UNIFIED WORK PLANNING PROGRAM

for the central Connecticut region

fiscal years 2011 and 2012

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CONTENTS

CONTENTS 1
INTRODUCTION 2
PRIORITIES 3

Pedestrians and cyclists 4
Public transit 5
Private vehicles 7
Freight 9

TASKS 9

1. Management of the planning process 9
2. Data collection/analysis 10
3. Planning activities 11
4. Other technical assistance 14
5. Public participation 14
Alternately-funded transportation planning (ADA) 16

POSITION DESCRIPTIONS 16
FUNDING 18

Fiscal year 2011 18
Fiscal year 2012 19

APPENDIXES 20

Acronyms 20
Planning roles & responsibilities 21

INTRODUCTION

Central Connecticut faces challenges. Some are long-established. Others are new. The Central Connecticut Regional Planning Agency (CCRPA)[1] works with a variety of stakeholders better to understand these questions, study responses, and implement preferred alternatives. The Agency draws on a rich mixture of expertise, local experience, and innovative approaches, including public input, in identifying and developing workable solutions for the problems that vex the region.

Work is underway on the region's Long-Range Transportation Plan (LRTP). As part of this process, CCRPA is developing a set of four core principles that inform the Plan and all projects it contains. It is the intent of the LRTP and the policy of CCRPA that investment in the region's transportation system, whether on new projects or upgrades of existing facilities, reflect these principles. Taken in concert, they create a vision for the future of the region. The principles are as follows:

1. **Safety**. Investment should prevent accidents and save lives. *Given the high cost of disability and death, maintaining and improving safety in the transportation system is essential.*
2. **Nature**. Investment should protect and, where possible, enhance the environment. *An intact environment is key to all human activity. To maintain the region's wellbeing, the transportation system must respect the environment.*
3. **Access.** Investment should help people get where they need to be. *Residents, workers, and visitors to the region live, work, learn, and play in diverse places. To help them get there, the transportation system must provide them with a high level of proximity and, where that fails, mobility.*
4. **Place.** Investment should make vibrant places. *Lively downtowns and village centers are integral to the social, economic, and environmental health of the region. Many of these areas have fallen on hard times, in part due to poor investments. To redress this, the transportation system must work towards making these places unique, vibrant places.*

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[1] *CCRPA is the federally-designated Metropolitan Planning Organization (MPO) for the purpose of transportation planning within Central Connecticut, which is part of the Hartford Urbanized Area. Central Connecticut is defined as the seven municipalities of Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth, and Southington.*

The Unified Planning Work Program (UPWP)[2] lists the tasks necessary for CCRPA to carry out the objectives of the LRTP and the transportation planning process, which unites transportation, the environment, and community development. Specifically, the UPWP lays out the transportation planning work CCRPA expects to undertake in fiscal years 2011 and 2012 (July 1, 2010 – June 30, 2011, and July 1, 2011 – June 30, 2012, respectively). This document includes descriptions of work under the following tasks:

Task №	Brief description	Page №
1.	Management of the planning process	9
2.	Data collection and analysis	10
3.	Planning activities	11
4.	Other technical assistance	14
5.	Public participation	14

Problems (and solutions) that the Agency has identified in its LRTP and has deemed priorities to address during fiscal years 2011 and 2012 are listed below. The UPWP may change, as may the items listed under the tasks above; the scope of the UPWP is flexible enough to envelop new activities as problems arise and priorities change.

PRIORITIES

The UPWP reflects many tasks that are federal and state imperatives, including guidance from SAFETEA-LU. As the region's MPO, CCRPA is charged with carrying out these tasks. These include the issuance and revision of a regional Transportation Improvement Plan (TIP) and LRTP, in addition to the development of a transportation planning program that responds to unique local circumstances and concerns.

There is no one channel for program development. CCRPA gathers data and solicits input from myriad sources, including municipalities, partners, and the public. Based on that information, Agency staff develops actions, products, and recommendations for review, discussion, and potential adoption by the Agency's executive, namely its Board and the Transportation Improvement Committee.

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[2] *The UPWP is a response to Federal Highway Administration and Federal Transit Administration regulations.*

During the course of the year, planning tasks and actions are reviewed and adjusted in terms of timelines, deliverables, and priorities. Some elements are multiyear in nature; others may run into the next fiscal year due to budget and time constraints or external factors which preclude completion of all tasks within one fiscal year.

CCRPA's planning work during fiscal years 2011 and 2012 will continue with an emphasis on safety, transportation options, system efficiency, and livable communities. Priorities the Agency will address during this period are listed below.[3] Transportation planning actions Agency staff expects to take are given in *italics* below each respective priority. Corresponding products for each priority/action are listed under the appropriate task (generally Task 3).

Pedestrians and cyclists

COMPLETE STREETS IMPLEMENTATION

Transportation investments must integrate and genuinely accommodate all users. In 2009, the State passed Public Act No. 09-154. This law mandates "completing the streets," or the integration of all users of the transportation system, including cyclists, pedestrians, and transit riders into the planning, design, construction, and operation of roadways in the State. The law enjoins DOT and municipalities to expend a "reasonable amount" of funds received for the "construction, restoration, rehabilitation or relocation of highways, roads or streets … [on] facilities for all users, including… bikeways and sidewalks." From fiscal year 2010 on, DOT and municipalities must devote at least 1% of these funds for such projects.

Action: To facilitate implementation of the law, CCRPA's Transportation Improvement Committee reviews all proposed transportation projects in the region for compliance with the law.

PEDESTRIAN AND CYCLIST ROUTE NETWORK

Investments in dedicated facilities should focus on a regional network of designated routes. The 'complete streets' approach underscores the role that pedestrians and cy-

[3] *The following only identifies priorities for study under CCRPA's transportation planning program and the actions the Agency expects to take under the program. It should* **not** *be read as an exhaustive catalog of planning efforts in the region (other parties are and will be making efforts in the area),* **nor** *construed as an endorsement of any particular transportation project. For lists of real and potential projects on the region's transportation system, please refer to CCRPA's Transportation Improvement (short-range projects) and Long-Range Transportation Plans (mid- to long-range projects.)*

clists play in the transportation system and accordingly calls for them to be accommodated, so that all people, not just drivers and their passengers, may pass with safety and efficiency. However, resources are limited. If funds are not to be spread so thin as to be invisible but to yield tangible benefits for walkers and bikers, their application must be concentrated. In other words, investment should focus on improving transportation facilities that have been targeted, or *designated*, for pedestrian and cyclist use.[4] To ensure that investments in pedestrian and cyclist facilities make for a coherent, usable, and ultimately successful system, a comprehensive, well-connected network of multi-use routes must be developed. These routes should connect population centers and popular destinations with current and future pedestrian and cyclist infrastructure within and without the region.

Action: CCRPA develops and adopts a regional on- and off-street route network.

Public transit

INTEGRATION WITH NEW YORK

Public transit should connect the region with the New York metropolitan area. Although central Connecticut borders the New York metro area, obstacles have thwarted deeper integration between them. One of these obstacles is transportation. At present, there is minimal bus or rail service between the region and the New York metro area (including Stamford, Bridgeport, New Haven, and Waterbury.)[5] This isolates the region socially and economically. To correct this shortcoming, a frequent, speedy, and usable transit connection should be established between the region and the New York metro area. To give the greatest benefit, this connection should integrate with and build on existing transit facilities and services; add or maintain stations at significant population centers or destinations; and reconfigure bus routes to meet the service and facilitate transfers.

Action: CCRPA seeks funds for, and contingent upon funding, undertakes an alternatives analysis and scoping study for the corridor that lays the groundwork for entry into the Project Development phase of the FTA's Very Small Starts or an equivalent program.

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[4] *It should be emphasized that all transportation facilities, except where so declared, such as in the case of limited-access expressways, should be designed to serve all users with safety.*

[5] *Connections are possible but so time-intensive as to be infeasible. (The trip from the region to New Haven via local bus can take four hours; from the region to Waterbury, six hours.)*

BUS LINE RATIONALIZATION

Local bus routes should be rationalized to improve system performance. Despite changes in the economy and land development patterns of the region, the CT TRANSIT bus routes in the region have only undergone minor changes. As a result, they may no longer represent the optimal paths for the service. To improve service, capture operational efficiencies, and boost ridership, all bus routes in the system should undergo a thorough review. In particular, the potential for the elimination of transfers and detour loops should be investigated. Transfers and detour loops can greatly slow the effective speed of service, depressing ridership significantly.

Action: CCRPA, together with CT TRANSIT, New Britain Transportation, DATTCO, Middletown Area Transit, and MRPA, studies existing routes and determines feasible operational improvements.

BUS STOP IMPROVEMENTS

Signage should be added to heighten visibility of the bus system. Maps and schedules should be posted at time points or stops. No official bus stops exist in central Connecticut. Instead, all CT TRANSIT buses in the region stop on demand, either from a passenger in the vehicle or a fare on the side of the road (by flagging down the bus). Although this allows the buses to pick up and drop off drivers closer to their origins or destinations, with no signs, shelters, or posted maps and schedules, the bus system is practically invisible: the public has no idea where and when buses stop. Indeed, the only way they would know that buses run along a certain road is to catch sight of one passing (and even then, they would not have any knowledge of its destination.) In short, the absence of in-ground signage renders the bus system invisible, which likely depresses ridership.

To redress this, at a minimum, large, visible, standard bus signs with a route number (and preferably timetables and linear maps for all passing routes; a system map; and contact and electronic trip planning information), should be installed. (However, signs should only be installed after bus routes have been rationalized, so as not to have to remove and reinstall them at a new location.)

Action: CCRPA requests funds to purchase and install signs and does so.

Private vehicles

ELECTRONIC HIGHWAY SIGN IMPROVEMENTS

Electronic highway signs to indicate alternate routes to avoid congestion or incidents should be added. Existing notification systems should be supplemented with signs that direct drivers onto alternate routes. Highways in the region have choke points that regularly congest. To minimize delay and make optimal use of the road network, electronic highway signs have been installed at some of these locations. These signs give drivers information in the case of congestion or other incidents. Unfortunately, the utility of these signs has been somewhat limited due to their sparseness. Messages often indicate simply that a delay exists, or to "plan alternate routes," without specifying which alternate routes should be taken. This is a particular problem for drivers who are not intimately familiar with the regional network; unsure where to go, they may drive headlong into the jam, or slow down alternate routes with unsure driving. If these drivers had better information, many of them likely would follow it. To ensure the freest flow of traffic, additional electronic highway signs should be installed at strategic points.

Action: CCRPA studies opportunities for additional or improved signage and makes recommendations to DOT.

LOCAL STREET RECONNECTION

Explore connecting local streets to serve as alternate routes for congested through-corridors. Relieve traffic on arterials by knitting together and dispersing traffic onto the street grid. Traffic is heavy in many parts of the region. Most arterials and collectors are near, at, or above capacity. Congestion and long trip times result. Much of this congestion owes to the relative paucity of continuous collectors and, especially, arterials along these corridors. While there are numerous local roads, few of them connect. This forces drivers to pour en masse onto the few collectors and arterials there are, thus overburdening them. Given the prohibitive cost, environmental undesirability, and political infeasibility of constructing major new roads through the region, the region will have to make better use of the road network it has, especially as traffic volume grows.

One option that has not been explored but should be is the use of local streets. These streets, by and large are far below capacity. They represent an opportunity to offload traffic from the collectors and arterials; however before they can do that they need connections. In many cases, only short segments would be needed to form blocks out of currently discontinuous streets. Given the potential for high benefits and low cost,

the possibilities for connecting these blocks and the resultant decrease in congestion, should be seriously studied.

Action: CCRPA studies opportunities and makes recommendations to municipalities.

ROUNDABOUT RETROFIT

Replace congested local intersections with roundabouts where appropriate. Traffic is beyond the capacity of many intersections in the region. The long delays that result especially at major intersections with traffic lights have forced load-balancing, i.e. spillover, where drivers opt instead to take local roads. The result is back-ups at many intersections, especially four-way stops (but also, to some degree, minor intersections with traffic lights). A solution that addresses all of these problems—increases capacity while vastly decreasing the environmental (including air pollution, noise, and fuel consumption) and safety issues of signalized intersections is roundabouts. Many intersections in the region could greatly benefit from conversion to roundabouts. Roundabouts should accordingly be considered seriously for all new and existing intersections projects.

Action: CCRPA studies opportunities and makes recommendations to municipalities.
Action: CCRPA modifies project selection criteria to assign bonus points for innovative projects.
Action: CCRPA selects a roundabout project for the TIP as demonstration for the region.

AUTOMATED TRAFFIC ENFORCEMENT

Add red light and/or speed cameras at dangerous locations. High traffic volumes and an inability to enforce every violation have led to a situation where dangerous behavior has become routine. The result not only impairs the transportation system (by causing delays and accidents) but also endangers and wastes valuable lives and property. Technology is now available to prevent this, including red light and speed cameras. To ensure a safe transportation system, automated enforcement devices should be installed wherever losses, accidents, violations, or risk are high.

Action: CCRPA studies opportunities for automated traffic enforcement and makes recommendations to DOT and municipalities.

Freight

RAIL SYSTEM UPGRADES

The rail system should be maintained and upgraded to handle additional traffic and encourage the shift of freight from roads to rail. The state is overly dependent on trucks for freight. This has many effects, including environmental problems, safety hazards, and higher maintenance costs. The region has a rail corridor along which daily operations continue. This corridor connects the coast with intermodal yards near Springfield. Unfortunately, the corridor has been allowed to deteriorate, limiting the speed, weight, and frequency of trains. As a result, capacity is severely constrained, and the line is no longer competitive with truck freight. To reverse this, the line should be upgraded and maintained.

Action: CCRPA seeks funding for rail line improvements.

TASKS

1. Management of the planning process

OBJECTIVE

1. To administer the transportation program funded by FHWA, FTA, ConnDOT, and Agency members.

ACTIVITIES

CCRPA will:

1. Develop the work program and manage task and staff resources.
2. Prepare the transportation budget.
3. Coordinate fiscal management and financial reporting.
4. Coordinate with federal grantors in the MPO certification process.
5. Prepare financial reports, including an annual audit, narrative reports, communications, and other materials necessary to manage the program.

PRODUCT SCHEDULE

Item	Release date

Item	Release date
UPWP (even years) and amendments (odd years)	Draft in April Final in May
MPO certification (every four years)	June
UPWP quarterly and final progress reports	October, January, April, and June
Annual financial audit for FHWA, FTA, and ConnDOT Title VI report/Social Impact Reports	October
Narrative reports Memoranda	Throughout the year

2. Data collection/analysis

OBJECTIVES

1. To develop and apply research and analysis tools to aid in forecasting transportation needs, including the ability to provide impact studies.
2. To collect and share relevant transportation system data and coordinate data collection with other local, regional and state agencies.
3. To enhance technical capacity of transportation staff and systems.

ACTIVITIES

CCRPA will:

1. Further the use of advanced and innovative data collection and analytical techniques, such as GIS and statistical analysis; computer modeling; and web 2.0 technologies.
2. Expand technical capacity of staff through training and equipment through upgrades.
    a. Offer support for advanced GIS, transportation, and planning training to staff.
    b. Acquire equipment that provides new collection, research, and analysis capabilities.
3. Systematically collect and compile transportation data in support of multimodal planning.
    a. Continue to consult with local governments and stakeholders to develop a schedule for traffic and intersection count data collection and collect data.

   b. Continue to collect data on pedestrian, cyclist, and transit riders and infrastructure, both firsthand and through recourse to secondary data sources and discussions with local governments and stakeholders.
   c. Furnish ConnDOT with copies of all data collected.
4. Integrate the natural environment in the CCRPA's data collection and analysis activities.
   a. Collect data on environmental factors, including projections of future conditions.
   b. Consider environmental factors in all transportation analyses.
5. Identify current and future needs in the transportation system and analyze opportunities.
   a. Project trends and predict future issues.
   b. Model development scenarios and forecast impacts.
6. Coordinate with ConnDOT on functional classification designations

PRODUCT SCHEDULE

Item	Release date
Traffic count and intersection analysis reports	On demand
Pedestrian and cyclist automatic counts	On demand
Transportation network GIS layers and analyses	Project basis
Pedestrian-, cyclist-, and driver-sheds	Project basis
Statistical or other quantitative analyses	Project basis
Interactive voice response/public surveys	On demand/ project basis

3. Planning activities

OBJECTIVES

1. To increase safety, especially for vulnerable users.
2. To improve the usability and performance of the transportation system across all modes.
3. To increase transportation choice.
4. To decrease congestion, especially through more efficient use of existing infrastructure.
5. To improve air quality.

6. To deepen stakeholder involvement in the planning process.

ACTIVITIES

CCRPA will:

1. Develop the STP-Hartford program with an emphasis on system preservation and efficiency.
2. Coordinate with ConnDOT on relevant state planning endeavors.
3. Collaborate with municipalities on relevant local planning endeavors.
4. Cooperate with neighboring RPOs on planning and management activities for:
    a. Intelligent Transportation Systems architecture
    b. Congestion and the Congestion Management Program.
    c. Diversion plans and Highway Incident Management.
    d. Jobs Access.
    e. LOCHSTP.
    f. Freight.
    g. Transit, including interregional bus and rail service.
    h. Other programs as needed.
5. Incorporate data, findings, and appropriate recommendations from said cooperation into the TIP, LRTP, and other Agency operations and documents.
6. Continue to review operation of the Transportation Improvement Committee (TIC).
7. In cooperation with stakeholders and the public, prepare the following documents:
    a. Updates to the existing Transportation Improvement Plan.
    b. Transportation Improvement Plan, 2013-2017.
    c. Long-Range Transportation Plan, 2011-2040.
    d. Public Participation Plan.
    e. Unified Planning Work Program, 2013-2014.
8. Improve operations of paratransit, dial-a-ride, and comparable services by:
    a. Implementing Automatic Vehicle Location (AVL) on fleet vehicles.
    b. Enhancing notification capabilities for service disruptions and operational efficiency.
    c. Planning for one-seat rides into neighboring districts.
    d. Integrating rider and scheduling databases with neighboring districts.
    e. Coordinating and evaluating Section 5310 activities.

PRODUCT SCHEDULE

Item	Release date

Item	Release date
Basis documents	
Transportation Improvement Plan, 2013-2017	November 2011
Long-Range Transportation Plan, 2011-2040	Draft December 2010 Final February 2011
Public Participation Plan	June 2012
Special projects	
New selection criteria that preferentially weight projects that "complete the streets"	July 2010
Development and adoption of a regional on- and off-street cyclist and pedestrian route network (part of LRTP)	Draft December 2010 Final February 2011
Waterbury-Bristol-New Britain-Hartford Alternatives Analysis and Scoping Study	Contingent on funds[6]
Implementation plan for direct bus service between New Britain and Middletown [7]	July 2011
Bus line rationalization study[8]	June 2012
Bus stop improvements (better signage) plan	June 2012
Electronic highway sign improvements plan	January 2012
Local street reconnection study	TBD
Roundabout retrofit pilot and plan	October 2010
Automated traffic enforcement study/plan	TBD
Rail line freight improvements	Ongoing[9]

[6] CCRPA applied for a $1 million federal appropriation for this project. These funds would match $250,000 from the State. Given the scope and interregional implications of this project, without such explicit support, it is unlikely that CCRPA will be able to pursue it. Should funds be awarded, CCRPA will complete the project within two years.

[7] In cooperation with CT TRANSIT, New Britain Transportation, Middletown Area Transit, and MRPA.

[8] In cooperation with CT TRANSIT, New Britain Transportation, and DATTCO.

[9] CCRPA continues to discuss, promote, and seek funding for upgrades to the region's rail infrastructure. In February 2009, CCRPA submitted a $24 million High-Priority Project request that would return line currently owned by Pan Am to a good state of repair; and in February 2010, as noted in footnote 6, the Agency sought funds for a study of the line.

Item	Release date
Highway Incident Management Report[10]	
Recurring documents	
Amendments to the existing TIP, including project lists	Ongoing

4. Other technical assistance

OBJECTIVE

1. To give transportation planning assistance to the CCRPA member municipalities through dedication of staff time and equipment.

ACTIVITIES

CCRPA will:

1. Continue to provide technical data, such as traffic counts, intersection analyses, and assistance, including program coordination, surveys, etc. to member municipalities.

PRODUCT SCHEDULE

Item	Release date
Area condition reports	On demand
Selected traffic count and intersection performance information	On demand
GIS mapping	On demand/ project basis
Other data on request	On demand

5. Public participation

OBJECTIVE

Community involvement and observance of civil rights laws and regulations are part and parcel of CCRPA's activities. CCRPA continues to seek ways to improve its public participation process and will further implement its Public Participation Plan with Environmental Justice and Title VI outreach elements as well as review procedures in light of rec-

[10] *In cooperation with COGCNV and ConnDOT.*

ommendations from the MPO recertification review (2010). Procedures have been developed to incorporate the Public Involvement Plan with the overall planning process, with an evaluative component.

CCRPA will continue to seek to involve the public, particularly groups that may be underserved by the transportation planning process, such as minorities, women, the elderly, and the disabled. Activities related to these groups will include soliciting input and inviting participation from such groups in all public stages of the transportation planning process as well as operating the workplace in accordance with Federal and State Affirmative Action and Equal Opportunity Regulations. A continuation of Environmental Justice components within consideration of the project selection process for STP-Urban funding, and consideration of procedures for incorporation of Environmental Justice details within the planning process will be an annual task. Procedures for improving outreach to all groups throughout the planning process will be reviewed, modified and implemented with particular attention to these groups. The process of public participation and outreach is regularly reviewed and evaluated for identifying areas needing improvement.

ACTIVITIES

CCRPA will:

1. Evaluate the public involvement process regularly and incorporate new methods into Agency operations and the Public Participation Plan.
2. Expand outreach strategies, including initiatives with community groups.
3. Report on potential and actual project impacts with Social Impact Reports.
4. Examine the distributions of benefits and burdens of transportation investments outlined in the Long-Range Transportation Plan and TIP as it impacts Title VI and/or Environmental Justice clusters.
5. Provide notice of foreign language assistance upon request on all meeting agendas and for all major products.
6. Document all public involvement activities for the TIP, STIP, Long-Range Transportation Plan, and all planning activities containing public participation components.

PRODUCT SCHEDULE

In addition to the items listed under Task 1:

Item	Release date
Articles and press releases for community and media sources	Ongoing

Item	Release date
Outreach to stakeholder groups through various means and media	Project basis
Translated documents upon request	On demand

Alternately-funded transportation planning (ADA)

CCRPA administers ADA paratransit service in Central Connecticut. DATTCO, Inc. is currently under contract to operate the service in and to/from the region. CCRPA will oversee the provision of services as required under the Americans with Disabilities Act (ADA) and complete the annual ADA compliance certification. Regular operational reviews and system oversight will be maintained. Where possible, the Agency will coordinate activities with all stakeholders, including, advisory committees, local social service agencies, elderly/disabled transportation providers, and appropriate citizen advocacy groups. The CCRPA will make recommendations for service changes and work toward their implementation as appropriate.

POSITION DESCRIPTIONS

The transportation program is funded primarily through federal grants from the U.S. Department of Transportation's Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The positions noted below will be directly involved in the Agency's transportation planning process, with task assignments as follows.

EXECUTIVE DIRECTOR

Supervises Agency staff and completes technical planning work. Represents the Agency at transportation functions and forums. Monitors the State Transportation Strategy Board activities.

SENIOR PLANNER/IT MANAGER

Oversees strategic planning, and special projects, including the 2011-2040 Long-Range Transportation Plan, the FY 2011-2012 Unified Planning Work Program, and the products listed under *Priorities* (*p.* 3). Responsible for transit planning, including buses and rail, freight rail, and traffic simulation. Maintains information technology systems, including transportation, databases, e-initiatives, and equipment.

SENIOR PLANNER/ASSISTANT DIRECTOR

Oversees the STP-Enhancement Program, pedestrian and cyclist planning, including Safe Routes to School, and the products listed under *Priorities* (*p.* 3). Responsible for public outreach/participation, and Title VI/Environmental Justice and Social Impact Reports.

TRANSPORTATION PLANNER

Oversees Transportation Improvement Plan (STP-Urban) and the Transportation Improvement Committee. Responsible for CMAQ, CMP, ARRA/stimulus funding/projects, and traffic and intersection counts and analyses. Acts as liaison to ConnDOT.

PART-TIME REGIONAL PLANNER(S)

Completes various transportation-related tasks, including forecasts and impact analyses, basic models, and land use studies. Provides support for data collection, including traffic, intersection, and pedestrian/cyclist counts.

OFFICE MANAGER/BOOKKEEPER

Handles financial reporting and requisitioning of funds.

TRANSIT PROGRAM MANAGER

Oversees ADA Paratransit in the region. Responsible for Dial-a-Ride grants, Section 5310, Jobs Access and LOCHSTP, ConnDOT/RPO transit coordination, and fixed route inquiries.

INTERN

Performs data collection, basic research and analysis, and routine work. Undertakes other work on an as-needed basis.

FUNDING

Fiscal year 2011

EXPENDITURES BY SOURCE

Task	1	2	3	4	5	*Direct Costs*	**Total**
FHWA PL	$28,754.33	$79,074.42	$100,640.17	$28,754.33	$50,344.89	*$8,893.86*	**$296,462.00**
FTA	$7,585.13	$20,859.12	$26,547.97	$7,585.13	$13,280.53	*$2,346.12*	**$78,204.00**
Released FY08 PL	$16,800.31	$46,200.85	$58,801.08	$16,800.31	$29,415.03	*$5,196.42*	**$173,214.00**
State match	$4,542.51	$12,491.89	$15,898.77	$4,542.51	$7,953.30	*$1,405.02*	**$46,834.00**
Local match	$4,542.51	$12,491.89	$15,898.77	$4,542.51	$7,953.30	*$1,405.02*	**$46,834.00**
Total	**$62,224.79**	**$171,118.17**	**$217,786.76**	**$62,224.79**	**$108,947.05**	***$19,246.44***	**$641,548.00**

EXPENDITURES BY EMPLOYEE

Task	1		2		3		4		5					
Position	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Total hr	Est. rate/hr	**Total cost**[11]	*Max. rate/hr*
Executive Director	100.00	$5,350.38	275.00	$14,713.56	350.00	$18,726.35	100.00	$5,350.38	175.00	$9,363.17	1000	$53.5038	**$53,504**	*$80*
Sr. Planner/IT Mgr.	165.00	$4,623.63	453.75	$12,714.97	577.50	$16,182.69	165.00	$4,623.63	288.75	$8,091.35	1650	$28.0220	**$46,236**	*$42*
Sr. Planner/ Asst. Director	165.50	$4,637.64	455.13	$12,753.50	579.25	$16,231.73	165.50	$4,637.64	289.63	$8,115.87	1655	$28.0220	**$46,376**	*$42*
Transportation Planner	182.00	$4,100.00	500.50	$11,275.00	637.00	$14,350.00	182.00	$4,100.00	318.50	$7,175.00	1820	$22.5275	**$41,000**	*$34*
PT Regional Planner	91.00	$1,899.20	250.25	$5,222.80	318.50	$6,647.20	91.00	$1,899.20	159.25	$3,323.60	910	$20.8703	**$18,992**	*$31*
PT Regional Planner	91.00	$1,899.20	250.25	$5,222.80	318.50	$6,647.20	91.00	$1,899.20	159.25	$3,323.60	910	$20.8703	**$18,992**	*$31*
Office Mgr./Bookkeeper	58.40	$1,446.14	160.60	$3,976.88	204.40	$5,061.48	58.40	$1,446.14	102.20	$2,530.74	584	$24.7626	**$14,461**	*$37*
Transit Program Mgr.	113.80	$2,563.63	312.95	$7,049.97	398.30	$8,972.69	113.80	$2,563.63	199.15	$4,486.35	1138	$22.5275	**$25,636**	*$34*
Intern	30.00	$300.00	82.50	$825.00	105.00	$1,050.00	30.00	$300.00	52.50	$525.00	300	$10.0000	**$3,000**	*$15*
Subtotal	996.70	$26,819.81	2,740.93	$73,754.49	3,488.45	$93,869.34	996.70	$26,819.81	1,744.23	$46,934.67	9967		**$268,198.13**	
BFO (110%)		$29,501.79		$81,129.93		$103,256.28		$29,501.79		$51,628.14			***$295,017.94***	
Direct Costs (3%)		$804.59		$2,212.63		$2,816.08		$804.59		$1,408.04			***$8,045.94***	
Reserved[12]		$4,505.73		$12,390.75		$15,770.05		$4,505.73		$7,885.02			**$70,285.99**	
Total		**$61,631.93**		**$169,487.81**		**$215,711.75**		**$61,631.93**		**$107,855.88**			**$641,548.00**	

Fiscal year 2012

EXPENDITURES BY SOURCE

Task	1	2	3	4	5	*Direct Costs*	**Total**
FHWA PL	$28,754.33	$79,074.42	$100,640.17	$28,754.33	$50,344.89	*$8,893.86*	**$296,462.00**
FTA	$7,585.13	$20,859.12	$26,547.97	$7,585.13	$13,280.53	*$2,346.12*	**$78,204.00**
Released FY08 PL	$19,060.02	$52,415.06	$66,710.07	$19,060.02	$33,371.47	*$5,895.36*	**$196,512.00**
State match	$6,925.01	$19,043.77	$24,237.53	$6,925.01	$12,124.74	*$2,141.94*	**$71,398.00**
Local match	$6,925.01	$19,043.77	$24,237.53	$6,925.01	$12,124.74	*$2,141.94*	**$71,398.00**
Total	$69,249.51	$190,436.14	$242,373.27	$69,249.51	$121,246.36	*$21,419.22*	**$713,974.00**

EXPENDITURES BY EMPLOYEE

Task	1		2		3		4		5					
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Total hr	Est. rate/hr	Total cost[11]	*Max. rate/hr*
Executive Director	100.00	$5,617.90	275.00	$15,449.24	350.00	$19,662.66	100.00	$5,617.90	175.00	$9,831.33	1000	$56.1790	$56,179	*$84*
Sr. Planner/IT Mgr.	165.00	$4,854.81	453.75	$13,350.72	577.50	$16,991.83	165.00	$4,854.81	288.75	$8,495.91	1650	$29.4231	$48,548	*$44*
Sr. Planner/ Asst. Director	165.50	$4,869.52	455.13	$13,391.18	579.25	$17,043.32	165.50	$4,869.52	289.63	$8,521.66	1655	$29.4231	$48,695	*$44*
Transportation Planner	182.00	$4,305.00	500.50	$11,838.75	637.00	$15,067.50	182.00	$4,305.00	318.50	$7,533.75	1820	$23.6538	$43,050	*$35*
FT Regional Planner	182.00	$3,988.32	500.50	$10,967.88	637.00	$13,959.12	182.00	$3,988.32	318.50	$6,979.56	1820	$21.9138	$39,883	*$33*
PT Regional Planner	91.00	$1,994.16	250.25	$5,483.94	318.50	$6,979.56	91.00	$1,994.16	159.25	$3,489.78	910	$21.9138	$19,942	*$33*
Office Mgr./Bookkeeper	58.40	$1,518.44	160.60	$4,175.72	204.40	$5,314.56	58.40	$1,518.44	102.20	$2,657.28	584	$26.0008	$15,184	*$39*
Transit Program Mgr.	113.80	$2,691.81	312.95	$7,402.47	398.30	$9,421.33	113.80	$2,691.81	199.15	$4,710.66	1138	$23.6538	$26,918	*$35*
Intern	30.00	$315.00	82.50	$866.25	105.00	$1,102.50	30.00	$315.00	52.50	$551.25	300	$10.5000	$3,150	*$16*
Subtotal	1,087.70	$30,154.96	2,991.18	$82,926.15	3,806.95	$105,542.37	1,087.70	$30,154.96	1,903.48	$52,771.19	10877		**$301,549.63**	
BFO (110%)		$33,170.46		$91,218.76		$116,096.61		$33,170.46		$58,048.30			**$331,704.60**	
Direct Costs (3%)		$904.65		$2,487.78		$3,166.27		$904.65		$1,583.14			**$9,046.49**	
Reserved[12]		$5,066.03		$13,931.59		$17,731.12		$5,066.03		$8,865.56			**$71,673.28**	
Total		**$69,296.11**		**$190,564.29**		**$242,536.37**		**$69,296.11**		**$121,268.19**			**$713,974.00**	

[11] *Transportation program only.*

[12] *Reserved includes software, hardware, additional equipment, conferences, seminars, and training.*

APPENDIXES

Acronyms

ADA	Americans with Disabilities Act
CCRPA	Central Connecticut Regional Planning Agency
COGCNV	Council of Governments of the Central Naugatuck Valley
ConnDOT	Connecticut Department of Transportation
CRCOG	Capitol Region Council of Governments
CTDOT	Connecticut Department of Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
ITS	Intelligent Transportation Systems
LOCHSTP	Locally Coordinated Human Services Transportation Plan
LRTP	Long-Range Transportation Plan
MPO	Metropolitan Planning Organization
MRPA	Midstate Regional Planning Agency
RPO	Regional Planning Organization
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users
SIP	State Implementation Plan
STIP	State Transportation Improvement Plan
STP	Surface Transportation Program
TIP	Transportation Improvement Plan
TMA	Transportation Management Area
UPWP	Unified Planning Work Program

Planning roles & responsibilities

PURPOSE

The purpose of this statement is to outline the roles and responsibilities of the State, the Central Connecticut Regional Planning Agency and appropriate providers of public transportation as required by 23 CFR Sec. 450.314(a)"Metropolitan Planning Agreements" [formerly 23CFR 450.310(e)].

GENERAL ROLES & RESPONSIBILITIES

The Central Connecticut Regional Planning Agency will perform the transportation planning process for their region and develop procedures to coordinate transportation planning activities in accordance with applicable federal regulations and guidance. The transportation process will, at a minimum, consist of:

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

9. Ensuring plans, projects and programs are consistent with and conform to air quality goals of reducing transportation-related emissions and attaining National Ambient Air Quality Standards.

LONG RANGE TRANSPORTATION PLAN

1. Central Connecticut Regional Planning Agency will be responsible for preparing and developing the long range (20–25 years) transportation plans for its respective region.

2. Central Connecticut Regional Planning Agency may develop a consolidated transportation plan summary report for the planning region that includes the key issues facing the area and priority programs and projects.

3. ConnDOT will provide the following information and data in support of developing the transportation plan:

    a. Financial information - estimate of anticipated federal funds over the 20-25 year time frame of the plan for the highway and transit programs.

    b. Trip tables - for each analysis year, including base year and the horizon year of the plan by trip purpose and mode.

    c. Traffic count data for state roads in the Central Connecticut Planning Region, and transit statistics as available.

    d. List of projects of statewide significance by mode, with descriptions, so that they can be incorporated into the regional transportation plans.

    e. Assess air quality impacts and conduct the regional emissions assessment of the plan. Will provide the results of the assessment in a timely manner to allow inclusion in the plan and to be made available to the public at public information meetings. (Refer to air quality tasks.)

4. Central Connecticut Regional Planning Agency may conduct transportation modeling for the area.

5. Central Connecticut Regional Planning Agency will consult with the appropriate providers of public transportation on local bus capital projects to include in the transportation plan, and will work together to develop local bus improvements for the plan from the 10-year capital program. Through consultation, they will identify

future local bus needs and services, including new routes, service expansion, rolling stock needs beyond replacement, and operating financial needs.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

1. The TIP will be prepared and compiled through a consultative process between ConnDOT, Central Connecticut Regional Planning Agency, and the appropriate provider(s) of public transportation.

2. ConnDOT will prepare an initial list of projects to include in the new TIP. This list will be based on the current TIP that is about to expire and an assessment of which projects will be obligated for funding before the end of the current federal fiscal year.

3. ConnDOT, Central Connecticut Regional Planning Agency and transit provider(s) – ConnDOT will solicit comments on the TIP and incorporate where practicable.

4. ConnDOT will provide detailed project descriptions, cost estimates and program schedules. The project descriptions will provide sufficient detail to allow the Central Connecticut Regional Planning Agency to explain the projects to the policy board and the general public.

5. ConnDOT will provide a list of projects obligated during each of the federal fiscal years covered by the expiring TIP/STIP. The annual listing of obligated projects should include both highway and transit projects.

6. Central Connecticut Regional Planning Agency will compile the TIP for the Region, including preparing a narrative. Projects will be categorized by federal aid program and listed in summary tables. The TIP will be converted into a format that will allow it to be downloaded to the Region's website. Central Connecticut Regional Planning Agency will maintain the TIP by tracking amendments and changes to projects (schedule, scope and cost) made through the administrative action process.

7. ConnDOT will develop the STIP based on the MPOs' TIPs and projects located in the rural regions of the State.

8. ConnDOT will include one STIP entry each for the Bridge program, the Highway Safety Improvement program and the Recreational Trails program. This entry will list the total funds needed for these programs for each fiscal year. All Regions will receive back up lists in the form of the Connecticut Bridge Program, the Office of Traffic Engineering Safety Plan and the Recreational Trails program administered by

the Department of Environmental Protection. The one line entry will reduce the number of entries needed in the STIP.

9. ConnDOT will provide proposed amendments to the Central Connecticut Regional Planning Agency for consideration. The amendment will include a project description that provides sufficient detail to allow the Central Connecticut Regional Planning Agency to explain the proposed changes to the Central Connecticut Regional Planning Agency board. It will also provide a clear reason and justification for the amendment. If it involves a new project, ConnDOT will provide a clear explanation of the reasons and rationale for adding it to the TIP/STIP.

10. When an amendment to the TIP/STIP is being proposed by the Central Connecticut Regional Planning Agency, the project sponsor will consult with ConnDOT to obtain concurrence with the proposed amendment and ensure financial consistency.

11. ConnDOT will provide a financial assessment of the STIP with each update. Central Connecticut Regional Planning Agency should prepare a TIP summary table listing all projects by funding program sorted by year based on ConnDOT's financial assessment.

AIR QUALITY PLANNING

1. ConnDOT and Central Connecticut Regional Planning Agency may meet at least once per year to discuss the air quality conformity process, the regional emissions analysis and air quality modeling.

2. ConnDOT will conduct the regional emissions analysis, which includes the Central Connecticut Regional Planning Agency area and provide the results to the Central Connecticut Regional Planning Agency. The regional emissions analyses for the build or future years will include the proposed transportation improvements included in the regional long-range transportation plans and TIP.

3. Central Connecticut Regional Planning Agency will prepare a summary report of the conformity process and regional emissions analysis for the Region. It will contain a table showing the estimated emissions from the transportation system for each criteria pollutant and analysis year.

4. The summary report on the regional emissions analyses will be inserted into the long-range transportation plan and TIP.

5. Central Connecticut Regional Planning Agency will make the regional emissions analysis available to the public.

PUBLIC PARTICIPATION PROGRAM

1. The Central Connecticut Regional Planning Agency will review and evaluate its public participation program regularly.
2. The Central Connecticut Regional Planning Agency will update and prepare a list of neighborhood and local organizations and groups that will receive notices of MPO plans, programs and projects.
3. The Central Connecticut Regional Planning Agency will work to ensure that low-income, minority and transit dependent areas are afforded an adequate opportunity to participate in the transportation planning process, receive a fair share of the transportation improvement benefits and do not endure a disproportionate transportation burden. They will comply with federal legislation on these issues.
4. The Central Connecticut Regional Planning Agency's process for developing plans, projects, and programs will include consultation with state and local agencies responsible for land use and growth management, natural resources, environmental protection, conservation and historic preservation.
5. The Central Connecticut Regional Planning Agency will maintain their website to provide clear and concise information on the transportation planning process and provide an opportunity to download reports and documents. This will include developing project and study summaries, converting reports into a pdf or text format, and maintaining a list of available documents. The website will provide links to other associated organizations and agencies.

PUBLIC TRANSPORTATION PLANNING

1. The Central Connecticut Regional Planning Agency will allow for, to the extent feasible, the participation of transit providers at all transportation committee and policy board meetings to provide advice, information and consultation on transportation programs within the planning region.
2. The Central Connecticut Regional Planning Agency will provide the opportunity for the transit providers to review and comment on planning products relating to transit issues within the region.

3. The Central Connecticut Regional Planning Agency will allow for transit provider(s) to participate in UPWP, long-range plan, and TIP development to insure the consideration of any appropriate comments.

4. The Central Connecticut Regional Planning Agency and ConnDOT will assist the transit provider(s) to the extent feasible with planning for transit related activities.

FISCAL/FINANCIAL PLANNING

1. The ConnDOT will provide the Central Connecticut Regional Planning Agency with up-to-date fiscal and financial information on the statewide and regional transportation improvement programs to the extent practicable. This will include:
   a. Anticipated federal funding resources by federal aid category for the upcoming federal fiscal year, as shown in the TIP financial chart.
   b. Annual authorized funds for the STP-Urban account.
   c. Annual authorized funds for the FTA Section 5307 Program.
   d. A listing of FTA Section 5309 Bus and Section 5309 New Starts projects that are earmarked in federal legislation and also as appropriated by Congress.
   e. Monthly updates of STP-Urban Program showing current estimated cost & scheduled obligation dates.
2. The ConnDOT will notify the Central Connecticut Regional Planning Agency when the anticipated cost of a project, regardless of funding category, has changed in accordance with the agreed upon TIP/STIP amendment and administrative action process.
3. The Central Connecticut Regional Planning Agency will prepare summary tables and charts that display financial information for presentation to the policy board.

CONGESTION MANAGEMENT PROCESS (CMP) PROGRAM

1. The ConnDOT, as state's primary CMP, will provide Central Connecticut Regional Planning Agency its congestion screening report.
2. The Central Connecticut Regional Planning Agency will review the congestion screening report and select critical corridors for analysis as a second level CMP in the state.
3. The Central Connecticut Regional Planning Agency will conduct a highway performance monitoring program that includes the collection of traffic counts, conduct of travel time surveys, and determination of travel speeds and delay.

4. The Central Connecticut Regional Planning Agency will conduct congestion strategies studies for critical corridors and identify possible improvements to reduce congestion and delay.

5. The Central Connecticut Regional Planning Agency will work with ConnDOT on programming possible congestion-reducing projects.

6. The Central Connecticut Regional Planning Agency will, upon implementation of a congestion reduction improvement, assess post-improvement operations and determine level of congestion relief.

INTELLIGENT TRANSPORTATION SYSTEMS (ITS) PROGRAM

1. The ConnDOT will maintain the statewide ITS architecture and ensure consistency with the Regional ITS Architecture for the Central Connecticut Planning Region.

2. The Central Connecticut Regional Planning Agency will maintain and update the Regional ITS Architecture for the Central Connecticut Planning Region, where appropriate.

AMENDMENT

This Statement on Transportation Planning may be amended from time to time or to coincide with annual UPWP approval as jointly deemed necessary or in the best interests of all parties, including Federal transportation agencies.

EFFECTIVE DATE

This Statement will be effective after it has been endorsed by the Central Connecticut Regional Planning Agency as part of the UPWP, and as soon as the UPWP has been approved by the relevant Federal transportation agencies.

NO LIMITATION ON STATUTORY AUTHORITY

Nothing contained in this Statement is intended to or shall limit the authority or responsibilities assigned to signatory organizations under Connecticut law, federal law, local ordinance, or charter.