

Unified Planning Work Program (UPWP) For Transportation Planning Activities Dukes County, Massachusetts

FFY 2011

October 1, 2010 – September 30, 2011

Prepared by
The Martha's Vineyard Commission
in cooperation with the
Federal Highway Administration
Federal Transit Administration
Massachusetts Department of Transportation
and
The Vineyard Transit Authority
under contract number 56421

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Introduction

The Martha's Vineyard Commission (MVC) is a Regional Planning Agency (RPA) in the Commonwealth of Massachusetts. Ten of these thirteen agencies are federally designated Metropolitan Planning Organizations (MPO). Federal regulations require that an MPO be formed in urbanized areas with a population of 50,000 or more. While Martha's Vineyard, Nantucket, and the Franklin County Region do not meet these criteria, the Massachusetts Department of Transportation (MassDOT) provides planning funds for transportation planning in these regions, essentially treating them as MPO's.

The decision-making body, or MPO, is responsible for conducting a continuing, cooperative, and comprehensive (3C) transportation planning process that results in plans and programs that consider all transportation modes and that support the communities' goals. The MPO must plan for the movement of both people and goods within the Region by all modes of travel, including roadways, public transportation, bicycles, ferries, airplanes, and foot. It also plans for the connections linking these modes.

The FFY 2011 Unified Planning Work Program (UPWP) describes and provides budgetary information for the transportation planning tasks and activities, which are to be conducted in the region during the coming year. The Unified Planning Work Program is a federally required certification document, which must be prepared and endorsed annually by the Martha's Vineyard MPO, prior to the start of the planning program. The Martha's Vineyard Commission has the responsibility of preparing the Unified Planning Work Program. The planning activities are organized first by work element in a format that will allow efficient administration, management, and reporting. The transportation planning activities are described as a procedure under specific work tasks. For each procedure, the anticipated accomplishment or product and the estimated manpower resources needed are also given. For each work task the total staffing requirements, task budget, and sources of funding are given.

The UPWP in draft form is discussed at one or more of the monthly public meetings of the Martha's Vineyard Joint Transportation Committee (JTC), which comprises representatives of the municipalities of Dukes County, the County of Dukes County, Martha's Vineyard Commission, the Martha's Vineyard Regional Transit Authority (VTA), Martha's Vineyard Airport, providers of transportation services including the Steamship Authority (SSA), the Wampanoag Tribe and the Massachusetts Department of Transportation (MassDOT)/Highway Division. Interested members of the public are also invited to submit expressions of interest in joining the JTC. The input of the municipalities and transportation providers is useful to the development of the UPWP, as it helps focus planning activities where they are most needed.

The UPWP was prepared in consideration of the following national planning priorities set forth in the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU):

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 nonmotorized users;
3. Increase the security of the transportation system for motorized and nonmotorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and economic development patterns;
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, and;
8. Emphasize the preservation of the existing transportation system.

Work program's activities are necessary in order to realize the region's continuing, cooperative and comprehensive (3C) process. Its other functions are to:

- Complement the objectives of the *Regional Transportation Plan (RTP)* and other significant regional planning projects;
- Update transportation planning documents; and
- Provide a broad range of planning and support services to the MVC member towns and the Wampanoag Tribe of Gay Head (Aquinnah).

In accordance with the procedures laid out in the JTC's *Public Participation Plan*, any meeting at which the UPWP is scheduled to be discussed or voted on is publicized at least 14 calendar days in advance. At its July 16, 2010 meeting the Martha's Vineyard Joint Transportation Committee reviewed the current document and unanimously voted to recommend its endorsement, subject to not receiving substantive public comment. The document was then released for public comment; the public comment period was from July 16, 2010 to August 7, 2010, substantially longer than the 14-day period required by the *Public Participation Plan*. No comments from the public were received so the UPWP was endorsed.

Element 1. Management and Support of the Planning Process

Task 1.1 - Support of the Comprehensive, Continuing and Cooperative (3C) Process

Objectives

- To maintain an open, Comprehensive, Cooperative, and Continuing (3C) transportation planning process involving the local, regional, state, and federal levels of government in conformance with applicable federal and state requirements and guidelines.

Proposed Activities

1. Liaise with governmental agencies and providers of transportation services as to the planning, programming, and funding of regional transportation projects.
2. Provide technical and administrative support to the Land Use Planning Committee (LUPC), JTC, Bicycle and Pedestrian Subcommittee, Martha's Vineyard Commission, and explore possibility of expanding JTC's planning role.
3. Review federal and state transportation plans, programs, regulations, guidelines and initiatives.
4. Prepare documents related to the maintenance and/or enhancement of the 3C process.
5. Participate in Massachusetts Association of Regional Planning Agencies (MARPA) and the Transportation Managers Group (TMG).
6. Conduct public meetings, hearings, and workshops, as needed.

Previous Work

- Meetings, minutes, and forums of the JTC.
- The Transportation Improvement Program (TIP), UPWP, JTC By-laws, and Public Participation Plan, as well as sundry other documents required by federal or state authorities.

Products

- Records of JTC meetings and forum proceedings.
- Planning and process documents (e.g., JTC By-laws) and related graphics.
- Technical assistance memoranda and reports.

Schedule

Continuous throughout the year

Task Budget

Staff days required	47.9
Current year funding	\$21,556
Funding source(s)	FHWA - \$17,245/MassDOT - \$4,311

Task 1.2 - Unified Planning Work Program (UPWP)

Objectives

- To develop a Unified Planning Work Program (UPWP) that describes the transportation planning activities and tasks to be undertaken by the Martha's Vineyard Commission from October 1, 2010 through September 30, 2011.
- To coordinate UPWP tasks in order to support the 3C process.

Proposed Activities

1. Review and amend the UPWP as to its format, content, and conformity with applicable federal and state rules, regulations, and guidelines.
2. Prepare task descriptions and budgets in consultation with the JTC, governmental agencies, and other interested parties.
3. Liaise with federal, state, and local agencies in order to administer transportation planning grants and contracts.

Previous Work

- UPWP for October 1, 2009 through September 30, 2010.
- Monthly financial and progress reports.

Products

- UPWP and documents related to the preparation and endorsement of the UPWP.
- Monthly progress reports and financial documents.
- Records of all meetings and proceedings.

Schedule

May - August 2011

Task Budget

Staff days required	15.0
Current year funding	\$6,750
Funding source(s)	FHWA - \$5,400/MassDOT - \$1,350

Task 1.3 - Transportation Improvement Program (TIP)

Objective

- To prepare a Transportation Improvement Program (TIP) describing a financially constrained list of transportation projects that is consistent with governmental policies.

Proposed Activities

1. Review of the current TIP as to its format, content, and conformity to applicable federal and state rules, regulations, and guidelines.
2. Consult with state, regional, and local officials to determine the status of current projects and solicit additional projects eligible for federal and/or state funding.
3. Consult with regional and local officials to determine the status of current projects and solicit additional projects eligible to be funded with "non-federal" funds.
4. Work with towns to estimate project costs.
5. Determine priority of projects, in conjunction with the JTC, given project selection criteria.
6. Conduct supporting studies.
7. Coordinate public review, adoption, and endorsement of TIP documents.
8. Assure conformity of TIP projects with all applicable federal state plans, regulations, and guidelines.
9. Monitor implementation of TIP projects.
10. Amend and adjust the TIP, as needed.
11. Meet with representatives of government agencies, providers of transportation, and other interested parties.
12. Create FFY 2012-2015 TIP.

Previous Work

- The 2010-2013 TIP, including amendments and documents related to endorsement.

Products

- FFY 2011-2014 TIP, and TIP amendments and adjustments as needed.
- Records of all meetings and proceedings.

Schedule

May - August 2011

Task Budget

Staff days required	15.0
Current year funding	\$6,750
Funding source(s)	FHWA - \$5,400 /MassDOT - \$1,350

Task 1.4 – Public Participation (PP) and Environmental Justice (EJ)

Objective

- To encourage public participation in transportation planning issues through the LUPC, JTC, and MVC. To increase awareness of the transportation planning process and issues in the region.

Proposed Activities

1. Review transportation planning procedures with guidance from FHWA/FTA and MassDOT/Highway regarding specific activities relating to environmental justice and the planning process.
2. Obtain current information on locations of affordable housing units from the Vineyard Housing Authority (Dukes County) and update maps accordingly (using Geographic Information Systems - GIS).
3. Coordinate with Vineyard Transit Authority and Vineyard Housing Authority (Dukes County) to ensure that the transportation needs of target populations are met.
4. Involve the public in transportation decisions through surveys/public meetings/workshops as needed.
5. Improve public relations through monthly newsletters, weekly or monthly reports to local newspapers and create improved marketing strategies.
6. Integrate basic principles of EJ into the 3C process, including limited English proficiency.
7. Review of the Public Participation Plan with the creation of an abbreviated public review period for draft amendments to the TIP.

Previous Work

- Incorporated Environmental Justice considerations into planning documents, including the Regional Transportation Plan, and the Island Plan (regional comprehensive plan) consistent with federal and state policy.

Products

- Compliance with all Environmental Justice requirements.
- Technical assistance, memoranda, reports, maps and workshops as needed.

Schedule

Continuous throughout the year

Task Budget

Staff days required	5.0
Current year funding	\$2,250
Funding source(s)	FHWA - \$1,800/MassDOT - \$450

Element 2. Data Collection and Analysis Activities

Task 2.1 – Regional Traffic Counting Program and Data Management

Objectives

- Develop and maintain a region-wide traffic counting program. Respond to requests for traffic counts from state and town officials within the region.
- Maintain an accurate and current database of traffic specific data characteristics of the roadway system, its demand, and its use.

Proposed Activities

1. Continue collection of traffic count data on the major Island roads; update historical database of traffic.
2. Collect bicycle count data on the Island's bicycle path system and maintain an inventory of bicycle paths, routes and off-road facilities, as well as pedestrian paths and trails and their physical condition of facilities, amenities, and other factors.
3. Conduct traffic count studies of specific corridors and intersections.
4. Collect data concerning road safety.
5. Create and build various databases suitable for integrated transportation/geographic information system applications.
6. Update Traffic Analysis Zone (TAZ) data with respect to population, housing, and employment.
7. Continue forecast of regional traffic conditions and trends into the future.
8. Make all data and information available to town boards, committees, DRI applicants and others.

Previous Work

- MVC traffic database, including bicycle counts, recently revised and expanded to include all available historical data.
- Extensive data and forecasts included in the *Regional Transportation Plan* and specific analyses such as the Edgartown Upper Main Street study.
- Travel Analysis Zone data developed for transportation modeling.

Products

- Transportation planning databases, including traffic database, TAZ data, and demographic and safety data.
- Reports, technical memoranda, and related graphics applicable to specific projects.

Schedule

To be carried out year-round (weather permitting), but focusing primarily on the peak summer season of June to August.

Task Budget

Staff days required	50.0
Current year funding	\$22,500
Funding source(s)	FHWA - \$18,000/MassDOT - \$4,500

Task 2.2 - Geographic Information System (GIS)

Objectives

- Maintain a geographic information system (GIS) database and utilize Pictometry Software in order to integrate transportation planning with land use planning, economic development and environmental protection.
- Maintain the Road Inventory File.

Proposed Activities

1. Continue to create and maintain various databases/GIS map layers, (e.g., road inventories, transit routes, walking trails, and bicycle paths).
2. Integrate GIS databases/map layers in order to support transportation and land use decision-making.
3. Create new maps for planning analysis and presentations.
4. Attend various GIS related-workshops and training sessions, including the MARPA GIS group, as needed.
5. Review, select and acquire additional hardware and software, as needed.
6. Advance work on viewshed analysis of roadway corridors.

(Note: The GIS sub-task supports other UPWP activities, such as sub-task 2.5, 3.2, and 3.3)

Previous Work

- Map of Environmental Justice Communities.
- Completed a major update of the road inventory file/GIS layer to add street names.
- Traffic Analysis Zone data and maps.
- Interactive web-site map of traffic counter locations (click on a counter and view the various traffic statistics for that site).
- Creation of hundreds of individual maps and graphics supporting the MVC's planning work (e.g., the maps in the *Regional Transportation Plan* and the *Island Plan*.)

Products

- Updated road inventory file/GIS layer.
- GIS databases for analysis of regional and local transportation projects.
- Maps, technical memoranda, and related graphics.

Schedule

Continuous throughout the year

Task Budget

Staff days required	60.0
Current year funding	\$27,000
Funding source(s)	FHWA - \$21,600/MassDOT - \$5,400

(Note: The GIS sub-task supports other UPWP activities, such as sub-task 2.5, 3.2, and 3.3)

Task 2.3 – Modeling and Forecasting

Objective

- To develop regional travel demand models for use in land use and transportation planning, and for air quality conformity.
- To collect, when necessary, information on the travel behaviors of Island residents and visitors, as well as regional freight movements.

Proposed Activities

1. Analyze recent travel surveys
2. Design questionnaires, distribute survey forms, collect and analyze survey forms, and report survey results to clients and the public, as needed.
3. Begin work on developing a peak-season travel demand model in order to forecast roadway traffic volumes given various land use scenarios and demographic/economic data trends.

(Note: This item has been on the UPWP in the past but was not completed for various reasons. Due to the demands of preparing the Regional Transportation Plan Update, it is not anticipated that this modeling will be done in 2011. However, this item is being included in this year's UPWP to cover the cost of initial preparatory work with a view to producing the peak-season model in the subsequent fiscal year).

Previous Work

- Conducting and analysis of extensive 2003 and 2004 visitor and resident surveys, and 2005 origin-destination surveys for Edgartown and Tisbury.
- A TransCad non-peak model was developed a few years ago and the MVC developed data for the peak-season model.

Products

- Regional travel demand model and analyses using TransCad software.
- Updated databases.
- Reports, memoranda and related graphics

Schedule

Continuous throughout the year

Task Budget

Staff days required	5.0
Current year funding	\$2,250
Funding source(s)	FHWA - \$1,800/MassDOT - \$450

Task 2.4 – Management Systems

Objectives

- To determine air quality effects of proposed regional transportation projects.
- To develop recommendations in support of proposed transportation improvements
- Participation in MassDOT’s Lead State Initiative to reduce run-off-road crashes as well the Highway Safety Improvement Program (HSIP).

Proposed Activities

1. Prepare all documentation necessary for an air quality conformity determination required by federal and state regulations and guidelines.
2. Prepare air quality analyses, as required for CMAQ and other air-quality related project funding sources.
3. Replace some of existing public transit buses with new cleaner burning equipment.
4. Analyze air quality impacts of proposed roundabout at Blinker Intersection and expanded pedestrian and bicycle networks.

Previous Work

- Air Quality certifications required for *Regional Transportation Plan* and TIP.

Products

- Determination of conformity concerning projects to be included in the TIP and its amendments.
- Reports, memoranda, and related graphics as needed.

Schedule

Continuous throughout the year

Task Budget

Staff days required	5.0
Current year funding	\$2,250
Funding source(s)	FHWA - \$1,800/MassDOT - \$450

Task 2.5 – Demographic Observation and Road Inventory Update

Objectives

- Maintain and update current demographic information to ensure that transportation planning, programming analyses, and forecasting methods are based on the most current demographic information.
- Update road inventory for use in refinement of the regional transportation model and the Regional Transportation Plan.

Proposed Activities

1. Review, develop, and analyze the 2010 U.S. Census Data, as it becomes available.
2. Continue to collect and update road inventory files using Geographic Information Systems.
3. Develop traffic analysis zones (TAZ) for the Transportation Model with the most recent 2000 census data.

Previous Work

- Prepare for 2010 U.S. Census and Regional Transportation Plan.
- Assisted communities in updating street names for most up to date road inventory files.

Products

- Regional travel demand model and analyses using TransCad software.
- Updated databases.
- Reports, memoranda and related graphics.

Schedule

Continuous throughout the year

Task Budget

Staff days required	20.0
Current year funding	\$9,000
Funding source(s)	FHWA - \$7,200/MassDOT - \$800

Element 3. Transportation Planning Studies

Task 3.1 - Project Reviews

Objective

- To coordinate the review and analysis of regionally significant transportation projects and the transportation components of regionally significant land use development projects known as Developments of Regional Impact (DRIs).

Proposed Activities

1. Review and analyze all DRI traffic impact analyses (TIAs) submitted to the MVC under Chapter 831 of the Acts of 1977 requirements for consistency with the *Regional Transportation Plan*.
2. Assist applicants with TIAs as needed, including helping to develop the scope of the study, and assisting with technical issues.
3. Review background data and conduct site visits as necessary to verify information.
4. Identify appropriate mitigation measures for each project reviewed, and make recommendations to MVC.
5. Draft and adopt a Transportation Policy for Developments of Regional Impact, greatly expanding and improving the MVC's current DRI Transportation Policy to increase the transparency and fairness of the process, and to include required mitigation.
6. Present data to state, regional, and local officials and organizations as required.
7. Review and comment on state highway access permits, ENF submittals, and EIR submittals.

Previous Work

- Reviewed over 20 DRIs. Many required extensive assistance, site visits, and recommendations.

Products

- Transportation analyses of DRIs, with recommendations concerning mitigation measures.
- Preparation of related reports and graphics, and public presentation of analyses.
- Records of all meetings and proceedings.

Schedule

Continuous throughout the year

Task Budget

Staff days required	100.0
Current year funding	\$45,000
Funding source(s)	FHWA - \$36,000/MassDOT - \$9,000

Task 3.2 – Local Transportation Planning Technical Assistance

Objectives

- To provide a quick and effective response mechanism to handle special, short-term transportation issues and/or projects as they arise.

Proposed Activities

1. Support the efforts of the Island Plan Implementation Committee to facilitate implementation of the Martha's Vineyard Island Plan as it relates directly and indirectly to transportation.
2. Work with Bicycle and Pedestrian Sub-committee of the Joint Transportation Committee to follow up on the study of extensions of the network of shared user paths (SUPs) connecting central Tisbury, Oak Bluffs, Edgartown, and the network in the State Forest. Identify other issues with the existing SUP and bike path network and identify possible improvements.
3. Obtain additional accident data from local police departments for the most recent years. GIS mapping of major accidents to identify overall patterns. Additional strategies to improve safety at highest-accident locations.
4. Identify and analyze main areas of congestion on the Island (Bottleneck Study). Use data collected in the summer of 2010. Identify need to collect additional information in the summer of 2011. Explore possibility of using VTA GPS system for ongoing data collection of congestion.
5. Draft scopes of service and conduct planning activities as necessary. Such activities are submitted to MassDOT and FHWA for approval.
6. Attend educational programs, seminars and training workshops.

Previous Work

- Completed the Island Plan – the regional comprehensive plan – including a section on Transportation. The Plan looked at various growth scenarios and their impacts on transportation and other factors. The Transportation section of the Plan summarized key elements of the Regional Transportation Plan, and also had new proposals about establishing a public-private collaboration to promote alternate transportation, traffic calming, and in-town pedestrian improvements.
- Obtained accident data from the state for the most recent years. Identifying the highest-accident locations. Initial identification of possible solutions.
- Initial data collection for bottleneck study.
- Carried out Pre-Feasibility Study of extensions of Shared Use Paths.
- Prepared Bicycle and Pedestrian Plan (Section 9 of the *Regional Transportation Plan*).

Products

- Studies of regional planning issues.
- Preparation of reports, technical memoranda, and graphics.
- Public presentation of analyses.
- Records of all meetings and proceedings.

Schedule

Continuous throughout the year

Task Budget

Staff days required	80.0
Current year funding	\$36,000
Funding source(s)	FHWA - \$28,800/MassDOT - \$7,200

Task 3.3 – Regional Traffic Studies

Objectives

- To promote safe traveling conditions for vehicular travelers, bicyclists, and pedestrians.
- To develop recommendations in support of proposed transportation improvements at locations identified in the updated (2008) *Regional Transportation Plan*.

Proposed Activities

1. Analyze priority roads and intersections identified in the updated *Regional Transportation Plan* as problematic from a safety and/or congestion point of view, identifying possible modifications to improve safety or reduce congestion (Bottleneck Study).
2. Conduct corridor or intersection traffic assessments when requested by town officials or in relation to specific development projects. Identify bottlenecks.
3. Work with MassDOT and towns on redesign of the intersections of Old County Road and State Road in West Tisbury, and of Edgartown-Vineyard-Haven/Barnes Road intersection in Oak Bluffs.
4. For all assessments, collect traffic counts and turning movement counts during peak hours, perform the Level of Service (LOS) analysis, determine past and present traffic volumes, peak hours of use, turning movement counts, prevailing speed, accident frequency, levels of service, parking capacity and demand, and intensity of bicycle and pedestrian uses. Analyze data and estimate future demands and needs.
5. As implementation plans proceed, update studies of the proposed system of connector roads related to the intersection of Edgartown-Vineyard Haven Road and State Road in Tisbury, as required.
6. Coordinate efforts with local planning boards, highway departments, and police departments.
7. Present findings and recommendations to the public.
8. Identify scenic corridors and view sheds along the Island Road District of Critical Planning Concern, and explore possible methods for increased protection, such as limiting curb cuts.

Previous Work

- Worked closely with the Town of Oak Bluffs and MassDOT on the reconfiguration of Lake Avenue and nearby streets in Oak Bluffs.

Products

- Traffic and safety assessments of major intersections.
- GIS databases of motor vehicle, bicycle and pedestrian accident data.
- Preparation of related reports and graphics. Public presentation of analyses.
- Record of all meetings and proceedings.

Schedule

Continuous throughout the year

Task Budget

Staff days required	70.0
Current year funding	\$31,500
Funding source(s)	FHWA - \$25,200/MassDOT - \$6,300

Task 3.4 - Transit Technical Assistance and Intermodal Planning

Objectives

- To monitor the region's transit network in order to identify needs and potential improvements.
- To develop practical strategies to effectively manage new and existing public transportation facilities.

Proposed Activities

1. Continue general assistance to the Vineyard Transit Agency.
2. Initiate, in cooperation with the VTA, a plan of bus stops and shelters for the Vineyard.
3. Assist in developing a Coordinated Human Services Transportation Plan to assure eligibility for FTA funding (JARC/New Freedom).
4. Develop plans for improved intermodal connections.
5. Attend educational programs, seminars, and training workshops.

Previous Work

- Developed a GIS database of bus routes and ridership data.
- Coordinated Human Services Transportation Plan.

Products

- Database of route information and ridership statistics.
- Coordinated Human Service Transportation Plan.
- Reports and graphics.
- Records of all meetings and proceedings.

Schedule

Continuous throughout the year

Task Budget

Staff days required	5.0
Current year funding	\$2,250
Funding source(s)	FTA - \$1,800/MassDOT - \$450

Task 3.5 – Regional Transportation Plan Update

Objectives

- To develop the 2011 Martha's Vineyard Regional Transportation Plan Update.
- To comprehensively evaluate the region's transportation network.
- To examine the combined effects of regional transportation facilities use, land use development and economic development on the natural character of the Island.
- To recommend regional policies which will promote coordinated decision-making.

Proposed Activities

1. Create an advisory committee consisting of members from various town planning boards, highway departments, interested citizens to oversee the development of the RTP.
2. Update demographic data and identify trends in population, housing and employment, as required.
3. Summarize the findings and recommendations from recent transportation planning studies. Incorporate the results of recent studies and plans developed since the 2008 RTP Update, notably the Development and Growth and Transportation sections of the Island Plan.
4. Add section on climate change.
5. Carry out a program of public participation in relation to preparation of RTP Update including discussions with local planning boards and committees, public meetings, surveys, workshops, and review meetings.

Previous Work

- 2008 Regional Transportation Plan Update
- Island Plan including section on Transportation

Product

- 2011 Regional Transportation Plan Update

Schedule

- Detailed outline by October 31, 2010.
- Draft RTP by January 31, 2010.
- Endorsement by March 31, 2011.

Task Budget

Staff days required	85.0
Current year funding	\$38,250
Funding source(s)	FHWA - \$30,600/MassDOT - \$7,650

Element 4. Other Transportation Technical Activities

Task 4.1 - Inter-Regional Transportation Activities

Objective

- To participate in the coordination of state and regional planning activities.

Proposed Activities

1. Consult with state and regional planning agencies, as well as with inter-regional carriers of passengers and freight.
2. Participate in the meetings of the Massachusetts Association of Regional Planning Agencies (MARPA) and the Transportation Managers Group (TMG).
3. Participate in the planning of inter-regional transportation projects. For example, improvements to the SSA terminal, parking, shuttle and the expansion of the SSA fleet.
4. Review and comment on inter-regional transportation planning materials.
5. Attend educational programs, seminars, and training workshops.
6. Participate in the Cape Cod Transit Task Force.
7. Research feasibility of implementing Intelligent Transportation System (ITS) principles in the region.

Previous Work

- Consultations required for development of required documents such as the *Regional Transportation Plan*.
- Participation in MARPA, the Transportation Managers Group, and the Cape Cod Transit Task Force.

Products

- Coordinated planning efforts.
- Reports, memoranda, and related graphics.
- Records of all meetings and proceedings.

Schedule

Continuous throughout the year

Task Budget

Staff days required	20.0
Current year funding	\$9,000
Funding source(s)	FHWA - \$7,200/MassDOT - \$1,800

Task 4.2 - Special Tasks

Objectives

- To undertake additional transportation planning tasks as may be mutually agreed to by the staff of the MVC and MassDOT/Highway Division (e.g., sidewalk assessments, walking and bicycling trail studies, and view-shed analyses).
- To promote and distribute the annual visitor transportation information map.
- To distribute an informational bicycle map and educational flyer for recreational rider usage.
- To promote alternative travel modes to the automobile.

Proposed Activities

1. Undertake any transportation tasks that may arise during the contract period and that are mutually acceptable to the MVC and MassDOT/Highway Division.
2. Continue to update and distribute the MVC's complementary informational map of the
3. Island.
4. Update maps and educational materials of regional bicycling facilities and walking trails and continue distribution to the public.
5. Promote alternative travel modes.

Previous Work

- Visitors Map (partial funding related to inclusion of transportation component).
- Bicycle Map and safety flyer.
- Liaisons with towns, local media, and business to promote alternative modes (e.g., letters to businesses addressing problematic driving/parking habits by certain fleet vehicles, improved enforcement of cycling and pedestrian-related laws).

Products

- Updated Visitor Map and reprint two year supply.
- Improved coordination with towns, local business, and media on alternative modes.

Schedule

Continuous throughout the year

Task Budget

Staff days required	20.0
Current year funding	\$9,000
Funding source(s)	FHWA - \$7,200/MassDOT - \$1,800

Task 4.3 - Access to Jobs

Objective

- To improve transportation facilities and programs servicing low-income workers.
- To support the Environmental Justice sub-task.

Proposed Activities

1. Develop socio-economic, land-use, and transportation databases.
2. Promote mixed-use infill development with residential component closer to employment centers and transportation facilities.
3. Determine employer/employee needs.
4. Develop alternative transportation programs in order to link welfare recipients and employment sites.
5. Coordinate planning procedures with groups and individuals assisting welfare clients obtain meaningful employment.
6. Prepare reports, graphics, service plans, and grant applications.

Previous Work

- Updated socio-economic, land-use, and transportation databases.

Products

- Coordinated Human Services Transportation Plan.

Schedule

Continuous throughout the year

Task Budget

Staff days required	5.0
Current year funding	\$2,250
Funding source(s)	FHWA - \$1,800 /MassDOT - \$450

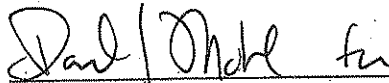
Budget Summary by Task

All funds from FHWA/MassDOT

UPWP - Dukes County MA - FFY2011 - Budget Summary					
Daily Professional Rate Including Overhead					\$450
		Staff Days	FHWA Share	MDOT Share	Task Budget
Element 1. Management and Support of the Planning Process					
Task 1.1	Support of the 3C Process	47.9	\$17,245	\$4,311	\$21,556
Task 1.2	Unified Planning Work Program	15.0	\$5,400	\$1,350	\$6,750
Task 1.3	Transportation Improvement Program	15.0	\$5,400	\$1,350	\$6,750
Task 1.4	Public Participation and Environmental Justice	5.0	\$1,800	\$450	\$2,250
Subtotal		82.9	\$29,845	\$7,461	\$37,306
Element 2. Data Collection and Analysis Activities					
Task 2.1	Regional Traffic Counting Program and Data Management	50.0	\$18,000	\$4,500	\$22,500
Task 2.2	Geographic Information System	60.0	\$21,600	\$5,400	\$27,000
Task 2.3	Modeling and Forecasting	5.0	\$1,800	\$450	\$2,250
Task 2.4	Management Systems	5.0	\$1,800	\$450	\$2,250
Task 2.5	Demographic Observation and Road Inventory Update	20.0	\$7,200	\$1,800	\$9,000
Subtotal		140.0	\$32,400	\$8,100	\$63,000
Task 3. Transportation Planning Studies					
Task 3.1	Project Reviews	100.0	\$36,000	\$9,000	\$45,000
Task 3.2	Local Transportation Planning Technical Assistance	80.0	\$28,800	\$7,200	\$36,000
Task 3.3	Regional Traffic Studies	70.0	\$25,200	\$6,300	\$31,500
Task 3.4	Transit Technical Assistance and Intermodal Planning	5.0	\$1,800	\$450	\$2,250
Task 3.5	Regional Transportation Plan Update	85.0	\$30,600	\$7,650	\$38,250
Subtotal		340.0	\$122,400	\$30,600	\$153,000
Task 4. Special Transportation Studies and Activities					
Task 4.1	Inter-Regional Transportation Activities	20.0	\$7,200	\$1,800	\$9,000
Task 4.2	Special Tasks	20.0	\$7,200	\$1,800	\$9,000
Task 4.3	Access to Jobs	5.0	\$1,800	\$450	\$2,250
Subtotal		45.0	\$16,200	\$4,050	\$20,250
Total		567.9			\$273,556

Endorsements

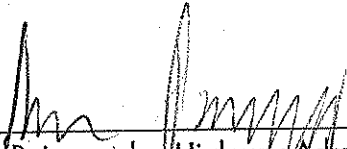
We, the undersigned members of the Committee of Signatories for the Martha's Vineyard Region, do hereby endorse the Unified Planning Work Program for October 1, 2010 – September 30, 2011.



Jeffrey B. Mullan, Secretary of Transportation
Massachusetts Department of Transportation

09/31/10

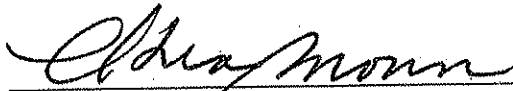
Date



Luisa Paiewonsky, Highway Administrator
Massachusetts Department of Transportation

9/30/10

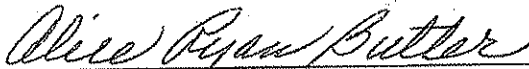
Date



Christina Brown, Chairman
Martha's Vineyard Commission

August 25, 2010

Date



Alice R. Butler, Chairman
Vineyard Transit Authority

August 24, 2010

Date



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