

Memorandum of Understanding (MOU)
Regarding Transportation Planning Responsibility
and
Federal Transportation Funding in the
Greater Bridgeport and Valley Metropolitan Planning Organization

Section A: Purpose of MOU

This Memorandum of Understanding (MOU) must be established between the Regional Planning Organizations (RPOs) and public transit operators that comprise the Greater Bridgeport and Valley Metropolitan Planning Organization (GBVMPO) as part of Bridgeport-Stamford Urbanized Area Transportation Management (BSTMA). The purpose of this MOU is:

1. To define the method for distributing planning funds received by the Connecticut Department of Transportation (ConnDOT) from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for transportation planning within the Bridgeport-Stamford Urbanized Area.
2. To define the method for distributing the funds from the FHWA Surface Transportation Program – Urban allocation and the FTA Section 5307 Capital Grant Program earmarked for and attributable to the Bridgeport-Stamford Urbanized Area.
3. To define the roles and responsibilities of each RPO and transit operator in performing, conducting and coordinating the transportation planning process in the Greater Bridgeport/Valley MPO and Bridgeport-Stamford Urbanized Area.
4. This is a supplement MOU based on 1981 MPO's MOU and 1996 revisions. GBVMPO is also signatory of BSTMA's MOU of October 8, 2002.

Section B: Participating Organizations

The transportation planning process in the Bridgeport-Stamford Urbanized Area is carried out by two separate MPOs wholly within the urbanized area and small parts of three other MPOs. The conduct of the transportation planning process also involves cooperative relationships between and with regional transit operators, state transportation agency (Connecticut Department of Transportation), state air agency (Connecticut Department of Environmental Protection), and federal transportation agencies (Federal Highway Administration and Federal Transit Administration). The organizations that conduct the transportation planning process in the Bridgeport-Stamford Urbanized Area are:

1. Greater Bridgeport and Valley Metropolitan Planning Organization (whole) - with a population of greater than 200,000, it is a **Primary MPO** of the Bridgeport-Stamford Urbanized Area including two Regional Planning Organizations as follows:

- a. Greater Bridgeport Regional Planning Agency (GBRPA)
 - b. Valley Council of Governments (VCOG)
2. South Western Region Metropolitan Planning Organization (SWRMPO) (whole) - with a population of greater than 200,000, it is a **Primary MPO** of the Bridgeport-Stamford Urbanized Area, including only the following Regional Planning Organization:
 - a. South Western Regional Planning Agency (SWRPA)
 3. Council of Governments of the Central Naugatuck Valley (part) - with a population of less than 50,000 within the Bridgeport-Stamford UA, it is not a Primary MPO of the Bridgeport-Stamford Urbanized Area.
 4. Housatonic Valley Council of Elected Officials (part) - with a population of less than 50,000 within the Bridgeport-Stamford UA, it is not a Primary MPO of the Bridgeport-Stamford Urbanized Area.
 5. South Central Regional Council of Governments (part) - with a population of less than 60,000 within the Bridgeport-Stamford UA, it is not a Primary MPO of the Bridgeport-Stamford Urbanized Area.

Section C: Distribution of Planning Funds to MPOs

The planning formula funds received by the ConnDOT from the FHWA and FTA shall be distributed and allocated to each RPO and designated transportation planning agency through a statewide process administered by the ConnDOT. The method is based primarily on the total population in each urban planning region with each RPO receiving a share of the planning funds proportionate to its share of the combined population of all urban planning regions in the state. The shares are adjusted to assure that the smallest urban regions receive a funding level that is at least equal to the minimum needed to carry out the transportation program.

Each year ConnDOT will determine the amount of federal funding available to the Bridgeport-Stamford Urbanized Area and then calculate each RPO's share based on the proportionate method described above. The ConnDOT will inform each RPO of the amount of funding that will be provided.

Section D: Distribution of FHWA-STP: Urban Funds Attributable to the Bridgeport-Stamford Urbanized Area

Subsection Da: TMA Fairshare

The ConnDOT will distribute FHWA STP: Urban funds attributable to the Bridgeport-Stamford Urbanized Area in accordance with the following apportionment procedures.

1. The Bridgeport-Stamford Urbanized Area has a population of greater than 200,000 based on the latest decennial census and as such is designated as a Transportation Management Area.
2. As provided in Federal reauthorization, the Bridgeport-Stamford TMA is allocated funds under the FHWA Surface Transportation Program: urban apportionment. Each year, the ConnDOT will determine the amount of federal funds available to

the Bridgeport-Stamford TMA, referred to as STP: Bridgeport-Stamford attributable funds or STP:BS.

3. The funds attributable to the Bridgeport-Stamford TMA will be apportioned among the MPOs within the Bridgeport-Stamford Urbanized Area based on its proportionate share of its population within the urbanized area. The ConnDOT will calculate each MPO's share using this method and inform each MPO of the amount of funding to be provided to it.
4. The Greater Bridgeport-Valley MPO and the South Western Region MPO with populations greater than 200,000 within the Bridgeport-Stamford Urbanized Area are designated as **Primary MPOs** and as such may use the Bridgeport-Stamford TMA attributable funds anywhere in their respective MPO regions.
5. The Council of Governments of the Central Naugatuck Valley, the Housatonic Valley Council of Elected Officials, and the South Central Regional Council of Governments have populations greater than 50,000 within their respective MPO boundaries but each has less than 60,000 population within Bridgeport-Stamford Urbanized Area. As such, COGCNV, HVCEO and SCRCOG are not designated as primary MPOs in the Bridgeport-Stamford Urbanized Area and must use their respective shares of the Bridgeport-Stamford TMA attributable funds only in the portions of their MPO region that lie within the Bridgeport-Stamford Urbanized Area.
6. To ensure full and effective use of the STP:BS funds, the Greater Bridgeport-Valley MPO and the South Western Region MPO will work to program and obligate available STP:BS funds up to program limits. The Chairmen of the five MPOs or RPOs Executive Directors will meet at least twice a year at an appropriate time to discuss STP:BS programming schedules and funding requirements and determine use of unallocated funds. Determinations and recommendations will be subsequently presented to the respective MPO boards for concurrence and endorsement.

Subsection Db: MPO Fairshare

The Greater Bridgeport/Valley MPO is composed of separate transportation planning agencies: GBRPA and VCOG. The consolidated GBVMPO was established in 1981 and a Memorandum of Understanding was endorsed that specifies roles and responsibilities in conducting the transportation planning process in the MPO area. To ensure full and effective use of federal aid funds, the GBRPA and VCOG will continue to operate as a consolidated MPO and will continue to jointly program available STP:BS funds based on a combined and commingled STP allocation, design schedules and priorities.

1. The goal of the Greater Bridgeport and Valley MPO is to program and obligate 100% of the available federal aid funds attributable to the two planning regions from the STP:BS earmark each federal fiscal year.
2. To provide a framework for programming projects, regional fairshare allocations have been established for the component planning regions on urban population (proportionate method described above). Regional fairshare allocations represent

- annual funding targets for programming purposes and as planning guidelines when developing the financial plan for the Bridgeport-Stamford urban area.
3. Each regional planning organization (GBRPA and VCOG) will establish priorities up to estimated fairshare amounts available to the respective regions. Unallocated, fairshare funds available to the greater Bridgeport Planning Region will be made available to the Valley Planning Region to support its program and unallocated fairshare funds available to the Valley Planning Region will be made available to the Greater Bridgeport Planning Region to support its program.
 4. The regional fairshare breakdowns are not specific earmarks to a region or municipality and do not represent funding commitments that, if not used in a particular year, will rollover and accumulate to subsequent year's allocations.
 5. Based on the 2000 Census, the fairshare allocations of STP funds available to the Bridgeport-Stamford urban area are 35.64% for the Greater Bridgeport Planning Region and 9.94% for the Valley Planning Region.
 6. Notwithstanding the consolidated operation of the GBVMPO, an understanding of the regional fairshare breakdowns is important to guide the GBVMPO in establishing priorities and allocating funds. Annually, about 78.2% of the available STP:BS funds for Greater Bridgeport and Valley MPO area are attributable to the Greater Bridgeport Planning Region and 21.8% are attributable to the Valley Planning Region.
 7. If the program of projects for the GBVMPO in any given year exceeds available funds, projects obligation will be based on GBVMPO-wide priority, viewed in the context of the GBVMPO fairshare allocations.

Section E: Distribution of FTA Section 5307 Formula Grant Program Attributable to the Bridgeport-Stamford Urbanized Area

The FTA Section 5307 formula grant program funds attributable to the Bridgeport-Stamford Urbanized Area will be consolidated with all other FTA Section 5307 funds in Connecticut and administered as a statewide program by ConnDOT and distributed in accordance with the FTA Section 5307 Split Agreement procedures developed by ConnDOT. The FTA sub-area split agreements are prepared annually for the three large urbanized areas in Connecticut and the Governor's area, which is a consolidation of Connecticut's smaller urbanized areas. The sub-area split agreements are required by the FTA when there is more than one designated recipient in an area or when Section 5307 apportionments are transferred from a large urbanized area to the Governor's area. The sub-area split agreements will include a listing of all the Section 5307 projects to be undertaken and funded in the respective urbanized areas during the federal fiscal year and account for any carry-over funds that will be transferred from the urbanized area to the Governor's area.

1. In consultation with the transit operators, the ConnDOT will develop an annual Section 5307 program to best meet the needs of transit operators on a statewide basis. The policy and agreement recognizes the efficacy of consolidating Section 5307 attributable funds to fund large and infrequent capital purchases that would be beyond the financial resources available to any single urbanized area.

2. The annual Section 5307 program will be incorporated into the State Transportation Improvement Program (STIP) and regional Transportation Improvement Programs (TIPs) and presented to the respective MPO boards for concurrence and endorsement.
3. ConnDOT will prepare the sub-area split agreements including Transit Enhancement funds that reflect the projects endorsed in the STIP and regional TIPs.
4. The public transit operators will execute the sub-split agreements.
5. The Chairmen of the five MPOs or RPO Executive Directors, including FTA designated funding recipients as may be appropriate, and ConnDOT will meet at least once a year at an appropriate time to discuss FTA Section 5307 programming and funding requirements.

Section F: Transportation Planning in the Bridgeport-Stamford Urbanized Area

All involved MPOs and each designated regional transportation agency in the Bridgeport-Stamford Urbanized Area will perform the transportation planning process for their respective regions and develop procedures to coordinate transportation planning activities in accordance with applicable federal regulations and guidance. The transportation process will, at a minimum, consist of:

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

The GBRPA and VCOG conduct the transportation planning process for their respective regions. Specific roles and responsibilities of each RPO in conducting the transportation planning process for the GBVMPO are:

Subsection Fa: Unified Planning Work Program

1. The GBRPA and VCOG will prepare separate UPWP for their respective regions, but with coordination.

2. GBRPA and VCOG will notify the GBTA and VTD in February regarding preparation of the UPWP for the new fiscal year that will begin July 1st. The GBTA and VTD will be requested to provide the GBRPA and VCOG a list and description of any planning studies they are expecting to undertake during the new fiscal year. The description will include a funding source, funding breakdown and expected products.
3. GBRPA/VCOG and GBTA/VTD will hold a consultation meeting to discuss planning activities related to local bus services and operations.
4. ConnDOT will provide the GBRPA/VCOG with the program budget for the UPWP and a description of planning emphasis areas and other activities that should be included in the UPWP. The description of the planning emphasis areas will be of sufficient clarity so that the GBRPA/VCOG can determine the scope of work.
5. GBRPA/VCOG will circulate the draft UPWP for review and comment and provide it in electronic format via both websites of GBRPA and VCOG.

Subsection Fb: Long Range Transportation Plan

1. GBRPA and VCOG will be responsible for preparing and developing the 25-year transportation plans for their respective regions.
2. GBRPA and VCOG will work jointly to develop a consolidated transportation plan summary report for the 10-town GBVMPO area that includes the key issues facing the area and the priority programs of projects from each RPO.
3. ConnDOT will provide the following information and data in support of developing the transportation plan:
 - a. Financial information - estimate of anticipated federal and state funds over the 25-year time frame of the plan for both highway and transit programs.
 - b. Trip tables - for each analysis year, including base year and the horizon year of the plan by trip purpose and mode in a format useable in TranPlan.
 - c. Traffic count data for state roads in the GBVMPO area.
 - d. List of projects of statewide significance – provide a list and description of both highway and transit improvement projects that are of statewide importance so that they can be incorporated into the regional transportation plans.
 - e. Assess air quality impacts and conduct the regional emissions assessment of the plan. Will provide the results of the assessment in a timely manner to allow inclusion of the plan and to be made available to the public at public information meetings. (Refer to air quality tasks.)
4. GBRPA will conduct the transportation modeling for the ten-town GBVMPO area and provide future trip assignment data to VCOG
5. GBTA/VTD and GBRPA/VCOG will consult on local bus capital projects to include in the transportation plan. The GBTA/VTD will provide an up-to-date 10-year capital plan with detailed descriptions of proposed projects. The GBRPA/VCOG and GBTA/VTD will work together to develop the local bus

improvement for the plan from the 10-year capital program. Through consultation, the GBRPA/VCOG and GBTA/VTD will identify future local bus needs and services, including new routes, service expansion, rolling stock needs beyond replacement, and operating financial needs.

Subsection Fc: Transportation Improvement Program

1. The TIP and STIP will be prepared and compiled through a consultative process between ConnDOT, GBRPA, GBTA, VCOG and VTD.
2. ConnDOT will prepare an initial list of projects to include in the new TIP/STIP. This list will be based on the current TIP/STIP that is about to expire and an assessment of which projects will be obligated for funding before the end of the current federal fiscal year.
3. ConnDOT, GBRPA, GBTA, VCOG and VTD - A meeting will be held to discuss the new TIP/STIP and the initial list of capital projects to include in the new TIP/STIP. A focus will be on local bus projects to develop an agreed-to list of bus projects proposed for GBTA and VTD. The schedule for highway projects will be discussed to determine and identify those projects that are not expected to be obligated in the current federal fiscal year and will need to be included in the new TIP/STIP.
4. ConnDOT – After the consultation meeting, the ConnDOT will provide detail project descriptions, cost estimates and program schedules. This information will be provided to the GBRPA and VCOG in a format that is clear, concise and understandable. The project descriptions will provide sufficient detail to allow the RPOs to explain the projects to the GBVMPO board and the general public.
5. ConnDOT will provide a list of projects obligated during each of the federal fiscal years covered by the expiring TIP/STIP.
6. GBRPA – In cooperation with the VCOG, the GBRPA will compile the TIP for the GBVMPO, including preparing a narrative of TIP. Projects will be categorized by federal aid program and listed in summary tables. Maps will be developed that show project location. The TIP will be converted into a pdf format to facilitate distribution and allow it to be downloaded via the GBRPA and VCOG websites.
7. GBRPA – In cooperation with the VCOG, the GBRPA will maintain the TIP by tracking amendments and changes to projects (schedule, scope and cost) made through the administrative actions process.
8. ConnDOT will provide proposed amendments to the GBRPA and VCOG for consideration. The amendment will include a project description that provides sufficient detail to allow the RPOs to explain the proposed changes to the GBVMPO board. It will also provide a clear reason and justification for the amendment. If it involves a new project, ConnDOT will provide a clear explanation of the reasons and rationale for adding it to the TIP/STIP. The ConnDOT will also provide a financial assessment of the proposed amendments that indicates what other actions are being statewide to ensure financial consistency.
9. When an amendment to the TIP/STIP is being proposed by the GBVMPO through the GBRPA, GBTA or VCOG, the project sponsor will consult with ConnDOT to obtain concurrence with the proposed amendment and ensure financial consistency.

10. ConnDOT will provide a financial assessment of the TIP/STIP annually. GBRPA/VCOG should prepare a summary table listing all projects by funding program sorted by year based on ConnDOT's financial assessment.

Subsection Fd: Air Quality Planning

1. ConnDOT, GBRPA and VCOG will meet at least once per year to discuss the air quality conformity process, the regional emissions analysis and air quality modeling.
2. ConnDOT will conduct the regional emissions analysis for the GBVMPO area and provide the results to the GBRPA and VCOG. The regional emissions analyses for the build or future years will include the proposed transportation improvements included in the GBVMPO's long-range transportation plans and TIP.
3. GBRPA/VCOG will prepare a summary report of the conformity process and regional emissions analysis for the GBVMPO. It will contain a table showing the estimated emissions from the transportation system for each criteria pollutant and analysis year.
4. The summary report on the regional emissions analyses will be inserted into the long range transportation plan and TIP.
5. GBRPA/VCOG will make available to the public an electronic version of the regional emissions analysis to the public via the GBRPA's and VCOG's website.

Subsection Fe: Public Participation Program

1. The GBRPA and VCOG will cooperatively review and evaluate the current public participation program and jointly develop a revised process.
2. The GBRPA and VCOG will update and prepare a list of neighborhood and local organizations and groups that will receive notices of MPO plans, programs and projects.
3. GBVMPO – The GBRPA and VCOG will work to establish an advisory committee on Environmental Justice to ensure that low income, minority and transit dependent areas are afforded an adequate opportunity to participate in the transportation planning process, receive a fairshare of the transportation improvement benefits and do not endure a disproportionate transportation burden.
4. The GBRPA and VCOG will expand consultation on plans, projects and programs to include state and local agencies responsible for land use and growth management, natural resources, environmental protection, conservation and historic preservation.
5. The GBRPA and VCOG will enhance their respective websites to provide clear and concise information on the GBVMPO transportation planning process and provide an opportunity to download reports and documents. This will require developing project and study summaries converting reports into a pdf format and maintaining a list of available documents. The websites will provide links to other associated organizations and agencies.

Subsection Ff: Fiscal/Financial Planning

1. The ConnDOT will provide the GBVMPO through the GBRPA and VCOG with up-to-date fiscal and financial information on the statewide and regional transportation improvement programs. This will include:
 - a. Anticipated federal funding resources by federal aid category for the upcoming federal fiscal year.
 - b. Tables summarizing authorized versus endorsed funding amounts by fiscal year and federal aid funding category.
 - c. Annual authorized funds for the STP: Bridgeport-Stamford attributable account.
 - d. Annual authorized funds for the FTA Section 5307 Program for the Bridgeport-Stamford urbanized area.
 - e. Monthly updates of the STP: Bridgeport-Stamford attributable program showing current estimated cost and scheduled obligation dates.
2. The ConnDOT will notify the GBVMPO through the GBRPA and VCOG when the anticipated cost of a project, regardless of funding category, has increased substantially (10%) over endorsed levels. This notification will include an assessment of how the expected cost increase will affect financial constraints of the TIP/STIP and what actions will be necessary to maintain a constrained TIP/STIP.
3. The GBRPA/VCOG will prepare summary tables, charts and graphs that display financial information for presentation to the GBVMPO.

Subsection Fg: Congestion Management System (CMS) Program

1. The ConnDOT, as state's primary CMS, will provide the GBRPA/VCOG, as state's secondary CMS, with its congestion screening report.
2. The GBRPA/VCOG will review the congestion screening report and select critical corridors for analysis as a two-tier CMS in the state.
3. The GBRPA/VCOG will conduct a highway performance monitoring that includes the collection of traffic counts, conduct of travel time surveys, and determination of travel speeds and delay.
4. The GBRPA/VCOG will conduct congestion strategies studies for critical corridors and identify possible improvements to reduce congestion and delay.
5. The GBRPA/VCOG will work with ConnDOT on programming possible congestion-reducing projects.
6. The GBRPA/VCOG will, upon implementation of a congestion reduction improvement, assess post-improvement operations and determine level of congestion relief.

Subsection Fh: Intelligent Transportation Systems (ITS) Program

1. The ConnDOT will maintain the statewide ITS architecture and ensure consistency with the Regional ITS Architecture for the Greater Bridgeport Planning Region.
2. The GBRPA will maintain and update the Regional ITS Architecture for the Greater Bridgeport Planning Region.
3. The GBRPA will assist the VCOG with developing an ITS strategies program for the Valley Planning Region and incorporate and consolidate the plan into the Regional ITS Architecture for the Greater Bridgeport Planning Region, creating an ITS architecture for the GBVMPO area.

Subsection Fi: Archive Data Management

1. The GBRPA/VCOG will maintain a transportation database containing traffic volume data and transit ridership data.
2. The GBTA/VTD will provide the GBRPA/VCOG monthly ridership data by route for linked and unlinked trips. The GBRPA/VCOG will develop and maintain a transit ridership database.
3. The ConnDOT will provide traffic volume count data to the GBRPA/VCOG for state routes located in the region.
4. The ConnDOT, GBRPA and VCOG will share available traffic count data.
5. The GBRPA/VCOG will create GIS-based database to interactively show traffic count data for the Greater Bridgeport Planning Region and Valley Planning Region.
6. The GBRPA/VCOG will develop an electronic version of the database from download and access via the website.

Section G: Amendment

This MOU may be amended from time to time as jointly deemed necessary or in the best interests of all signatories.

Section H: Effective Date

The effective date of this MOU shall be the date it has been endorsed by all signatories.

Section I: Non-Limitation of Statutory Authority

Nothing contained in this MOU is intended to or shall limit the authority or responsibilities assigned to signatory organizations under Connecticut law, federal law, local ordinance or charter or other MPO's MOUs.

Section J: Distribution

This MOU shall be executed in six (6) originals. One (1) original of the MOU shall be provided to and retained by each signatory.

Memorandum of Understanding
Greater Bridgeport/Valley MPO

In witness whereof: the parties hereto have set their hands to this Memorandum of Understanding for Transportation Planning and Federal Transportation funding in the Greater Bridgeport/Valley MPO area.

Attest:

(John M. Fabrizio)
Name (print)

Michael P. Mill
Name (print) MICHAEL P. MILL

James S. Wang
Name (print) James S. Wang

Name (print)

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John M. Saleriz
Chairman
Greater Bridgeport/Valley MPO

10/18/2000
Date

John F. Whelan
Chairman
Greater Bridgeport Regional Planning Agency

Sept. 20, 2006
Date

NEL A. Lieberthal
Chairman
Greater Bridgeport Transit Authority

9-25-06
Date

Robert J. Kobelowski
Chairman
Valley Council of Governments

8/9/06
Date

Mal A. Junt
Chairman
Valley Transit District 9.1.06

Date

Commissioner
Connecticut Department of Transportation

Date