

TOWN OF NISKAYUNA
Complete Streets Committee
A G E N D A

September 29, 2023

2:30 P.M.

Schaefer Room, Town Hall & Hybrid Google Meets

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PRIVILEGE OF THE FLOOR**
- IV. MINUTES**
 1. August 28, 2023
- V. OLD BUSINESS**
 1. Draft Comprehensive Plan Chapter “Mobility and Transportation” (Duggal/Kuzsman)
 - i. Met with Comp Plan Sept 19
 2. Wyoming Ave – stop sign approved
- VI. NEW BUSINESS**
 1. Linkage Study for Route 7
- VII. DISCUSSION ITEMS**
 1. Grant Updates – Crosswalks at St Josephs
 2. Plum St Sidewalk Progress Report
 3. Complete Streets Demonstration Projects
 4. Winnie Road Easement – Audrey Cox
 5. Priority Letter Update / Route 7 requests
- VIII. REPORTS**
- IX. ADJOURNMENT**

NEXT MEETING

October 27, 2023 at 2:30 pm

**TOWN OF NISKAYUNA
COMPLETE STREETS COMMITTEE**

Hybrid In Person (Schaefer Room) / Remote Meeting (Google Meets)

Meeting Minutes

August

28, 2023

Members Present: William Chapman, Chairman

Karla Duggal

Ben O’Shea

Catherine Kuzsman (virtual)

Andrew Millspaugh (virtual)

Theresa Healy

Elise Corbin

Also Present: Laura Robertson, Town Planner

Ian Munger, Police Department

I. CALL TO ORDER

The Chairman called the meeting to order at 2:30pm.

II. ROLL CALL

Karla Duggal and Jim Levy were excused today.

III. PRIVILEGE OF THE FLOOR

No one for Privilege of the Floor

IV. MINUTES

1. July 28, 2023

Chairman O’Shea made a motion to approve the 7/28/2023 minutes, seconded by Mr. Chapman.

The 7/28/2023 minutes were approved unanimously.

V. OLD BUSINESS

- a. Draft Comprehensive Plan Chapter “Mobility and Transportation”
(Duggal/Kuzsman)

Mr. Chapman went over the work that had been done already on this chapter as well as some of the other ideas for the remaining sections. He stated they wanted to have another meeting to work on a few of the remaining points before the joint meeting on September 19 with the Comprehensive Plan Committee. Mr. Chapman also stated they really want to make sure they remove all the items that have already been accomplished from the last Comprehensive Plan and also remove any items that are no longer relevant to the 2023 Comprehensive Plan.

38 Ms. Robertson said she spoke with the Comprehensive Plan Committee and they all plan on
39 reading the Transportation chapter before the meeting on September 19 so they are ready to
40 discuss the updates.

41 i. Meet with Comp Plan Sept 19

42 b. Wyoming Ave – public hearing for stop sign

43 Ms. Robertson said there was a resident and Mr. Chapman that attended the public hearing and
44 spoke in favor of the stop sign. The stop sign was received favorably. The next step would be
45 for the Town Board to bring forward a resolution to be able to install the stop sign. Ms.
46 Robertson suggested that they make a motion and she will forward the Town Board a letter for
47 the additional items they are feeling that are important.

48
49 Chairman O’Shea said he makes a motion to write a letter requesting follow up beyond the stop
50 sign installation. He said trimming the brush back and also squaring the intersection so it’s more
51 of a T are critical to this open solution. Mr. Chapman also would like to have the Town get an
52 engineering study on Lexington and Baker maybe to add a stop sign there.

53
54 Chairman O’Shea made an official motion to draft a letter that requests the Town Supervisor to
55 follow up on brush clearing around the new stop sign. Ms. Corbin seconded. All were in favor.

56
57 Officer Munger spoke about the process for the stop sign from the Police Department side.

58

59 VI. NEW BUSINESS

60 1. Rivers Ledge Senior Center Building Improvements and Connections

61 Ms. Robertson said the last time the Board reviewed this proposal they wanted to make sure the
62 buildings were connected with sidewalks or paths. The sidewalks were added to the plans with
63 crosswalks to the road and also additional connections to the bike path. These sidewalks were
64 specific Complete Streets recommendations. Ms. Robertson said they weren’t able to do the
65 underground parking, so the above ground parking will be all along the bike path. There will be
66 trees and landscaping planted between the garages and the bike path. She showed renderings to
67 the Board to get their comments on the view from the bike path.

68 Ms. Duggal asked what type of vegetation would be planted behind the garages. Mr. Robertson
69 said she believes it will be Norway Spruce but the Tree Council may change the type of trees.

70 The Board agreed it would be more open and urban in that area but felt the connections to the
71 bike path were important and the views would be acceptable. Chairman O’Shea thanked Ms.
72 Robertson for following up on the Complete Streets recommendations.

73 VII. DISCUSSIONS ITEMS

74 1. Grant Updates – Crosswalks at St. Josephs

75 Ms. Robertson said the lights did get installed and they are operation but she has received
76 comments from people that cars are not always stopping when the lights come on.

77 Ms. Healy asked if a big sign could be put there for a week or two saying something like “stop
78 for pedestrians, it’s the law,” to get people’s attention.

79 Officer Munger said the Police Department doesn’t have those signs but the Committee could get
80 them maybe from DOT or possibly from Water & Sewer. Mr. Robertson said she would ask
81 water & sewer.

82 Chairman O’Shea made a motion that Complete Streets requests the use of the Water & Sewer
83 sign to bring attention to the new crosswalk at St. Joseph’s. Seconded by Ms. Healy. All were
84 in favor.

85 It was suggested to put the sign on one side for a week then the opposite side for a week.

86 2. Plum St. Sidewalk Progress Report

87 Ms. Robertson said this was approved at the last Town Board meeting. She will set up a meeting
88 with the contractor, Town Engineer and the Highway Superintendent on Thursday. Sometime in
89 September there will be a meeting with the school to coordinate what they will need for the
90 construction. Ms. Robertson said she will also meet with the homeowners soon as well.

91 3. Complete Streets Demonstration Projects

92 Chairman O’Shea said a week after their last month’s meeting, Mr. Chapman, Ms. Robertson,
93 Mr. Levy and himself met. They discussed the bike lane and had tentatively come up with the
94 left side but have since declined that idea.

95 Ms. Robertson said she reached out to the Chief of Police, Chief of Fire, Highway
96 Superintendent and Engineering. The Chief of Police is not in favor of the left side but is ok
97 with the right side. The Chief of Fire requested no physical barriers in the road and is also
98 concerned with the left side but ok with the right. Highway’s preference was sharrows instead
99 of a bike lane.

100 Mr. Chapman is wondering where can you put bike lanes in Niskayuna. He stated Niskayuna
101 allows motorist to park on the street in front of their houses which wouldn’t be allowed with
102 bike lanes. The Board also asked where bikelanes could be put when the roads in Niskayuna
103 were narrow.

104 Chairman O’Shea said that Mr. Chapman and himself had talked before the meeting about
105 possibly considering turning the demonstration project into a bike event - a bike ride on
106 Orchard Park and Windsor with sharrows and with an education component. He suggested to
107 have volunteers at the crosswalks helping people cross the road. The event could be for a few
108 hours and they could do the education component and maybe give out bike helmets. This way
109 the sharrows could be put back on Orchard Park and the Committee could get feedback on
110 them and move forward on doing more sharrows on other streets.

111 Ms. Robertson said she spoke with Highway and they potentially would be willing to let the
112 Committee put the sharrows down on Orchard Park permanently. She said she had hired an
113 engineer to look at Orchard Park Corridor specifically and he gave her location and dimension

114 specks for the sharrows. The sharrows existed so long on Orchard Park with no problems that
115 the Town may be willing to put sharrows down permanently even though it is an event.

116 Chairman O'Shea thought maybe the second weekend in October could be a possibility.

117 Ms. Robertson said she would need to get the engineering drawing to the Town Attorney. She
118 stated she has the stencil so it is possible, but she doesn't schedule the Highway crews so that's
119 another thing. She was concerned she didn't have enough time.

120 Ms. Kuzsman said we don't have an active bike group in Niskayuna like they do in
121 Schenectady. She stated she feels that anything that educates the public in Niskayuna is great.
122 She said educating the public should be our top priority. Ms. Kuzsman thinks educating them
123 on sharrows is a great idea.

124 Chairman O'Shea felt that this would definitely benefit young families wanting to take their
125 families to the different events around Town like the Farmer's Market or Movie Night.

126 Ms. Corbin agreed that it is not convenient for everyone but it is important to teach people how
127 to ride safely and the rules of riding and the rules of the road.

128 Mr. Chapman said this would be held at Town Hall not on Lexington. He suggested maybe
129 having music, a food truck and some tables.

130 Chairman O'Shea said this would be a good Spring Community event. Chairman stated
131 tentatively looking at spring for the event but Ms. Robertson is still going to follow up with
132 Highway about getting the sharrows put down now. It is better to do this sooner than not.

133 Ms. Healy asked if the sharrows could just be put down on Lexington instead of a bike lane.

134 Ms. Robertson said the reason it can be done on Orchard Park is that it was done by an
135 engineer and it was down for a long time with no complaints or problems. She said they
136 should start with temporary sharrows on Lexington and see how they work.

137 Mr. Chapman said they could go back to Lexington to talk to the residents and show them a
138 picture of sharrows and see what they think, they might think it's a great idea.

139 4. Winnie Road Easement – Audrey Cox

140 Ms. Robertson said she had no updates at this time.

141 Mr. Chapman did stated he believes that the gentlemen that lives there might be willing to
142 consider an easement .

143 5. Priority Letter Update / Route 7 requests

144 Ms. Robertson said a follow up meeting should be scheduled. The DOT said they were doing
145 their own study but they did not say how long their study was going to take. Ms. Robertson

146 said she will continue to try and find out that answer. She said the next step would be to
147 schedule meetings with the DOT.

148 Chairman O'Shea asked the best way to support this.

149 Mr. Chapman feels there needs to be a push to get a meeting scheduled with the Chief of
150 Police, Town Supervisor, County Reps and some reps from Complete Streets. At this meeting
151 these important topics can be brought up. Mr. Chapman said Niskayuna is doing lots of things
152 and the Committee would like the State to help us out.

153 Mr. Chapman said he feels we should reach out to the County to have them show their support
154 of the Town by saying Route 7 is dangerous. This way the State is hearing it from the Town
155 and the County.

156 Ms. Robertson said she will send out follow-up emails by Friday. Ms. Kuzsman asked what
157 the scope of the study is that the DOT is doing. Ms. Robertson said they did not say what the
158 scope was just that they started it on April 25, 2023.

159 **VIII. REPORTS**

160 There were no Committee Reports this meeting.

161 There was a discussion on changing the time and possibly the day of the week that the Complete
162 Streets meets. A tentative time and day change would be 3:00 – 4:30 on Monday September 18.

163 **IX. ADJOURNMENT**

164 Mr. O'Shea made a motion to adjourn the meeting. Seconded by Ms. Healy. All were in favor.

165 The meeting adjourned at 4:00 pm.



DRAFT 2024 Transportation Planning Project Solicitation Guidance Issued October 6, 2023

Introduction

The Capital Region Transportation Council (Transportation Council) is seeking proposals for community planning initiatives, technical assistance and municipal complete streets workshops for inclusion in its work plan for the fiscal year beginning April 1, 2024. The Transportation Council's work plan is known as the Unified Planning Work Program (UPWP) in which federal transportation planning funds, made available through the Federal Highway Administration and the Federal Transit Administration, are assigned to transportation planning activities in the Capital Region. Planning proposals must advance the principles of the region's metropolitan transportation plan, New Visions 2050. The 2024-2025 UPWP covers the period April 1, 2024 to March 31, 2025 and an estimated \$300,000 in federal funds will be available for planning activities.

Eligible Sponsors

Cities, towns, villages, and counties in the Transportation Council's metropolitan planning area are eligible to apply. The Transportation Council's planning area includes the counties of Albany, Rensselaer, Saratoga (except the Town of Moreau and the Village of South Glens Falls) and Schenectady. The Transportation Council's member organizations are also eligible to apply. Applications from not-for-profits, neighborhood groups, and other organizations will be considered if the application is sponsored and submitted by at least one local government in the study area and involves the participation of others, if applicable.

Regional Planning Principles

The principles contained in [New Visions 2050](#) guide the Transportation Council's investment of federal funds in transportation planning. UPWP planning proposals must advance New Visions principles which are consistent with federal policies. Key New Visions themes, followed by planning project examples, are provided on page 2.

New Visions 2050 Planning Themes and Project Examples

Quality Region Planning

- Land use and transportation plans
- Public participation initiatives
- Zoning code updates
- Development mitigation reviews

Infrastructure

- Sidewalk and trail location data collection
- Americans with Disabilities Act (ADA) Transition plans
- Flood vulnerability assessments

Regional Operations & Travel Reliability

- Traffic count data collection and analysis
- Travel demand modeling
- Traffic signal retiming plans

Safety

- Crash data analysis
- Education programs
- Speed studies

Transportation System Resiliency/Security

- Electric vehicle infrastructure planning
- Hazard mitigation plans
- Evacuation route planning

Complete Streets

- Corridor studies
- Demonstration projects
- Municipal staff training workshops

Bicycles and Pedestrians

- Bicycle and pedestrian counts
- Trail feasibility studies
- Safe Routes to School and bicycle/pedestrian plans

Transit and Mobility Options

- Mobility hub planning
- Transit supportive development plans
- Parking studies

Transportation Demand Management

- Park and ride lot plans and data collection
- Single occupant vehicle trip reduction planning
- Sustainable commuting programs

Freight

- Freight data collection
- Truck access and circulation studies
- Intermodal center planning

Environmental Stewardship

- Carbon reduction plans
- Climate action plans
- Green infrastructure plans

Transportation Related Technologies

- Smart city planning
- Coordinated traffic signal planning
- Curbside management plans

Eligible Planning Activities

For 2024, the UPWP solicitation is focused on communities interested in hosting a municipal complete street workshop, that need Transportation Council staff technical assistance on a local planning issue or sponsors that need a consultant assisted community planning/Linkage study. Requests for technical assistance are capped at \$25,000 and community planning studies are capped at \$150,000. Applicants are encouraged to propose creative and innovative projects that address the region's evolving local and regional planning needs. Examples of recently funded projects may be found in the Transportation Council's current [2023-2024 UPWP](#). Intermunicipal

proposals and additional in-kind services or cash matches above the minimum required are encouraged. The Transportation Council reserves the right to confirm or modify cost estimates based on past planning project experience.

Project Types	Cost Estimate Ranges
<p>Complete Streets Workshops</p> <p>The Complete Streets Educational & Technical Assistance Workshops will help transportation planning practitioners and decision makers identify and overcome Complete Streets policy and implementation barriers. The workshops are available to local governments, particularly in Rensselaer, Saratoga, and Schenectady counties as Albany County is hosting their own county wide workshop in collaboration with the Transportation Council in fall 2023. See the Workshop Flyer for additional information including descriptions of the workshop types and the Complete Streets Workshop series webpage for past participants.</p>	<p>N/A</p> <p>Match Requirement: No local cash is required; communities are required to provide in-kind assistance with meeting logistics, including securing a meeting space and ensuring key stakeholders will be in attendance.</p>
<p>Technical Assistance Program</p> <p>This program provides Transportation Council staff time and expertise to local governments undertaking small-scale community planning initiatives, for example:</p> <ul style="list-style-type: none"> • Land use/neighborhood planning • Data collection and analysis • Trail planning • GIS mapping and analysis • Zoning and site planning <p>These projects have a shorter turnaround time, a discrete scope of work, and may have limited public outreach. For a comprehensive list of eligible project types, see the Community Planning Technical Assistance web page.</p>	<p>Up to \$25,000</p> <p>Match requirement: An in-kind match contribution of not less than 10% of the actual project cost is required</p>
<p>Community Planning/Linkage Program</p> <p>This program provides funding for local governments to prepare community-based transportation and land use plans consistent with New Visions 2050 planning and investment principles, for example:</p> <ul style="list-style-type: none"> • Neighborhood and Area Transportation Plans • Corridor Studies and Concept Plans • Complete Streets Plans • Zoning and Land Use Regulations • Active Transportation Plans <p>These consultant-assisted projects generally have a comprehensive scope of work and robust public outreach. For a list of example project types, see the Linkage Program web page.</p>	<p>\$20,000 (minimum - \$150,000 (maximum))</p> <p>Match requirements: A cash or in-kind match contribution of not less than 10% of the actual project cost is required</p>

Ineligible Activities

- National Environmental Protection Act (NEPA) environmental assessments
- State Environmental Quality Review Act (SEQRA) environmental assessments
- Detailed engineering
- Field land surveying for right of way mapping
- Right-of-way acquisition
- Storm water/sewer system design
- Site preparation
- Construction projects
- Transportation department operations

Project Administration

The UPWP is funded with federal transportation planning funds from the Federal Highway Administration and the Federal Transit Administration. These funds are allocated to the Transportation Council by New York State and come with requirements at both the federal and state levels. If funding is awarded, in addition to the requirements outlined below, additional project administration guidance will be provided to project sponsors. A few key administration requirements:

Complete Streets Workshops:

- The Transportation Council is retaining a consultant to deliver the Complete Street Workshops at its own expense. Communities will be asked to provide in-kind support.

Technical Assistance Program:

- Transportation Council staff will provide technical assistance in-house. Technical assistance projects must be completed by March 1, 2025. A detailed scope of work will be finalized with the project sponsor prior to project initiation.

Community Planning/Linkage Program:

- A Memorandum of Understanding (MOU) outlining the roles and responsibilities of the Transportation Council staff and project sponsors will be executed before projects can begin. If the MOU is not executed by September 30, 2024, planning funds will be forfeited.
- The Transportation Council will administer consultant contracts and provide additional technical assistance throughout the study process.
- The Transportation Council uses an abbreviated but competitive approach to consultant selection. Sponsors should be aware that if consultant assistance was used to prepare the planning project application or to develop the scope of work, that consultant will not be

eligible for the contract. In addition, consultants on retainer to a municipality are not guaranteed planning project contracts.

- Consultant assisted planning studies must be completed within 18 months of the date of contract execution. Should the project be delayed, the following milestones will apply:
 - Within 3 months of contract execution – have a kick-off meeting.
 - Within 12 months – consultant completes 50% of the scope of work.
 - Within 18 months – consultant completes 100% of the scope of work.

If the above milestones are not met, the sponsor must submit a request for an extension to Transportation Council's Planning Committee and the sponsor will not be eligible to request additional Transportation Council planning funds until the delayed project is complete.

- In-kind match may include meeting attendance, document review, and other project tasks. Sponsors must document hours and either hourly rates (including fringe) of salaried staff or the [value of volunteer time](#) spent on tasks supporting the project. In-kind match documentation shall be submitted to the Transportation Council.
- The Transportation Council will invoice sponsors for cash match, if offered, no later than December 1, 2024. Sponsors should ensure the availability of cash matches in calendar year 2024 budgets.
- Cash match sources may include state, county, and local funds as well as funds from private and not-for-profit groups with a direct connection or interest in the project.
- Other federal funds may not be used for the local match.
- Federal funds are capped.
- Failure to meet the Transportation Council's requirements may result in funding being revoked. Transportation Council reserves the right to cancel projects at any time.

Public Participation

UPWP funded planning activities expected to result in recommendations or actions with direct or indirect impact on the public must provide for public input and participation. The magnitude of a project will determine the extent of the public input component. All consultant assisted activities will utilize the Transportation Council's [Public Participation Plan](#) as a guide for public involvement. Projects that are of a technical nature and/or focus on data collection efforts (such as traffic volume data collection) do not require public input. The Transportation Council will make the final determination on the need for public involvement for all proposed projects.

Title VI and Nondiscrimination

The Transportation Council's Nondiscrimination Program consists of separate Title VI and Americans with Disabilities Act (ADA) components. The Transportation Council is committed to ensuring that no person is excluded from participation in, or denied the benefits of, its metropolitan transportation planning process on the basis of race, color, national origin, sex, age,

disability, or economic status, as protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations.

Successful applicants for UPWP funds are expected to make concerted efforts to have broad and meaningful public participation from all affected parties in their planning processes, and to demonstrate that the project does not have discriminatory impacts.

Pre-Application Resources

Transportation Council staff is available to discuss planning project concepts with sponsors prior to submitting a proposal. Contact the Transportation Council if you would like to set up a pre-application in person or virtual meeting.

A virtual UPWP workshop is scheduled for Thursday, October 18th at 12 p.m. via Zoom. **Sponsor attendance is highly encouraged.** Register at https://us02web.zoom.us/webinar/register/WN_kgM7_xyJSXWlnodD8jxxzg. A video recording will be available on the Transportation Council's YouTube channel after the meeting.

Application Process

All proposals must be received by **Friday, December 1, 2023 at 5:00 p.m.** Project sponsors must complete an application form for each proposed project individually via Jotform. Applications received via mail or fax will not be accepted unless pre-approved by the Transportation Council's Executive Director.

For Complete Streets Workshops, apply at <https://form.jotform.com/232395981502157>. Sponsors will need to upload the following:

1. A brief cover letter that includes a commitment to the local match requirement signed by the lead elected official or chief executive (.pdf format).
2. A copy of the adopted community complete street resolution, policy, ordinance, and/or checklist, if applicable.

For Technical Assistance and Community Planning/Linkage Program projects, apply at <https://form.jotform.com/222775394470160>. Within the electronic application for Technical Assistance and Community Planning/Linkage Program projects, sponsors will need to upload the following:

1. A brief cover letter that includes a commitment to the local match requirement signed by the lead elected official or chief executive (.pdf format).
2. A project location map, if applicable (.pdf format).
3. Letters indicating commitment of transportation facility owners, if the facility is not owned by the project sponsor, to the project (.pdf format).

4. Letters from project partners proposing in-kind services or the provision of matching funds. Do not include general letters of endorsement (.pdf format).

Applications that do not adhere to the above requirements will not be accepted. For application questions, please contact the Transportation Council at 518-458-2161 or info@capitalmpo.org.

Project Evaluation

Proposals will be screened by Transportation Council staff to ensure they are complete and meet all program requirements. Project sponsors must submit a good-faith project budget which will be reviewed for appropriateness. A review of the local match requirement will also be undertaken and confirmed with project sponsors. Incomplete submissions and those that do not meet the program requirements will not be considered for funding.

Transportation Council staff will evaluate proposals as follows. Proposals that best meet the evaluation criteria will be more competitive for funding.

The Technical Assistance and Community Planning/Linkage Program evaluation criteria are:

1. Project advances one or more New Visions principles or [Federal planning factors](#) (up to 5 points)
2. Study Area includes or is adjacent to a Census Tract identified as low income or minority based upon the Transportation Council's [Title VI/Environmental Justice Analysis](#) (up to 4 points)
3. Proposal includes an intermunicipal partnership (4 points)
4. Sponsor demonstrates strong commitment to the project (i.e. resolution supporting the proposal, exceed match requirements, implementation funds identified, etc.) (up to 3 points)
5. Proposed project implements a previously completed Transportation Council Plan (i.e. Linkage Plans or regional plans). New Visions 2050 does not apply. For a list of Transportation Council's completed plans, visit <https://www.capitalmpo.org/transportation-plans/council-planning-documents> (up to 3 points)
6. Project sponsor demonstrates ability to support the project through staff, appointed officials or volunteers (up to 3 points)
7. Proposed project is innovative or demonstrates a creative or new approach to a transportation and/or land use issue. (up to 3 points)

The Complete Streets Workshops evaluation criteria are:

1. Clarity and extent of applicant's goals, barriers to be overcome (up to 6 points)
2. Level of community interest in accommodating all roadway users (up to 5 points)
3. Level of leadership commitment to Complete Streets solutions (up to 5 points)

4. Clarity and extent of expected next steps resulting from workshop (up to 3 points)
5. Level of public involvement to be included in workshop (up to 3 points)
6. Location in or adjacent to a Census Tract identified as low income and/or minority based upon the Transportation Council's Title VI/Environmental Justice Analysis (up to 3 points)

Additional considerations include the proposed budget, type of project, sponsor UPWP workshop attendance, geographic balance, number of Transportation Council supported project awards to sponsor in last five years and planning funds requested per capita of study area.

Timeline for Project Selection

October 6, 2023:	Call for projects released
October 18, 2023:	Sponsor workshop
December 1, 2023:	Applications due
December 2023:	Transportation Council staff evaluates and prioritizes projects/studies
January 3, 2024:	Transportation Council staff shares list of proposed projects and funding recommendations with Transportation Council's Planning Committee
February 7, 2024:	Planning Committee reviews and approves Draft 2024-2025 UPWP; opens 25-day public review
March 7, 2024:	Transportation Council Policy Board reviews and adopts 2024-2025 UPWP

Award Notification

Project sponsors will be notified as to the status of their proposals prior to the January 3, 2024 Planning Committee meeting at which projects will be recommended for funding. Recommended projects will be added into the draft 2024-2025 UPWP to be approved at the February 7, 2024 Planning Committee meeting. The Transportation Council's Policy Board will approve a final 2024-2025 UPWP on March 7, 2024 following a 25-day public review process. Project funding will not be available for use until April 1, 2024 and the ability of planning projects to move forward will be dependent on Transportation Council staff availability.

Following Policy Board approval, sponsors awarded funding for Community Planning/Linkage Program projects will receive project administration guidance and a Memorandum of Understanding (MOU) for signature from Transportation Council staff. The MOU must be executed before the project can begin.