presentations.
4. Participate in the Massachusetts Regional Planning Agency GIS group. Work with regional, state, and federal agencies on data standards and map standards.

PRODUCTS:

1. Maintenance of BRPC GIS System.
2. Maintenance of Data Layers to support Transportation Planning activities.
3. Mapping and Graphics to support Transportation Planning activities.

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2021

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$12,400/3,100	\$15,500	17
TOTAL	\$15,500	\$15,500	17

Task 2.2 Regional Data & Analysis

OBJECTIVE:

Collect and maintain data about the Berkshire Region. Support decision-making for regional transportation and land-use planning. Improve analytical capabilities, increase access to regional databases, and analyze statistical information related to trends and projections.

PREVIOUS ACTIVITIES:

1. Collect and manage data associated with Berkshire Benchmarks
2. Develop Berkshire Benchmarks website
3. Coordinate with 2010 Census. Promote Census outreach efforts.
4. Update databases and analyses with 2010 Census data.

PROPOSED ACTIVITIES:

1. Update and expand demographic and economic database, such as employment data, land use, population and household statistics.
2. Collect data and coordinate transportation data needs with Berkshire Benchmarks.
3. Provide support to the BRPC transportation section, including computer maintenance, installation of transportation software, and review and purchasing of new software/hardware.

PRODUCTS:

1. Updated Databases.
2. Provide updates to the Berkshire Benchmarks data and website.
3. Conduct data analysis in support of Transportation Program activities including the development of FAST performance measures in accordance with applicable regulations and guidelines.
4. Data to support bike share and passenger rail service.

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2021

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$16,000/4,000	\$20,000	20
TOTAL	\$20,000	\$20,000	20

Task 2.3 Traffic and Travel Data Collection

OBJECTIVE:

Collect and maintain traffic count data, and other transportation data relating to travel behavior and travel characteristics for the Berkshire Region. Traffic counts will be conducted by a consultant selected in accordance with Chapter 30B

PREVIOUS ACTIVITIES:

1. Regional traffic count program.
2. Respond to public and community requests for traffic data.

PROPOSED ACTIVITIES:

1. Administer 2021 Traffic Count Program.
2. Retain a traffic counting firm to undertake data collection.
3. Prepare a report summarizing Regional traffic counts.
4. Provide traffic data to local communities upon request and update BRPC website with traffic count data.
5. Coordinate with MassDOT on data collection activities.
6. Perform data collection activities in support of program activities.

PRODUCTS:

1. Updated Traffic Count database (web)
2. Regional Traffic Count report
3. Bicycle count data
4. Bridge inventory database

SCHEDULE:

1. 2020 Traffic Count Report – Winter 2020
2. Collect traffic data – Summer 2021

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$15,200/3,800	\$19,000	20
Traffic Counting Consultant Direct Expense	\$6,400/1,600		--
TOTAL	\$26,000	\$19,000	20

Task 2.4 *Travel Forecasting, Traffic Analysis and GHG Emission Analysis*

OBJECTIVE:

Analyze trends in regional traffic as documented by traffic counts and other travel data. Support local and regional sustainability and livability initiatives through analysis of corridors and projects in terms of circulation impacts and Green House Gas emission reductions to address the transportation sector’s regional impact on air pollution and climate change by estimating travel demand and the effectiveness of mitigation strategies.

PREVIOUS ACTIVITIES:

1. Prepare RTP Travel Forecasts.

PROPOSED ACTIVITIES:

1. Incorporate updated ACS data in Regional Travel Demand Model.
2. Model calibration.
3. Coordination with MassDOT on Travel Demand Modeling issues.
4. Perform Green House Gas emission calculations for projects included in the TIP consistent with the Massachusetts Global Warming Solutions Act.
5. Identification of additional model enhancements.

PRODUCTS:

1. Technical documentation of corrections, additions and calibration of the model.
2. Traffic forecasts and measures of transportation network performance in support of transportation planning studies.
3. GHG emission analyses for TIP projects.

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2021.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$14,000/3,500	\$17,500	25
TOTAL	\$17,500	\$17,500	25

Task 2.5 Pavement Management

OBJECTIVE:

Support and assist local highway departments with the management of their roadway infrastructure. Develop and prioritize pavement improvement projects throughout the Berkshire Region with the establishment and maintenance of a regional Pavement Management System (PMS).

PREVIOUS ACTIVITIES:

1. Participation in the MARPA Pavement Management Sub-committee

PROPOSED ACTIVITIES:

1. Maintain Pavement Management System.
2. Update MassDOT Road Inventory data for the Berkshire Region into the Pavement Management System.
3. Compare MassDOT data with regional PMS data.
4. Develop data collection plan for non-MassDOT surveyed Federal Aid System road segments.
5. Explain the PMS program and coordination activities to elected officials, highway superintendents, and/or public works directors from local communities; provide related assistance.
6. Conduct field surveys and input data.
7. Report to the TAC and MPO on regional pavement conditions and the costs associated with maintaining a state of good repair.
8. Participate in Pavement Management System training.

PRODUCTS:

1. Updated MassDOT road inventory files.
2. Maintain Regional Pavement Management System.
3. Annual road assessment of pavement conditions including updated MassDOT Pavement Serviceability Index condition data for numbered routes in Berkshire County.

SCHEDULE:

Work on this task will begin in Spring 2021 and continue through to the end of FFY.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$12,800/3,200	\$16,000	26
TOTAL	\$16,000	\$16,000	26

WORK ELEMENT 3

REGIONAL PLANNING STUDIES

This element consists of tasks which focus on specific issues or areas of concern raised by the MPO, BRPC member jurisdictions, or topics identified in other regional planning analysis, including the Regional Transportation Plan. Special studies will include partnering with BRTA, addressing public health impacts associated with the transportation system and identifying bicycle and pedestrian improvements in accordance with the Health Transportation Directive, when applicable.

Task 3.1 Special Studies

OBJECTIVE:

Provide background information and analysis of selected regional transportation planning topics. Perform follow-up work on recommendations of previous studies. Enable BRPC to be responsive to short-term transportation planning needs.

PREVIOUS ACTIVITIES:

1. Lee Area Traffic Study.
2. Hubbard Avenue Development and Access Study.
3. Regional Bottlenecks Analysis. West Street Corridor – Pittsfield; Church St and Main St – North Adams; Route 2/ Price Chopper Plaza – North Adams.

PROPOSED ACTIVITIES:

The studies shown below are a list of special study topics compiled by staff with input from the MPO during the preparation of the UPWP. It is anticipated that work will be completed on a minimum of three studies during the program year, with additional work being initiated subject to staffing and budget constraints. The MPO will provide input on the selection of activities to be pursued.

1. Autonomous vehicles; impacts on rural areas.
2. Micro-mobility feasibility study and pilot program.
3. Electric vehicle infrastructure strategic plan
4. Regional Bottleneck intersection analysis
East St./Pomeroy Avenue
First St./Fenn Street
5. Housatonic Line Intra-County service feasibility study

PRODUCTS:

1. Technical memorandum or reports on transportation issues of concern.
2. Analysis, evaluation and recommendations to mitigate bottleneck/traffic conditions to improve traffic and freight movement.

SCHEDULE:

1. Work on these tasks will be ongoing throughout FFY 2021.

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COMMUNITY BENEFICIARY:

All Berkshire County Communities with additional benefit to Pittsfield and Dalton.

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$37,600/9,400	\$47,000	81
TOTAL	\$47,000	\$47,000	81

Task 3.2 *Bicycle and Pedestrian Planning*

OBJECTIVE:

Assist communities in following through on the Berkshire Bicycling & Walking Transportation Plan and items developed in other Community Plans. Coordinate activities of Regional and Sub-regional bicycling and walking groups with a focus on the FHWA's National Goal Area of Environmental Sustainability and MassDOT's Healthy Transportation Directive objectives. Improve safety and public health for all non-motorized travelers through planning, programming and outreach.

PREVIOUS ACTIVITIES:

1. Staff support to the Berkshire Bike Path Council (BBPC).
2. Administration of Ashuwillticook trail counts.
3. GIS inventory of existing and proposed bike facilities in the Berkshire Region.

PROPOSED ACTIVITIES:

1. Assist communities on Complete Streets matters; support local and regional bicycle and pedestrian planning.
2. Provide technical support to the BBPC and North Bike Berkshires; participate in Bay State Bike week and Western New England Greenway bikeway initiatives.
3. Assist with efforts leading to furthering the construction of Ashuwillticook Rail Trail segments.
4. Identify gaps in bicycle networks and develop a quality of service/bikeability index
5. Coordination with MassDOT on US Bike Route 7 signage
6. Continue identifying priority areas for on road cycling improvements and pedestrian enhancements including best practices based on land use context (urban, suburban, rural) including identifying critical sidewalk gaps.
7. Identify areas of concern for bicycle and pedestrian safety, walkability and ADA compliance; promote counter measures and safety enhancements.
8. Participation in Bay State Bike Week, Bay State Greenway and Western New England Greenway bikeway initiatives.
9. Ashuwillticook bicycle trail planning - Pittsfield segment.
10. Participate in statewide bicycle and pedestrian planning initiatives; review MassDOT Bicycle and Pedestrian plans to inform the work within this task.
11. Update Bike Path Implementation Plan.
12. Activities that further alternative mode use including bicycle parking and bike sharing programs.

PRODUCTS:

1. Technical assistance to municipalities on Complete Street issues.
2. Recommendations of capital improvements for TIP consideration that advance the Healthy Transportation Compact and GreenDOT mode shift goals.
3. Work to implement recommendations contained in the State's pedestrian safety plan.

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4. Assist with efforts focused on outreach and education of bicycle and pedestrian safety and public health outcomes on a time available basis.
5. Micro-mobility feasibility study

SCHEDULE:

1. Support/coordination/outreach efforts will be ongoing throughout FFY 2021.
2. Updated Bike Path Implementation Plan: Summer 2021.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$36,000/9,200	\$45,000	75
TOTAL	\$45,000	\$45,000	75

Task 3.3 Culvert Assessments

OBJECTIVES:

Assess and evaluate the condition of road-stream crossing infrastructure (culverts and small bridges) as it relates to the impacts of climate change, to maintain current information on the condition of roadway assets and to identify candidate replacement projects. This task is focused on addressing both infrastructure condition and system reliability national performance goals from FAST performance measures.

PREVIOUS ACTIVITIES:

1. Compilation of stream crossing data including location and condition of county-wide road stream crossings.
2. Assemble stream crossing data from municipalities including aquatic organism passage (AOP) scores using the North Atlantic Aquatic Connectivity Collaborative (NAACC) database.
3. Road stream crossing assessment for town of Cheshire, MA.

PROPOSED ACTIVITIES:

1. Perform culvert assessments and update BRPC's and NAAC's stream crossing data bases.
2. Work with MVP designated communities to assist in performing stream crossing assessments identified through the MVP planning process.
3. Participate in stream crossing assessment training to expand technical capabilities and stay abreast of best management practices (BMPs) related to replacement projects.
4. Maintain communication and collaboration with staff from the Division of Ecological Restoration (DER), Housatonic Valley Association, Berkshire Environmental Action Team on other relevant agencies on data gathering, BMPs and prospective stream crossing projects.
5. Assist in efforts related to Massachusetts Stream Crossing Standards and aid communities seeking financial assistance for new projects.
6. Work with MassDOT and municipalities to identify vulnerable assets and prioritize projects as part of culvert vulnerability assessments.
7. Assist communities gaining access to MVP and participate in efforts to improve efficiency and to reduce costs of culverts and bridges.

PRODUCTS:

1. Data and guidance materials for communities related to road-stream crossing infrastructure.
2. Stream crossing data containing the following: facility attributes, condition, historical flooding, damage, repair, and maintenance costs.
3. Berkshire County municipal culvert database containing condition and location information on all culverts and small bridges.

SCHEDULE:

1. Work on this task will continue through FFY21; data collection will occur in the fall spring and summer.

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COMMUNITY BENEFICIARY:
All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$15,200/3,800	\$19,000	45
TOTAL	\$19,000	\$19,000	45

Task 3.4 Regional Transit Planning

OBJECTIVE:

Provide technical assistance for public transportation service planning. Guide decision-making for regional public transportation issues. Make recommendations for improving the existing public transportation system in support of FHWA’s National Goal of increasing accessibility and mobility options available to people and for freight.

PREVIOUS ACTIVITIES:

1. Completed Southern Berkshire Community Transit Study.
2. Prepare Transit Elements of the Berkshire Regional TIP.
3. Participate in meetings and training sessions for the MA Institute for Transportation Coordination, Berkshire team.
4. Inventory of Transportation Providers in Berkshire County.
5. Prepare the TIP Transit Element.

PROPOSED ACTIVITIES:

1. Provide planning assistance to BRTA for fixed route and para-transit operations including partnering and coordination on planning efforts.
2. Provide support to the Berkshire Regional Coordination Council.
3. Support and assist identifying and programming TIP projects.
4. Participate in activities which assist in improving mobility and transit options for Berkshire County residents.

PRODUCTS:

1. Technical Memoranda and statistical reports which may include; system data summaries, system performance standards, service expansion priorities, service reduction recommendations, analysis of boarding activity, analysis of existing and proposed stop locations, analysis of system revenues and costs.
2. Prepare Transit Element for FFY 2022-2026 Transportation Improvement Program.
3. Amendments to the FFY 2021-2025 TIP as necessary

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2021.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$29,600/\$7,400	\$37,000	48
TOTAL	\$37,000	\$37,000	48

Task 3.5 Safety Initiatives

OBJECTIVE:

Evaluate accident data and public input to determine if there are physical conditions on roadway and roadway configurations that are safety hazards. This task is focused on addressing the FHWA’s Safety Goal Area as well as public health.

PREVIOUS ACTIVITIES:

1. Identify potential Road Safety Audit Review (RSAR) sites
2. Road Safety Audit, South St (BMC area, W. Housatonic/Center St.) intersections in Pittsfield and Route 7/20 at Walker Street.
3. Analysis of MassDOT Crash Data for HSIP project identification

PROPOSED ACTIVITIES:

1. Coordinate with Berkshire communities to identify HSIP eligible projects.
2. Coordination with MassDOT on RSA.
3. Prioritize future year HSIP projects.
4. Identification of other potential safety improvements focused on distracted driving.
5. Evaluate and revise safety database.

PRODUCTS:

1. Documentation on high crash incident locations within Berkshire County for motor vehicle, bicycle, and pedestrian incidents.
2. Incorporation of accident analysis into other regional studies to support findings related to needed system improvements.

SCHEDULE:

1. Work on this task will occur intermittently during FFY 2021 for.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$14,000/3,500	\$17,50	24
TOTAL	\$17,500	\$17,50	24

Task 3.6 Climate Change

OBJECTIVE:

Evaluate the potential impacts of Climate Change on regional transportation facilities with an emphasis on improving the resiliency and reliability of the transportation system along with mitigating climate change and storm water impacts on surface transportation. Participate in efforts to mitigate the effects of climate change through participating in such efforts as the Transportation Climate Initiative. This task is directed towards addressing Infrastructure Condition and System Reliability national performance goals from FAST performance measures.

PREVIOUS ACTIVITIES:

1. Completed Hazard Mitigation Plans
2. Compilation of stream crossing data
3. Transportation Climate Initiative

PROPOSED ACTIVITIES:

1. Participate in activities focused on reducing the impact of climate change including the Transportation and Climate Initiative.
2. Coordinate with recommendations developed through the Hazard Mitigation Planning process, Green Communities program, Municipal Vulnerability Preparedness planning, and other related activities.
3. Assist in efforts related to Massachusetts Stream Crossing Standards and aid communities seeking financial assistance for new projects.
4. Work with MassDOT and municipalities to identifying vulnerable assets and prioritize projects as part of its Climate Vulnerability Assessment.
5. Actively promote and work with municipalities to identify and implement model green infrastructure strategies.
6. Participate in statewide GHG Emission regulatory efforts, perform GHG emissions analyses and promote alternative fuel vehicles.
7. Promote electric vehicle acquisition and charging infrastructure development and provide assistance to Berkshire municipalities pursuing private/state-funded incentives.
8. Assist in efforts to reduce GHG emissions from public transportation sources and provide assistance to BRTA in identifying and assessing the viability of implementing electric buses/alternative fuel buses.
9. Assist communities to gain access to the MVP program and participate in efforts to improve efficiency and reduce costs of culverts and bridges.

PRODUCTS:

1. Research and data collection that supports updates to Massachusetts Stream Crossing Standards.
2. Implementation of model green infrastructure strategies in selected communities.
3. Share information on electric vehicle charging infrastructure and electric vehicle supply equipment (EVSE) to evaluate viability of municipal and public transportation electric vehicle implementation.

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SCHEDULE:

1. Work on this task will continue in FFY 2021.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$20,000/5,000	\$25,000	48
TOTAL	\$25,000	\$25,000	48

Task 3.7 Passenger and Freight Rail Planning

OBJECTIVE:

Encourage planning, improvements, and additions to the rail network that increase the accessibility and mobility options available for passengers and freight. Advance planning for passenger and freight rail planning that supports: goods movement, economic development, tourism, and development of a truly multi-modal transportation system.

PREVIOUS ACTIVITIES:

1. Berkshire Passenger Rail Station Location and Design Analysis.
2. 2012 Freight and Goods Movement Survey Report.
3. Participation in the 2010 Massachusetts Freight Plan.
4. Berkshire Flyer 2.0 initiative.

PROPOSED ACTIVITIES:

1. Participate in regional, statewide, and multi-state efforts that address passenger rail including the State Rail Plan and State Freight Plan.
2. Participate in regional, statewide, and multi-state efforts that address freight and goods movement by rail.
3. Engage local decision-makers and stakeholders in the planning for passenger and freight rail planning.
4. Review and comment on federal and statewide rail plans, programs, legislation, regulations and guidelines.
5. Advocate for implementation of East/West passenger rail service.

PRODUCTS:

1. Technical memos, data, and map products produced in concert with meetings, workshops, forums, grant applications, project proposals, etc., as needed.
2. Participate in studies stemming from statewide planning initiatives.

Schedule:

1. Work on this task will be continuous throughout 2021.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$12,000/3,000	\$15,000	29
TOTAL	\$15,000	\$15,000	29

Task 3.8 Regional Performance Measures Assessments

OBJECTIVE:

This task supports federal planning requirements to integrate performance-based planning into the regional transportation process goals while addressing FHWA's national performance goals. Data collected under a number of UPWP tasks will be used to identify the progress in meeting performance measures and targets. New performance measures and targets may be developed based on statewide performance measures as required by the FAST Act.

PREVIOUS ACTIVITIES:

1. Berkshire Regional Transportation Plan
2. TIP Transportation Evaluation Criteria – Revised 2011
3. Pavement Management Program
4. RTP and TIP Performance measures and targets

PROPOSED ACTIVITIES:

1. Analyze and track data to identify the progress in meeting regional performance measures.
2. Work with MassDOT and BRTA to coordinate data collection and share analysis methods.
3. Monitor and participate in Performance Management Subcommittee meetings.
4. Develop updates to the regional performance measures as necessary to coincide with statewide performance measures and FAST Act requirements.

PRODUCTS:

1. Regional Performance Measure reporting and updates.
2. Adoption of required highway and transit performance measures.

SCHEDULE:

1. Work on this task will be ongoing throughout the Winter 2020 and continue through the Summer 2021

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$12,000/\$3,000	\$15,000	25
TOTAL	\$15,000	\$15,000	25

Task 3.9 Berkshire Flyer Marketing and Service Implementation

OBJECTIVES:

To assist with implementation efforts of the Berkshire Flyer rail service, coordinating efforts with CSX and Amtrak, and to oversee a consultant hired with FFY funding to perform a rail corridor capacity analysis. The consultant will be selected by Amtrak with concurrence from CSX and MassDOT Rail and Transit. Continue with implementation of recommendations outlined in prior study efforts to ensure success of this new rail service and assist in coordination efforts to finalize a service agreement between MassDOT and Amtrak for this service.

PREVIOUS ACTIVITIES:

1. Berkshire Flyer: Pittsfield to New York City Feasibility Study
2. Berkshire Flyer 2.0 Study

PROPOSED ACTIVITIES:

1. Conduct a profession services solicitation for a rail corridor capacity analysis. Oversee procurement and contracting, provide contract and project management.
2. Work with the Berkshire Flyer working group to implement study recommendations including first/last mile transportation options
3. Assist MassDOT Rail and Transit in developing a service agreement with Amtrak.

PRODUCTS:

1. Rail corridor capacity analysis.
2. Amtrak service agreement

SCHEDULE:

1. Work on this task will commence immediately and continue through the inaugural year of the Berkshire Flyer, FFY 2021.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$36,000/9,000	\$45,000	60
STATE	\$45,000	\$45,000	60

WORK ELEMENT 4

OTHER ACTIVITIES

This work element provides transportation planning that addresses broader Regional Planning objectives of BRPC, including coordination with community and environmental planning.

Task 4.1 Land Use/ Transportation Planning

OBJECTIVE:

The objective of this task is to facilitate development or re-development in the region's communities promote land use planning policies and measures to minimize sprawl or other development patterns that contribute to traffic congestion and to promote sustainable development practices.

PREVIOUS ACTIVITIES:

1. Conducted public/community Smart Growth Workshops.
2. Provided technical assistance to communities to apply Smart Growth development principles.
3. Conducted activities to initiate the Regional Sustainability Plan.
4. Prepared informational material to demonstrate the benefits of Low Impact Development techniques such as reduced widths and pervious pavement for residential streets.
5. Provided support to the Regional Issues Committee.
6. Coordinated land use and policy analysis with the 2016 RTP update.

PROPOSED ACTIVITIES:

1. Continue to develop principles and planning tools that Berkshire communities can use for "Smart Growth" and Sustainable Development. Review and evaluate existing or proposed land use policies, plans, or laws / regulations in selected communities to determine their effects on transportation.
2. Implement recommendations and actions identified in Sustainable Berkshires regional sustainability plan and participate in activities which support smart growth initiatives.
3. Work with the Regional Issues Committee as a forum for debating regional land use and its significance to the regional transportation network.
4. Conduct public outreach and educational activities with Select Boards and other advisory bodies.
5. Continue analysis of regional data and development trends.
6. Continue to research and develop policies and procedures to facilitate the integration of transportation, land use and environmental planning, especially related to impacts from climate change and habitat connectivity. Examine the interrelationship of land use, energy use and transportation.

PRODUCTS:

1. Workshops focused on Smart Growth and Sustainable Development.
2. Updated package of "Smart Growth" Planning Tools.

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3. Technical Memoranda/ Reports related to Sustainable Development Practices and the Regional Sustainability Plan.
4. Meetings with the Berkshire Regional Planning Commission Regional Issues Committee.

SCHEDULE:

1. Work on this task is ongoing throughout FFY 2021.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$10,000/2,500	\$12,500	24
TOTAL	\$12,500	\$12,500	24

Task 4.2 Local Technical Assistance

OBJECTIVE:

Provide technical resources and support for member communities and organizations. Review transportation related impact reports, traffic studies, and environmental notification forms.

PREVIOUS ACTIVITIES:

1. Provide transportation related assistance to communities on an as requested basis.
2. Review and comment on transportation aspects of Environmental Notification Forms and Environmental Impact Reports as part of the MEPA process.
3. Attend project scoping sessions for significant projects in the region as part of the MEPA process.

PROPOSED ACTIVITIES:

1. Review and comment on transportation aspects of all Environmental Notification Forms and Environmental Impact Reports as part of the MEPA process. Attend project scoping sessions for significant projects in the region as part of the MEPA process. Review all documents prepared under federal environmental laws and regulations.
2. Provide transportation planning assistance to communities as requested.
3. Address other unforeseen issues that may arise from time to time. This may include such things as city or town circulation plans, parking plans, or other issues for which specific studies are needed.
4. Assist local communities with advancing projects to the project development process and assist with the submission of project need forms including assistance with MassDOT’s project intake tool, MaPIT.

PRODUCTS:

1. Recommendations and comments as appropriate for the review of MEPA documents.
2. Reports documenting the findings and recommendations for local technical assistance requests.

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2021.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$12,000/3,000	\$15,000	29
TOTAL	\$15,000	\$15,000	29

Task 4.3 Scenic Byway Projects

OBJECTIVE:

To preserve, improve and enhance the region’s Scenic Byways. To gain national designation for the Mohawk Trail Scenic Byway.\

PREVIOUS ACTIVITIES:

1. Completed Jacobs Ladder Corridor Study and Management Plan
2. Partnered with adjoining Regional Planning Agencies on development of grant applications and work scopes for further Scenic Byway projects
3. Completed Mohawk Trail Bikeway Phase I
4. Awarded Mohawk Trail Historic Preservation, Mohawk Bike/Ped Trail Phase II grant and Lee Bikeway grant
5. Approved Mohawk Bike/Ped Trail Phase II Scope
6. Approved Lee Bikeway Scope

PROPOSED ACTIVITIES:

1. Continue coordination with Contiguous Regional Planning Agencies on Scenic Byway project development activities;
2. Task completion, project management, and contract administration of Scenic Byway projects;
3. Continue activities to support implementation of Corridor Management Plans;
4. Apply for funds to implement projects contained in the Corridor Management Plans.
5. Work on efforts to gain national designation for Mohawk Trail Scenic Byway.

PRODUCTS:

1. Support and technical assistance to regional and local Scenic Byway partners.
2. Planning and administration of Lee Bikeway Phase II planning and design project.

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2021.

COMMUNITY BENEFICIARY:

Town of Lee, Town of Lenox, Town of Williamstown, Town of Florida, City of N Adams

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$8,000/2,000	\$10,000	20
TOTAL	\$10,000	\$10,000	20

Task 4.4 Expansion of Transit and Rail Service

OBJECTIVES:

To assist in efforts related to identifying revisions to fixed routes and/or expansion of existing fixed routes and paratransit services to enhance the mobility of residents in Berkshire County. To continue to advocate for increased public transit options in the region including first and last mile transportation needs. Continue to advocate for increased passenger rail service to improve the mobility of people and prepare for the regional rail service. To assist in efforts to create and implement a Transportation Management Association to address employment based transportation needs.

PREVIOUS ACTIVITIES:

1. BRTA Shared Ride Access to Work Study
2. BRTA Regional Transit Plan 2015
3. Berkshire Passenger Rail Station Location and Design Analysis
4. Berkshire TMA Feasibility Study
5. East/West Rail Study

PROPOSED ACTIVITIES:

1. Work with BRTA to continue pursuing expanded transit service in the region.
2. Continue to pursue opportunities that will enhance transportation options for the underserved.
3. Participate in efforts focused on identifying community transportation service gaps.
4. Assist with implementing a TMA to address employment based transportation needs.
5. Continue efforts to identify and further efforts to implement East/West Rail service.
6. Continue working with stakeholders on re-establishing passenger rail service on the Housatonic Line.
7. Participate in the Northern Tier Rail Study.

PRODUCTS:

1. Progress on expanding fixed route service and demand response system in Berkshire County.
2. Increased transit ridership.
3. Participation in rail studies and related efforts to increase passenger rail service in Berkshire County.

SCHEDULE:

1. Participation in these efforts will be continual throughout FFY 2021.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$18,000/4,500	\$22,500	42
TOTAL	\$22,500	\$22,500	42

Task 4.5 Outreach and Interregional Coordination

OBJECTIVES:

To participate in interregional and statewide efforts, inform and promote initiatives through these interregional efforts or BRPCs transportation work program to agencies, organizations or municipalities. To work with neighboring regions on tasks, work plans and implementations plans and projects. To work with local stakeholders on efforts to support healthy transportation, improve regional health outcomes and address needs of elderly residents.

PREVIOUS ACTIVITIES:

1. MARPA representation and related subcommittees
2. Age Friendly Berkshires and Be Well Berkshires
3. Comprehensive Economic Development Plan
4. Berkshire Blueprint
5. Rural Policy Advisory Committee

PROPOSED ACTIVITIES:

1. Work cooperatively with MassDOT and MARPA to address interregional and statewide transportation planning and funding issues.
2. Conduct presentations to inform public officials, advocacy groups and stakeholders on innovative transportation efforts and funding issues.
3. Work with Pioneer Valley Planning Commission, Franklin Regional Council of Governments, Central Massachusetts Regional Planning Commission and other organizations on interregional projects including scenic byway planning, passenger rail planning, and interregional bike planning.
4. Collaborate and coordinate with state and regional entities to address economic and transportation issues resulting from the COVID 19 pandemic.

PRODUCTS:

1. Applicable agreements and statements of support related to transportation planning and funding issues.
2. A well inform public on transportation planning efforts, funding and innovative programs.
3. Innovative interdisciplinary approaches to address healthy transportation and senior transportation needs.
4. Improved local economy benefited from interdisciplinary collaboration.
5. Assistance to economic development initiatives including travel and tourism to counteract impacts from the COVID 19 pandemic.

SCHEDULE:

1. Education, outreach and interregional coordination will occur continually throughout FFY 2021.

COMMUNITY BENEFICIARY:

All Berkshire County Communities and adjoining regions

BERKSHIRE METROPOLITAN PLANNING ORGANIZATION
2021 UNIFIED PLANNING WORK PROGRAM

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$8,000/2,000	\$10,000	20
TOTAL	\$10,000	\$10,000	20

DIRECT EXPENSE

As shown in the Funding Profile on the following page, a total of \$15,359 in Direct Expense is identified in the 2021 UPWP. Of these direct expenses:

- \$15,359 is provided via the FHWA/MassDOT PL contract

FUNDING PROFILE

BERKSHIRE METROPOLITAN PLANNING ORGANIZATION
2021 UNIFIED PLANNING WORK PROGRAM

	TOTAL	PL STATE	PL FEDERAL
Management & Certification			
1.1 Management of the 3C Process	122,000	24,400	97,600
1.2 UPWP	16,000	3,200	12,800
1.3 Public Outreach	12,000	2,400	9,600
1.4 Title VI & EJ	10,000	2,000	8,000
1.5 TIP Development	30,000	6,000	24,000
Subtotal	190,000	38,000	152,000
Technical Support			
2.1 GIS, Mapping & Graphics	15,500	3,100	12,400
2.2 Regional Data & Analysis	20,000	4,000	16,000
2.3 Traffic and Travel Data	19,000	3,800	15,200
2.4 Travel Forecasting & GHG Analysis	17,500	3,500	14,000
2.5 Pavement Management	16,000	3,200	12,800
Subtotal	88,000	17,600	70,400
Planning Studies			
3.1 Special Studies	47,000	9,400	37,600
3.2 Bicycle & Pedestrian Planning	45,000	9,000	36,000
3.3 Culvert Assessments	19,000	3,800	15,200
3.4 Regional Transit Planning	37,000	7,400	29,600
3.5 Safety Initiatives	17,500	3,500	14,000
3.6 Climate Change	25,000	5,000	20,000
3.7 Passenger & Freight Rail Planning	15,000	3,000	12,000
3.8 Performance Measures	15,000	3,000	12,000
3.9 Berk Flyer Marketing & Implementation	45,000	9,000	36,000
Subtotal	265,500	53,100	212,400
Ongoing Activities			
4.1 Transportation/ Land Use Planning	12,500	2,500	10,000
4.2 Local Technical Assistance	15,000	3,000	12,000
4.3 Scenic Byway Projects	10,000	2,000	8,000
4.4 Expansion of Transit & Rail Service	22,500	4,500	18,000
4.5 Outreach & Interregional Coordination	10,000	2,000	8,000
Subtotal	70,000	7,500	30,000
BRPC Direct Expenses	15,359	3,072	12,287
TOTAL FUNDS	628,859	119,272	477,087

UPWP STAFF LISTING

POSITION	NAME	ESTIMATED %TIME
Executive Director	Tom Matuszko	< 1%
Transportation Program Manager	Clete Kus	99%
Senior Transportation Planner	Anuja Koirala	99%
Senior Transportation Planner	Eammon Coughlin	90%
Transportation Planner	Justin Gilmore	60%
Other Planners	Patricia Mullins Caroline Massa Melissa Provencher Peg McDonough Philip Arnold Laura Brennan	2 -- 25% 2% 8% 2% 5% 2% 2%
GIS Coordinator	Mark Maloy	20%
Office Manager	Marianne Snizek	< 1%

BERKSHIRE METROPOLITAN PLANNING ORGANIZATION
2021 UNIFIED PLANNING WORK PROGRAM

BERKSHIRE REGIONAL PLANNING COMMISSION REVENUE SOURCES FOR FISCAL YEAR 2021

FY 2021 APPROVED BUDGET - REVENUE - May 21, 2020

Berkshire Regional Planning Commission

5.21.2020

PROJECTED REVENUES	FY 2020 Approved	FY2021 Approved	
Outsource GIS Planner	\$ 11,000	\$ 11,000	3
Brownfield Revolving Loan Fund	\$ 5,600	\$ 6,000	
Berkshire Bike Path Council Support	\$ 1,550	\$ 1,550	
Berkshire Public Health Alliance Inspections	\$ 65,688	\$ 65,688	
Berkshire Public Health Alliance Nursing	\$ 41,206	\$ 71,206	
BRPC Non-profit - Berkshires Tomorrow	\$ 4,951	\$ 1,000	
Rest of River Coordination	\$ 120,000	\$ 100,000	
Online Burn Permits	\$ 1,380	\$ 1,500	
Opioid Abuse Prevention Collaborative	\$ 100,000	\$ 106,365	
Berk. County Boards Of Health Assoc. Support Services	\$ 10,000	\$ 10,000	
Age Friendly Berkshires	\$ 39,524	\$ 0	
FDA Regional Food Safety Permitting and Inspection	\$ 69,800	\$ 70,000	1
Cheshire Master Plan Support	\$ 2,000	\$ 2,507	
Adams Brownfield Assessment	\$ 7,972	\$ 4,100	
Lee Brownfield Assessment	\$ 6,650	\$ 3,300	
Lanesborough Shared Economic Planner	\$ 19,000	\$ 10,000	3
Transportation Planning	\$ 668,931	\$ 627,000	
Great Barrington Shared Economic Planner	\$ 15,000	\$ 15,000	3
Lanesborough Stormwater Management Plan	\$ 10,000	\$ 0	
Dalton Open Space	\$ 0	\$ 3,000	
Becket CDBG Grant FY 18	\$ 3,918	\$ 0	
Berkshire Brownfield Assessment Regional	\$ 132,426	\$ 20,000	
Berkshire Brownfield Assessment - Great Barrington	\$ 14,881	\$ 7,295	
Berkshire Brownfield Assessment - North Adams	\$ 16,003	\$ 8,449	
Farmers Market Promotion Program	\$ 113,353	\$ 4,200	
Richmond Shared Economic Planner	\$ 10,500	\$ 10,500	3
Outsource Environmental & Energy Planner	\$ 13,000	\$ 0	
Municipal Energy Technical Assistance	\$ 40,000	\$ 0	
Adams Shared Economic Planner	\$ 29,750	\$ 20,000	3
Lanesborough Mall Redevelopment	\$ 0	\$ 5,000	
Berkshire Benchmarks - Berkshire United Way	\$ 15,000	\$ 15,000	4
Emergency Preparedness Planning	\$ 150,908	\$ 150,908	4
Medical Reserve Corps - Berkshire Medical	\$ 23,106	\$ 23,083	4
Medical Reserve Corps - Franklin County	\$ 23,106	\$ 23,083	4
Arts Education Blue Print	\$ 7,244	\$ 0	
Cheshire/New Marlborough CDBG FY 19	\$ 122,631	\$ 10,000	
Dalton Stormwater Management Support	\$ 11,000	\$ 11,000	3
Berkshire County Sheriff's Office - Opioid Prevention	\$ 50,000	\$ 100,000	3
Lenox Master Plan	\$ 24,062	\$ 8,840	
North Adams - WOONERF Eagle Street	\$ 15,379	\$ 0	
HRSA Rural Communities Opioid Response	\$ 106,386	\$ 0	
Matter of Balance	\$ 3,000	\$ 0	
Office of Juvenile Justice Delinquency Prevention (Opioid)	\$ 45,000	\$ 52,874	
Census 2020	\$ 3,644	\$ 0	
Adams Brownfields Clean Up	\$ 8,800	\$ 13,000	
FDA Food Standards Training	\$ 2,250	\$ 0	
FDA Food Protection Assessments	\$ 1,750	\$ 0	
FDA Food Safety Training	\$ 1,000	\$ 0	
District Local Technical Assistance	\$ 200,000	\$ 97,107	
EOEEA - Stormwater	\$ 26,181	\$ 10,000	
EOEEA - North Adams Zoning	\$ 50,000	\$ 35,000	
Clarksburg Community Compact Zoning	\$ 6,401	\$ 0	
DOER - Affordable Access to Regional Coordination	\$ 52,000	\$ 58,000	
Great Barrington Hazard Mitigation	\$ 5,763	\$ 0	

**BERKSHIRE METROPOLITAN PLANNING ORGANIZATION
2021 UNIFIED PLANNING WORK PROGRAM**

FY 2021 PROJECTED BUDGET -REVENUE - May 12, 2020

Berkshire Regional Planning Commission

5.12.2020

Finance Committee

PROJECTED REVENUES	FY 2020 Approved	FY2021 Recommended
Monterey Hazard Mitigation	\$ 8,750	\$ 0
North Adams Hazard Mitigation	\$ 16,360	\$ 0
New Marlborough Hazard Mitigation	\$ 5,527	\$ 0
Spontaneous Unaffiliated Volunteer Website Training	\$ 10,000	\$ 10,003
Transit Planning	\$ 41,773	\$ 0 ²
Mohawk Trail Woodlands Partnership	\$ 30,000	\$ 5,000
Group Purchasing	\$ 16,649	\$ 40,000
Lenox Economic Planner	\$ 0	\$ 15,000 ³
Western Mass Homeland Security Planning Support	\$ 0	\$ 13,999
Regional Energy Planning Assistance	\$ 0	\$ 30,000
Sheffield New Marlborough Otis - CDBG	\$ 0	\$ 122,000
HIV Capacity Development & Planning	\$ 0	\$ 35,833
OPIOID Prevention North County	\$ 0	\$ 13,000
Berkshire County Education Task Force Analysis	\$ 0	\$ 49,000
Food Safety Retail Standards 2020 #1 Washington	\$ 0	\$ 827
Food Safety Retail Standards 2020 #2 Egremont	\$ 0	\$ 827
Food Safety Retail Standards 2020 #3 Williamstown	\$ 0	\$ 827
EOEEA Dalton Planning Assistance	\$ 0	\$ 40,000
Age Friendly Transit	\$ 0	\$ 3,000
Berkshire Tomorrow / Barr / High School Graduate Project	\$ 0	\$ 171,000
Overdose Data to Action	\$ 0	\$ 85,353 ⁴
Gt. Barrington Housing Needs Assessment	\$ 0	\$ 8,500
North Adams Urban Loop	\$ 0	\$ 40,059
Berkshire Public Health Alliance Administration	\$ 0	\$ 30,600
Nonpoint Source Regional Coordinator	\$ 0	\$ 53,400
Monterey Municipal Vulnerability Plan Action	\$ 0	\$ 1,950
Clarksburg Hazard Mitigation	\$ 0	\$ 15,000
Mohawk Trail Woodland Partnership Reg. Adaptation/Resilience	\$ 0	\$ 281,000
Otis Hazard Mitigation	\$ 0	\$ 7,000
HEALing Community Study	\$ 0	\$ 52,874
Community Health Improvement Planning	\$ 0	\$ 75,000 ⁴
Health Equity in Pittsfield Green Planning	\$ 0	\$ 179,432 ⁴
Franklin Reg. Council of Gov. / Mass Trails	\$ 0	\$ 33,000
Milltown / Berkshire Benchmarks	\$ 0	\$ 40,000
Milltown / Outdoor Recreation Plan	\$ 0	\$ 25,000
Great Barrington Brownfields Clean-up	\$ 0	\$ 10,000 ⁴
Otis Municipal Vulnerability	\$ 20,000	\$ 20,000 ⁴
Western Mass Homeland Security Planning Support	\$ 20,000	\$ 15,000 ³
Great Barrington Green Communities	\$ 0	\$ 13,407 ¹
General:Assessement, Other	\$ 104,626	\$ 104,626
Unsecured New Projects	\$ 57,127	\$ 0
TOTAL REVENUES	\$ 2,859,508	\$ 3,434,072

¹: Applied for / requested- no decision as of 5/8/2020

²: Transit Planning integrated in Transportation Planning

³: As of 5/8/2020 not yet under contract

⁴: As of 5/8/2020 awarded but not yet under contract

BERKSHIRE REGIONAL PLANNING COMMISSION

PROJECTED EXPENDITURES FOR FISCAL YEAR 2021

FY 2021 APPROVED BUDGET - EXPENDITURES - May 21, 2020
Berkshire Regional Planning Commission

<u>PROJECTED EXPENDITURES</u>	FY 2020 APPROVED	FY 2021 APPROVED
SALARIES		
Direct Billable	\$ 1,054,400	\$ 1,234,353
Indirect Admin.	\$ 332,200	\$ 369,851
Interns (Admin)	\$ 1,157	\$ 1,479
Interns (Projects)	<u>\$ 8,486</u>	<u>\$ 19,659</u>
Subtotal Salaries	\$ 1,396,244	\$ 1,625,342
BENEFITS		
Comp and Vacation Leave	\$ 82,657	\$ 108,289
Holiday and Jury Leave	\$ 51,661	\$ 61,431
Sick unacruded used	\$ 44,500	\$ 57,097
Health Insurance	\$ 324,876	\$ 316,133
Retirees Health Insurance	\$ 26,430	\$ 25,958
Retiree Future Health Insurance Liability (GASB 45)	\$ 45,000	\$ 45,000
Workers Comp Insurance	\$ 1,639	\$ 1,255
State Unemployment Insurance	\$ 7,233	\$ 9,440
FICA and Medicare	<u>\$ 22,742</u>	<u>\$ 26,536</u>
Subtotal Benefits	\$ 606,738	\$ 651,138
NON-PERSONNEL OPERATING EXPENSES		
Accounting Services	\$ 3,800	\$ 3,800
Advertising	\$ 2,000	\$ 2,000
Audit	\$ 19,700	\$ 20,300
Computer Equipment, Software & Maintenance	\$ 26,647	\$ 37,315
Copying Expense	\$ 16,250	\$ 14,500
Depreciation	\$ 15,057	\$ 25,953
Dues & Subscriptions	\$ 11,500	\$ 14,949
Flex Plan Administration	\$ 1,222	\$ 1,200
Insurance (Auto, Officers, Office)	\$ 7,520	\$ 7,943
Janitor	\$ 3,120	\$ 5,000
Legal (Administrative)	\$ 1,100	\$ 1,100
Mapping Supplies	\$ 500	\$ 500
Meetings (Administrative)	\$ 2,600	\$ 2,600
Payroll Services	\$ 3,125	\$ 3,200
Postage	\$ 3,800	\$ 3,800
Printing (Administrative)	\$ 100	\$ 100
Publications	\$ 200	\$ 700
Rent	\$ 52,242	\$ 54,192
Staff Development	\$ 11,000	\$ 11,000
Supplies	\$ 11,000	\$ 11,000
Telephone/Internet	\$ 8,760	\$ 10,552
Travel & Meals (Administrative)	\$ 3,200	\$ 3,200
Utilities	\$ 17,500	\$ 17,500
Water & Recycling	\$ 3,100	\$ 1,865
Web Site	\$ 10,440	\$ 11,410
Miscellaneous	<u>\$ 16,250</u>	<u>\$ 15,569</u>
Subtotal Operating (Admin)	\$ 251,733	\$ 281,248

BERKSHIRE METROPOLITAN PLANNING ORGANIZATION
2021 UNIFIED PLANNING WORK PROGRAM

FY 2021 APPROVED BUDGET - EXPENDITURES - May 21, 2020

Berkshire Regional Planning Commission

<u>PROJECTED EXPENDITURES</u>	FY 2020 APPROVED	FY 2021 APPROVED
Interest Expense	\$ 790	\$ 500
Communications (Projects)	\$ 1,944	\$ 3,000
Equipment / Software (Projects)	\$ 2,242	\$ 2,242
Legal (Projects)	\$ 1,270	\$ 1,270
Meetings (Projects)	\$ 14,517	\$ 10,000
Postage (Projects)	\$ 1,045	\$ 1,050
Printing (Projects)	\$ 3,898	\$ 13,210
Supplies (Projects)	\$ 2,091	\$ 41,309
Travel & Meals (Projects)	\$ 34,051	\$ 13,000
Other Program Expenses	\$ 9,562	\$ 18,062
Unreimbursed Expenses	\$ 600	\$ 600
Subtotal Operating (Other)	\$ 72,012	\$ 104,243
 SUBCONTRACTS/SUBRECIPIENTS		
Brownfield Revolving Loan Fund Recipients/Consultants	\$ 542	\$ 1,000
Traffic / Transportation Consultant(s)	\$ 18,000	\$ 7,000
Berkshire Public Health Nursing Program Support	\$ 32,500	\$ 60,000
Rest of River Clean-up Legal Consultant(s)	\$ 120,000	\$ 50,000
Burn Permit Software Consultant	\$ 1,200	\$ 1,200
Medical Reserve Corp Support	\$ 47,825	\$ 47,825
Age Friendly Berkshires Support Services	\$ 3,500	\$ 0
Board of Health Online Permitting Services	\$ 35,711	\$ 12,000
Brownfield Assessment Consultant /Subcontractor	\$ 120,000	\$ 11,524
Farmers Market Consultant	\$ 47,000	\$ 0
Berkshire County Overdose Response Partners	\$ 88,504	\$ 0
Matter of Balance Classes	\$ 3,000	\$ 0
Lenox Master Plan Graphic Designer	\$ 0	\$ 8,840
Overdose Data Partners	\$ 0	\$ 36,000
Nonpoint Source Consultant	\$ 0	\$ 25,000
Franklin Regional Council of Governments/Subcontractor	\$ 0	\$ 261,243
Berkshire County Education Task Force Subcontractors	\$ 0	\$ 125,470
Community Health Improvement Planning Partners	\$ 0	\$ 45,000
Health Equity in Pittsfield Subcontractor(s)	\$ 0	\$ 65,000
Subtotal Subcontracts/Subreipients	\$ 517,782	\$ 757,102
 RESERVE	 \$ 15,000	 \$ 15,000
 TOTAL EXPENDITURES	 \$ 2,859,508	 \$ 3,434,072

UNIFIED PLANNING WORK PROGRAM

APPENDIX

1. PUBLIC NOTICE

**Berkshire Metropolitan
Planning Organization**

PUBLIC REVIEW AND COMMENT

The Berkshire MPO is seeking public comment on the following:

2021 Unified Planning Work Program (UPWP) - The 2021 UPWP is a list, budget and description of all federally funded transportation planning work to be performed between October 1, 2020 and September 30, 2021, mostly by staff of the Berkshire Regional Planning Commission (BRPC) and consultants working for BRPC, under the auspices of the Berkshire Metropolitan Planning Organization. Copies of the UPWP can be obtained by:

1. Phone: Berkshire Regional Planning Commission (BRPC), 413-442-1521, ext. 20;
2. BRPC web site:
www.berkshireplanning.org

Comments are due by 5:00 PM on June 16, 2020 and should be addressed to the Berkshire Metropolitan Planning Organization/BRPC, 1 Fenn Street, Suite 201, Pittsfield MA 01201 or via email to

info@berkshireplanning.org

The Berkshire MPO is tentatively scheduled to approve the UPWP on June 23, 2020. Please visit BRPC's website for information on how to access this meeting. This notice complies with the Berkshire Region MPO's Public Participation Plan and satisfies the Berkshire Regional Transit Authority's public participation process for the development of its Program of Projects.

AD# 48382
05/27/2020

2. PUBLIC COMMENTS



Berkshire FFY 2021 UPWP Review Checklist			
Completeness			
ID	Review Item	Comments	Reference
A1	<input checked="" type="checkbox"/> Table of Contents is accurate and internally-linked.	The page numbers listed for Work Element 4 and for Direct Expenses appear to be incorrect. Please revise accordingly.	
A2	<input checked="" type="checkbox"/> Document has no broken links.		
A3	<input checked="" type="checkbox"/> Document has no text or image placeholders.	Page 42 contains headers for revenue sources and projected expenditures for fiscal year 2021, but there are no figures. Please ensure the final version of the document includes these items. Additionally, there is a heading for transportation acronyms at the beginning of the document, but the actual list appears at the end. Please address this within the final version.	
A4	<input checked="" type="checkbox"/> Charts, tables, and maps are legible and properly annotated.		
A5	<input checked="" type="checkbox"/> Document passes an accessible check.	Accessibility could be enhanced through making tables text-based rather than image-based (e.g. "Funding Profile" table on page 40).	
A6	<input checked="" type="checkbox"/> Document is available in relevant languages per the MPO's Title VI Plan.		
A7	<input checked="" type="checkbox"/> List of MPO members is current.		
A8	<input checked="" type="checkbox"/> Signatory sheet is included and accurate.		
A9	<input checked="" type="checkbox"/> Acronyms and partner agency lists are up to date.		
Narrative			
ID	Review Item	Comments	Reference
B1	<input checked="" type="checkbox"/> UPWP is comprehensible to the general public.		
B2	<input checked="" type="checkbox"/> UPWP refers directly to vision, goals, and objectives from RTP.		
B3	<input checked="" type="checkbox"/> UPWP Amendment/Adjustment procedures are explicit.	Within the amendment and adjustment procedures section on page 7, please specify that a full UPWP amendment requiring a public comment period and FHWA approval will be required for budget reallocations that exceed ten percent of the total task budget, per FHWA's recent guidance.	
B4	<input checked="" type="checkbox"/> Governing MOUs between MassDOT, MPO, RTAs, and neighboring MPOs have been reviewed for potential improvements or updates.		
B5	<input checked="" type="checkbox"/> Planning efforts are coordinated with MassDOT modal plans.		https://www.mass.gov/statewide-plans
UPWP Tasks			
ID	Review Item	Comments	Reference
C1	<input checked="" type="checkbox"/> Individual tasks include detailed scopes, budgets, and schedules.	<p>General Comment: Within the "Funding Profile" table on page 40, please remove the line for "TCSP," which is currently struck through.</p> <p>Task 1.3 (Public Participation): Please ensure that recent and future efforts in the area of virtual public involvement are listed within this task.</p> <p>Task 1.5 (TIP Development): Please reference the use of the electronic STIP (eSTIP) application as part of the procedure for developing the FFY 2022 - 2026 STIP. Additionally, please revise the years listed for the TIP referenced under proposed activities.</p> <p>Task 2.1 (GIS, Mapping, and Graphics): Please provide specific examples of the types of data layers that are intended to be created and maintained as part of this task. Additionally, please ensure any data that is collected and referenced within MassDOT's FFY 2021 UPWP guidance document is shared with MassDOT OTP.</p> <p>Task 2.3 (Traffic and Travel Data Collection): Please make clear within the narrative section of this task that the work will be completed by a consultant, and describe the process for selecting the consultant that will perform this work. Additionally, please double check that the budget table provided for this task includes consultant spending (currently, the consultant spending line is part of Task 2.2), as well as the funding profile table on page 40).</p> <p>Task 3.1 (Special Studies): Please describe the process determining how the projects listed within this task will be selected.</p> <p>Task 3.9 (Berkshire Flyer Marketing and Service Implementation): Please define whether the consultant referenced in the task narrative will be the same as the one used to accomplish the scope defined in the FFY 2020 UPWP. Additionally, please describe how the consultant will be selected and add an estimated budget amount to be spent on the consultant as a direct cost.</p>	
C2	<input checked="" type="checkbox"/> Individual tasks outline community beneficiaries.		
C3	<input checked="" type="checkbox"/> Transit-related tasks are specific.		

C4	✓*	Includes a task on performance-based planning.	Task 3.8 (Regional Performance Measures Assessment): Please add the adoption of federally required highway and transit performance measures as a product of this task.	
C5	✓*	Includes a task for an update to any congestion mitigation planning efforts.		Required for TMA MPOs if current CMP is out of date.
C6	✓*	UPWP includes a summary of available staff hours.		
C7	✓	Individual tasks anticipate needed staff-hours / consulting resources.		
C8	✓	Tasks from previous UPWPs have been analyzed for past utilization.		

Impacts Analysis

ID	Review Item	Comments	Reference
D1	✓* UPWP includes a geographic equity distribution table showing 2015–2019 and current UPWP-funded studies by municipality and number of tasks.		
D2	✓* UPWP includes a social equity distribution table of past and current UPWP-funded studies considering language access and EJ populations.	Please describe how thresholds were determined for data on poverty, non-English speaking population, and non-white population within the map, "UPWP Projects by Community" on page 5. This analysis could be strengthened through including current (FFY 2021) tasks, in addition to prior tasks, within the geographic and social equity analyses. Additionally, although takeaways from the geographic equity analysis are provided in narrative form on page 6, please describe the findings gained from performing the social equity analysis in narrative form, as well.	
D3	✓* Public involvement and comment are explicitly documented and in line with MPO's Public Participation Plan.	Please ensure the final version includes the public notice that was released, as well as any public comments received.	

* indicates required by state or federal regulation.

3. TRANSPORTATION ACRONYMS

ABP: Accelerated Bridge Program
ADA: Americans with Disabilities Act
ADT: Average Daily Traffic
ATR: Automatic Traffic Recorder
BMS: Bridge Management System
BRTA: Berkshire Regional Transit Authority
BRPC: Berkshire Regional Planning Commission
CAAA: Clean Air Act Amendments of 1990
CDBG: Community Development Block Grant
CFR: Code of Federal Regulations
CIP: Capital Investment Plan
CMAQ: Congestion Mitigation and Air Quality
CMP: Congestion Management Process
CO: Carbon Monoxide
COA: Council On Aging
CPS: Corridor Planning Study
CSS: Context Sensitive Solutions
DCR: Department of Conservation and Recreation
DDS: Department of Developmental Services
DEP: Department of Environmental Protection
DHCD: Department of Housing & Community Development
DLTA: District Local Technical Assistance
DOT: Department of Transportation
DPH: Department of Public Health
DTA: Division of Transitional Assistance
EDA: Economic Development Administration
EIR: Environmental Impact Report
EIS: Environmental Impact Statement
EJ: Environmental Justice
ENF: Environmental Notification Form
EOEEA: Executive Office of Energy and Environmental Affairs
EOT: Executive Office of Transportation
EPA: Environmental Protection Agency
EPDO: Equivalent Property Damage Only
FAA: Federal Aviation Administration
FAST Act: Fixing America's Surface Transportation Act
FHWA: Federal Highway Administration
FO: Functionally Obsolete
FRA: Federal Railroad Administration
FTA: Federal Transit Administration
GHG: Green House Gas
GIS: Geographic Information System
GPS: Global Positioning System
HAZMAT: Hazardous Material
HCM: Highway Capacity Manual
HOV: High Occupancy Vehicle
HPMS: Highway Performance Monitoring System
HPP: High Priority Project
HSIP: Highway Safety Improvement Program
I&M: Inspection & Maintenance
IM: Interstate Maintenance
ITE: Institute of Transportation Engineers
ITS: Intelligent Transportation Systems
ISTEA: Intermodal Surface Transportation Efficiency Act of 1991
JARC: Job Access Reverse Commute
LOS: Level of Service

LPA: Local Planning Assistance
LPMS: Local Pavement Management System
MAC: Massachusetts Aeronautics Commission
MARPA: Massachusetts Association of Regional Planning Agencies
MARTA: Massachusetts Association of Regional Transit Authorities
MassDOT: Massachusetts Department of Transportation
MassGIS: Massachusetts Geographic Information System
MBTA: Massachusetts Bay Transportation Authority
MEMA: Massachusetts Emergency Management Agency
MEPA: Massachusetts Environmental Policy Act
MHC: Massachusetts Historical Commission
MIS: Major Investment Study
MISER: Massachusetts Institute for Social and Environmental Research
MOU: Memorandum of Understanding
MPO: Metropolitan Planning Organization
MUTCD: Manual on Uniform Traffic Control Devices
MWRA: Massachusetts Water Resources Authority
NAAQS: National Ambient Air Quality Standards
NEPA: National Environmental Policy Act
NFA: Non Federal-Aid
NHS: National Highway System
NOx: Oxides of Nitrogen
NTD: National Transit Database
NTS: National Transportation System
NTSB: National Transportation Safety Board
OCI: Overall Condition Index (used with pavement)
OTP: Office of Transportation Planning
PCI: Pavement Condition Index
PL: Metropolitan Planning funds (federal)
PMS: Pavement Management System
POP: Public Outreach Program
PPP: Public Participation Plan
PPP: Public / Private Partnership
PRC: Project Review Committee
PRWORA: Personal Responsibility & Work Opportunity Reconciliation Act
PWED: Public Works/Economic Development
RIF: Roadway Inventory Files
RFP: Request For Proposal
RFQ: Request For Qualifications
ROW: Right Of Way
RPA: Regional Planning Agency
RSA: Roadway Safety Audit
RTA: Regional Transit Authority
RTP: Regional Transportation Plan
SAFETEA-LU: Safe, Accountable, Flexible and Efficient Transportation Equity Act
SAR: Strategic Assessment Report
SD: Structurally Deficient
SIP: State Implementation Plan (for Air Quality)
SOV: Single Occupancy Vehicle
SPR: Statewide Planning & Research
STIP: State Transportation Improvement Program
STP: Surface Transportation Program
TAC: Transportation Advisory Committee
TAZ: Transportation Analysis Zone
TCM: Transportation Control Measures
TDM: Travel Demand Management
TEA-21: Transportation Equity Act for the 21st Century TEC: Transportation Evaluation Criteria
TI: Transportation Improvement (in SAFETEA-LU)
TIP: Transportation Improvement Program

TMA: Transportation Management Association
TMC: Turning Movement Count
TRB: Transportation Research Board
TSM: Transportation Systems Management
UPWP: Unified Planning Work Program
VMS: Variable Message Sign
VMT: Vehicle Miles of Travel