

BERKSHIRE COUNTY METROPOLITAN PLANNING

Unified Planning Work Program

October 1, 2022 – September 30, 2023

DRAFT



BRPC

Berkshire Regional Planning Commission



Unified Transportation Planning Work Program

October 1, 2022 to September 30, 2023

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

June 2022

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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Berkshire Metropolitan Planning Organization

June 2022

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MPO ENDORSEMENT:

**BERKSHIRE METROPOLITAN PLANNING ORGANIZATION
UNIFIED TRANSPORTATION PLANNING WORK PROGRAM
2022-2023**

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, 2022 and the MPO authorizes the Chairman to endorse the document on their behalf.

Jamey Tesler
MassDOT Secretary and CEO
Berkshire MPO Chairman

Date

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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
 FFY: Federal Fiscal Year
 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
 ISTE: 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

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 BRPC's 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
- Preparation of a new RTP
- Performance based planning and performance measures
- Increased use of clean, alternative transportation modes
- Strategies to reduce GHG emissions
- Expansion of transit and rail service
- Monitor Berkshire Flyer pilot service
- Outreach and interregional coordination

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 way each planning task/activity applies to the factors is depicted in the following table.

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	Freight & Freight Rail Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.8	RTP and Performance Measures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.9	Berk Flyer Marketing & Monitoring	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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 jointly developed by FHWA and FTA on December 30, 2021. These Planning Emphasis Areas (PEAs) are intended to be utilized in the development of metropolitan and statewide planning and research programs. The PEAs encourage MPOs to focus on climate and clean energy, equity, complete streets, public involvement, Department of Defense coordination, Federal Land Management Agency coordination, planning and environmental linkages and data sharing in the transportation planning process.

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 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 2023, the Berkshire region's PL allocation is \$752,120. 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 2022 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 2022 through September 2023
FTA/MASSDOT 5303	October 2022 through September 2023

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.

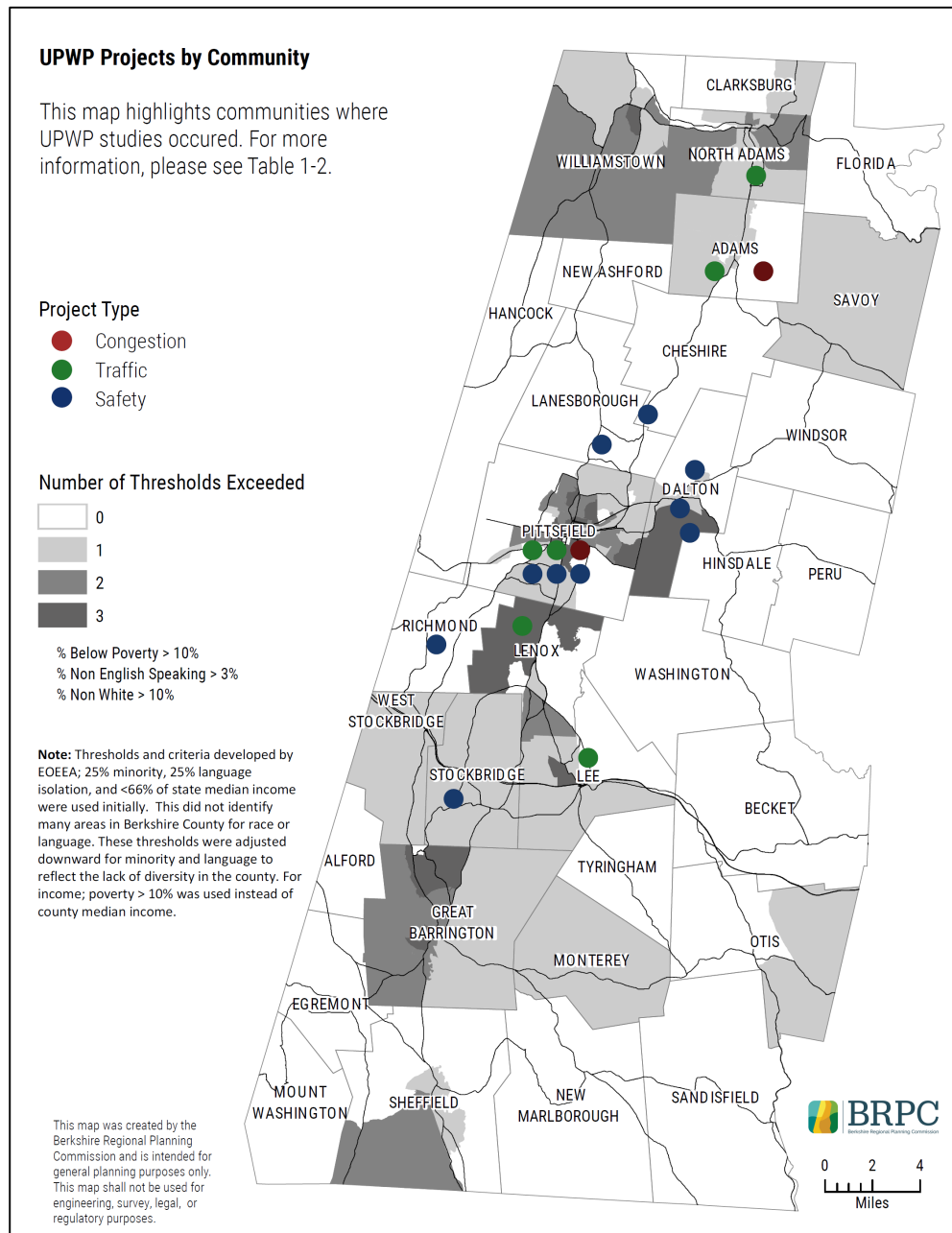


Table 1-1: FFY 2017-2022 Regional Projects Table

Regional Project	Month	Year	FY
TIP			Annual
UPWP			Annual
2020 RTP			FY 2019
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
EV Infrastructure Strategic Plan	June	2021	FY2021
Bike Path Implementation Story Map	June	2021	FY2021
Traffic Safety in Berkshire Town Centers	January	2022	FY2022

Table 1-2: FFY 2017-2022 Specific Studies

Project Name/description	Month	Year	FY	Community
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
E. Housatonic/Pomeroy Ave Traffic Study	October	2020	FY2021	Pittsfield
East Street (Route 9) RSA	April	2022	FY2022	Pittsfield

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.

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 2023 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 when below 25% of total task cost	Addition or Removal of UPWP task(s)
Adjustment to a project scope	Significant change in project scope, cost, and/or time allocation
Change in start/completion dates within the originally intended federal fiscal year(s)	

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 twenty five percent of the total task budget.

Work Element 1:

Management/Certification of 3-C 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 Act.
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.
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.
7. Support FHWA and FTA 2021 Planning Emphasis Areas including coordination with the Department of Defense and Federal Land Agency's.

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 annual report.

SCHEDULE:

1. Work on this task will be continuous throughout FFY 2023

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$ 127,200/31,800	\$ 159,000	160
TOTAL	\$ 159,000	\$ 159,000	160

Task 1.2 Unified Planning Work Program

OBJECTIVE:

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

PREVIOUS ACTIVITIES:

1. Monitor work schedule and budget for FFY 2022.
2. Draft a new UPWP for FFY 2022.

PROPOSED ACTIVITIES:

1. Publish the UPWP.
2. Monitor, review and amend the Berkshire's FFY 2023 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 2024.

PRODUCTS:

1. FFY 2024 UPWP Document.
2. Monitor work schedule and budget.
3. Amendments to the FFY 2023 UPWP as necessary.

SCHEDULE:

1. Draft of FFY 2024 UPWP for MPO review – May 2023
2. MPO endorsement of FFY 2024 UPWP – June 2023
3. Federal agency approval of FFY 2024 UPWP – September 30, 2023

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	22
TOTAL	\$20,000	\$20,000	22

Task 1.3 Public Participation

OBJECTIVES:

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. 2018 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 MassDOTs Engage tool.
6. Network with social service agencies, transportation providers, neighborhood groups, and community organizations to enhance outreach efforts.

PRODUCTS:

1. Transportation articles for the BRPC newsletter, *Common Ground*.
2. Periodic updates to BRPCs 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.
5. Updated Public Participation Plan emphasizing virtual public involvement (VPI) techniques.
6. Meeting minutes.

SCHEDULE:

1. Public Participation efforts will be ongoing throughout FFY 2023

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	22
TOTAL	\$20,000	\$20,000	22

Task 1.4 Title VI and 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 to 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.
7. Advance racial equity and support for underserved and disadvantaged communities.

PRODUCTS:

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

SCHEDULE:

1. Work will be ongoing throughout FFY 2023
2. Annual Title VI report: December 31, 2023

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	16
TOTAL	\$15,000	\$15,000	16

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 TAC and the MPO.

PROPOSED ACTIVITIES:

1. Prepare the 2024-2028 Transportation Improvement Program utilizing the eSTIP application. Solicit the submittal of transportation improvement and CMAQ projects including the preparation of CMAQ consultation materials.
2. Inform, educate and collaborate with municipalities regarding the process of submitting projects for consideration in the TIP. Assist communities with preparing on-line project need/project initiation forms and advancing projects to project initiation by providing technical assistance in all stages of project development and implementing TIP projects.
3. Monitor status of projects in the TIP. Prepare amendments and adjustments, as necessary.

PRODUCTS:

1. FFY 2024-2028 Transportation Improvement Program.
2. Amendments to the FFY 2023-2027 TIP as necessary

SCHEDULE:

1. Draft of FFY 2023-2027 TIP for MPO review – March 2023
2. Draft FFY 2024-2028 TIP released by MPO for public comment- April 2023
3. MPO endorsement of FFY 2024-2028 TIP – May 2023
4. Federal agency approval of FFY 2024-2028 TIP – September 30, 2023

COMMUNITY BENEFICIARY: All Berkshire Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$28,000/7,000	\$35,000	38
TOTAL	\$35,000	\$35,000	38

Work Element 2: Technical Support and 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 and the tasks included in this work element are linked to all other work elements of this UPWP. The work activities of this task will utilize tools and software available through MassDOT and include INRIX, Streetlight and Conveyal.

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 2023

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$11,200/2,800	\$14,000	17
TOTAL	\$14,000	\$14,000	17

Task 2.2 Regional Data and 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; incorporate ACS data.
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 2023

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$14,400/3,600	\$18,000	17
TOTAL	\$18,000	\$18,000	17

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 2023 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, including bicycle and pedestrian counts.
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. 2022 Traffic Count Report – Winter 2022
2. Collect traffic data – Summer 2023

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$16,800/4,200	\$21,000	20
Traffic Counting Consultant Direct Expense*	\$6,000/1,500		--
TOTAL	\$28,500	\$21,000	20

*Direct expense to be funded with PL funds

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 Greenhouse 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 2023.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$13,200/3,300	\$16,500	25
TOTAL	\$16,500	\$16,500	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:

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.
9. Participate in MassDOT's statewide PMS evaluation initiative

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:

1. Work on this task will begin in Fall 2022 and continue through Spring 2023.

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	30
TOTAL	\$20,000	\$20,000	30

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; research potential impacts on rural areas.
2. Micro-mobility implementation plan and pilot program.
3. Regional Bottlenecks – Identification of locations experiencing regularly recurring congestion in the Region, perform intersection analyses and discussion of low-cost solutions to mitigate traffic conditions.
4. Post pandemic impact on transportation systems.
5. Electric Vehicle charging station coordination and implementation.
6. 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 2023.

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	80
TOTAL	\$45,000	\$45,000	80

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. Assist in efforts to further the Adventure Trail and Bennington trolley line trail.
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. Assist communities with MassDOT Safe Routes to School Program.
7. Work with municipalities, MassDOT, and other interested parties to identify areas that would benefit from bicyclist and pedestrian counts.
8. Identify areas of concern for bicycle and pedestrian safety, walkability and ADA compliance; develop scoping report for bike and pedestrian safety plan.
9. Participation in Bay State Bike Week, Bay State Greenway and Western New England Greenway bikeway initiatives.
10. Ashuwillticook bicycle trail planning – Adams-N Adams segment.
11. Participate in statewide bicycle and pedestrian planning initiatives; review MassDOT Bicycle and Pedestrian plans to inform the work within this task.
12. Activities that further alternative mode use including bicycle parking and bike sharing programs.
13. Actions which promote active and healthy lifestyles.

PRODUCTS:

1. Technical assistance to municipalities on Complete Street related matters.
2. Recommendations of capital improvements for TIP consideration that advance the Healthy Transportation Compact and GreenDOT mode shift goals.
3. Bike and Pedestrian Safety Plan scoping report safety plan.
4. Assist with efforts focused on outreach and education of bicycle and pedestrian safety and public health outcomes on a time available basis.

SCHEDULE:

1. Support/coordination/outreach efforts will be ongoing throughout FFY 2023.
2. Bike and Pedestrian Safety Plan scoping report: Summer 2023.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$36,200/9,800	\$49,000	75
TOTAL	\$49,000	\$49,000	75

Task 3.3 Culvert Assessments

OBJECTIVE:

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 databases.
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 FFY 2023; data collection will occur in the fall, spring, and summer.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$11,200,800	\$14,000	20
TOTAL	\$14,000	\$14,000	20

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, para-transit and micro 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 to improve mobility and transit options for Berkshire County residents.
5. Update Berkshire County Coordinated Human Services Transportation Plan.
6. Assist BRTA w fleet electrification planning efforts.
7. Monitor evolving transit technologies.

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 2023-2027 Transportation Improvement Program.
3. Amendments to the FFY 2022-2026 TIP as necessary
4. Updated Coordinated Human Services Plan

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2023.
2. Completion of Coordinated Human Services Plan – November 2023

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	46
TOTAL	\$45,000	\$45,000	46

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; participate in road safety audits
3. Prioritize future year HSIP projects.
4. Work with MassDOT OTS on enhancements to IMPACT and utilize this data portal in safety analyses.
5. Identification of other potential safety improvements focused on distracted driving.
6. Participate in statewide traffic safety efforts.

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 2023.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$16,800/4,200	\$21,000	46
TOTAL	\$21,000	\$21,000	46

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 related to climate change and the Carbon Reduction Program. 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 attributed to the transportation sector.
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. Promote electric vehicle acquisition and charging infrastructure development and provide assistance to Berkshire municipalities pursuing private/state-funded incentives. Work toward implementing Berkshire Electric Vehicle Charging Station Plan recommendations.
7. 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.
8. Assist communities to gain access to the MVP program and participate in efforts to improve efficiency and reduce costs of culverts and bridges.
9. Participate in the development of a Carbon Reduction Strategy

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. Data to support electric vehicle charging infrastructure and electric vehicle supply equipment (EVSE) related to municipal and public transportation electric vehicle implementation efforts.

SCHEDULE:

1. Work on this task will continue in FFY 2023.
2. In consultation with MassDOT, develop Carbon Reductions Strategy; November 2023

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$36,800/9,200	\$46,000	75
TOTAL	\$46,000	\$46,000	75

Task 3.7 Freight and Freight Rail Planning

OBJECTIVE:

Evaluate the adequacy of the regional transportation system to effectively and efficiently provide roadway and rail improvements that support goods movement and the economy. 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 2018 Massachusetts Freight Plan.

PROPOSED ACTIVITIES:

1. Participate in regional, statewide, and multi-state efforts that address freight rail.
2. Participate in regional, statewide, and multi-state efforts that address freight and goods movement.
3. Engage local decision-makers and stakeholders on freight rail planning and goods movement.
4. Review and comment on federal and statewide rail plans, programs, legislation, regulations, and guidelines.
5. Participate in MassDOT's truck parking study.

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.
3. Updated list of shippers and warehouses within Berkshire County.

SCHEDULE:

1. Work on this task will be continuous throughout 2022.

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	28
TOTAL	\$16,000	\$16,000	28

Task 3.8 Regional Transportation Plan and Performance Measures

OBJECTIVE:

Prepare a regional transportation plan which includes a comprehensive overview of regional transportation goals, status of existing systems, needs assessment and recommendations for improvements to benefit all transportation modes. This plan will be developed incorporating performance-based planning and address national performance goals and emphasis areas. Additionally, this task supports the monitoring and reporting requirements of performance measures and targets. Data collected under several UPWP tasks will be used to identify the progress in meeting performance measures and targets.

PREVIOUS ACTIVITIES:

1. Berkshire Regional Transportation Plan
2. TIP Transportation Evaluation Criteria – Revised 2011
3. Pavement Management Program
4. 2020 RTP and TIP Performance Measures and Targets

PROPOSED ACTIVITIES:

1. Public outreach
2. Needs assessment/alternative analysis
3. Fiscal analysis
4. Document preparation
5. MPO endorsement
6. Analyze and track data to identify the progress in meeting regional performance measures.
7. Monitor and participate in Performance Management Subcommittee meetings.
8. Develop updates to the regional performance measures as necessary to coincide with statewide performance measures and FAST Act requirements.

PRODUCTS:

1. Regional performance measures and reporting updates.
2. 2025 Regional Transportation Plan

SCHEDULE:

1. Work will be ongoing throughout 2022 and continue with RTP adoption in Summer 2023

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$35,200/8,800	\$44,000	82
TOTAL	\$44,000	\$44,000	82

Task 3.9 Berkshire Flyer Marketing and Service Monitoring

OBJECTIVES:

To assist with promoting and monitoring the Berkshire Flyer rail service pilot program. Continue with implementation of recommendations outlined in prior study efforts to ensure success of this new rail service and assist in coordination efforts with 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. Develop and conduct Berkshire Flyer customer satisfaction survey.
2. Convene the Berkshire Flyer working group to assess first year service and implement measures to increase ridership and increase rider satisfaction.
3. Continue with efforts to improve first/last mile transportation options.
4. Address unanticipated issues related to the pilot service.
5. Collect and compile ridership data.

PRODUCTS:

1. Rider satisfaction survey analysis.
2. Berkshire Flyer pilot service ridership report.

SCHEDULE:

1. Work on this task will commence immediately and continue through the inaugural year of the Berkshire Flyer, FFY 2023.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$20,800/\$5,200	\$26,000	30
STATE	\$26,000	\$26,000	30

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.
7. Assist and participate in activities that support economic development.

PRODUCTS:

1. Workshops focused on Smart Growth and Sustainable Development.
2. Updated package of "Smart Growth" Planning Tools.
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 2023.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$14,400/3,600	\$18,000	24
TOTAL	\$18,000	\$18,000	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 2023.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$17,200/4,300	\$21,500	33
TOTAL	\$21,500	\$21,500	33

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
7. Federal designation of Mohawk Trail Scenic Byway

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. Stay current on National Scenic Byway funding opportunities.

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 2023.

COMMUNITY BENEFICIARY:

Town of Becket, Town of Lee, Town of Lenox, Town of Williamstown, Town of Florida, City of North 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. Assist with implementing micro-transit to address first and last mile and employment-based transportation needs.
4. Continue efforts to identify and further efforts to implement East/West Rail service.
5. Participate in efforts related to the creation the Western Mass. Inner-city Rail Authority.
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. Expanding fixed route service and demand response systems 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 2023.

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	36
TOTAL	\$25,000	\$25,000	36

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
6. Implementation of recommendations contained in local rapid recovery plans.

SCHEDULE:

1. Education, outreach, and interregional coordination will occur continually throughout FFY 2022.

COMMUNITY BENEFICIARY:

All Berkshire County Communities and adjoining regions

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
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FEDERAL/STATE	\$11,696/2,924	\$14,620	20
TOTAL	\$14,620	\$14,620	20

Direct Expense

As shown in the Funding Profile on the following page, a total of \$17,500 in Direct Expense is identified in the 2023 UPWP. Of these direct expenses:

- \$17,500 is provided via the FHWA/MassDOT PL contract

Funding Profile

BERKSHIRE METROPOLITAN PLANNING ORGANIZATION 2023 UNIFIED PLANNING WORK PROGRAM

PRELIMINARY BUDGET

		TOTAL
Management & Certification		
1.1 Management of the 3C Process		159,000
1.2 UPWP		20,000
1.3 Public Outreach		20,000
1.4 Title VI & EJ		15,000
1.5 TIP Development		35,000
Subtotal		249,000
Technical Support		
2.1 GIS, Mapping & Graphics		14,000
2.2 Regional Data & Analysis		18,000
2.3 Traffic and Travel Data		21,000
2.4 Travel Forecasting & GHG Analysis		16,500
2.5 Pavement Management		20,000
Subtotal		89,500
Planning Studies		
3.1 Special Studies		45,000
3.2 Bicycle & Pedestrian Planning		49,000
3.3 Culvert Assessments		14,000
3.4 Regional Transit Planning		45,000
3.5 Safety Initiatives		21,000
3.6 Climate Change		46,000
3.7 Freight & Freight Rail		16,000
3.8 RTP Planning & Performance Measures		44,000
3.9 Berkshire Flyer Implementation & Monitoring		26,000
Subtotal		306,000
Other Activities		
4.1 Transportation/ Land Use Planning		18,000
4.2 Local Technical Assistance		21,500
4.3 Scenic Byway Projects		10,000
4.4 Expansion of Transit and Rail Service		25,000
4.5 Outreach & Intergovernmental Coordination		14,620
Subtotal		89,120
BRPC Direct Expenses		
		17,500
TOTAL FUNDS		751,120

UPWP Staff Listing

POSITION	NAME	ESTIMATED %TIME
Executive Director	Tom Matuszko	< 1%
Transportation Program Manager	Clete Kus	99%
Principal Transportation Planner	Anuja Koirala	99%
Senior Transportation Planner	Nicolas Russo	95%
Transportation Planner	Justin Gilmore	95%
Other Planners	Patricia Mullins Emily Lange Melissa Provencher Courteny Morehouse Vacant Planner Laura Brennan	2 -- 25% 2% 4% 2% 4% 2% 2%
GIS Coordinator	Mark Maloy	20%
Office Manager	Marianne Snizek	< 1%

Berkshire Regional Planning Commission Revenue Sources for Fiscal Year 2023

FY 2023 PROJECTED BUDGET - REVENUE - May 5, 2022

Berkshire Regional Planning Commission

5.06.2021

5.05.2022

PROJECTED REVENUES	FY2022 APPROVED	FY2023 Recommended	
Outsource GIS Planner	\$ 11,000	\$ 11,000	¹
Brownfield Revolving Loan Fund	\$ 17,000	\$ 17,000	²
Berkshire Bike Path Council Support	\$ 1,500	\$ 1,000	
Berkshire Public Health Alliance Inspections	\$ 88,075	\$ 102,000	
Berkshire Public Health Alliance Nursing	\$ 75,865	\$ 86,443	
BRPC Non-profit - Berkshires Tomorrow	\$ 719	\$ 0	
Rest of River Coordination	\$ 110,000	\$ 100,000	
Online Burn Permits	\$ 1,500	\$ 2,700	
Berk. County Boards Of Health Assoc. Support Services	\$ 10,000	\$ 11,000	
FDA Regional Food Safety Permitting and Inspection	\$ 23,804	\$ 0	
Cheshire Master Plan Support	\$ 2,507	\$ 0	
Adams Brownfield Assessment	\$ 1,013	\$ 464	
Lee Brownfield Assessment	\$ 4,042	\$ 0	
Lanesborough Shared Economic Planner	\$ 10,000	\$ 10,000	¹
Transportation Planning	\$ 677,844	\$ 686,990	
Great Barrington Shared Economic Planner	\$ 25,000	\$ 25,000	¹
Lanesborough Stormwater Management Plan	\$ 0	\$ 13,605	
Berkshire Brownfield Assessment - Great Barrington	\$ 1,764	\$ 0	
Berkshire Brownfield Assessment - North Adams	\$ 3,830	\$ 447	
Richmond Shared Economic Planner	\$ 10,000	\$ 10,000	¹
Lanesborough Mall Redevelopment	\$ 5,000	\$ 0	
Adams Shared Economic Planner	\$ 10,000	\$ 10,000	¹
BLIC Berkshire United Way	\$ 0	\$ 20,000	
Berkshire Benchmarks - Berkshire United Way	\$ 14,446	\$ 10,000	
Emergency Preparedness Planning	\$ 150,908	\$ 152,788	²
Medical Reserve Corps - Berkshire Medical	\$ 23,083	\$ 22,056	²
Medical Reserve Corps - Franklin County	\$ 23,083	\$ 22,056	²
Cheshire/New Marlborough CDBG FY 19	\$ 5,000	\$ 0	
Dalton Stormwater Management Support	\$ 0	\$ 11,000	
Berkshire County Sheriff's Office - Opioid Prevention	\$ 25,000	\$ 25,000	¹
Office of Juvenile Justice Delinquency Prevention (Opioid)	\$ 42,475	\$ 0	
Adams Brownfields Clean Up	\$ 6,422	\$ 8,020	
District Local Technical Assistance	\$ 224,214	\$ 239,782	²
DOER - Affordable Access to Regional Coordination	\$ 57,107	\$ 0	
Group Purchasing	\$ 75,000	\$ 75,000	
Lenox Economic Planner	\$ 29,000	\$ 20,000	¹
Regional Energy Planning Assistance	\$ 0	\$ 22,223	
Sheffield New Marlborough Otis - CDBG	\$ 3,400	\$ 0	
Milltown / Outdoor Recreation Plan 2022	\$ 0	\$ 14,605	
OPIOID Prevention North County	\$ 29,400	\$ 12,113	
Food Safety Retail Standards #3	\$ 7,323	\$ 0	
Food Safety Retail Standards 2020 #1 Washington	\$ 0	\$ 3,000	
Food Safety Program 21 - Egremont	\$ 0	\$ 2,500	
AFDO/FDA - Alliance Strategic Plan - Egremont	\$ 0	\$ 2,500	
Food Safety Retail Standards 2020 #2 Egremont	\$ 2,519	\$ 2,026	
Food Safety Retail Standards Re-assessment Sheffield	\$ 0	\$ 2,500	
Food Safety Retail Standards 2020 #3 Williamstown	\$ 2,837	\$ 2,669	
Alliance Food Safety Program Assessment - Adams	\$ 0	\$ 2,500	
Overdose Data to Action	\$ 85,345	\$ 0	
Berkshire Public Health Alliance Administration	\$ 20,000	\$ 0	
Nonpoint Source Regional Coordinator	\$ 53,909	\$ 14,531	

FY 2023 PROJECTED BUDGET - REVENUE - May 5, 2022

Berkshire Regional Planning Commission

5.06.2021

5.05.2022

PROJECTED REVENUES	FY2022 APPROVED	FY2023 Recommended
HEALing Community Study	\$ 55,594	\$ 0
HEALing Community Study year 3	\$ 0	\$ 387,775
Community Health Improvement Planning	\$ 86,837	\$ 137,300
Health Equity in Pittsfield Green Planning	\$ 221,069	\$ 229,393
Coalition for Public Health (WMPHA)	\$ 4,000	\$ 4,000
Adams - CDBG Covid-19 (DHCD through the CARES Act of 2020)	\$ 13,632	\$ 0
Lenox - CDBG Covid-19 (DHCD through the CARES Act of 2020)	\$ 12,032	\$ 0
USDA Forest Services - MTWP Forest Services Program Forest Resilience	\$ 40,013	\$ 0
Peru- Hazard Mitigation	\$ 7,850	\$ 0
Williamstown MTWP Forest Stewardship, Resilience/Climate Adaptation	\$ 236,403	\$ 0
West Stockbridge Master Plan - ZA - Zoning Amendments	\$ 27,014	\$ 0
Stockbridge - Outsource Planner	\$ 0	\$ 9,952
Mass Trails - Mountain Biking	\$ 25,558	\$ 12,161
Otis Municipal Vulnerability	\$ 8,518	\$ 0
Dalton/CDBG	\$ 224,906	\$ 0
Northampton Health Dpt-Comprehensive Opioid/Stimulant/Substance Abuse	\$ 30,000	\$ 29,535
Mass Dept of Elementary and Secondary Education Remote Learning	\$ 155,462	\$ 0
DHCD - LRRP - Local Rapid Recovery Program	\$ 180,572	\$ 0
EDA COVID-19 Regional Recovery Project	\$ 527,885	\$ 505,615
Mass Dept of Elementary and Secondary Education Regional 2021	\$ 126,979	\$ 0
NEAETC, Community Research Initiative of New England, Inc. Hepatitis C V	\$ 20,000	\$ 25,000 ³
DHCD - LRRP - Local Rapid Recovery Program SPE Subject Matter Experts	\$ 62,150	\$ 0
BARR Berkshire County Education Task Force Planning	\$ 100,000	\$ 62,482
BARR BCETF - Action Plan to Implement Portrait of a Graduate	\$ 190,000	\$ 0
Substance Misuse Prevention Grant Program & Overdose Data to Action	\$ 40,000	\$ 140,000 ³
Great Barrington Brownfields Clean-up	\$ 0	\$ 25,569 ³
Great Barrington Green Communities	\$ 5,913	\$ 0 ³
BOAPC Substance Abuse Prevention Webinar	\$ 0	\$ 4,900
DPH Shared Services	\$ 0	\$ 300,000
Public Health After Action Report (Pandemic)	\$ 10,000	\$ 0
Berkshire Early Childhood Community Circle	\$ 0	\$ 107,150
EPA Healthy Communities	\$ 0	\$ 17,026
Local Health Support Contract Tracing	\$ 0	\$ 250,000
Lenox MVPA 22	\$ 0	\$ 160,656
Housatonic Valley Association - Culvert	\$ 0	\$ 25
Housatonic Valley Association - Municipal Culvert Replacement Cooperative	\$ 0	\$ 5,571
Clarksburg Municipal Vulnerability Program	\$ 0	\$ 12,105
Clarksburg Green Community	\$ 0	\$ 6,565
MassCEC Capacity Building Program	\$ 0	\$ 17,055
Cheshire Stormwater Support	\$ 0	\$ 13,000 ²
Windsor Master Plan	\$ 0	\$ 11,996
Earmark Housing	\$ 0	\$ 45,010 ³
Williamstown Housing Needs Assessment	\$ 0	\$ 3,435
Williamstown Open Space and Recreation Plan	\$ 0	\$ 2,909
Becket Open Space and Recreation Plan	\$ 0	\$ 1,246
Economic Development District	\$ 0	\$ 70,000
New England Rural Health Association - Rural Vaccine Equity	\$ 0	\$ 112,500
Williamstown Community Partnership - Mass Save/Berkshire Gas	\$ 0	\$ 31,500
Cheshire Zoning for Housing	\$ 0	\$ 6,306
Alliance Food Safety Program Advancement 3 yrs.	\$ 0	\$ 85,500 ³
Alliance Food Safety Program Online Permitting - 3 yrs.	\$ 0	\$ 82,500 ³

FY 2023 PROJECTED BUDGET - REVENUE - May 5, 2022

Berkshire Regional Planning Commission

5.06.2021

5.05.2022

	FY2022 APPROVED	FY2023 Recommended	
PROJECTED REVENUES			
Monterey 319	\$ 0	\$ 10,000	³
Housatonic Valley Association Berkshire Clean Cold and Connected	\$ 0	\$ 4,000	³
Adams Green Communities	\$ 0	\$ 7,549	³
North Adams Green Communities	\$ 0	\$ 8,034	
Washington MVP	\$ 0	\$ 8,659	
West Stockbridge Complete Streets	\$ 0	\$ 8,223	
State Earmark Outdoor Recreation Website	\$ 0	\$ 192,123	
Cheshire Green Communities	\$ 0	\$ 8,034	
Shared Services	\$ 0	\$ 65,000	³
EDA CEDS 23	\$ 0	\$ 29,000	
Lee Master Plan Open Space Recreation Plan	\$ 0	\$ 60,000	²
Monterey Master Plan	\$ 0	\$ 37,046	²
Outdoor Recreation Assessment	\$ 0	\$ 37,500	³
North Adams Business Guide	\$ 0	\$ 22,000	³
Façade Improvement Grant Program	\$ 0	\$ 3,000	³
EPA - Assessment Project	\$ 0	\$ 82,000	¹
General: Community Assessment	\$ 110,551	\$ 107,165	
Unsecured New Projects	\$ 0	\$ 0	
TOTAL REVENUES	\$ 4,493,869	\$ 5,379,584	

¹. Applied for / requested- no decision as of 5/5/2022². As of 5/5/2022 not yet under contract³. As of 5/5/2022 awarded but not yet under contract

FY 23 Expense Sheet	\$	4,493,869	\$	5,379,584
FY 23 Revenue Sheet	\$	4,493,869	\$	5,379,584
Difference FY 23 Revenue minus Expense		0.00		0.00

Insurance Reimbursement (Vaccines)-Berkshire Public Health Alliance	\$	0	\$	604,000	⁴
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⁴. As of 5/5/2022 money in separate BRPC account for use by the BPHA

Berkshire Regional Planning Commission Projected Expenditures for Fiscal Year 2023

FY 2023 PROJECTED BUDGET - EXPENDITURES - May 05, 2022

Berkshire Regional Planning Commission

5.6.2021

5.5.2022

PROJECTED EXPENDITURES

	FY2022 APPROVED	FY2023 Recommended
SALARIES		
Direct Billable	\$ 1,627,324	\$ 2,156,015
Indirect Admin.	\$ 490,376	\$ 540,916
Interns (Admin)	\$ 4,098	\$ 0
Subtotal Salaries	\$ 2,121,797	\$ 2,696,930
BENEFITS		
Comp and Vacation Leave	\$ 125,626	\$ 150,109
Holiday and Jury Leave	\$ 63,129	\$ 108,103
Sick unaccrued used	\$ 47,627	\$ 65,514
Retirement	\$ 0	\$ 0
Health Insurance	\$ 471,181	\$ 511,751
Retirees Health Insurance	\$ 26,026	\$ 26,132
Retiree Future Health Insurance Liability (GASB 45)	\$ 45,000	\$ 45,000
Workers Comp Insurance	\$ 1,337	\$ 3,602
State Unemployment Insurance	\$ 10,189	\$ 10,985
FICA and Medicare	\$ 43,255	\$ 62,869
Subtotal Benefits	\$ 833,369	\$ 984,065
NON-PERSONNEL		
OPERATING EXPENSES		
Accounting Services	\$ 4,525	\$ 4,525
Advertising	\$ 3,490	\$ 3,519
Audit	\$ 20,600	\$ 21,500
Computer Equipment, Software & Maintenance	\$ 46,778	\$ 51,611
Copying / Scanning Expense	\$ 14,500	\$ 9,605
Depreciation	\$ 31,750	\$ 9,182
Dues & Subscriptions	\$ 21,032	\$ 21,554
Flex Plan Administration	\$ 1,200	\$ 1,778
Insurance (Auto, Officers, Office)	\$ 9,083	\$ 8,993
Janitor	\$ 4,600	\$ 12,220
Legal (Administrative)	\$ 1,100	\$ 2,100
Mapping Supplies	\$ 750	\$ 750
Meetings (Administrative)	\$ 2,000	\$ 2,000
Payroll Services	\$ 3,300	\$ 4,374
Postage	\$ 3,800	\$ 1,900
Printing (Administrative)	\$ 100	\$ 100
Publications	\$ 700	\$ 700
Rent	\$ 61,761	\$ 99,937
Staff Development	\$ 15,000	\$ 16,500
Supplies/Office	\$ 12,600	\$ 7,604
Telephone/Internet	\$ 14,574	\$ 22,500
Travel (Administrative)	\$ 2,000	\$ 2,000
Utilities	\$ 13,574	\$ 25,700
Water & Recycling	\$ 1,369	\$ 2,600
Web Site	\$ 1,510	\$ 1,549
Miscellaneous	\$ 1,652	\$ 1,952
Subtotal Operating (Admin)	\$ 293,348	\$ 336,752

FY 2022 PROJECTED BUDGET - EXPENDITURES - May 06, 2021

Berkshire Regional Planning Commission

5.6.2021

PROJECTED EXPENDITURES

	FY2021 Approved	FY2022 Recommended
Interest Expense	\$ 500	\$ 1,020
Communications (Projects)	\$ 1,950	\$ 1,950
Equipment / Software (Projects)	\$ 2,419	\$ 2,225
Legal (Projects)	\$ 1,250	\$ 2,000
Meetings /Trainings (Projects)	\$ 19,310	\$ 16,739
Postage (Projects)	\$ 1,050	\$ 1,050
Printing (Projects)	\$ 3,900	\$ 3,000
Supplies (Projects)	\$ 32,000	\$ 32,000
Travel (Projects)	\$ 32,000	\$ 14,000
Other Program Expenses	\$ 16,562	\$ 19,938
Unreimbursed Expenses	\$ 600	\$ 600
Subtotal Operating (Other)	\$ 111,541	\$ 94,522
SUBCONTRACTS/SUBRECIPIENTS		
Brownfield Revolving Loan Fund Recipients & Consultants	\$ 1,000	\$ 0
Traffic / Transportation Consultant(s)	\$ 7,000	\$ 14,000
Berkshire Public Health Nursing Program Support	\$ 60,000	\$ 70,000
Rest of River Clean-up Legal Consultation	\$ 120,000	\$ 100,000
Burn Permit Software Consultant	\$ 1,200	\$ 1,200
Medical Reserve Corp Support	\$ 47,825	\$ 47,825
Board of Health Online Permitting Services	\$ 12,000	\$ 10,000
Brownfield Assessment Consultant /Subcontractor	\$ 11,524	\$ 0
Overdose Data Partners	\$ 36,000	\$ 21,000
Nonpoint Source Consultant	\$ 25,000	\$ 11,000
Franklin Regional Council of Governments/Subcontractor	\$ 261,243	\$ 0
Berkshire County Education Subcontractors	\$ 125,470	\$ 315,000
Community Health Improvement Planning Partners	\$ 41,000	\$ 40,000
Health Equity in Pittsfield Green Planning	\$ 65,000	\$ 65,000
Post OD in Northern County Consultant/Subcontractor	\$ 0	\$ 14,700
MTWP Carbon Sequestration and Forest Resiliency	\$ 0	\$ 9,975
Economic Technical Assistance Subcontractors	\$ 0	\$ 320,000
MTWP Carbon Sequestration and Forest Resiliency	\$ 0	\$ 96,133
Subtotal Subcontracts/Subrecipients	\$ 814,262	\$ 1,135,833
RESERVE	\$ 15,000	\$ 15,000
TOTAL EXPENDITURES	\$ 3,484,772	\$ 4,493,869

FY 2023 PROJECTED BUDGET - EXPENDITURES - May 05, 2022

Berkshire Regional Planning Commission

5.6.2021

5.5.2022

PROJECTED EXPENDITURES

	FY2022 APPROVED	FY2023 Recommended
Interest Expense	\$ 1,020	\$ 100
Communications (Projects)	\$ 1,950	\$ 2,250
Equipment / Software (Projects)	\$ 2,225	\$ 2,700
Legal (Projects)	\$ 2,000	\$ 2,000
Meetings /Trainings (Projects)	\$ 16,739	\$ 17,000
Postage (Projects)	\$ 1,050	\$ 1,000
Printing (Projects)	\$ 3,000	\$ 3,000
Supplies (Projects)	\$ 32,000	\$ 32,000
Travel (Projects)	\$ 14,000	\$ 11,000
Other Program Expenses	\$ 19,938	\$ 19,570
Unreimbursed Expenses	\$ 600	\$ 600
Subtotal Operating (Other)	\$ 94,522	\$ 91,220

SUBCONTRACTS/SUBRECIPIENTS	FY2022 APPROVED	FY2023 Recommended
Traffic / Transportation Consultant(s)	\$ 14,000	\$ 7,500
Berkshire Public Health Nursing Program Support	\$ 70,000	\$ 0
Rest of River Clean-up Legal Consultation	\$ 100,000	\$ 100,000
Burn Permit Software Consultant	\$ 1,200	\$ 2,500
Medical Reserve Corp Support	\$ 47,825	\$ 44,112
Board of Health Online Permitting Services	\$ 10,000	\$ 0
Stormwater Subcontractor	\$ 0	\$ 3,605
Rail Consultant	\$ 0	\$ 5,000
Nonpoint Source Consultant	\$ 11,000	\$ 11,000
Post OD in Northern County Consultant/Subcontractor	\$ 14,700	\$ 7,000
Overdose Data Partners	\$ 21,000	\$ 0
Community Engagement Intervention Subcontractors	\$ 0	\$ 250,000
Community Health Improvement Planning Partners	\$ 40,000	\$ 40,000
Health Equity in Pittsfield Green Planning	\$ 65,000	\$ 65,000
MTWP Carbon Sequestration and Forest Resiliency	\$ 9,975	\$ 0
Subawardee and Subcontractors	\$ 320,000	\$ 185,000
MTWP Carbon Sequestration and Forest Resiliency	\$ 96,133	\$ 0
Berkshire County Education Subcontractors	\$ 315,000	\$ 30,000
Substance Abuse Prevention Subcontractor	\$ 0	\$ 5,000
Hepatitis C Prevention Subcontractors	\$ 0	\$ 6,000
Parent Advocacy Subcontractors	\$ 0	\$ 4,900
Berkshire Early Childhood Community Subcontractors	\$ 0	\$ 31,000
Environmental Subcontractors	\$ 0	\$ 152,000
Housing Subcontractor	\$ 0	\$ 25,000
Community Partners and Advocate Subcontractors	\$ 0	\$ 11,000
Board of Health Online Permitting Services	\$ 0	\$ 5,000
Public Health Training Subcontractors	\$ 0	\$ 6,000
Website Subcontractors	\$ 0	\$ 140,000
Town Assistance Services	\$ 0	\$ 40,000
Business Guide Subcontractor	\$ 0	\$ 2,500
Outdoor Recreation Subcontractor	\$ 0	\$ 6,500

FY 2023 PROJECTED BUDGET - EXPENDITURES - May 05, 2022

Berkshire Regional Planning Commission

5.6.2021

5.5.2022

PROJECTED EXPENDITURES

	FY2022 APPROVED	FY2023 Recommended
Environmental Subcontractors	\$ 0	\$ 70,000
Subtotal Subcontracts/Subrecipients	\$ 1,135,833	\$ 1,255,617
RESERVE	\$ 15,000	\$ 15,000
TOTAL EXPENDITURES	\$ 4,493,869	\$ 5,379,584

Unified Planning Work Program: Appendix

1. PUBLIC NOTICE

2. PUBLIC COMMENTS

