

Background

A certification of the metropolitan planning process is required under Title 23 U.S.C. Section 134, where it stipulates that the Secretary of the United States Department of Transportation (USDOT) shall certify that the Metropolitan Planning Organization (MPO) is carrying out a metropolitan planning process that adheres to all applicable federal laws.

All of the documents and activities referred to in this Self-Certification Report support the DCTC's stated mission *to provide the resources (funding) and tools (planning) necessary to build and maintain a transportation system that promotes the safe and efficient movement of people and goods in a sustainable manner.*

A. Required Agreements

The [DCTC](#) relies on several agreements to carry out the federally prescribed metropolitan transportation planning process in Dutchess County:

- [NYSDOT-DCTC Master Agreement](#) (effective November 19, 1982): the original agreement between NYSDOT and Dutchess County that established the DCTC, identified its responsibilities, and outlined the procedures for seeking reimbursement for MPO related expenses.
- [NYSDOT-DCTC Supplemental Agreement](#) (effective December 27, 2005): amends the original Master Agreement to coincide with the period covered by the [Safe, Accountable, Flexible, Efficient Transportation Equity Act-A Legacy for Users \(SAFETEA-LU\)](#).
- [Mid-Hudson Valley TMA Memorandum of Understanding](#) (effective March 7, 2006): provides a common understanding and structure for the continuing coordination and communication among the MPOs responsible for the Mid-Hudson Valley TMA: [DCTC](#), [Orange County Transportation Council \(OCTC\)](#), and [Ulster County Transportation Council \(UCTC\)](#).
- [Air Quality Conformity Memorandum of Understanding](#) (effective August 20, 2010): establishes the planning process for determining air quality conformity for the former Poughkeepsie Ozone Non-attainment Area, which the DCTC shared with the [New York Metropolitan Transportation Council \(NYMTC\)](#) and [OCTC](#). In 2013 the [Environmental Protection Agency \(EPA\)](#) identified Dutchess County as being in attainment for the 2008 ozone air quality standard of 0.075 parts per million (ppm), and in 2018, the EPA designated Dutchess to be in attainment for the stricter 2015 standard of 0.070 ppm.
- [DCTC Written Agreement](#) (effective March 16, 2011): identifies the roles, responsibilities, and cooperative procedures for carrying out the metropolitan transportation planning process in Dutchess County, as agreed to by the DCTC, Dutchess County, City of Poughkeepsie, NYSDOT, MTA/Metro-North Railroad, and NYS Bridge Authority. This agreement specifically establishes the procedures for sharing project and financial data necessary for developing the TIP and Annual

FFY 2020-2024 Transportation Improvement Program (TIP)

Listing of Obligated Projects.

- NYSDOT-DCTC Host Agency Agreement (effective April 1, 2012): reauthorizes the host agency relationship between Dutchess County and NYSDOT and provides a ten-year schedule for funding the Transportation Council through SFY 2021-2022.
- [DCTC Public Participation Plan](#) (effective January 1, 2015): establishes the framework for public involvement during the development of the MTP, TIP, and UPWP and outlines standard public participation activities.
- [DCTC Bylaws](#) (effective January 1, 2015): establishes the roles, responsibilities, and structure of the DCTC, including its voting membership, meeting protocols, decision-making process, and procedures for adding new and changing existing transportation projects on the TIP. The Bylaws also codify voting membership based on the 2010 Census-defined Urbanized Area. The Bylaws were modified in 2016 to allow for written ballots.
- [DCTC Title VI Policy & Complaint Procedures](#) (effective June 8, 2018): updates the procedures used by the DCTC to process complaints under [Title VI of the Civil Rights Act of 1964](#).
- DCTC Performance Monitoring Agreement (effective June 8, 2018): establishes the process for sharing data and setting targets among state and local transportation agencies, in support of federal performance-based planning and programming requirements.

B. Planning/Technical

1. Unified Planning Work Program (UPWP)

The UPWP describes the planning activities to be carried out by the MPO within its planning area. The projects described in the UPWP implement policy recommendations and priority actions identified in the Metropolitan Transportation Plan, or are special requests from DCTC members concerning current and long term needs. In recent years these tasks have included road safety assessments, local pedestrian plans, corridor management plans, and transit studies. The UPWP includes descriptions of planning tasks and resulting products, a schedule for completing tasks, the cost of the work, sources of funds, and identifies which organization will perform each task. The DCTC updates the UPWP annually and is based on the State Fiscal Year (SFY) calendar. The current [SFY 2019-2020 UPWP](#) was adopted by the DCTC on February 26, 2019.

2. Metropolitan Transportation Plan (MTP)

The MTP serves as the strategic, long-range multimodal transportation plan for the Metropolitan Planning Area. Addressing no less than a 20-year horizon, the MTP must address the ten planning factors in the FAST Act and be fiscally constrained. In attainment areas, the MTP is updated every five years. The current MTP, [Moving Dutchess 2](#), was adopted on March 24, 2016 and has a planning horizon year of 2040. *Moving Dutchess 2* represents the sixth long-range, county-wide transportation plan for the DCTC. As the 25-year, multi-modal transportation plan for Dutchess County, *Moving Dutchess 2* identifies strategies to preserve the existing

FFY 2020-2024 Transportation Improvement Program (TIP)

transportation system and meet future travel demands through 2040. Building on the work done in 2011 for *Moving Dutchess*, the DCTC used four guiding principles to develop the new MTP:

1. **Relevant:** serve as a valuable planning tool, relevant to the public, local communities, and decision-makers.
2. **Sustainable:** establish a fiscally and environmentally sustainable way forward to meet our future transportation challenges, with the intent of creating livable communities that improve our quality of life.
3. **Targeted:** identify specific measures, both planning and project-based, to improve the safety, efficiency, and effectiveness of our transportation system to meet our future mobility needs.
4. **Inclusive:** seek input from a full range of stakeholders and interests, addressing the diverse transportation needs of all our residents and visitors.

The DCTC used a comprehensive planning approach to identify the transportation needs and priorities for Dutchess County, incorporating four major components:

1. A review of federal, state, and local guidance, including previous DCTC studies and local comprehensive plans.
2. An analysis of transportation system data, including road and bridge conditions, transit use, vehicle crashes, traffic volumes, and travel times (congestion).
3. Information gathered from public outreach, which included six workshops held throughout the County, a public survey, and monthly meetings of the DCTC's Planning Committee.

4. An assessment of future population growth/travel demand.

Moving Dutchess 2 includes a literature review of relevant federal, state, regional and county laws, policies, and planning guidance. This review sought to capture those policies and recommendations that best supported the DCTC's mission. More often than not, similar themes arose from these documents, which the DCTC referred to as it established ten goals for *Moving Dutchess 2*:

1. Preserve our highways and bridges
2. Maintain our transit system
3. Improve transportation safety
4. Reduce traffic congestion
5. Increase bicycling and walking
6. Increase the use of carpools/vanpools
7. Improve transportation security
8. Reduce transportation impacts to the environment
9. Increase public participation in the transportation planning process
10. Improve the delivery of federally-funded transportation projects

Moving Dutchess 2 provides an overview of the Mid-Hudson region, focusing on the common regional transportation and land use issues facing Dutchess and its neighbors – especially Orange and Ulster counties. The MTP also notes how the three counties have worked together to address regional issues and makes recommendations for future planning efforts, with a focus on addressing regional transit needs.

FFY 2020-2024 Transportation Improvement Program (TIP)

The MTP provides an overview of Dutchess County using data relevant to transportation planning. This countywide snapshot includes data on population and socio-economic characteristics, employment, housing, and travel behavior. Recognizing the link between land use decisions and the transportation system, the MTP includes an assessment of two land use scenarios:

1. Build-out Analysis: the level of development that could occur under current local zoning laws and bulk regulations.
2. Center-Focused Build-out Analysis: the amount of development that would occur if the county's *Centers & Greenspaces* guide was fully implemented by communities.

The MTP provides an overview of transportation facilities and resources in the county, discussing the key components of the transportation system: roads, bridges, transit, sidewalks, trails, and bicycle facilities, as well as park-and-ride facilities, freight activity, and safety and security. The MTP also outlines important natural and historical resources in the county, including wetlands, floodplains, air quality, agricultural land, and historic districts, and their interplay with the transportation system.

Moving Dutchess 2 takes a close look at the characteristics and special needs of five distinctive areas within the county. The five areas were established through an assessment of development patterns, travel characteristics, and demographic profiles. By analyzing smaller areas, the DCTC wanted to identify the varied transportation needs in the county, which are sometimes lost when viewed as 'one size

fits all.' This approach also increases the MTP's value to local communities by better targeting funding resources. Each sub-area chapter summarizes local demographic and transportation data, and provides a list of transportation needs and priorities for the sub-area.

Moving Dutchess 2 incorporates over 70 performance measures to quantify progress on meeting our short-range and long-range goals. The performance measures rely on available data to measure existing conditions for key aspects of the transportation system, including safety, highway/bridge maintenance, transit operations, bicycle/pedestrian facilities, the environment, public participation, and project deliverability. Each performance measure uses current data to establish a base starting point. Goals are then established for 2020 (the next update) and 2040 (the planning horizon year).

Moving Dutchess 2 includes over 170 specific recommendations to preserve and improve the transportation system. The DCTC chose to identify specific projects to increase the value of the Transportation Plan to public agencies and communities – providing them greater detail on where to target future investments. The recommendations are divided into short-range (2016-2020), mid-range (2021-2030), and long-range (2031-2040) time periods, which are related to each project's relative priority and complexity, and the availability of funding. The MTP categorizes recommendations into eight major project types:

1. Bridge Maintenance
2. Highway Maintenance
3. Highway Operations

FFY 2020-2024 Transportation Improvement Program (TIP)

4. Safety
5. Pedestrian and Bicycle
6. Travel Demand Management
7. Transit
8. Planning

Moving Dutchess 2 recommends the investment of over \$1.1 billion in highway, transit, and planning projects to preserve and improve the county's transportation system over a 25-year planning period. *Moving Dutchess 2* includes a financial plan that uses planning-level cost estimates and forecasts of reasonably expected funding to financially constrain its recommendations and avoid a wish list of projects. Project cost estimates are adjusted for inflation based on the project's Year of Expenditure, providing a more realistic estimate of funding needs.

Given that there is insufficient funding available to reach a true state of good repair, *Moving Dutchess 2* outlines a preservation-based approach to maintain transportation safety and mobility – over half of the recommended funding is dedicated to highway and bridge maintenance

Public Participation

In compliance with the DCTC's Public Participation Plan, *Moving Dutchess 2* was made available for public review and comment. During its development, draft chapters of the MTP and other supporting documents were posted on the DCTC's web site and discussed at monthly meetings of the Planning Committee. Staff also held six public workshops throughout Dutchess County in September 2015 to identify local needs

and priorities. The DCTC also issued a public survey (online and paper) to gather feedback on transportation issues facing residents, receiving over 900 responses (including 40 in Spanish).

A 30-day public comment was held from February 17-March 17, 2016 and a summary of the MTP was prepared and mailed to the public information mailing list, including local media; staff also held a public information meeting on March 3, 2016. All comments were summarized and included in the MTP prior to the DCTC's approval on March 24, 2016.

Consultation

To address the federal requirement for consultation, the DCTC developed an agency consultation process that included reviewing existing plans, and providing agencies an opportunity to review *Moving Dutchess 2* prior to its public release. For federal and state agencies, the DCTC relied on its list of contacts developed for previous plans. In addition to these agencies, the DCTC identified local agencies and organizations interested in environmental, natural resource, land development, historic preservation, and economic development within Dutchess County and the greater Hudson Valley. In 2017 FHWA and FTA conducted an in-person certification review of the transportation planning process in Dutchess, Orange, and Ulster Counties in the Mid-Hudson Valley TMA. The MPO's were found to be in compliance with federal planning requirements.

FFY 2020-2024 Transportation Improvement Program (TIP)

3. Transportation Improvement Program (TIP)

The DCTC approved the previous [Federal Fiscal Year \(FFY\) 2017-2021 TIP](#) on June 30, 2016. The 2017-2021 TIP is financially constrained by program year and conforms to the most recent New York State SIP as required by federal transportation law. The projects in the TIP sustain and reinforce the goals and priorities set forth in the MTP.

The 2017-2021 TIP was developed in consultation with member agencies, including local municipalities, state and county agencies, and regional transportation authorities. The TIP includes an Environmental Justice analysis that identifies locations with high numbers of sensitive population groups. The DCTC continued its use of visualization techniques by developing user-friendly project lists and maps for proposed projects. In addition, the TIP is made available to the public via the DCTC's website and by paper upon request.

The DCTC publishes an Annual Listing of Project Obligations, which provides the public with an overview of how and where Federal transportation funds are spent over the course of each passing fiscal year in the TIP. The FFY 2018 Obligation report was published on December 13, 2018.

4. Technical Areas

The DCTC works with member agencies and other interested parties on short- and long-range transportation planning activities. Recent highlights include our ongoing road safety assessment work, where staff conducts Road Safety Audits of high-crash locations on County-owned roads, and our local

pedestrian planning initiative, where staff works with local communities to GPS inventory existing sidewalks and prioritize ways to improve pedestrian safety and mobility. In 2018 the DCTC completed a Downtown Parking Improvement Plan in the City of Poughkeepsie to improve parking operations.

5. Special Considerations in Transportation Planning Process

a. Title VI Policy

As a recipient of federal funding, the DCTC must demonstrate its compliance with Title VI of the Civil Rights Act of 1964 and the Environmental Justice provisions set forth in Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, signed in 1994. Title VI prohibits the discrimination by recipients of federal financial assistance, including federal transportation funds, on the basis of race, color, and national origin, or matters related to language access for Limited English Proficient (LEP) persons, while Environmental Justice builds upon this by adding low income populations to the groups that should be protected from the adverse impacts of federally funded actions.

In 2017, FHWA and FTA completed an in-person certification review of the DCTC, OCTC, and UCTC, and identified no corrective actions with regard to each MPO's Title VI process, and specifically found the DCTC to be in compliance with federal Title VI requirements. Additionally, the DCTC continues to participate as a signatory to the NYSDOT Disadvantaged Business Enterprise (DBE) Plan, submits semi-annual DBE reports to the NYSDOT-Civil Rights Bureau. The MTP and TIP

FFY 2020-2024 Transportation Improvement Program (TIP)

discuss special considerations such as Title VI and Environmental Justice, while the annual UPWP dedicates resources for staff work on these efforts.

The [DCTC's Title VI Policy](#), updated in June 2018, reaffirms its commitment to meeting federal non-discrimination requirements. The Title VI Policy also describes the step-by-step process the DCTC will use to process complaints.

i. Title VI/Environmental Justice Analysis

Identifying the locations of minority, low income, and LEP populations is an important step in complying with Title VI and Environmental Justice requirements. The DCTC relied on guidance from the FTA to identify these populations. For its most recent Title VI and Environmental Justice analysis for the FFY 2020-2024 TIP, the Transportation Council used data from the Census Bureau's 2013-2017 American Community Survey (ACS) 5-year Estimate to identify Census Tracts that were above-average for minority and Hispanic populations, and to identify municipalities with above average low-income and LEP populations. Below is a summary of the analysis completed for the Draft FFY 2020-2024 TIP.

Minority Population

Based on the 2013-2017 ACS 5-year Estimates, the Black/African-American population represented 10.2-10.8 percent of the county's total population. Using this range, the analysis identified 11 of 79 Census Tracts that were above-average for Black/African-American population. These Tracts were located in three municipalities: the City and Town of

Poughkeepsie, and the City of Beacon, with the City of Poughkeepsie supporting the highest concentrations in the county.

The 2013-2017 ACS 5-year Estimates also indicated that the Asian population represented 3.6-3.8 percent of the county's total population. Using this range, the analysis identified 13 of 79 Census Tracts that were above-average for Asian population. These Tracts were located across the county in eight municipalities: the towns of East Fishkill, Fishkill, Hyde Park, LaGrange, Poughkeepsie, Red Hook, and Wappinger, and the Village of Tivoli.

Hispanic Population

As with minority population, the Transportation Council identified concentrations of Hispanic non-white populations in Dutchess County. In 2010 the county had a total Hispanic population of 31,267 people, which was 10.5 percent of the county's total population. Recent data from the 2013-2017 ACS indicated an average Hispanic population of 11.7 percent. Using this average, the analysis identified 12 of 79 Census Tracts that were above-average for Hispanic population. These Tracts were located across the county in seven municipalities: the cities of Beacon and Poughkeepsie, towns of Dover, Fishkill, Pawling, and Wappinger, and the Village of Wappingers Falls.

Low-Income Population

The DCTC identified low-income population areas using the estimated percent of the population living below poverty at

FFY 2020-2024 Transportation Improvement Program (TIP)

the municipal level. Based on the Census Bureau's 2013-2017 ACS 5-year Estimates, 23,700 to 27,000 individuals in Dutchess County were living below the poverty level (approximately 8.5-9.7 percent of total population). For this analysis, the Transportation Council identified municipalities that had above average percentages of low-income populations, defined as the percent of individuals living below the poverty level, compared to the county average. The Council identified the City of Poughkeepsie (at 20-25 percent) and Town of Dover (at 10-19 percent) as the two municipalities in Dutchess County that were above average for low income population.

ii. Limited English Proficiency (LEP) Population

The DCTC identified Limited English Proficiency (LEP) populations by analyzing the estimated number of LEP households in each municipality. Based on the Census Bureau's 2013-2017 ACS 5-year Estimates, 2.5 to 3.1 percent of the county's estimated households were categorized as Limited English-speaking Households. The analysis indicated that the City of Poughkeepsie was the only municipality above-average for LEP households.

Meeting announcements are not made in other languages, but the DCTC website has a translation feature that allows content to be translated into 65 languages, including Spanish, Chinese, Portuguese, Italian, German, French, Japanese, and Korean. The DCTC has also continued to translate planning surveys into other languages. For the MTP, the DCTC developed surveys in Spanish, as well as English; the DCTC also created pedestrian safety brochures and materials in Spanish,

as part of its 2017-2019 pedestrian safety awareness education campaign.

iii. American with Disabilities Act (ADA)

The DCTC uses various visualization techniques to convey MPO related information, including extensive use of GIS technology, digital photos, and charts in the Plan, TIP, and other planning documents. These visuals supplement written portions of our plans and documents. The DCTC's website also has a 'listen to website' feature that reads web content out loud to viewers (English only). Implementing the State's ADA Compliance Plan for sidewalks and intersections was identified as a major recommendation in *Moving Dutchess 2*.

iv. Disadvantaged Business Enterprise (DBE)

Effective December 19, 2003, the DCTC reassured its compliance with the NYS Disadvantaged Business Enterprise (DBE) Plan, affirming that it will abide by the Plan's requirements on the award and administration of federally assisted contracts. The DCTC submits Semi-Annual DBE reports on commitments/awards to NYSDOT. The DCTC also provides registered DBE firms with additional weighting during the RFP evaluation and selection process.

b. Private Bus Operations

In mid-2018, the DCTC, in conjunction with the Orange County and Ulster County Transportation Councils, initiated a regional transit study for the Mid-Hudson Valley. Titled the [Connect Mid-Hudson Transit Study](#), this planning effort, which is still

FFY 2020-2024 Transportation Improvement Program (TIP)

underway, seeks to identify ways to better coordinate and connect transit systems between the three counties, and also between the Mid-Hudson Valley and New York City and Albany metro areas. Private operators from across the region – who typically support commuter bus operations – have played an active and critical role in this planning initiative. During the project, they have participated in a variety of stakeholder meetings and project advisory committee meetings, and have shared valuable operational and capital data to the project team. In addition to specific transit studies such as Connect Mid-Hudson, the DCTC includes private operators on its public information list.

c. Planning Factors

The DCTC continually integrates the ten federal planning factors into its planning process and work activities. In particular, the DCTC used the factors to develop the ten goals established in *Moving Dutchess 2*. These goals apply to all MPO activities including the TIP and local planning studies. Regarding economic development, the MTP recommends over \$1-billion in transportation projects during a 25-year period, with the goal of promoting a safe and effective system that supports the movement of people and goods in and around the County. The DCTC also supports the Dutchess County Planning Department work on economic development and tourism.

d. Congestion Management Process (CMP)

The CMP, which is required by federal law, outlines a systematic method to address traffic congestion and multi-

modal reliability across the region. On February 26, 2019, the DCTC adopted a new CMP for the Mid-Hudson Valley TMA. First developed by the TMA in [2005](#), and expanded upon in [2006](#) and [2011](#), the CMP establishes a four-step process to define, measure, and manage congestion. The new CMP updates the original 2005 report based on improvements in traffic data, tools, and best practices, particularly those related to the [National Performance Management Research Data Set \(NPMRDS\)](#). The NPMRDS, created from wireless vehicle probe data, is procured by FHWA to assist states and MPOs with measuring travel performance on the [National Highway System \(NHS\)](#). It includes archived speed and travel time data, matched to associated location referencing data.

The updated CMP includes a new mission statement and objectives, a summary of available data and tools, and corresponding performance measures. The CMP serves as a joint product of the TMA's three local MPOs: [DCTC](#), [OCTC](#), and [UCTC](#). The three MPOs will complete follow-up technical reports detailing various CMP-related analyses this year.

e. Public Participation Plan

Effective January 1, 2015, the DCTC updated its Public Participation Plan, focusing on four main objectives: 1) Educate the public about the metropolitan transportation planning process in Dutchess County and the greater Mid-Hudson Valley; 2) Solicit substantive feedback from individuals and organizations during the development of DCTC plans and studies; 3) Build consensus among interested parties and local stakeholders; and, 4) Provide interested parties with an opportunity to share their perspectives with DCTC members

FFY 2020-2024 Transportation Improvement Program (TIP)

before decisions are finalized. The Public Participation Plan addresses activities involving the use of the internet and visualization to disseminate information, in addition to public review policies for key products. In accordance with the previous MAP-21, a 45-day public comment period was held for the Plan.

On February 25, 2019, the DCTC completed a wholesale update of its website, which incorporates the use of 'Plain Language' to help convey information. The new site uses redesigned visual cues to improve the navigation experience and reorganizes how MPO information is presented. All DCTC reports and final work products are made available for download via Adobe Acrobat on our website. The website also includes essential information about the DCTC, its organization and responsibilities, and serves as our platform to provide updates on discrete planning projects (e.g. [Pawling Pedestrian Plan](#)). The website hosts an online public comment form that enables the public to comment on specific DCTC activities or general transportation issues. The DCTC's website records approximately 14,500 unique visitors per year. Meeting dates, agendas, and summaries are also made available via the internet on our host agency's Consolidated Calendar portal.

The DCTC also maintains an active public information mailing list that includes over 335 individual contacts, ranging from federal, state, and local elected officials, the general public, transit and freight operators, human service agencies, local media, and consultants.

The DCTC will continue to use various visualization techniques to convey MPO related information; this includes extensive use of GIS technology, digital photos, and charts in the MTP, TIP, and other planning documents. The DCTC has expanded its use of hand-drawn artistic renderings to help visualize recommendations in three recent pedestrian plans.

f. Coordinated Public Transit-Human Services Transportation Plan

In 2015 the DCTC completed an update to its [Coordinated Public Transit-Human Services Transportation Plan](#) ("Coordinated Plan"). The DCTC organized the Coordinated Plan around the elements identified in guidance issued by the FTA and relied on previous planning work to identify current service gaps and possible strategies to improve service; this included the previous MTP and Transit Development Plans. The DCTC gathered input from local human service agencies through a written survey and roundtable discussions. In the survey, agencies were asked to identify the number of elderly and disabled persons they serve and transport on an average day, and to provide information about trip destinations and purposes, and the type of equipment available (e.g. number of vehicles and their condition). For the roundtables, agencies were asked to describe current service gaps and offer possible solutions.

The Coordinated Plan identifies a number of priority actions including: the need to replace agency vehicles due to high operational tempos, the need to support agencies that provide transportation services outside Dutchess County, and the need to support agencies that serve areas with high

FFY 2020-2024 Transportation Improvement Program (TIP)

concentrations of disabled, elderly, and low-income population groups. In recent years, local human service agencies have implemented recommendations from the Coordinated Plan, by successfully using FTA Section 5310 funds to purchase of buses and vans to expand services.

C. Administrative/Management

1. Progress Reports

The DCTC submits progress reports to NYSDOT on a semi-annual basis, typically in May and November of each year.

2. Bills

The DCTC submits reimbursement payment requests to NYSDOT-Region 8 on a quarterly basis, adhering to the State Fiscal Year (SFY) calendar (April 1-March 31). Payment requests are typically completed within 30-45 days after each quarter, though the final request for the SFY (i.e. close-out) may require 45-60 days to process.

3. Audits

The Dutchess County Department of Finance conducts annual audits of the federally reimbursed programs managed by the Dutchess County Department of Planning and Development – our host agency. The Finance Department completed its most recent financial audit of the DCTC’s program in January 2019 for CY 2018, and showed no discrepancies.

4. Annual Program

The DCTC’s PL and FTA grants remain current, and expects to shortly close out its PL and FTA grants through 2018-2019.

5. Budget

Dutchess County budgets are kept up-to-date and federal agencies are consulted and informed of proposed revisions to approved UPWP budgets.

6. Consultant Selection

The DCTC, being hosted by Dutchess County, follows the County’s procurement process to advertize and solicit for planning project proposals. The [Dutchess County Division of Central Services](#) uses the [Empire State Purchasing Group’s BidNet](#) system to issue RFP’s. During the 2018-2019 program year, the DCTC issued two RFP’s for consultant services: 1) an analysis of the Route 9/44/55 interchange and arterials in the City of Poughkeepsie, and 2) an Arlington Main Street Redesign Initiative in the Town of Poughkeepsie. As specified earlier, the DCTC provides registered DBE firms with additional weighting during the RFP evaluation and selection process.

7. Central Staff/Host Relations

The DCTC reaffirmed its host agency relationship with Dutchess County and NYSDOT in 2012. Staff recruiting and hiring is done through Dutchess County and complies with New York State Civil Service procedures. DCTC staff includes a Transportation Program Administrator, Senior Planner, and

FFY 2020-2024 Transportation Improvement Program (TIP)

Junior Planner, and we have not experienced any issues with recruiting talented staff. DCTC staff also have the political support to accomplish their mission.

8. Decision-Making

The DCTC, acting as the local MPO decision-making body, is comprised of 16 voting members. Membership on the DCTC is based on a municipality's urbanized area classification, with the urbanized cities and towns serving as permanent voting members and the remaining towns and villages serving on a rotating basis or as nominated by the Dutchess County Supervisors and Mayors Association.



The DCTC meets periodically to approve actions necessary in carrying out a locally-driven, metropolitan planning process.

In addition, Dutchess County, NYSDOT, and the MTA serve as voting members on the DCTC, while FHWA, FTA, the New York State Bridge Authority, and Dutchess County Planning, Public Works, and Public Transit serve as non-voting advisory

members. The DCTC's Bylaws specify the roles and responsibilities of its staff and committees, including voting membership, the conduct and content of meetings, and the decision-making process. The DCTC operates by consensus and requires a quorum of nine voting members to approve actions.

The DCTC is assisted by a Planning Committee that reviews plans and programs prior to adoption. The Planning Committee is responsible for providing agency, municipal, and public input during the development of the MTP, TIP, UPWP, and other DCTC products. Membership on the Planning Committee is open to all 30 municipalities in Dutchess County.

The DCTC also hosts and manages a Bicycle Pedestrian Advisory Committee (BPAC) to address walking and bicycling issues in the planning area and manages an inter-departmental Complete Streets Committee to promote ways to improve mobility and safety for existing and future transportation facilities. Lastly, the DCTC also hosts and manages a [Bicycle Pedestrian Advisory Committee \(BPAC\)](#) to address walking and bicycling issues in the planning area. The BPAC provides agencies, enthusiasts, and those with a passing interest in non-motorized travel to collaborate on issues and opportunities to promote walking and biking in the county.

Day-to-day DCTC activities are performed by staff at the Dutchess County Department of Planning and Development, which assumes primary responsibility for the development of the UPWP, maintenance of the TIP, coordinating local plans and projects, and producing the MTP. NYSDOT-Region 8 assists with TIP maintenance, including processing changes

through the eSTIP program.

9. Governance

The DCTC strives to make sure its planning program meets federal guidance concerning MPO activities, while also incorporating best practices as much as possible. Our host agency understands the DCTC's work responsibilities and accommodates staff to ensure planning goals are met. The DCTC, its committees, and member agencies continue to work well together and have demonstrated a strong willingness to meet our regional transportation goals.

10. Procurement

The DCTC certifies that the MPO and its sub-recipients have complied with FTA Circular Guidance 4220.1F (Third Party Contracting Requirements), maintained a written history of all FTA related procurements, and incorporated clauses and certifications for eligible FTA assistance program funding. This was most recently done in conjunction with OCTC for the Connect Mid-Hudson Transit Study.